## Enrolment Information for new POSTGRADUATE students

**Graduate Certificate in Australian Migration Law and Practice 2009**

Welcome to Murdoch University .........................................................................................................................1

### STEP

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accept Offer and Activate Account .................................................................2</td>
</tr>
<tr>
<td>2</td>
<td>Research Your Options .................................................................................................3</td>
</tr>
<tr>
<td>3</td>
<td>Complete Your Enrolment ...............................................................................................5</td>
</tr>
<tr>
<td>4</td>
<td>Attend your Information Session ...................................................................................7</td>
</tr>
<tr>
<td>5</td>
<td>Important Information and FAQs .....................................................................................8</td>
</tr>
<tr>
<td>6</td>
<td>Mode of Delivery ..............................................................................................................9</td>
</tr>
<tr>
<td>7</td>
<td>Unit Descriptions ..........................................................................................................9</td>
</tr>
<tr>
<td>8</td>
<td>LAW402 Australian Migration Law ...................................................................................9</td>
</tr>
<tr>
<td>9</td>
<td>LAW403 The Australian Visa System ...............................................................................9</td>
</tr>
<tr>
<td>10</td>
<td>LAW404 Migration Law in Practice ...............................................................................10</td>
</tr>
<tr>
<td>11</td>
<td>Handy Contacts and Websites ......................................................................................11</td>
</tr>
<tr>
<td>12</td>
<td>Checklists .....................................................................................................................12</td>
</tr>
</tbody>
</table>
Welcome to Murdoch University

Congratulations on your offer of a place to study at Murdoch University. The details included in this booklet will assist you with accepting your offer, seeking advice on your enrolment options, choosing your units and completing your enrolment online. The Steps below ensure that you have the basic information you need to navigate successfully through your first enrolment experience at Murdoch.

Students who are unable to access computer facilities due to exceptional circumstances are able to apply to receive their University correspondence via hardcopy. For further information please contact the External Studies Unit (Telephone: 089360 2710).

- **STEP 1** Accept Offer and Activate Account
- **STEP 2** Research Your Options
- **STEP 3** Complete Your Enrolment
- **STEP 5** Go To Information Session and Start Uni
- **STEP 6** Important Information and FAQs
STEP 1

Accept Offer and Activate Account

☐ Go to the Murdoch Home page …
   … http://www.murdoch.edu.au/ and click on the “New students” link on the
   bottom left of your screen. This will take you to our New Students website.

☐ Select the Accept & Activate icon

☐ Read the instructions …
   … carefully for your offer type, then click on the “New students…walk this
   way” icon.

   You will need your Offer Letter (Domestic students) or Confirmation of
   Enrolment- eCOE (International students) as this contains your Student
   Number.

☐ Enter your Student Number

☐ Enter your Date of Birth …
   … in the format DD/MM/YYYY (eg 12/03/1985) and click the SUBMIT
   button.

☐ Now you can:
   ☐ Choose to Accept, Defer or Reject your offer (domestic students only)
   ☐ Set your Murdoch Password (all students)
   ☐ Set and confirm your email address (all students)
   ☐ Select your course as offered (domestic students only)

☐ Congratulations …
   … you have accepted your place as a Murdoch student and you are now ready
   to select your units and complete your enrolment!
Research Your Options

For a postgraduate student a course structure will consist of Core Units (http://www.murdoch.edu.au/students/new/terminology.html#CoreUnits) and Specified Electives (http://www.murdoch.edu.au/students/new/terminology.html#SpecifiedElectives).

Depending on your chosen degree your requirements will vary from approximately 12 points to 72 points. Postgraduate courses include, Graduate Certificate, Postgraduate Certificate, Graduate Diploma, Postgraduate Diploma, Masters and Doctorates.

The Graduate Certificate in Australian Migration Law and Practice consists of three core units offered in one semester. You should enrol in all three units for S1 2009.

☐ Read about your Course Structure

You can find your course structure online through the Postgraduate Information Link (http://www.murdoch.edu.au/fsa/postgrads/).

☐ Choose your units …

…you want to enrol in for the current year by using the information you have reviewed above. You can find out about each unit in the Handbook online 2009 Handbook (http://handbook.murdoch.edu.au/units/). Information about the units including lecture dates and times can be found towards the back of this booklet.

☐ Check your Timetable

The quickest method of checking this is to refer to the online teaching timetable’s website at: Teaching Timetable (http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html). The timetable for the units required in the Graduate Certificate in Australian Migration Law and Practice will also be listed under the Murdoch University School of Law website.

You may find it useful to print a hardcopy of your personal study plan (http://www.murdoch.edu.au/fsa/forms/StudyPlan.pdf) and/or your personal timetable (http://www.murdoch.edu.au/students/new/UnitPersonalTimetablePlanner.pdf) for future reference.
Faculty Student Administration (FSA) staff member. You have been allocated a staff member to assist you with your enrolment queries regarding your chosen course. Contact details are:

Ms Lyn Tooley  
Email: L.Tooley@murdoch.edu.au  
Telephone No: 9360 6192

Your Course Program Chair. You also have an academic staff member to assist you with your enrolment queries regarding your chosen course:

Ms Mary Anne Kenny  
Course Coordinator  
Email: M.Kenny@murdoch.edu.au  
Telephone No: 9360 6806

Now you are ready to enrol …
STEP 3

Complete Your Enrolment

Log in to MyMurdoch ..

… Go to the Murdoch homepage (http://www.murdoch.edu.au/), select “Current Students” at the TOP of the page, and then select “MyMurdoch” to access your portal to Murdoch’s online facilities using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1).

Click on MyInfo tab

Log in to MyInfo (click on the MyInfo Login icon) using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1). And yes, the University is working on this double log in process!

What is MyInfo? MyInfo is the University’s student self enrolment and management system. Within MyInfo you can manage your enrolment including unit selection, unit set (course and specialisations – if applicable) enrolment and activity signup. You can also update your personal details (home and postal addresses, email address etc).

☐ Go to Self Enrolment Steps

On the left menu, click on <Change Enrolment Details> and then <Self Enrolment Steps>. Read all of the information on this page and then scroll down to the <Self Enrolment Steps> heading.

Work your way through each of the steps.

Icons are used to represent the status of each Self Enrolment Step. Each step has an explanation to the process so please read each one carefully.

☐ Disclaimer

☐ Services

☐ Government Statistics

☐ Course Completion Date

Keeps the university informed of when you expect to graduate, so please keep this up to date as it is very important.

☐ Unit Sets (Course and Specialisation – if applicable)

You will need to have at least one Unit Set recorded as your Primary Unit Set. Your Primary Unit Set must relate to the course you are currently enrolled under.
What are Unit Sets? This is the name given to the Course and Specialisations (if applicable) by MyInfo, and often referred to as a Course. You must have at least one primary unit set on MyInfo that matches the course you were offered (e.g. Graduate Certificate in Australian Migration Law and Practice, with Primary Unit set of GC-AMLP).

**Units**

This is where you enrol in your individual units. Use the Search function to find the unit you want. You can also just type in the unit code of the unit you wish to enrol in. Do one unit at a time and **Save Changes** after each unit added. Remember to enrol in all of your units for the semester.

D = internal, X = external,  S1 = Semester 1, S2 = Semester 2.

When you have successfully enrolled in a unit the ‘Status’ column will show ‘Enrolled’ and the background colour will change from grey to blue.

Remember to make sure you have your Pop-Up Blockers turned off when you are in MyInfo as it will affect your ability to save your units.

**Commonwealth Assistance Form (Domestic Students only)**

This is a Commonwealth Government requirement. To complete this you will need your Tax File Number (TFN). If you do not have your TFN handy or have not applied for one from the [Australian Taxation Office](http://www.ato.gov.au/) yet you can come back to this step later, however this step must be completed by the [Census Date](http://www.oss.murdoch.edu.au/enrolment/deadlines.html) to avoid having your course cancelled as per Commonwealth Government regulations.

**Check your Current Enrolment Details**

When you have enrolled in all units that you intend to take for the semester you are encouraged to view your current enrolment from the **<Current Enrolment Details>** menu in MyInfo. Select **<Course and Unit Details>** and then click on the course code next to the **<Units>** heading. You will need to check that all of the units that you intend to take for the semester are included.

**Unit Status shows as ENROLLED!**

Well done, you have enrolled in your units. Please be aware that your Course Status will remain as Inactive until semester begins. You can further check that you have enrolled in the right units by going back out to the MyInfo tab of MyMurdoch. Your enrolled units will be displayed with the Teaching Period, Campus and Mode. Check this one final time before you finish.

If you have any trouble getting into or navigating your way around MyMurdoch or have a technical issue, check out the Help link or contact the IT Service Desk (itservicedesk@murdoch.edu.au, p: 93602000 or Level 2, North Wing, Library).
Attend your Information Session

You are encouraged to attend the Information Session for the Graduate Certificate in Australian Migration Law and Practice which will be held as follows:

When:  Wednesday 28th January 2009
Where:  Freehills Lecture Theatre
Who:   All students who have accepted an offer for the Graduate Certificate in Australian Migration Law and Practice.

At this session, the Course Director, Mary Anne Kenny, will be available to advise students and answer any queries that may arise.

If you have read through this booklet AND attended the Information Session but still have a query or concern with your enrolment, the Faculty Student Administration staff will be able to assist you. You are encouraged to ‘have a go’ by yourself and then either telephone or email your Faculty Student Administration staff member (refer to contact details at the back of this booklet) with the specific concern and they will look after you.

Important Point: Enrolment Deadlines
You will be expected to enrol in all your units for the Graduate Certificate in Australian Migration Law and Practice for S1 2009 as soon as possible after receiving your offer pack or after attending the Information Session. Please note: As the Graduate Certificate in Australian Migration Law and Practice is a quotaed course, you must enrol by Monday February 9th. If you are not enrolled by this date, you may risk losing your place.
Important Information and FAQs

Units – Which units do I need to do and how do I know that I have enrolled in the right units? Your Course Structure lists your required units.

Invalid Units – Why is my unit enrolment INVALID? Beside the invalid unit, you will find a grey button labelled ‘Why is this Invalid?’ When you click on this button, a pop-up window will display the reason that the unit is invalid. If you still require help, print off or copy down this information before contacting your Faculty Student Administration staff member (FSA Contacts - http://www.murdoch.edu.au/fsa/contacts/).

University Regulations and Rules Students should ensure they are familiar with the University’s internal legislation, including provisions specifically relevant to their studies (University Legislation).

Email Account & Correspondence. The University’s primary form of contact with students is via email. The University automatically provides you with an email address, (yourstudentnumber@student.murdoch.edu.au) and you can access this email account at: Student Webmail (https://www.student.murdoch.edu.au/mail) using your Murdoch User name and Password (same as MyMurdoch). You can choose to use a different email account, for example a Yahoo account. It is essential that you keep the email address listed in MyInfo page of MyMurdoch up to date so that you receive important communications from your lecturers and the University.

Cancellation of Courses/ Units. The University reserves the right to cancel, without notice, any course or unit if the number of students enrolled falls below limits set by the University.

Glossary A full list of Murdoch terminology and relevant regulation requirements can be found in the Murdoch Terminology and Glossary (http://www.murdoch.edu.au/students/new/terminology.html) page to help you.
Mode of Delivery

The Graduate Certificate in Australian Migration Law and Practice will be taught on Murdoch Campus in internal mode only.

The three units in the course will run consecutively in Semester 1 2009. The units will be delivered in intensive mode, with teaching on seven consecutive days (Monday to Sunday) apart from LAW402 Australian Migration Law and LAW403 The Australian Visa System. These units will run over two weeks. The weekday sessions will run during the evenings (5:30pm-9:30pm), Saturday and Sunday sessions will be all day (9:30am-4:30pm). Each teaching block will be followed by time for private study, an examination and completion of assessments.

Unit Descriptions

LAW402 Australian Migration Law
Monday February 16 – Thursday February 19 (5:30pm-9:30pm)
Saturday February 21 (9:30am-4:30pm)
Tuesday February 24 - Thursday February 26 (5:30pm-9:30pm)

This unit deals with the fundamentals of Australian Migration law. Topics addressed will include an introduction to Australia’s legal system, the relationship between levels of legislation and court hierarchies. The unit will give an overview of Australia’s immigration history, and the philosophy of the immigration system. Students will be introduced to the relevant Acts and other legislation, the general concepts of migration procedure, the visa application process, and the role and responsibilities of Migration Agents and advisors.

LAW403 The Australian Visa System
Monday March 30 (5:30pm-9:30pm)
Wednesday April 1- Friday April 3 (5:30pm-9:30pm)
Saturday April 4 and Sunday April 5 (9:30am-4:30pm)
Wednesday April 8 (5:30pm-9:30pm)

This unit analyses Australia’s visa system including visa classes, conditions, criteria and application processes. It will cover visa monitoring and compliance issues, grounds for refusal or cancellation of visas, and consequences of unlawful status. The course will also deal with detention, removal and deportation, and offences under the Migration Act. Types of reviewable decisions and exclusions from review will be discussed using relevant case law. The course will impart skills in the production of supporting submissions for applications and judicial review.
LAW404 Migration Law in Practice

Monday May 18 – Friday May 21 (5:30pm-9:30pm)
Saturday 23 May – Sunday 24 May (9:30am-4:30pm)

This unit deals with the practical skills required of Registered Migration Agents. The topics addressed include visa application assembly and lodgement techniques, the industry’s Code of conduct, communication skills and cultural awareness, problem solving, negotiation and advocacy skills. Students will learn about business structures and relevant legislation, financial duties, record keeping, and effective client services. The unit will also cover risk management, an overview of contract law, tort law, and the laws of negligence and consumer protection.
**Handy Contacts and Websites**

<table>
<thead>
<tr>
<th>Need help with:-</th>
<th>Contact</th>
<th>Email</th>
<th>Phone (+618)</th>
<th>Location Murdoch Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT/MyInfo</td>
<td>IT Service Desk</td>
<td><a href="mailto:itservicedesk@murdoch.edu.au">itservicedesk@murdoch.edu.au</a></td>
<td>9360 2000</td>
<td>Library (north) Level 2</td>
</tr>
<tr>
<td>Student ID cards</td>
<td>IT Service Desk</td>
<td><a href="mailto:itservicedesk@murdoch.edu.au">itservicedesk@murdoch.edu.au</a></td>
<td>9360 2000</td>
<td>Library (north) Level 2</td>
</tr>
<tr>
<td>Fees</td>
<td>Student Service Centre</td>
<td><a href="mailto:fees@murdoch.edu.au">fees@murdoch.edu.au</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
</tr>
<tr>
<td>Books/Unit materials</td>
<td>Bookshop</td>
<td><a href="mailto:bookshop@murdoch.edu.au">bookshop@murdoch.edu.au</a></td>
<td>9360 2540</td>
<td>Refectory 2.051</td>
</tr>
<tr>
<td>International Students</td>
<td>Murdoch International</td>
<td><a href="mailto:internat@murdoch.edu.au">internat@murdoch.edu.au</a></td>
<td>9360 6770</td>
<td>Senate 1.001</td>
</tr>
<tr>
<td>Enrolment</td>
<td>Faculty Student Admin</td>
<td><a href="mailto:fsa@murdoch.edu.au">fsa@murdoch.edu.au</a></td>
<td>9360 6192</td>
<td>Law 2.112</td>
</tr>
</tbody>
</table>

**Handy Websites**

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student home page</td>
<td><a href="http://www.murdoch.edu.au/students/new">http://www.murdoch.edu.au/students/new</a></td>
</tr>
<tr>
<td>Faculty Student Administration</td>
<td><a href="http://www.murdoch.edu.au/fsa">http://www.murdoch.edu.au/fsa</a></td>
</tr>
<tr>
<td>Guild of Students</td>
<td><a href="http://guild.murdoch.edu.au">http://guild.murdoch.edu.au</a></td>
</tr>
<tr>
<td>Library</td>
<td><a href="http://wwwlib.murdoch.edu.au/">http://wwwlib.murdoch.edu.au/</a></td>
</tr>
<tr>
<td>Murdoch International</td>
<td><a href="http://www.international.murdoch.edu.au">http://www.international.murdoch.edu.au</a></td>
</tr>
<tr>
<td>MyInfo (log on through MyMurdoch for online enrolment)</td>
<td><a href="http://myinfo.murdoch.edu.au">http://myinfo.murdoch.edu.au</a></td>
</tr>
<tr>
<td>Parking and Transport</td>
<td><a href="http://www.murdoch.edu.au/index/students/P&amp;T">http://www.murdoch.edu.au/index/students/P&amp;T</a></td>
</tr>
<tr>
<td>Teaching timetable</td>
<td><a href="http://www.murdoch.edu.au/admin/timetables/teaching/">http://www.murdoch.edu.au/admin/timetables/teaching/</a></td>
</tr>
<tr>
<td>Unit coordinator details</td>
<td><a href="http://www.murdoch.edu.au/index/units">http://www.murdoch.edu.au/index/units</a></td>
</tr>
</tbody>
</table>
Checklists

GRADUATE CERTIFICATE IN AUSTRALIAN MIGRATION LAW AND PRACTICE

School of Law
Graduate Certificate in Australian Migration Law and Practice (GradCertAusMigLaw)

Further information

Course Structure — 12 points

Core Units — 12 points
[ ] LAW402 Australian Migration Law — 4 pts
Murdoch: SP22-internal, UA6-internal
[ ] LAW403 Australian Visa System — 4 pts
Murdoch: AU6-internal, SP1-internal
[ ] LAW404 Migration Law in Practice — 4 pts
Murdoch: AU7-internal, SP27-internal, SP4-internal

PREREQUISITES — GRADUATE CERTIFICATE IN AUSTRALIAN MIGRATION LAW AND PRACTICE

[ ] Australian Migration Law (LAW402)
Prerequisites: Enrolment in the Graduate Certificate in Australian Migration Law and Practice.

[ ] Australian Visa System (LAW403)
Prerequisites: Enrolment in the Graduate Certificate in Australian Migration Law and Practice.

[ ] Migration Law in Practice (LAW404)
Prerequisites: Enrolment in the Graduate Certificate in Australian Migration Law and Practice.