External Students Orientation

General Information Session
What does the External Studies Office do?

- Mail out unit materials
- Process assignments
- Send tutor information
- Answer your questions
- Refer you to people who can help
Unit Materials

- We commence mailing materials 2 weeks prior to start of semester.
- Materials are mailed as they become available so you are not likely to get every package at the same time.
- You will be sent an email to let you know once your materials have been sent.
- Not all units will issue hard copy materials.
Assignment Submission

- Email assignments if possible - you should receive an automatically generated receipt
- Email address is assignments@murdoch.edu.au
- Assignments can be faxed to +61 8 9360 6017
- Hard copy assignments should be sent by registered mail or other method by which you have confirmation of mailing.
- Post assignments to:
  - External Studies Office
  - Murdoch University
  - 90 South Street
  - Murdoch WA 6150
- There is a chute next to the door of our office for assignments submitted out of hours (8.30 am to 4.30 pm Monday to Friday)
Assignment Submission

- Mailed assignments are booked in on the day received, not the day posted.
- Assignments received by 8.00 am Perth time are logged as the previous business day.
- Always include an Assignment Attachment as well as any unit-specific cover sheet.
- Assignment Attachments can be downloaded from http://external.murdoch.edu.au/
- Always keep a copy of your assignment.
Tutor Allocation

- Tutors should be allocated by end of week one
- Tutor information will be emailed to you – this includes the name and contact details of your tutor
- Your tutor will mark your assignments and also assist you with understanding the unit content
- Most tutors prefer you to contact them if you need help – don’t leave it until you’re struggling
Contacting External Studies

- Phone +61 8 9360 2710
- Email externalstudies@murdoch.edu.au
- Fax +61 8 9360 6017

Information is available at our website:

http://external.murdoch.edu.au/
Let us know if we can assist you in any way

Thank you for attending and we wish you well in your studies