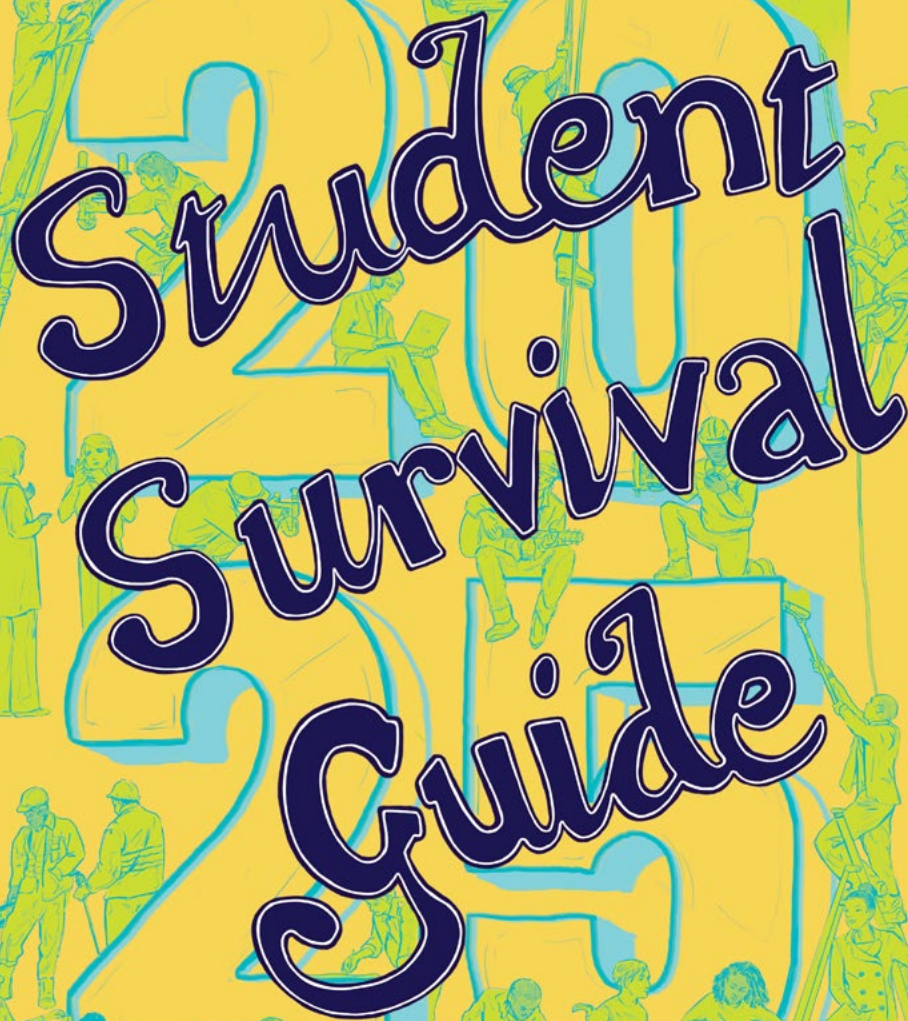




Student Survival Guide

We are pleased to welcome all new and returning students to Melbourne Polytechnic in 2025.

This guide contains information that will help you understand Melbourne Polytechnic and your rights and responsibilities as a student.

Our diverse student body includes people newly arrived in Australia, international students, school leavers and people returning to study. With such diversity we are sure that you will meet and make new friends and your experience at Melbourne Polytechnic will be much more than just academic.

In 2024 Melbourne Polytechnic was the winner of the “Large Training Provider of the Year” at the Victorian Training Awards. It’s a major achievement to be acknowledged as an organisation that delivers high quality training and opportunities for all of our students, and we are so pleased that you have joined us.

One of the great things about TAFE is that students with a specific skill or interest can access a pathway that allows for practical tasks and learning that builds on an interest that leads to a qualification, there are lots of opportunities to be had.

Make the most of your time in class, learn from your teachers who work in the industry, they have been on the same journey and they want you to be successful. Connect with your classmates and peers – they will be a great resource now and in the future.

If you need help or advice- refer to the information in this guide – it will point you in the right direction. You can find more in-depth resources on the Student Portal at <https://melbpo.ly/StudentPortal> and the Melbourne Polytechnic website at www.melbournepolytechnic.edu.au

Good luck and have fun!
The Student Services team.

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Illustrated by: Marlee James
@bluerogue_marlee





Acknowledgement of Country

Melbourne Polytechnic acknowledges the Traditional Owners of the land, the Wurundjeri peoples of the Kulin Nations, we acknowledge their connection to the land on which we work, learn and live. We pay our respects to their Elders past, present and acknowledge all emerging leaders. We acknowledge the Wurundjeri peoples' histories and learnings and a thriving culture dating back more than 60,000 years.

As part of the Melbourne Polytechnic community, we are privileged to work and learn every day from our Indigenous colleagues and students on the lands of the Kulin Nations.



Everyone is welcome

At Melbourne Polytechnic, we believe that it's the differences among us that make our community rich and engaging. Regardless of your ability, age, cultural background, gender identity, religion or sexuality identity, you belong here.

This is a place where you can come with your whole self, where you will be welcomed, and your diversity will be celebrated. You can expect to be included, respected and supported to achieve your goals as we believe that everyone benefits from being part of a community of diverse voices and life experiences.

Welcome to Melbourne Polytechnic.



Academic Calendar 2025

VET Date Terms 2025

Term 1 Tuesday 28 January – Friday 4 April	Term 3 Monday 21 July – Friday 19 September
Term 2 Tuesday 22 April – Friday 4 July	Term 4 Monday 6 October – Friday 19 December

VET STUDENT LOAN CENSUS DATES

To avoid a VET Student Loan debt, it is important to withdraw before the census date. The census date is set at 20% of the confirmed unit of study commencement date and is listed on the Schedule of VET Tuition Fees. It is important that you check the census date for each unit of study. If you commence a unit of study on a date other than what is listed on the Schedule of VET Tuition Fees, the census date will be automatically set at 20% of the unit from your first attendance date.

For more information, contact VETStudentLoans@mp.edu.au

HIGHER EDUCATION SEMESTER DATES 2025

Semester 1 Mon 24 February – Friday 30 May	Semester 2 Mon 21 July- Fri 24 October
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FEE-HELP CENSUS DATES 2023

Semester 1 Fri 21 March*	Semester 2 Fri 15 August*
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* Census dates may differ for individual courses, please refer to the HE Academic calendar online to find your courses census dates.

Locations

Campuses

Collingwood
20 Otter Street,
Collingwood VIC 3066

Epping
Cnr Cooper St & Dalton Rd,
Epping VIC 3076

Fairfield
Yarra Bend Rd,
Fairfield VIC 3078

Greensborough
Cnr Civic & Brentwick Drive,
Greensborough VIC 3088

Heidelberg
Cnr Waterdale Rd & Bell St,
Heidelberg West VIC 3081

Prahran
144 High St,
Prahran VIC 3181

Preston
77 St Georges Rd,
Preston VIC 3072

Training Centre

Northern Lodge at Eden Park
Glen Robin Ct,
Eden Park VIC 3757

Campus Numbers

Student Hub - All Current Student Enquiries

1300 635 276 - All campuses

Campus Security Numbers

(03) 9269 1204 Melbourne Polytechnic 24/7 Security for all campuses

0459 557 598 - Collingwood campus security
0460 777 192 - Epping campus security
0473 636 896 - Fairfield campus security
0428 709 209 - Greensborough campus security
0476 169 254 - Heidelberg campus security
0473 236 171 - Prahran campus security
(03) 9269 1204 - Preston campus security

Support and Wellbeing

(Counselling, Student Equity and Access Service and Student Wellbeing Advisor)

1300 635 276 - All Campuses

Libraries

(03) 9269 8442 Collingwood
(03) 9269 1142 Epping
(03) 9269 8828 Fairfield
(03) 9269 1177 Greensborough
(03) 9269 8618 Heidelberg
(03) 9269 1946 Prahran
(03) 9269 1363 Preston

Student Records

(03) 9269 1245 All campuses

International Office

(03) 9269 1666 All campuses

Learning Skills

(03) 9269 8733 All campuses

Child Care Centres

(03) 9401 1730 Epping (Future Superstars ELC)
(03) 9471 9914 Preston (NARA)
(03) 9432 4655 Greensborough (Wallaby
Childcare & Early Learning Centre)



Useful Numbers

Emergency Support

000 - Emergency Services

(Fire, Ambulance, Police)

13 11 14 - Lifeline

0477 13 11 14 - Crisis Text

(03) 9496 2240 - Northern Centre Against
Sexual Assault (CASA)

1300 651 251 - SuicideLine Victoria

1300 659 467 - Suicide Call Back Service

1800 737 732 - Women's Domestic Violence
Crisis Service

askizzy.org.au - Ask Izzy

Study Support

1800 13 23 17 - Abstudy

13 24 90 - Austudy

(03) 9613 6222 - Educational Ombudsman

1800 056 449 - Study Melbourne

13 18 23 - TAFE & Training Course Line

Employment and Career Support

1800 464 800 - JobAccess

(02) 8270 9200 - Australian Network on
Disability (AND)

1800 714 754 - Young Workers Centre

1800 136 089 - WorkSafe

1800 805 260 - Employment Services Line

Health and Wellbeing Support

1800 888 236 - Alcohol and Drug Helpline

(03) 9486 9866 - Domestic Violence Resource
Centre

1800 858 858 - National Gambling Help Line

(03) 9663 2939 - Gay and Lesbian Counselling
Services

1300 735 030 - LGBTQI Life Support

1800 729 367 - Rainbow Door

13 36 77 - National Relay Service Help Desk

1800 737 732 - 1800RESPECT

1300 224 636 - Beyond Blue

1800 551 800 - Kids Helpline

1300 789 978 - Mensline

1300 134 130 - Women's Information and
Referral Exchange (WIRE)

1800 888 236 - Direct Line

1300 368 186 - Family Drug Support

1300 792 387 - Victoria Legal Aid

1800 242 636 - Carers Australia & Carers
Victoria

1300 558 181 - Consumer Affairs Victoria

1300 792 387 - Legal Aid

(03) 9416 2577 - Tenants' Union Advice
Service

1300 292 153 - Victorian Equal Opportunity
and Human Rights Commission



SLAM is here to make your time at Melbourne Polytechnic a whole lot of fun! Whether you're just starting your studies or need help finding your way around campus, we've got your back. Have questions? Need advice? SLAM is your go-to crew for all things Melbourne Polytechnic!

Our Orientation program is packed with excitement—a free lunch, live entertainment and opportunities to connect with Student Services and local community groups. It's the perfect way to kickstart your journey, make new friends, and discover all the support available to you on campus and beyond.

Throughout the year, we celebrate our rich diversity, celebrating everything that makes Melbourne Polytechnic unique. We host events that promote health and wellbeing, celebrate new cultures and identities, and have loads of fun along the way!

To stay in the loop, connect with SLAM! Follow us on social media @SLAMteam for competitions, student spotlights, behind-the-scenes event footage, and all the latest news.

We love hearing from you! SLAM is all about listening to your ideas and feedback, so we can make your student experience even better. Got a suggestion, need help, or want to get involved? Drop us an email at slam@mp.edu.au or reach out on social media.

We can't wait to meet you!



A home away from home, that's Melbourne Polytechnic International Student Association (MPISA). All international students are automatically part of the MPISA family. You do not have to apply, fill in any forms or pay anything.

MPISA believes that inclusivity benefits the entire student community. Our campuses are richly multicultural, and our activities foster a culture of inclusivity. MPISA facilitates programs, events and activities that enrich international students' learning experiences and introduce international students to networking opportunities. We also want to empower international students to initiate their own events and programs and give you the support that you need.

As an international student, how will I get to know the MPISA?

Throughout your studies, you will receive regular e-newsletter through your student email to keep you updated on all the events happening in Melbourne Polytechnic and around Melbourne.

International Student Leaders Program

If you would like to get involved, contribute and assist to organise programs to enhance the international student experience, apply now to join the International Student Leaders program. For more information and to apply go to melbpo.ly/MPISA-ISL

How can I contact MPISA?

Join our MPISA Facebook group - facebook.com/groups/mpisa

If you have any questions or would like to say hi, please email us on chewyfang@mp.edu.au. With the help of MPISA, we hope Melbourne Polytechnic will soon feel like a home away from home.



Student Portal

The Student Portal is your central hub for everything you need as a student at Melbourne Polytechnic. Accessible anytime, anywhere, and on any device, it's designed to make your study life easier.

How to access the Student Portal

Simply search for "MelbPoly Student Portal" on Google, or navigate to the Melbourne Polytechnic website: www.melbournepolytechnic.edu.au

You'll find the link to the Student Portal under the 'Current Students' tab in the top menu or simply scan the QR code below.

Pro Tip: Bookmark the Student Portal URL on all your devices for quick and easy access
melbpo.ly/StudentPortal



Student Portal Features

Here's what makes the Student Portal an essential tool for your studies:

- Your gateway to Melbourne Polytechnic - quickly access all your key student resources, including your timetable, Moodle, the Library website and more - all in one place.
- Free events - stay in the loop about exciting free events happening on and off campus.
- Student services and resources - discover all the support services and resources available to you, from counselling to career advice, and everything in between.
- Stay updated - catch up on campus news, student updates, and event highlights in the 'Student News' section.
- Facilities disruptions - get real-time updates about any campus disruptions or maintenance that might affect your day.

Student Hub



Student Hub

The Student Hub is your starting point for any questions relating to your time at Melbourne Polytechnic.

Services include:

- Awards document advice
- Help get you in contact with your teaching department, IT support or Library
- Update your personal details
- Public Transport enquiries
- Parking stickers
- Student IDs
- Printing and Photocopy credit top ups
- Where to find timetable info
- Counselling appointments
- Information on how you can provide feedback and suggestions

Contact: 1300 635 276

Complete a student request form online:
melbpo.ly/Student-Request-Form

Scan the QR code for the student request form.



Be part of something bigger.

Every donation you make counts towards the team's goals, and we can see how big our impact is together.

After all, every drop counts.



Count yourself in



1. Scan to create a donor account if you haven't already.
2. Scan the code (again) to join our Lifeblood Team.
3. Just search Melbourne Polytechnic and join.

That's it! You're ready to make an even bigger difference.

Give life. Give blood.

Information A-Z



ACADEMIC INTEGRITY

All students have the responsibility to adhere to the highest standards of integrity in the preparation and submission of work for assessment.

Any work submitted for assessment must fully acknowledge all sources of information or support used in the preparation of the work. Educational programs are in place to educate students about academic integrity and avoiding plagiarism.

Turnitin is a text-matching tool used to support academic integrity.

Turnitin

- Checks electronically submitted papers against over 24 billion web pages and 300 million student papers
- Provides an originality report in which matched text is underlined, colour coded, and linked to the original source

Access to Turnitin is only available through Moodle. Assessments can only be submitted to Turnitin if this option has been setup by your teacher.

ACADEMIC PROGRESS

Your continued enrolment at Melbourne Polytechnic depends upon satisfactory academic progress. The rules relating to academic progress are available on the Student Portal in the Institute Rules and Policies section, or by going to the Melbourne Polytechnic website.

Students should refer to the Assessment Policies and Procedures (VET) and Higher Education students should refer to the Student Academic Progress (HE) Policy.

ASSESSMENT AND EXAMINATIONS

All teaching departments provide students with a course outline and a mandatory course assessment procedure.

Results will be made available for students within four weeks of the end of semester. Any queries about official results, should be directed to the Student Hub
studenthub@mp.edu.au

For additional information see Student Assessment and Examinations at www.melbournepolytechnic.edu.au/about-us/policies-and-procedures



ATTENDANCE

Your teachers and lecturers will outline the attendance requirements at the commencement of your course.

BEHAVIOUR

As members of the Melbourne Polytechnic community, students must behave appropriately.

Abusive language, threatening behaviour, bullying (including cyberbullying), harassment, and misuse of Melbourne Polytechnic property or disorderly conduct may lead to action under the Student Discipline rule, which can be found at melbpo.ly/PolicyRegister

Students are required to produce their student ID card upon request by any staff member or security staff.

Refusal to produce a valid student ID card may result in the student being asked to leave the campus.

Students must abide by campus regulations in relation to no smoking on campus, parking regulations and all other reasonable staff requests. This will ensure that the shared campus experience is positive for everybody.



BLENDED LEARNING HQ

The Blended Learning topic in “A Guide to Melbourne Polytechnic” on your My Sites dashboard, is a central place to access information, tools and support that can help you build and refine the skills required for learning remotely – from whatever level you are starting.

- Getting started - advice on setting up remote learning spaces, keeping a routine and staying connected with classmates and teachers, plus videos specifically around taking notes, time management and how to get help with your studies.
- Your remote learning environment - this section is more tech-focused, with detailed information about Moodle, Zoom and MyMedia - the three main tools most students will use. There are lots of videos and instructions about how to use these platforms.
- Support - explains the free services available to you as a Melbourne Polytechnic student if you are ever in need of support, such as 24/7 learning support through Studiosity, learning skills support sessions and tech support.
- FAQs - Frequently Asked Questions to help you find answers you may need as you study remotely. These are regularly updated.

You can find more about **Blended Learning** on Moodle by accessing **A Guide to Melbourne Polytechnic** on your [My Sites dashboard](http://melbpo.ly/PolicyRegister).

BREASTFEEDING ROOM

Breastfeeding facilities are available at our Preston and Fairfield campuses. At Preston, you can find the facility in room PE201A, and at Fairfield, it is located in room FP102.

This dedicated space provides nursing mothers with a comfortable and private environment to feed or express milk. For more information and to request access please contact Bel Mamo on (03) 9269 1559.

BULLYING AND HARASSMENT

Melbourne Polytechnic is committed to providing an environment for students and staff that is free from bullying and harassment and does not tolerate this behavior. These incidents are serious and managed through a student discipline policy – go to the student portal for details.

Refer to the ‘Student Discipline Policy’ on the Policies and Procedures Register online: melbpo.ly/PolicyRegister

CHANGE OF ENROLMENT

To cancel an enrolment or to add or delete subjects contact your teaching department. Adding subjects may incur additional fees.

Higher Education, Diploma and Advanced Diploma students must consider subject census dates when withdrawing from a subject as this determines the liability for any debt associated with the enrolment.

International Students will need to speak with the International Office about changing courses and cancelling enrolments.

For local student studying Certificate I – IV there is a 28 day rule for withdrawals and changes to courses and subject. For more information please see the Melbourne Polytechnic website.

www.melbournepolytechnic.edu.au/study/fees/refunds/

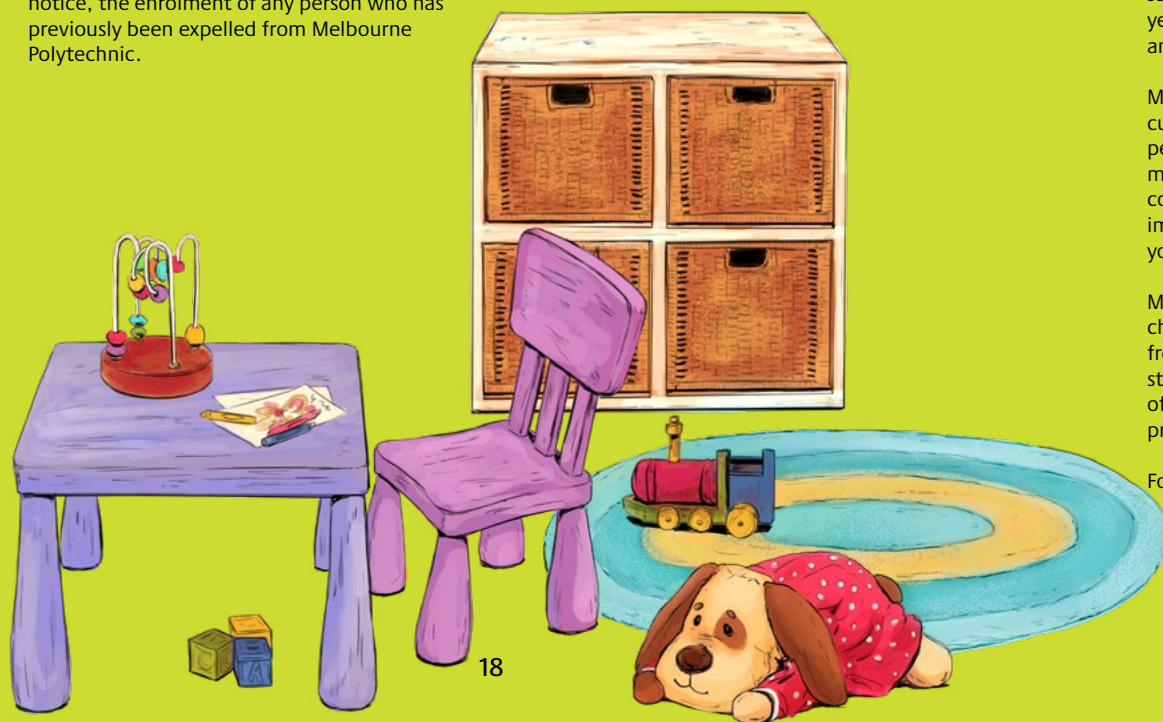
The Academic Registrar may cancel, without notice, the enrolment of any person who has previously been expelled from Melbourne Polytechnic.

CHILD CARE

Long-day childcare centres are located on campus at Preston, Epping and Greensborough. This service is available to the public.

Please note that enrolling in a course does not guarantee a childcare place. For more information, contact the centre directly.

03 9471 9914 - NARA Community Early Learning Centre Preston
03 9401 1730 - Future Superstars ELC
03 9432 4655 - Greensborough (Wallaby Childcare & Early Learning Centre)



CHANGE OF PERSONAL DETAILS

Students that want to make changes to their enrolment (preferred name, mailing address, etc.) can complete a request form: melbpo.ly/Student-Request-Form

Scan the QR code to request change of details.



CHILD SAFETY

Melbourne Polytechnic acknowledges that it has a duty of care to take reasonable measures to protect all students from foreseeable risks and injury. There is a commitment to the safety of children and young people (under 18 years of age), this includes same sex attracted and intersex young people.

Melbourne Polytechnic acknowledges the cultural diversity of all children and young people and the need for sensitivity in managing student safety issues. The Institute commits to continuously reviewing and improving our systems to protect children and young people from abuse.

Melbourne Polytechnic will act to ensure that children and young people are protected from abuse or harm. Melbourne Polytechnic staff will engage with and listen to the views of parents and carers about our child-safety practices, policies and procedures.

For more information go to the Student Portal.

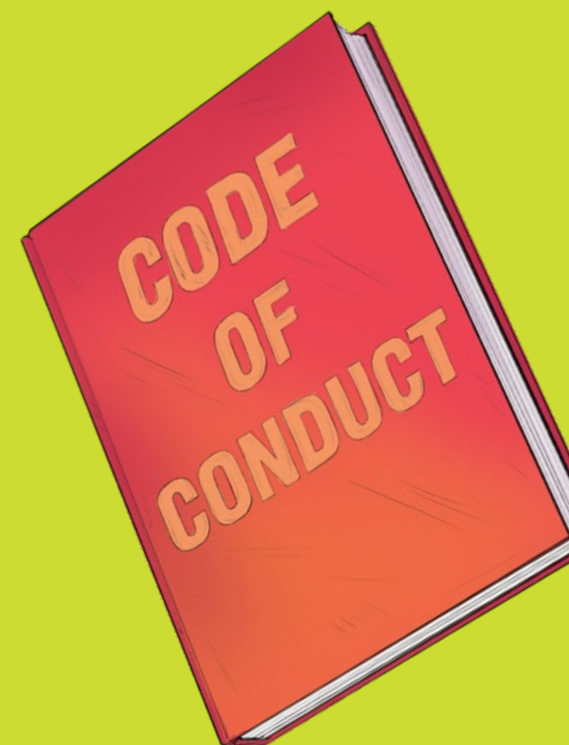
CODE OF CONDUCT

Melbourne Polytechnic is committed to providing an inclusive learning environment that ensures students have access to positive learning experiences, feel valued and benefit from campus life.

The Student Code of Conduct outlines required standards of behavior that make a safe campus and contribute to a supportive and fair learning environment.

You can find the Code of Conduct on the Policies and Procedures on the Policy and Procedure Register:

melbpo.ly/PolicyRegister





COMPLAINTS

Melbourne Polytechnic is committed to promoting and maintaining an environment where students can raise their concerns and have them addressed in a responsible and respectful manner.

Melbourne Polytechnic has a feedback and complaints process which assists in identifying and addressing problems that affect the quality of our services.

It is important to note that if you have a complaint:

- No student will be discriminated against if they make a complaint
- Information and support can be provided by teaching staff or counsellors

The Student Complaints Policy and Procedure available here: melbpo.ly/PolicyRegister

To make a complaint, compliment or suggestion, go to:
www.melbournepolytechnic.edu.au/feedback

Any questions on the process contact the Student Hub on 1300 635 276 or email feedback@mp.edu.au

CONSENT MATTERS

Consent Matters is an, at-your-own-pace, e-learning module that explores the nature of sexual consent. It will advise you how to seek consent, how to recognise it and how to identify situations where it can't be given.

The module highlights the importance of good communication, clear boundaries, and mutual respect. Within the context of social norm and bystander intervention theory, you will learn how to recognise difficult situations and possible ways of stepping in if others need help.

The module is available on Moodle. The unit is mandatory for all students enrolled in qualifications above Diploma level. For more information please go to the Student Portal.



COUNSELLING SERVICE

Melbourne Polytechnic offers a free and confidential short-term counselling service to enrolled students. The Student Counsellors provide support for student's mental health, emotional issues and self-care.

Students can talk with our Student Counsellors about:

- Anxiety and depression
- Grief and loss
- Family and relationships
- Managing stress
- Substance use
- Trauma
- Balancing competing demands of study and life

Deaf Counsellor

Deaf and Hard of Hearing Auslan using students can book an appointment with our Deaf Student Counsellor. These sessions are conducted in Auslan, ensuring a culturally and accessible safe space. Appointments can be booked online with options for in-person or video consultations.

Meet our Deaf Counsellor and get more information about how to make an appointment here: melbpo.ly/deaf-counselling-auslan



Book with our Deaf Student Counsellor:
melbpo.ly/deaf-student-counselling



Student Wellbeing Advisor

Our Student Wellbeing Advisor is here to help with any questions or concerns you have, such as accessing Counselling or other support services, solving problems and answering questions you have in relation to health, wellbeing, housing, financial or anything else you might need.

For more information about the Student Wellbeing and Counselling Service, go to the Student Portal and click the Wellbeing and Counselling tab on the top of the page.

To make an appointment, please call the Student Hub on 1300 635 276 or email WellbeingCounselling@mp.edu.au

You can also request a booking online melbpo.ly/counselling-appointment or scan the QR code below.



DEPARTMENT CONTACTS

Students who are interested in contacting their course department can find a directory on the Student Portal home page.



DISCIPLINE

Melbourne Polytechnic has a Student Discipline Rule that outlines conduct that is not acceptable and the penalties that may result from inappropriate behaviour.

The Student Discipline Rule is available on the Student Portal under Rules and Policies in the Student Services section or at melbpo.ly/PolicyRegister

DOCTORS

Melbourne Polytechnic does not provide medical or clinical services to students or staff. Students who become ill while on campus are advised to consult their doctor. Emergency first aid is provided at each campus but is dependent upon staff availability.

Students who become ill may wish to attend one of the following medical services:

Collingwood

Smith Street Medical Centre
272A Smith Street, Collingwood
03 9419 8585

Heidelberg

Bellfield Medical Centre
337 Bell Street, Heidelberg
03 9459 8139

Epping

The Northern Hospital
185 Cooper St, Epping
03 8405 8000

Prahran

High Street Medical Clinic
139 High St, Prahran

Fairfield

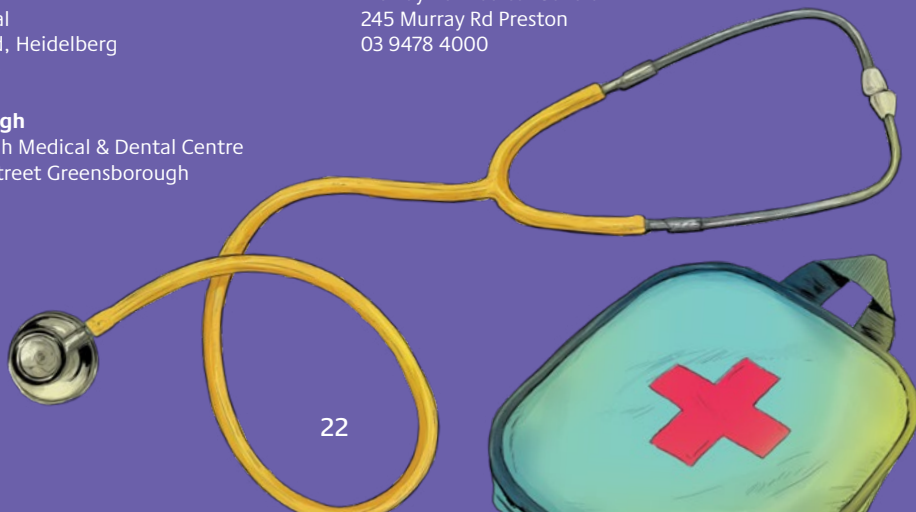
Austin Hospital
145 Studley Rd, Heidelberg
03 9496 5000

Preston

Murray Rd Medical Centre
245 Murray Rd Preston
03 9478 4000

Greensborough

Greensborough Medical & Dental Centre
9-13 Flintoff Street Greensborough
03 9431 9200



EMAIL

As a Melbourne Polytechnic student your MP email address is the official contact point between you and MP.

MP will contact you with important details relating to your study from time to time, as well as other important updates.

How to login to my email?

From the www.melbournepolytechnic.edu.au website, click the 'Current Students' link at the top, and select 'Email and Apps'. Login using your provided MP email address and password into Microsoft 365 to access your student email.

Your email account is your student number, in the following format, EXAMPLE ONLY: (s123456@student.mp.edu.au)

What password do I use to access my account?

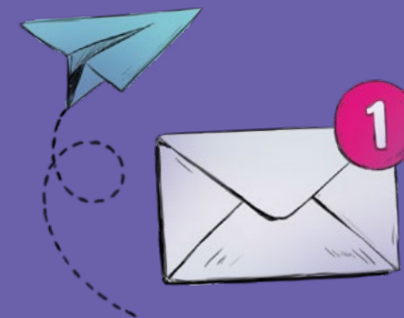
Your password has been provided to you in your personal email address.

If you are logging in for the first time your default password will be your date of birth in reverse in the following format, (YYYYMMDD). For example, if your date of birth is 19/11/1997 your default password will be 19971119. You will be prompted to change your password when you login for the first time. To protect your account, you should set a new password that is:

- At least, 15 characters in length including spaces
- A passphrase because these are more secure and easier to remember
EXAMPLE: Uber Kitten Lunch

If you ever need to change your password, or if you forget your password and need to get back into your account you can use our password self-service, www.melbournepolytechnic.edu.au/password

If you need further assistance, please contact IT@MP.



EMERGENCY ACCOMMODATION

Support or advice about short-term emergency accommodation is available from Frontyard Youth Services on:

1800 800 531 - Melbourne Youth Support Service

1800 627 727 - St Kilda Crisis Contact Centre

1300 428 364 - Haven; Home, Safe





EMERGENCY PROCEDURES

Emergency procedures are in place at every campus and Melbourne Polytechnic staff members are trained to manage emergency situations.

When an emergency involves evacuation of a building, students are required to follow directions given by the classroom teacher or any warden, who can be recognised as they will be wearing a white, yellow or red hard hat.

Students must immediately proceed to the designated assembly area and remain in that area until further advised. Students do not re-enter the building until the warden has stated that it is safe to do so. Not following the instructions presents a significant risk to your health and safety and to the health and safety of others. Please ensure that you follow all instructions.

Do not use lifts under any circumstances during an evacuation.

ERNI REFERENCING TOOL

The ERNI easy referencing tool is the Melbourne Polytechnic guide to referencing a variety of resources.

ERNI will help you learn how to reference and cite using MP Harvard and APA7. Access ERNI via the Library website melbournepolytechnic.spydus.com/reference.html

The library has several resources to help with referencing and academic integrity, including the guides Academic Integrity & Turnitin and Referencing Fundamentals. Library staff are available if you have any questions about these important issues.



FOOD ON CAMPUS

You will find food facilities on the Epping, Fairfield, Heidelberg, Prahran and Preston campuses.

Check out the Melbourne Polytechnic website to find location, opening hours and menus for each campus's cafeteria. Learn more here: www.melbournepolytechnic.edu.au/students/key-facilities/cafeterias



GETTING STARTED ONLINE

Moodle is the online learning management system we use at Melbourne Polytechnic. This is your link to all the course-related materials and information, learning activities, and assessments. It's also a great way for students and teachers to communicate about learning and teaching issues.

Zoom is your virtual classroom platform at Melbourne Polytechnic. The application can be downloaded from www.zoom.us/download

Please select Zoom Client for Meetings and click on Download.

Note: You can download Zoom for your Mobile/iPad as well.

Install the Zoom on your computer and follow these steps below to join live virtual classroom. Step by step guide on getting started on Zoom can be found on Moodle.

Please note that when using Zoom you will need to login to your Melbourne Polytechnic Zoom classes using your Melbourne Polytechnic student email address.

You can find more information on Moodle and Zoom in the Blended Learning topic in A Guide to Melbourne Polytechnic on your My Sites dashboard.

HAIRDRESSING SALON

Melbourne Polytechnic's Hairdressing and Barbering salons at the Preston campus offers hairdressing and barbering services to students, their family and friends at very reasonable prices.

To make a booking, please phone Preston on 03 9269 1405. Bookings are essential.

For more information, see www.melbournepolytechnic.edu.au/students/key-facilities/shops/hairdressing-training-salon/

Please note: As these are training salons, services may take a little extra time.

Find the Melbourne Polytechnic Salon on Facebook and Instagram by searching @MelbPolyHair



HIDDEN DISABILITIES SUNFLOWER PROGRAM

Wearing the Sunflower discreetly indicates to people around the wearer that they may need additional support, help or a little more time.

For more information visit melbpo.ly/sunflower or head to the Student Hub, Library or Student Services to collect a badge or wristband.



ID CARDS

A current ID card enables students to join the library and enter examinations.

The first ID card is issued free as part of enrolment. If the card is lost or stolen, the replacement cost is \$10.

Your ID card is also used for printing on campus. You can top up your ID card with money online or via the Student Hub or Library.

Students should carry their ID cards at all times while on campus and may be asked to produce the ID by staff.



INCLUSION, RESPECT AND EQUALITY

Melbourne Polytechnic has a broad and diverse community, and we are proud that inherent differences amongst us contribute to our community being rich and engaging. We strive to create an inclusive, respectful and equal culture for all our students.

We want all students to feel welcome – no matter their gender identity, sexual orientation, ability, age or ethnicity. Our dedicated 'Inclusion, Respect and Equality Taskforce' is responsible for generating a program of work to help drive a culture of inclusion, respect and equality across the institute.

Learn more on the Student Portal.



INDUCTION

Information about facilities, services, policies, student responsibilities and campus life are included in the induction tool and is available on the Student Portal.

Your teaching department will provide you with particular information about your course of study through an induction process organised by the department.

International Students are provided a compulsory orientation session which takes place before the start of each semester intake.

To learn more about MP's Student Services, head to melbpo.ly/MP-Student-Induction

(included Auslan translation)



INFORMATION CENTRES

General information about Melbourne Polytechnic can be found at the Student Hub or Library located on each campus.

The Student Hub is the main contact point for students with an office at Preston and Heidelberg. Check the website for opening hours.

For all enquiries call 1300 635 276.

INTERNATIONAL OFFICE

The Melbourne Polytechnic International Office is responsible for ensuring that overseas students are assisted in every possible way to make the most of their time at Melbourne Polytechnic, from pre-arrival to completion of studies.

Contact the office on 03 9269 1666 or at international@mp.edu.au for more information.

The International Office is located on the Preston campus in Building A, Level 1.



INTERNET ON CAMPUS

You can access the internet via desktop computers provided in most libraries. Assistance with obtaining access for your smartphone, laptop or tablet may be obtained from your campus library.

Students must follow the rules that relate to the proper use of the Melbourne Polytechnic network, from either fixed or mobile devices. Students who use the network inappropriately will face disciplinary action.



IT@MP

IT@MP are here to assist you with any difficulties you may have using technology during your time at Melbourne Polytechnic. To get help you can access the IT@MP Service Portal here, www.melbournepolytechnic.edu.au/it-help

We're here to help, you can access our self-help guides 24/7, or if you can't find what you're looking for you can log a request using the service portal and a member of the IT@MP team will get back to you. Alternatively, you can call us on 1300 635 276 and select the options for IT Support.



JOBS BOARD

The Melbourne Polytechnic Jobs Board (MPJB) gives you access to quality career guidance and job opportunities.

Designed to assist you in finding the next step in your career journey, whether that be an internship while you are still studying or a permanent position after you have graduated.

The Jobs Board has a large network of local and international employers who are actively recruiting students and recent graduates. With thousands of jobs listed, there is something for everyone.

Sign up for a free account and unlock a world of opportunities...

- Apply for 1000s of graduate employment and internship opportunities
- Set up job alerts to receive notifications when new positions match your criteria.
- Access a wealth of career tips, advice, and videos.
- Register for exclusive career and recruitment events.

In addition, the Melbourne Polytechnic Jobs Board features a search button, allowing you to easily find jobs that align with your career goals, including opportunities suitable for international students. We also offer our own Melbourne Polytechnic Essential Articles and Latest Insights to help you navigate the job market and make informed career choices.

Sign up for free and learn more on the official Melbourne Polytechnic Jobs Board website or by scanning the QR code:

<https://melbournepolytechnic-jobsboard.prosple.com/>



KOORIE SERVICES CENTRE

The Koorie Services Centre (KSC) is in Building G at the Preston campus and provides support services to all Aboriginal and Torres Strait Islander students enrolled at Melbourne Polytechnic.

For more information about available support contact the Koorie Services Centre:
Koorie Liaison Officer: 03 9269 1339
Koorie Services Centre: 03 9269 1626
Email: Koorie@mp.edu.au

Melbourne Polytechnic Aboriginal and Torres Strait Islander Assistance Scholarships

Thanks to the generous support of Allianz Partners, we are offering 4 X \$2500 support scholarships to Aboriginal and Torres Strait Islander students currently enrolling or enrolled in a Melbourne Polytechnic course in 2025.

Scholarships will be overseen by Melbourne Polytechnic Koorie Services Centre and supported by the marketing scholarship's function.

- Recipients will receive a payment of \$1,500 upon meeting the selection criteria and commencement of classes.
- A second payment of \$1,000 will be made after a 3-month review or upon completion of the course (whichever occurs first).

Abstudy

Aboriginal and Torres Strait Islander students may be eligible for payments under Abstudy. Depending on a student's circumstances, ABSTUDY can help with:

- school fees
- boarding fees
- living costs
- travel costs
- buying school materials

Contact the Koorie Services Centre:

Email: koorie@mp.edu.au

Phone: 03 9269 1626

or Abstudy on 1800 13 23 17

Culturally Appropriate Support

Melbourne Polytechnic has been enrolling Aboriginal and Torres Strait Islander people from all over Australia since the 80's. Students and staff at Melbourne Polytechnic have an opportunity to attend culturally competent programs to better understand Aboriginal Perspectives. Staff in the unit are dedicated to assist students in their education journey.

We have a variety of services and support we can assist with:

- Course advice and enrolment information
- Free tutoring
- Connections with Aboriginal and other support services
- Connections to the local community and events
- Study grant options and scholarships
- Cultural support
- Culturally sensitive teaching programs
- Art exhibitions
- NAIDOC events

LEARNING SKILLS

Students who enter tertiary study may find it challenging to work in a new learning environment and may need additional support to be successful.

There are services at Melbourne Polytechnic that can assist students to successfully complete their courses. Learning Skills can provide assistance with study skills, understanding assessments, writing, numeracy skills and completing work requirements.

Don't wait until there is a problem. Phone 03 9269 1349 or email library@mp.edu.au and book a session with one of the Learning Skills Teachers.

LIBRARY

Libraries have both print and e-textbooks for your course, as well as a suite of quality digital resources than can be accessed both on and off campus. Experienced library staff can provide individual help to students to assist with referencing, finding information for assignments or technical support.

Meetings can be held via Zoom or in-person at any of the campuses and the online booking form is available on the library website.

Library hours vary at each campus so check the library website for current hours.

All current students are eligible to become library borrowers by presenting a valid student ID card at any campus library.

Facilities vary at campus libraries but include access to the internet and databases, and black and white/colour printing, copying and scanning. Group and individual study spaces are also available at each library.

For more information, check the library website melbournepolytechnic.spydus.com

LinkedIn Learning

LinkedIn Learning is an online learning company that provides a vast library of engaging video tutorials to help anyone learn software, creative, and business skills.

To access LinkedIn Learning, follow the instructions via <https://libguides.melbournepolytechnic.edu.au/LinkedInLearning>

LOG IN

IT@MP staff can assist students to log in to the Student Portal and Student Email.

Ask at your campus library or email studentloginhelp@mp.edu.au

Check out our library website for more information: melbournepolytechnic.spydus.com/

Still need help? Head to the IT@MP portal melbpo.ly/IT-MP

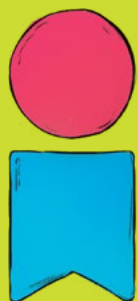
LOST PROPERTY

Lost property is handled by the Student Hub and library at each campus. Security staff also receive items of lost property so you may be directed to check with them too.

MOBILE PHONE USAGE

Mobile phones should be switched to silent before entry into libraries, classrooms, laboratories, workshops and Melbourne Polytechnic functions unless prior arrangements have been made with the teacher or person in charge.

Only in emergencies will permission be given for mobile phones to be left on while training activities are occurring.



MY EQUALS

Melbourne Polytechnic now issues digital academic documents via My eEquals, a world-class secure online platform.

My eEquals provide you with online access to your official academic transcripts and other documents in high definition, as they appear on paper, accessible anytime, from anywhere in the world. You can instantly share them with employers, universities and other organisations.

You will be notified via your personal email when your documents are ready, with a link to create your My eEquals account. Notifications will be sent to your personal email address provided at time of enrolment. If this has changed, please contact the Student Hub to ensure we have your correct email address. More information can be found on the Student Portal and Melbourne Polytechnic website.

MOODLE

Moodle is the online learning management system we use at Melbourne Polytechnic. This is your link to all the course-related materials and information, learning activities, and assessments. It's also a great way for students and teachers to communicate about learning and teaching issues.

Moodle at Melbourne Polytechnic can be viewed using a web browser.

You can find more information on Moodle in the Blended Learning topic in A Guide to Melbourne Polytechnic on your [My Sites dashboard](#).

ONLINE SAFETY

We encourage students to be responsible for their online safety by protecting their personal information and securing all accounts using a two-factor authentication process. For more information, go to www.esafety.gov.au

Single Sign-On is a system that allows you to access Moodle, your student emails, the Student Portal and the Melbourne Polytechnic Wi-Fi with a single username and password.

You can find more at the IT@MP service portal www.melbournepolytechnic.edu.au/it-help. Click the link to View Guides, and then view the IT@MP Student Checklist.

PAID PARKING

Student parking is available at Epping, Fairfield, Greensborough, Heidelberg and Preston. If you wish to park on campus you will need to:

1. Obtain and display a current year student-parking permit on your car (available from the Library/Enrolment Centre at each campus.)
2. Pay for parking via the CellOPark Australia App (download from the App Store or Google Play) OR Purchase an eTicket from the machine in the carpark using a credit or debit card – refer to the signage for ticket machine use.

Parking Rates

- \$4.80 all day (flat rate)
- Five hour zone (\$2.80 for five hours or 0.56c per hour)
- eTicket (purchased at the machine)
- 80c per hour
- \$5.00 per day

Parking fees apply between 7am and 5pm Monday to Friday. Parking Officers will patrol car parks.

Students may park without fee and restriction in any available staff or student bay after 5.00pm

How to register for CellOPark via the CellOPark website

Download the CellOPark Australia App available on the [Apple App Store](#) or the [Google Play Store](#).

Disabled parking

Disabled parking is available at Epping, Fairfield, Heidelberg and Preston campuses.

Security Escorts - Evenings

Melbourne Polytechnic encourage evening students to park close to their area of study after 5.00pm to assist in personal safety. If you do require an escort to your vehicle please call campus security. Find more information on security escorts on [page 40](#).





POLICIES AND PROCEDURES REGISTER

The Melbourne Polytechnic Policy and Procedures Registry has a dedicated page for all student related policies and procedures.

Find the registry here melbpo.ly/PolicyRegister

POSTERS AND ADVERTISEMENTS

All posters or advertisements need to be signed by Student Services or information centre staff before being placed on general notice boards.

Melbourne Polytechnic does not advertise external companies or products.

PRAYER ROOMS

Quiet rooms are available at each campus for students. These rooms are multi-faith rooms.

Collingwood

Male room - CA236
Female room - CA238

Epping

Male room - EB101A
Female room - EB101B

Fairfield

Male and female rooms - FE115

Greensborough

Male and female rooms - GA226

Heidelberg

Male and female rooms - HA110

Prahran

Male and female rooms - MK250

Preston

Male and female rooms - PE119

PREVENTION OF SEXUAL HARM

MP is committed to providing a safe, inclusive, and respectful learning environment and workplace for all students, staff and external parties (e.g. contractors). It recognises that all forms of sexual harm (being a holistic term for all forms of sexual violence, including but not limited to sexual harassment and assault, stalking, indecent exposure, and technology-facilitated sexual violence) have serious and long-lasting impacts on victim-survivors.

The organisation recognises that sexual harm may occur, and encourages students, staff and others in the MP community who experience sexual harm to make disclosures or raise complaints.

All disclosures and complaints of sexual harm will be approached sensitively, while prioritising confidentiality and protection from reprisal or retaliation. Where a person under 18 years is involved, Melbourne Polytechnic responds as per the Child Wellbeing and Safety Policy.

All students and staff students are responsible for acting in ways that maintain and strengthen a safe and respectful learning environment and workplace culture.

Disclosure

Any individual (student, staff, or external party) can make a disclosure of sexual harm.

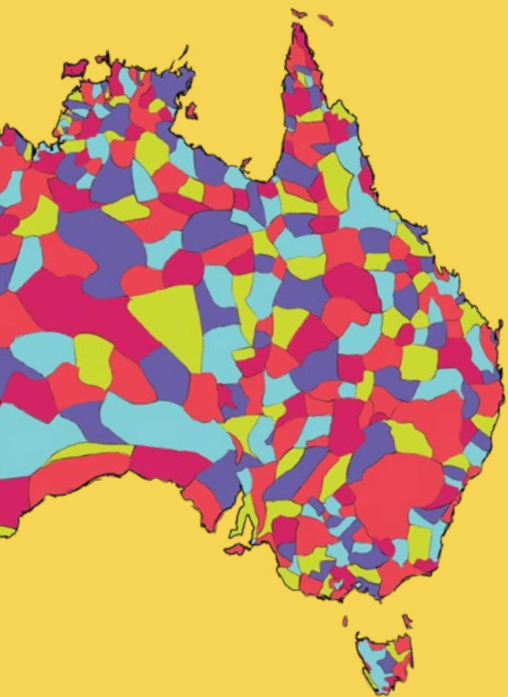
A disclosure is defined as an individual telling their experience of or witnessing of sexual harm. Unlike raising a complaint, disclosure does not trigger an investigation or action unless MP has a duty of care to do so, or the person experiencing the sexual harm decides they want to escalate their disclosure to a complaint.

MP encourages people experiencing sexual harm to speak with a person that they trust about their experience. This can be to validate how they are feeling, or to test their thinking before making a disclosure. It also encourages people experiencing sexual harm who wish to make a disclosure to do so to whoever they feel most comfortable.

Where the person experiencing the harm wishes Melbourne Polytechnic to be aware of the disclosure, the Contact Officer for students is: Manager Student Services, phone 9269 1305. Email: studentsafety@mp.edu.au

For more information Sexual Harm Response Procedure visit the Policy and Procedure Register melbpo.ly/PolicyRegister





PRIVACY STATEMENT

Melbourne Polytechnic collects information from students at enrolment, during the course of their studies and when they access other services.

The information that is collected is treated confidentially. Disclosure of relevant information is only made to approved authorities or where the student gives permission.

More information about the Melbourne Polytechnic Privacy Policy is available at information centres and Student Services offices or online.

The Student Privacy Statement is also available on the Policy and Procedure Register melbpo.ly/PolicyRegister

RECONCILIATION ACTION PLAN

The RAP maps a way for MP to take meaningful action to advance reconciliation through the implementation of a suite of strategies and initiatives across the institute. The four objectives for this RAP are:

- To demonstrate the organisations commitment to ensuring our Aboriginal and/or Torres Strait Islander students are afforded the same opportunities for learning and prosperity that everyone enjoys in Australia.
- To create meaningful opportunities to actively support and recognise Aboriginal and/or Torres Strait Islander peoples in engaging with our community, industry and through our partnerships.
- To provide a culturally safe environment for Aboriginal and/or Torres Strait Islander peoples to study, work and engage with us.
- To foster a deeper understanding, respect, and appreciation for Aboriginal and/or Torres Strait Islander cultures.
- To contribute to a culture of inclusion, respect, and equality at Melbourne Polytechnic.

REFUND OF FEES

See Administration of Student Enrolment, Fees & Charges Policy & Guidelines at www.melbournepolytechnic.edu.au/study/fees/refunds

Policies and procedures related to the Refund of Fees for International Students can be viewed by visiting www.melbournepolytechnic.edu.au/students/international-students/policies-and-forms



RESULTS

Current VET and Higher Education students can access and view their published results at any time using the Melbourne Polytechnic Student Portal via 'My Info & Results'. Login to this platform using your student number i.e. S1234567 and your usual student portal password.

VET

Academic Qualification Documents will be issued to VET students within 30 calendar days of being assessed as meeting all the requirements of the course in which they are enrolled and deemed eligible to receive their award.

HE

Release of Results date/s will be as published on the Higher Education Academic Calendar. Following the Verification and Approval process, Higher Education students deemed eligible to receive their award will receive a Letter of Completion and Statement of Results. Testamurs and Australian Higher Education Graduation Statements (AHEGS) will be issued to graduands within 10 business days from the date of Conferral by the Melbourne Polytechnic Board.

VET and Higher Education Continuing and/or Non-Continuing Students

Continuing and/or non-continuing students who wish to obtain their official Statement of Results can do so by completing the Student Request Form. The applicable Fees are noted on the Melbourne Polytechnic website.

SAFETY AND SECURITY

Occupational

Students must wear appropriate clothing, shoes and safety equipment to comply with the various safety regulations that relate to their course whilst on campus. Failure to comply will result in exclusion from the classroom or workshop.

Students may be excluded from a classroom, workshop, library, laboratory or any fieldwork activity if the staff member in charge determines that the behaviour of the student represents a safety risk to the student or others involved in the activity.

SECURITY ESCORTS - EVENINGS

You can request a security escort - call the number for your campus security. Campus security numbers can be found on page 8.

Evening students are advised to park in well-lit areas, and to walk in groups to cars or public transport. A security guard is on duty from Monday to Friday until 10.00pm.

Security escorts are available upon request to accompany students and staff to other campus buildings or their vehicles in the evening.

Functions of Security Operations

The primary functions of Security Operations are to:

- Protect all people and property
- Operate a 24 hour control room that is able to monitor CCTV, building access controls and alarm systems
- Maintain visible patrols of our campuses and car parks.

We encourage all staff, students and visitors to report any security incidents or suspicious activity on campus or in carparks.

Personal

Do not leave belongings unattended. Report any loss or theft to Security on (03) 9269 1234.

Melbourne Polytechnic takes no responsibility for the loss or damage of personal items. Call Security or alert a teacher if any suspicious unknown people are in your area.

In an emergency, contact Security on (03) 9269 1234 from any campus.

It's a good idea to save this number to your phone!

SCHOLARSHIPS

Melbourne Polytechnic offers a variety of scholarships awarded on a range of criteria such as academic achievement, field of study, and personal circumstances.

For further information and to apply for scholarships at Melbourne Polytechnic visit: melbpo.ly/scholarships



SINGLE SIGN ON (SSO)

Single Sign-On is a system that allows you to access Moodle, your student emails, the Student Portal and the Melbourne Polytechnic Wi-Fi with a single username and password.

You can find more at the IT@MP service portal www.melbournepolytechnic.edu.au/it-help

Click the link to View Guides, and then view the IT@MP Student Checklist.



SKILLS AND JOBS CENTRE

Don't leave your career options to the last minute, start today by making a FREE appointment with a trained Career Counsellor!

Our Skills and Job Centre provides expert advice on training and employment opportunities. The centre is a community resource, funded by the state government.

Our staff support people with their careers and match industry with skilled employees.

Who can use the centre?

Anybody can make an appointment to meet with our experienced advisors. There are no eligibility requirements. You might find our services especially useful if you:

- are a student, an apprentice or trainee, or are thinking about studying.
- have recently migrated to Australia
- are a retrenched worker or you are unemployed
- are returning to work after a long-term unpaid caring role
- are considering a career change and want guidance to plan your next steps.

Contact us

Phone: 1300 635 276
Email: sjc@mp.edu.au

Schedule an appointment:
melbpo.ly/sjc-appointments



Register and attend a free workshop:
melbpo.ly/sjc-workshops



What services do we offer?

We provide a range of free services to help you achieve your career goals:

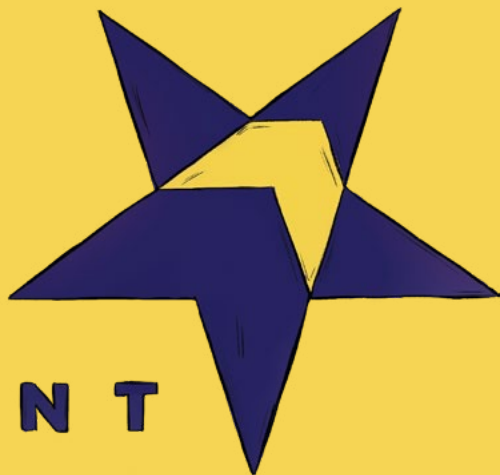
- Careers advice
- Help with job searching
- Career counselling
- Assistance preparing resumes
- Apprenticeship and traineeship advice
- Assistance using the Victorian Skills Gateway
- Referral to welfare support and financial advice
- Assistance in using your existing skills to align to a new job or to undertake new training (Recognition of Prior Learning (RPL))
- Information on employment trends, areas with a shortage in skills and employment opportunities
- Assistance with career and training plans, identifying training qualifications that could be undertaken



SMOKING POLICY

Smoking, vaping and the use of e-cigarettes are not permitted on campus.

Students who smoke while on campus will be in breach of the Code of Conduct and the Student Discipline rule, penalties will be enforced.



STUDENT CHARTER

Your Student Charter

Creating a supportive environment to build your confidence, enabling you to pursue your passion and career.

Melbourne Polytechnic makes these commitments to our students:

- We introduce you to industry opportunities to help kickstart or progress your career pathways.
- We strive to deliver a quality learning experience that equips you with real skills and practical knowledge.
- Our teachers are passionate about their field. They will motivate you to reach your potential and support you in your studies.
- We help you to identify and pursue your passions and strengths.
- We make support available for both your education and wellbeing, in a safe and inclusive environment.
- You are welcomed as part of a collaborative community of students, teachers, staff and industry.

How was the Student Charter created?

We asked students from a range of different courses and programs about what's important to them at Melbourne Polytechnic. The Student Charter is a collection of their insights and feedback.

How is the Student Charter used?

Students can use the charter to understand what they can expect from Melbourne Polytechnic. Staff will use the charter as a set of guidelines to deliver the best possible learning experience to students.

STUDENT EQUITY AND ACCESS SERVICE

Melbourne Polytechnic has a team of Student Equity and Access Advisors to provide academic assistance and support to students who have a disability, mental health condition or ongoing medical condition.

This assistance is provided across all departments and campuses and students are encouraged to contact the team as early as possible to discuss their individual needs and support options.

Students must provide supporting documentation from a qualified Allied health professional in relation to their disability or condition.

Students can make a time to see a Student Equity and Access Advisor by emailing equityandaccess@mp.edu.au or by scanning the QR code below.



Studiosity

The study support you need, whenever and wherever you need it.

Access study help 24 hours a day, 7 days a week, via Studiosity. You can receive feedback on drafts of written assessments in less than 24 hours or connect live to chat with subject specialists any time. Access Studiosity via Moodle, under Student Support.



SUSTAINABILITY

Melbourne Polytechnic is committed to reducing our impact on the environment.

We offer a range of services to students across all campuses which make it easier for you “to think global, act local.”

On campus, you will see three types of bins. Landfill (red), Recyclables (yellow) and Paper & Cardboard (blue). This bin system aims to minimise waste and look after our environment.

Please put the correct items into their respective bins to ensure that we do our bit for the planet.



Melbourne Polytechnic Environment Sustainability Plan 2020 – 2025

Melbourne Polytechnic has a key role to play in reducing our contribution to the global impact on the environment and preparing our students to thrive in a rapidly changing world, where industries are transforming in response to climate change.

E-waste recycling

E-waste collection units are located at all campus libraries.

E-waste units accept batteries, mobile phones and charges, printer cartridges and small e-waste items such as keyboards, cables, and laptops.

Coffee cup recycling stations

Simply Cups recycling stations can be found across all Melbourne Polytechnic campus.

To learn more, go to: www.bit.ly/simply-cups-mp



Water bottle refill stations

Preston - courtyard near Building G

Fairfield - in front of the canteen

Epping - in front of the canteen

Heidelberg - outside Building B

TRADE SUPPORT UNIT

The Trade and Traineeship Support Unit (TSU) serves as a central contact point for employers, apprentices, trainees, Apprentice Connect Australia Providers (ACAPs), Apprenticeship Support Officers (ASOs), Group Training Organisations (GTOs), and other government entities.

Representing Melbourne Polytechnic at the Apprenticeship and Traineeship TAFE Network, the TSU is dedicated to fostering strong industry relationships and collaborating effectively. It provides guidance on compliance requirements and delivers exceptional administrative support to program areas and students.

For assistance with apprenticeships, traineeships, or any related questions or concerns, please reach out.

Phone: 03 9269 8656

Email: tradesupportunit@mp.edu.au



TRAVEL CONCESSION CARDS

Student concession cards are issued to full-time students who are Australian citizen's or permanent residents of Australia. Courses need to be more than 10 weeks in duration to qualify.

Students must be enrolled in a course that is recognised on Public Transport Victoria's (PTV) approved list.

Application forms may be obtained at: www.ptv.vic.gov.au or from any premium train station in metropolitan Melbourne.

Forms can be lodged in person at any premium train station, the PTV Hub at 750 Collins Street, or staffed V/ Line stations and ticket agents. The Student Hub or Library staff at all campuses can sign and stamp application forms before submitting the form to any premium train station.

PTV Call Centre - 1800 800 007

International Students are not eligible for the PTV Tertiary Concession Myki.

TRANSPORT

To help you plan your journey to your campus and for timetable information, visit www.ptv.vic.gov.au or phone 1800 800 007.



YARRA EDGE NURSERY Fairfield Campus, Building N

Yarra Edge Nursery at Fairfield campus features an extensive range of plants for sale to the public, including exotic and Australian native species.

Open 9am – 4pm, Tuesday to Sunday

Student discount - 10% off all plants.
Present your student ID card to receive the discount.

Call: 9269 8906

Stay up to date with deals and plants in stock by following @YarraEdgeNursery on Facebook and Instagram via the QR code:



**Yarra
Edge**
NURSERY

ziplet



ZIPLET

ZiPLET is a digital platform that allows for real-time communication and feedback between students and teachers.

While not every teacher will use this platform, you may be asked to share your thoughts or reflect on lessons using ZiPLET in class.

If your course is using ZiPLET it will be embedded and used through Moodle.

You will use your SSO login to access the platform and provide realtime feedback.

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SLAM



@slamteam

