AUT UNIVERSITY COMPUTING + MATHEMATICAL SCIENCES

AUT University, School of Computing & Mathematical Sciences and Vietnam National University, HoChiMinh University of Science Collaborative Study Programme

for the

HCMUS Associate Degree or Bachelor of Science Computer Science and AUT Bachelor of Computer & Information Sciences (BCIS), or AUT Graduate Diploma in Computer & Information Sciences (GradDipCIS)

Student Handbook

Cycle 4 2012-2014

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1. The 'Articulation' programme

This programme allows students to complete their HCMUS BCSC at AUT University according to the options listed below.

FOUR FLEXIBLE STUDY OPTIONS

Option 1

Double Degree: 2 years at HCMUS plus 2 years at AUT.

- Year 1. Language and Social Sciences papers at HCMUS.
- Year 2. BSCS papers at HCMUS
- Year 3 and 4. BCIS papers at AUT

Option 2:

Double Degree: 3 years at HCMUS plus 1 year at AUT.

- Year 1. Language and Social Sciences Papers at HCMUS
- Year 2 & 3. BSCS papers at HCMUS
- Year 4. BCIS papers at AUT

Option 3:

Single Degree from AUT. 1 year at HCMUS plus 2 years at AUT

- Year 1. BSCS papers at HCMUS
- Year 2 and 3. BCIS papers at AUT

Option 4:

On completion of Option 3, students may return to HCMUS to complete the required Language and Social Sciences Papers and also receive the BSCS.

Note: If your desired study falls outside the published BCSC/BCIS curriculum, AUT can customise a programme of study based on HCMUS papers taken.

CHOICE OF MAJORS AND/OR SPECIALTIES

Depending upon your study options and pathway, the following BCIS Majors and/or Specialties may be chosen.

BCIS Majors

- IT Service Science
- Information Systems Science
- Networks & Security
- Software Development
- Computer Science

Specialties

- Information Systems
- Knowledge Engineering
- Software Engineering
- Networks
- Security and Information Systems
- Information Services and Knowledge Engineering

BCIS ENTRY REQUIREMENTS

An IELTS of 6.0 overall with a minimum of 5.5 in any one band is required for acceptance into BCIS papers, or equivalent. This should be completed **before** a student starts the Research & Development Project paper.

TUITION FEES AND INFORMATION

Information for international students can be found here:

http://www.aut.ac.nz/study-at-aut/international-students

Some 50% scholarships are available on application for the recipient's first AUT study year, please refer all scholarship applications to the ITEC Office.

Papers are subject to availability. Where papers are not available a suitable alternative will be suggested. HCMUS and AUT reserve the right to change the contents of the programme at any stage prior to enrolment. Please check with the HCMUS Programme Administrator to obtain the latest information about the programme and its contents.

For further information, application form and fees information, contact:

Tel: (+84) 8 303 625

Email: itec@hcmus.edu.vn

Website: www.itec.hcmus.edu.vn

2. The 'On-site' Programme

This programme allows HCMUS students to complete both the HCMUS Associate or BSCS degree and the AUT BCIS, or complete the AUT GradDipCIS at the HCMUS campus.

Students will enrol as a full AUT student and complete the AUT BCIS papers over one and a half years.

Papers will be delivered by both online or on-site modes, or a combination of online and on-site, and are according to the following table of papers:

Core Papers:	*Level*	*AUT Points*	*Mode of Delivery*
406031 IT Service Provision	6	15	Online
406928 Needs Analysis, Acquisition and Training	6	15	Online
406714 Information Security Technologies	6	15	On Site
407920 IT Service Management	7	15	Online
407708 Information Security Management	7	15	On Site
407009 R & D Project	7	30	
407710 IT Operations Management	7	15	On Site

The AUT BCIS will be endorsed with the IT Service Science major.

Online Mode of Delivery:
Course lectures are delivered online in AUTonline, or there are online study guides in AUTonline. A 2-day start-up classroom session is held on local campus, possibly followed by another 2-day session about half way through the course.

On-site Mode of Delivery:
All lectures are held on local campus classrooms with lab sessions for technical content (if any). This is in the form of 2 x 4 day sessions approx. 2 months apart. In between these sessions, course work and contact with the lecturer is through AUTonline. The second classroom session is normally followed by an examination.

CROSS-CREDIT TABLE FOR BCIS FOR HCMUS ON SITE PROGRAMME

BCSC Core Paper	***BCIS Core Paper***
CM101 Business Communication	145612 Applied Communications
Non specified papers	405702 Computing Technology in Society
TH010 Intro to Computer Science TH101 Computer Architecture	405803 Foundations of IT Infrastructure
TH012 Intermediate Programming TH103 Data Structure 1 TH108 Object Oriented Programming TH128 Java	405701 Programming 1 AND 405706 Programming 2
TH102 Computer Networks	405706 Computer Networking
TH104 Assembly Language & Device Control	Elective (only 1 Elective required)
TH114 Graph Theory	Elective (only 1 Elective required)
TH305 / TN042 / TN040 Maths papers	Level 5 Maths paper
TH402 SW Development Environment TH110 Intro to Software Engineering	406702 Data & Process Modelling 406704 Programme Design & Construction
TH106 Operating Systems TH111 Advanced Operating Systems	406707 Operating Systems
TH113 Project Management plus Non specified papers	406207 IT Project Management
TH112 Artificial Intelligence	407701 Artificial Intelligence
TH504 Network Application Design TH501 Advanced Computer Networks	406708 Applied Networking
TH103 Data Structure 1 TH105 Data Structure 2	716180 Data Structures & Algorithms
TH109 Computer Graphics	Elective
Any 4+ points from BCSC papers not listed elsewhere in this schedule	Elective

Associate Degree Core Paper	***BCIS Core Paper***
CS101 Business Communication	145612 Applied Communications
CS102 Principles of Computer & Information System	405702 Computing Technology in Society
CS103 Introduction to Programming CS107 Object-Oriented Programming CS202 Advanced Object Oriented Programming	405701 Programming 1 AND 405706 Programming 2
CS105 Operating Systems	406707 Operating Systems
CS106 Introduction to Database	406703 Logical Database Design
CS108 Computer Architecture & Assembly	405803 Foundations of IT Infrastructure
CS109, CS206 Calculus/Algebra CS209 Intro Discrete Mathematics	715189 Algebra & Discrete Mathematics
CS205 Computer Networking	405706 Computer Networking
CS207 Intro Software Engineering	406702 Data & Process Modelling

Associate Degree Core Paper	***BCIS Core Paper***
CS208 Introduction to Business Management	405021 Enterprise Systems
Project Management	406207 IT Project Management
Non specified	5 x Electives

NOTES

1. The BCIS requires a total of 360 points. All BCIS papers are 15 points unless otherwise stated.
2. AUT papers are subject to change. No changes to study schedules will be made without notification to and discussion with HCMUS.
3. 120 pts BCIS = 1 Year of full time study

Applicants whose first language is not English will have their English language proficiency considered on the following basis:

- an approved English language proficiency test with a score that satisfies entry to the programme (this will be advised)
- discussion of the application with HCMUS. If it is agreed that the applicant's English language proficiency should be considered as a special case, an interview report should be completed by the partner institution and forwarded to AUT with the application to support the case, together with details of any English language tuition to be undertaken during the course of collaborative study
- academic and/or professional references that specifically mention the way in which English is used by the applicant (e.g. through report-writing, written and oral communication).

Applicants may also be considered proficient in English for admission purposes if they have successfully completed an appropriate qualification in recent years where the main language of instruction and assessment was English. If this is the case, then this should be clearly indicated on the application form.

Papers are subject to availability. Where papers are not available a suitable alternative will be offered. HCMUS and AUT reserve the right to change the contents of the programme at any stage prior to enrolment. Please check with the Programme Administrator to obtain the latest information about the programme and its contents.

For further information, application form and fees information, contact:

Tel: (+84) 8 303 625

Email: itec@hcmuns.edu.vn

Website: www.itec.hcmus.edu.vn

3. Information for Students

3.1 HCMUS Contact Information

Programme Administrator:
Nguyễn Thi Phuoc Hanh
ntphanh@hcmus.edu.vn
+84 88303625

Programme Leader:
M.Sc. Mai Van Cuong
mvcuong@itec.hcmus.edu.vn
+84 903 743 630

Director of ITEC:
Dr. Vũ Hải Quân
vhquan@fit.hcmus.edu.vn
+84 903688889

3.2 AUT Contact Information

Programme Administrator:
Adelaide Carleton
adelaide.carleton@aut.ac.nz
+64 9 921 9999 ext. 5857

Collaborative Programme Leader:
Leo Hitchcock
leo.hitchcock@aut.ac.nz
+64 9 921 9999 ext. 5421

Associate Collaborative Programme Leader:
Petteri Kaskenpalo
mkaskenp@aut.ac.nz
+64 9 921 9999 ext. 5855

BCIS Programme Leader
Parma Nand
parma.nand@aut.ac.nz
+64 9 921 9999 ext. 5679

3.3 Set Up Email Forwarding

You should not change your email address in AUTonline, as all student's email addresses get overridden from the Arion system each time AUTonline is updated from Arion (which is twice a day).

You need to go to http://distance.aut.ac.nz/ and register for an Internet account. Once you register, $1 will be placed into your account, followed by another $1 from the School of Computing. This will allow you to set up the email forwarding.

To set up mail forwarding: See Appendix A (page 45)

3.4 Enrolment Procedure

1. HCMUS students must complete the International Application for Enrolment (IAFE) (as per AUT website):

   http://www.aut.ac.nz/study-at-aut/international-students/downloads

   These are to be returned with verified proof of DOB and legal name attached (Verified Copy of Birth Certificate/Passport/ Certificate of Identity). Any additional paperwork required is to be communicated by the SCMS, i.e. academic transcript (required to determine NZ UE). A student transcript will be provided to SCMS by HCMUS.

2. All IAFEs and transcripts together will be collated by HCMUS and sent to SCMS (Adelaide Carleton)
3. Students will then be loaded into "S" enrolment type, (International enrolment type, Distance Learning). SCMS will advise AUT International of period/intake to enrol students into
4. Offers of Place/Acceptance Forms (OOP) (no fees/no Pro Forma Invoice) are to be generated and sent to HCMUS ITEC Administrator.
5. HCMUS will print OOPs, students sign them, then all OOPs sent back to SCMS (Adelaide Carleton)
6. Once papers are loaded and approved, students will be invoiced with a zero fee.
7. The invoice will be emailed and will include AUT network login details to give students access to all online resources

See Chapter 5: Enrolment Procedure Flow Chart

3.5 Supervision and Translation

HCMUS will allocate personal supervisors and tutors to students in accordance with the guidance for AUT's own on-campus provision, or operate a system to its equivalence according to the Agreement. Such tutors and supervisors will provide a first line of contact for students on collaborative programmes and ensure that such students receive advice and tuition that is comparable to those received by students

studying on the equivalent programmes at AUT. HCMUS will also allocate translators during study sessions and for text translation as necessary.

3.6 Appeals and Complaints Procedure

3.6.1 Interim Results, Handback, Reconsideration of Assessment

In accordance with AUT academic regulations a student who believes an assessment item has been incorrectly graded may request a reconsideration of assessment. Requests for Reconsideration of Assessment will be processed in accordance with AUT University policies and procedures. The process for HCMUS based students is as follows:

1. Coursework assignments: Results will be returned to students who may then discuss the results with the local supervisor or direct with the facilitating AUT lecturer
2. Interim results for a paper: Interim results will become available in ARIONWeb according to the published assessment schedule and as notified by the AUT or HCMUS Programme Administrator. With this notification, the process for hand back review of exam scripts will be notified.
3. Exams: Hand back of exam or final assessment scripts will be enacted through the HCMUS Programme Administrator and the process advised to students. Hand back is carried out under examination conditions. Students have the right of a reconsideration based on incorrect addition or omission of marking a specific question. Reconsiderations may result in a mark being increased, decreased or remain unchanged. Reconsiderations are passed to the examiner and processed under Examination Board procedures. Students will be notified of the final outcome.

3.6.2 Appeals against Final Results

Once a result becomes 'final', that is it has been approved by the examination board and locked, in accordance with AUT University academic regulations, a student can appeal against the overall result awarded for a paper in either of the following circumstances:

1. Additional information has become available which was not available, and could not reasonably have been available to the examination board at the time it made its original decision
2. There was a material irregularity in the conduct of the assessment, or in the examination board or board of studies procedures

Appeals against final results will be considered in accordance with the AUT academic regulations, policies and procedures. The appeals committee will be chaired by the relevant AUT Dean or nominee.

3.6.3 Academic Appeals and Complaints

Appeals and complaints on AUT programmes at HCMUS are governed by AUT Academic Appeals and Complaints regulations. Students at HCMUS are able to seek advice locally on how to address any appeal or complaint through the appropriate channels.

HCMUS will designate an officer responsible for advising and helping HCMUS students on an AUT programme students with regard to appeals and complaints as well as identifying the formal processes to be followed by collaborative students in lodging such appeals and complaints.

3.7 Programme Regulations

3.7.1 Admission, Enrolment, and Study Regulations

On acceptance of enrolment AUT provides all AUT students with a login name and password to access AUT Services such as logging onto the AUT network, Unicentral, or AUT Online. Students use their Student ID Number and in the first instance a default password as assigned by the University to log in to ARIONWeb, AUT's student management system. This system provides details of enrolment into papers and study programme progress.
Students are also given a login to AUTonline, the course management system for each paper the student is currently enrolled in, whether online or on-site. For online papers AUTonline becomes the paper delivery mechanism and the channel for communications with the lecturer, and for on-site, a repository for paper resources and other information.

AUTonline also contains important study and assessment regulations which each student must become familiar with.

Help and assistance contacts:

AUTonline – in the first instance refer any issues to your course lecturer
ARIONWeb – contact Adelaide Carleton, Programme Administrator at AUT

In order to be recognised as an enrolled student of AUT, applicants must provide a completed, including signed and dated, International Student Application for Enrolment Form and verified proof of date of birth and legal name. This is a legal requirement in New Zealand that will ensure students can be formally enrolled as AUT students. HCMUS will supply AUT with completed international application for enrolment forms, verified proof of date of birth and legal name, and evidence of English language proficiency for each enrolling student. Following receipt and approval of the applicants AUT will email an offer of place to each student and to the HCMUS contact. Students will then need to formally accept this offer.

Applicants must sign an enrolment contract with AUT. New students will sign the following declaration on entry to the AUT University programme of study prior to formal enrolment:

- Agreeing to abide by the laws and regulations of AUT, for the duration of the programme
- Consenting to AUT collecting, using and disclosing the student's personal data for business purposes in accordance with the New Zealand Privacy Act 1993.
- Acknowledging that providing false or incomplete information could render the student's admission/enrolment invalid.

3.7.2 Assessment

Should a student fail a paper based on one assessment only but gain between 40 and 50% overall marks, subject to the decision of the SCMS Examiners Board, the Student may be allowed to re-submit the assessment.

Should a Student fail a paper and not be granted a re-submission by the SCMS Examiners Board, they may repeat the paper.

The provisions of the above remain effective until the Student has completed six (6) years of their study programme at which time they will be withdrawn from the programme.

3.7.3 Academic Discipline

AUT has a responsibility to ensure the academic integrity and quality of all of its programmes. This includes responsibility for investigating and dealing with incidences of dishonesty in relation to assessment as outlined in the General Academic Regulations. Acting in ways that are unfair during assessments puts a student in breach of the academic regulations and subject to its discipline procedures.

Forms of dishonesty in assessment include:

- Unauthorised collaboration
- Plagiarism
- Resubmitting for assessment work which has been previously submitted.
- Submitting for assessment any work which has been copied from another person.
- Copying from or inappropriately communicated with another person in an exam.
- Taking any unauthorised material such as books, notes, electronic material into an exam.
- Using any other unfair means.

Disciplinary action taken by AUT may include the following:

- Reduction in the grade awarded for the assessment,
- Failure of the paper, or

- Suspension/Expulsion from AUT.

AUT enrolled students at HCMUS will adhere to AUT's polices and regulations concerning dishonesty and academic discipline. The General Academic Regulations can be found online at:

http://www.aut.ac.nz/about-aut/university-publications

3.7.4 Changes to Student Details

It is vital that any changes in student details are notified to AUT as they occur. The recording of accurate data on the student records ensures that any documentation is issued correctly. HCMUS will inform AUT of any changes to students' details as soon as they occur, or students may update their details themselves in ARIONWeb. Changes to the legal status of a student's details such as a legal name, will require verified evidence.

3.7.5 Academic Progression

The normal period of study will be outlined in the Programme Handbook. AUT and HCMUS programme regulations determine the maximum time limit, from the date of registration, that is permitted for a student to complete the programme.

Academic progression and time limits for completing the AUT programme of study will be governed by the AUT academic regulations and the Agreement with HCMUS. The agreement states that;

1. Should a Student fail a paper based on one assessment only but gain between 40 and 50% overall marks, subject to the decision of the SCMS Examiners Board, the Student may be allowed to re-submit the assessment.
2. Should a Student fail a paper and not be granted a re-submission by the SCMS Examiners Board, they may repeat the paper.
3. The provisions of a. and b. above remain effective until the Student has completed six (6) years of their study programme at which time they will be withdrawn from the programme.

While this may take precedence over any stated AUT regulation, this should be read in conjunction with AUT General Academic Regulations, Part 3, Section 11.

3.7.6 Withdrawal from the Programme or a Paper

A student who wishes to change their enrolment in a paper or withdraw from the programme must seek the approval of HCMUS and complete the official withdrawal form. HCMUS will forward the form to the appropriate Programme Administrator at AUT. Refund of fees is according to HCMUS refunds policy.

A student's enrolment in a paper or programme may be terminated by AUT if the student is deemed to have withdrawn through non-completion of any compulsory

assessment events and has failed to give written notice. AUT will provide the student and HCMUS with written warning before withdrawing a student on this basis.

Where a student withdraws or is withdrawn from a paper their official academic transcript will record a grade of W (withdrawn) or DNC (Did Not Complete) in accordance with AUT's General Academic Regulations. A DNC will normally be applied if 75% of the course has been completed.

3.7.7 Notification of Results

Official results are issued by the Academic Records Office twice yearly following approval by examination boards. AUT provides all students with an academic transcript free of charge following their graduation. The academic transcript is a formal and complete record of a student's results and qualifications obtained at AUT.

AUT is responsible for notifying all results to students at the end of each assessment period. The partner institution will assign personal supervisors and tutors as agreed to provide students with additional feed-back and academic guidance.

AUT provides all students with an academic transcript following their graduation. The academic transcript is a formal and complete record of a student's results and qualifications obtained at AUT including all papers where the assessment has been attempted, including fails.

3.7.8 Graduation Ceremonies and the Issuing of Parchments

AUT recognises that partner institutions may want to hold their own award ceremonies. However, they must inform students that their degrees will not be conferred until after the appropriate AUT ceremony has taken place. Students who owe tuition fees or library fines, or their record is 'flagged' will not be permitted to receive an award.

Students who have been awarded an AUT qualification will be entitled to attend and have their awards conferred at an AUT graduation ceremony, which may be held at Auckland. Students are responsible for their expenses in attending the ceremony, as for on-campus students. Students unable to attend AUT's ceremony may graduate *in absentia*.

3.8 Resources Available

3.8.1 AUT Library

All AUT library electronic services are fully available to AUT enrolled students at HCMUS. This includes electronic journals, online tutorials, library resources for individual papers available through AUTonline, etc.

Go to: http://www.aut.ac.nz/library/

3.8.2 AUT Resource Centre at HCMUS

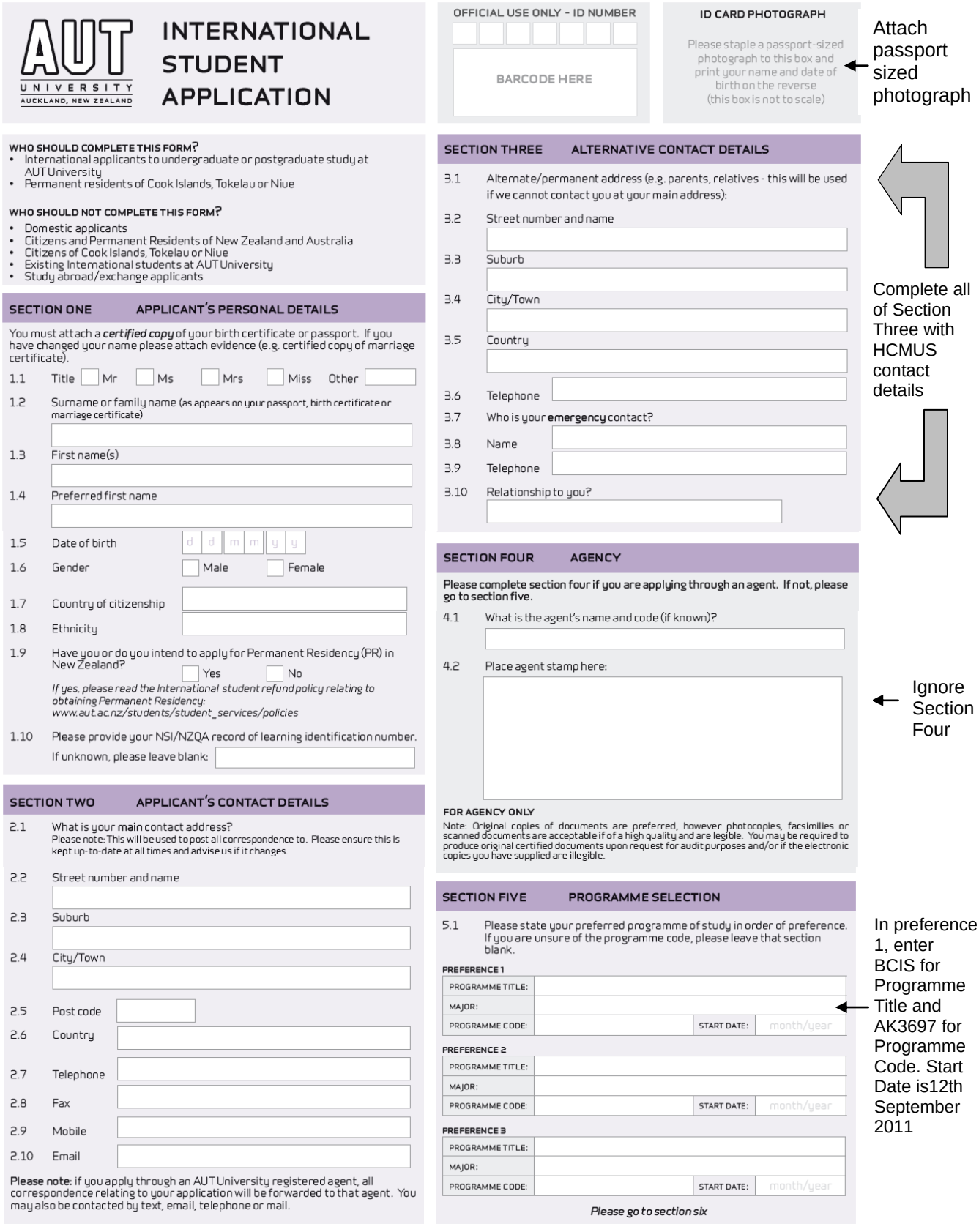
The AUT resource centre containing copies of the required text books and other useful resources is Room 11H - 11th floor, Building I.

5. FORMS & CHARTS

List of forms and documents:

1. How to complete the Application form
2. Enrolment procedure
3. About ARIONWeb, AUT Student Webmail, AUT Library, & AUT International Student Website links.
4. AUT Campus Maps
5. AUT Academic Year 2012
6. AUT Academic Year 2013
7. AUT Academic Year 2014

1. How to complete the Application form



AUT UNIVERSITY AUCKLAND, NEW ZEALAND

INTERNATIONAL STUDENT APPLICATION

OFFICIAL USE ONLY - ID NUMBER

BARCODE HERE

ID CARD PHOTOGRAPH

Please staple a passport-sized photograph to this box and print your name and date of birth on the reverse (this box is not to scale)

Attach passport sized photograph

WHO SHOULD COMPLETE THIS FORM?
- International applicants to undergraduate or postgraduate study at AUT University
- Permanent residents of Cook Islands, Tokelau or Niue

WHO SHOULD NOT COMPLETE THIS FORM?
- Domestic applicants
- Citizens and Permanent Residents of New Zealand and Australia
- Citizens of Cook Islands, Tokelau or Niue
- Existing International students at AUT University
- Study abroad/exchange applicants

SECTION ONE APPLICANT'S PERSONAL DETAILS

You must attach a ***certified copy*** of your birth certificate or passport. If you have changed your name please attach evidence (e.g. certified copy of marriage certificate).

1.1 Title ☐ Mr ☐ Ms ☐ Mrs ☐ Miss Other

1.2 Surname or family name (as appears on your passport, birth certificate or marriage certificate)

1.3 First name(s)

1.4 Preferred first name

1.5 Date of birth d d m m y y

1.6 Gender ☐ Male ☐ Female

1.7 Country of citizenship

1.8 Ethnicity

1.9 Have you or do you intend to apply for Permanent Residency (PR) in New Zealand? ☐ Yes ☐ No

If yes, please read the International student refund policy relating to obtaining Permanent Residency: www.aut.ac.nz/students/student_services/policies

1.10 Please provide your NSI/NZQA record of learning identification number.

If unknown, please leave blank:

Complete all of Section One. Ignore 1.10 regarding NSI / NZQA number

SECTION TWO APPLICANT'S CONTACT DETAILS

2.1 What is your **main** contact address?
Please note: This will be used to post all correspondence to. Please ensure this is kept up-to-date at all times and advise us if it changes.

2.2 Street number and name

2.3 Suburb

2.4 City/Town

2.5 Post code

2.6 Country

2.7 Telephone

2.8 Fax

2.9 Mobile

2.10 Email

Please note: if you apply through an AUT University registered agent, all correspondence relating to your application will be forwarded to that agent. You may also be contacted by text, email, telephone or mail.

Complete all of Section Two with personal contact details

SECTION THREE ALTERNATIVE CONTACT DETAILS

3.1 Alternate/permanent address (e.g. parents, relatives - this will be used if we cannot contact you at your main address):

3.2 Street number and name

3.3 Suburb

3.4 City/Town

3.5 Country

3.6 Telephone

3.7 Who is your **emergency** contact?

3.8 Name

3.9 Telephone

3.10 Relationship to you?

Complete all of Section Three with HCMUS contact details

SECTION FOUR AGENCY

Please complete section four if you are applying through an agent. If not, please go to section five.

4.1 What is the agent's name and code (if known)?

4.2 Place agent stamp here:

FOR AGENCY ONLY

Note: Original copies of documents are preferred, however photocopies, facsimilies or scanned documents are acceptable if of a high quality and are legible. You may be required to produce original certified documents upon request for audit purposes and/or if the electronic copies you have supplied are illegible.

Ignore Section Four

SECTION FIVE PROGRAMME SELECTION

5.1 Please state your preferred programme of study in order of preference. If you are unsure of the programme code, please leave that section blank.

PREFERENCE 1

PROGRAMME TITLE:			
MAJOR:			
PROGRAMME CODE:		START DATE:	month/year

PREFERENCE 2

PROGRAMME TITLE:			
MAJOR:			
PROGRAMME CODE:		START DATE:	month/year

PREFERENCE 3

PROGRAMME TITLE:			
MAJOR:			
PROGRAMME CODE:		START DATE:	month/year

Please go to section six

In preference 1, enter BCIS for Programme Title and AK3697 for Programme Code. Start Date is12th September 2011

SECTION SIX ACADEMIC BACKGROUND

6.1 Please provide certified official documentation of academic results for all qualifications:

SENIOR HIGH SCHOOL/NZ SECONDARY SCHOOL OR FOUNDATION STUDY:			
NAME OF SCHOOL:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF SCHOOL:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

HIGHER EDUCATION			
NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

6.2 Are you currently waiting for results?

☐ Yes ☐ No

Complete Section Six 6.1, ignore 6.2

SECTION SEVEN WORK AND RELEVANT EXPERIENCE

7.1 Please state any relevant employment experience that may support your application (postgraduate students only).

EMPLOYMENT DATES	NAME OF EMPLOYER
POSITION/TYPE OF WORK:	

EMPLOYMENT DATES	NAME OF EMPLOYER
POSITION/TYPE OF WORK:	

EMPLOYMENT DATES	NAME OF EMPLOYER
POSITION/TYPE OF WORK:	

Ignore Section Seven

SECTION EIGHT ENGLISH PROFICIENCY

If English is not your first language you will need to have completed one or more of the following tests within the last two years: IELTS (academic), TOEFL or Cambridge Certificate.

8.1 What is your first language?

8.2 If English is not your first language, please tick **one** of the following boxes that applies to you

☐ I have completed an English language test (attached)

☐ I will provide my English language test results at a later date

☐ English was the medium of instruction of my previous ☐ years of study. I have attached documentary evidence

☐ I have completed or am completing study at AUT International House

Complete all of Section Eight

SECTION NINE STATISTICAL INFORMATION

9.1 How did you hear about AUT University? Please tick one:

☐ AUT International House ☐ Agent

☐ AUT International ☐ Family member

☐ Embassy/NZ Trade and Enterprise ☐ Advertisement

☐ Friends ☐ Education Fair/Expo

☐ NZ High School ☐ Internet

☐ English language school ☐ Other

9.2 What was (or will be) your main activity on the 1st October in the year before you start your study?

☐ Living outside of New Zealand ☐ Living in New Zealand

If living in New Zealand, please specify:

☐ Secondary school student ☐ Tertiary student

☐ Wage/salaried worker ☐ Non-employed

Complete Section Nine. For 9.1 tick Advertisement, for 9.2 tick Living outside of New Zealand

SECTION TEN DISABLED STUDENTS AND DEAF STUDENTS

10.1 Do you live with the effects of significant injury, long term illness, or disability?

☐ Yes ☐ No

10.2 If yes, please indicate by ticking the appropriate box below.

☐ Deaf ☐ Hearing impairment

☐ Blind ☐ Vision impairment

☐ Specific learning disability ☐ Medical

☐ Head Injury ☐ Mental health

☐ Mobility/physical ☐ Speech impairment

☐ Temporary impairment

☐ Other - *please state*:

If you need additional resources or support there are additional costs. Please contact the Disability Resource Service: disability.office@aut.ac.nz

Complete 10.1 and 10.2 if applicable

SECTION ELEVEN FUNDING

11.1 Please indicate how you expect your fees to be paid

☐ Privately (yourself, family or other private sponsor)

☐ Full scholarship (full tuition and medical insurance scholarship)

11.2 If by scholarship, please provide details/name of scholarship:

Home Government:

Other:

Ignore Section Eleven

SECTION TWELVE STUDENT CHECK LIST

Please send certified copies only. Have you:

☐ Completed all sections in this form

☐ Enclosed translated and certified copies of your academic transcripts including graduating certificates and explanation of the grading system

☐ Attached a passport sized photograph for your ID card (an ID card cannot be produced without a photo)

☐ Enclosed a certified copy of your current passport or birth certificate

☐ Enclosed a certified copy of your official English Language test results

☐ Enclosed other supporting documentation related to your application

☐ Checked the application closing deadlines online at: www.aut.ac.nz/study-at-aut/international-students/how-to-apply/deadlines

☐ Read the declaration and signed and dated this application form

Ensure you have completed these requirements

SECTION THIRTEEN STUDENT DECLARATION

ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

a. I agree to abide by the statutes, regulations and policies of the Auckland University of Technology ("the University").

b. I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that the University may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. The University reserves the right to inform all other New Zealand Universities, Immigration New Zealand, and the Police, of such cases, including the student's name and date of birth.

c. I understand that all documents submitted with this application become the property of the University and will not be returned to applicants. I agree to supply further documentation requested by the University for the purpose of my enrolment.

d. I have read and understood the outline of how the Privacy Act will be applied in the University, as set out in the privacy section (see over) of the Application form, and I authorise the University to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.

e. I authorise the University to release information regarding my application to Immigration New Zealand (INZ) and the Department of Labour where the University considers the information relevant to my immigration status.

f. I authorise any agency holding the source of any information I have provided on this form to release that information to the University upon request.

g. I have read and understood the University refund policy for International students.

h. I am aware of the tuition and living costs associated with studying in the programme and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet the costs, the University and New Zealand Government will not be expected to help me.

i. I understand that the University may contact me via email, text messages, phone or by post for communications regarding my enrolment, or student services at the University.

To be signed by the applicant:

Sign and date the form

Your signature:

Date:

To be signed by a parent/guardian for applicants under the age of 18 years only:

Parent's/guardian's signature:

Date:

If the applicant is not able to sign above, an authorised person or AUT registered agent may sign on applicant's behalf (not applicable for applicants under the age of 18 years)

Name of person:

Signature:

Date:

Your relationship to the applicant:

WHERE TO SEND THIS FORM

Postal address:

Registry Services
AUT University
Private Bag 92006
Auckland 1142
New Zealand

Physical address/courier address:

AUT University
Level 2 (ground entry), WA Building
55 Wellesley Street East
Auckland Central
New Zealand

For more information please contact:

Phone: +649 9219779 **Email:** int.app@aut.ac.nz
Web: www.autinternational.info

APPLICATION AND ENROLMENT PROCESS

Step One

Before you begin, make sure that you plan ahead and give yourself a realistic amount of time to prepare for your intended start date. It is a good idea to research the programmes of study you are interested in, what they involve, and what will be expected of you throughout your studies. Check the application closing deadlines online at:
www.aut.ac.nz/study-at-aut/international-students/how-to-apply/deadlines

Step Two

To study at AUT you will need to apply either directly to the University or through an AUT Registered Agent. Applicants must complete this International Student Application form, ensuring all sections are completed in full, and that the programme of choice is clearly indicated. **You will need to supply all the required certified documentation otherwise this will delay your application.** Please email international.centre@aut.ac.nz to check if there are any additional application requirements for entry to your programme of choice.

Step Three

If you are submitting your application from overseas for the upcoming semester it will take up to one week to assess (postgraduate will take longer). When we receive your application you will receive an acknowledgement email/letter.

Step Four

Successful applicants will receive an Offer of Place letter, which will give advice on tuition fees, enrolment fee, insurance fees, and date of payment.

Step Five

The applicant can accept the offer by signing the acceptance of offer form and returning a copy to Registry Services.

When your fees have been received, a receipt will be issued. This must be presented to the nearest Immigration New Zealand office with a copy of your Offer of Place in order to obtain a student permit/visa.

Receiving a signed Offer of Place does not guarantee you a place. To guarantee a place on the programme of choice, a signed Offer of Place must be received by AUT, and tuition, enrolment and insurance fees must be paid in full by the due date. Please note some programmes have a limited intake, so do not delay making payment.

Step Six

Congratulations. It is now time to prepare for your travel, orientation and life as a student in New Zealand.

HOW TO CERTIFY YOUR DOCUMENTS

Legal Certification (proof that a photocopy is a true copy of the original document) must be done and is very important.

Take the original document and a photocopy of it to **one** of the following:

- AUT University Student Information Centre
- AUT Registered Agent
- AUT International staff
- School Principal or School Careers Advisor
- Justice of the Peace
- Notary Public or Member of Parliament
- Registrar, or Deputy Registrar of the courts
- Barrister or Solicitor
- Minister of Religion
- Commissioner of Oaths

Send in the certified photocopied documents with your application form.

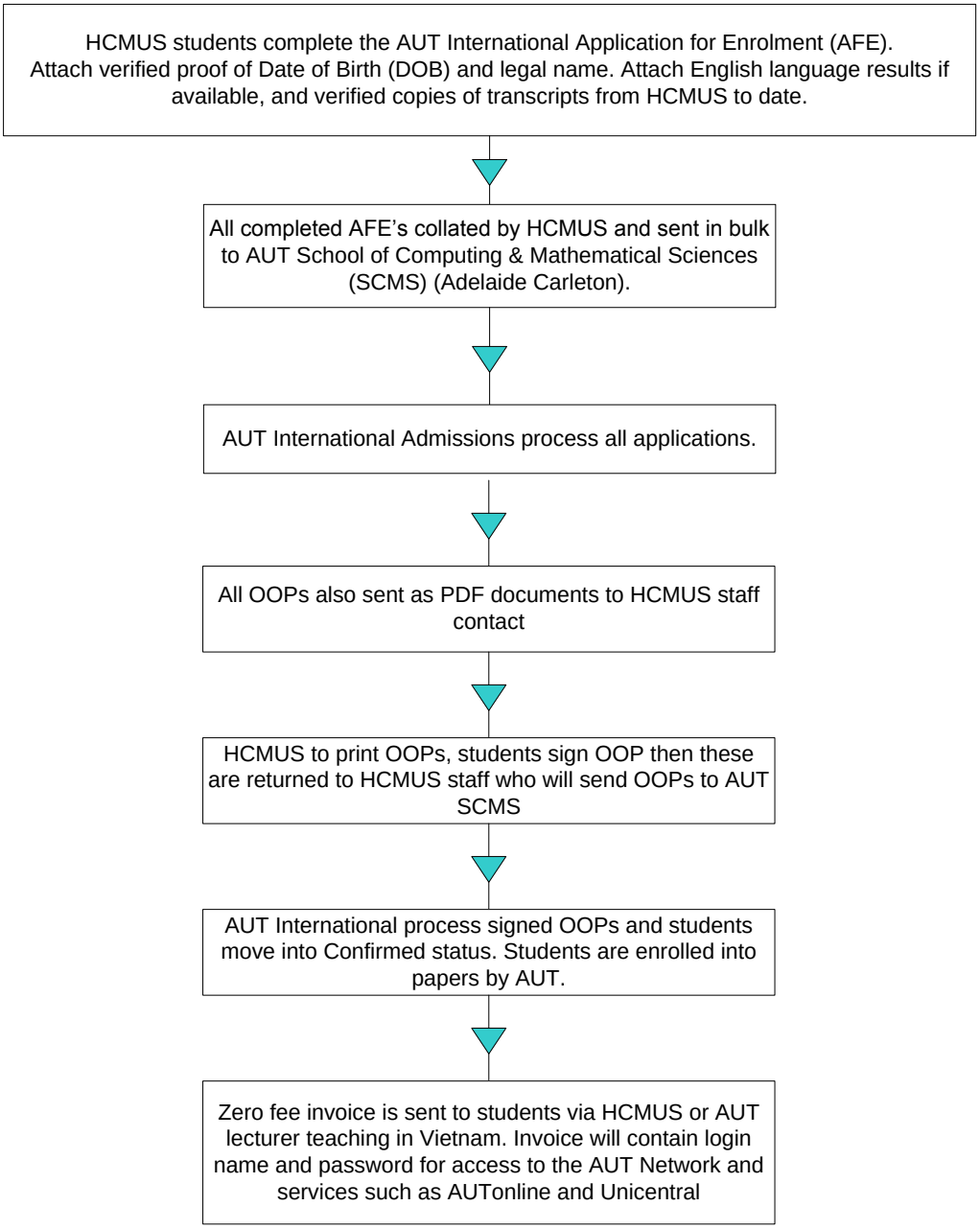
All documents must be certified
If you do not do this you cannot be enrolled - please don't send originals

Please note: All copies of academic transcripts, graduation certificates and additional documentation must be officially translated and certified/notarised in English by the issuing institution, a Notary Public, a Justice of Peace, a Solicitor, an AUT registered agent or a Commissioner of Oaths. All documents must have an official stamp and signature. Please do not send original documents (passports, birth certificates) as they will not be returned.

The University may suspend or terminate your enrolment if any falsified documents are discovered during the application or enrolment process, or during your study.

2. Enrolment procedure

Application/Enrolment procedure HCMUS students studying AUT degree at HCMUS

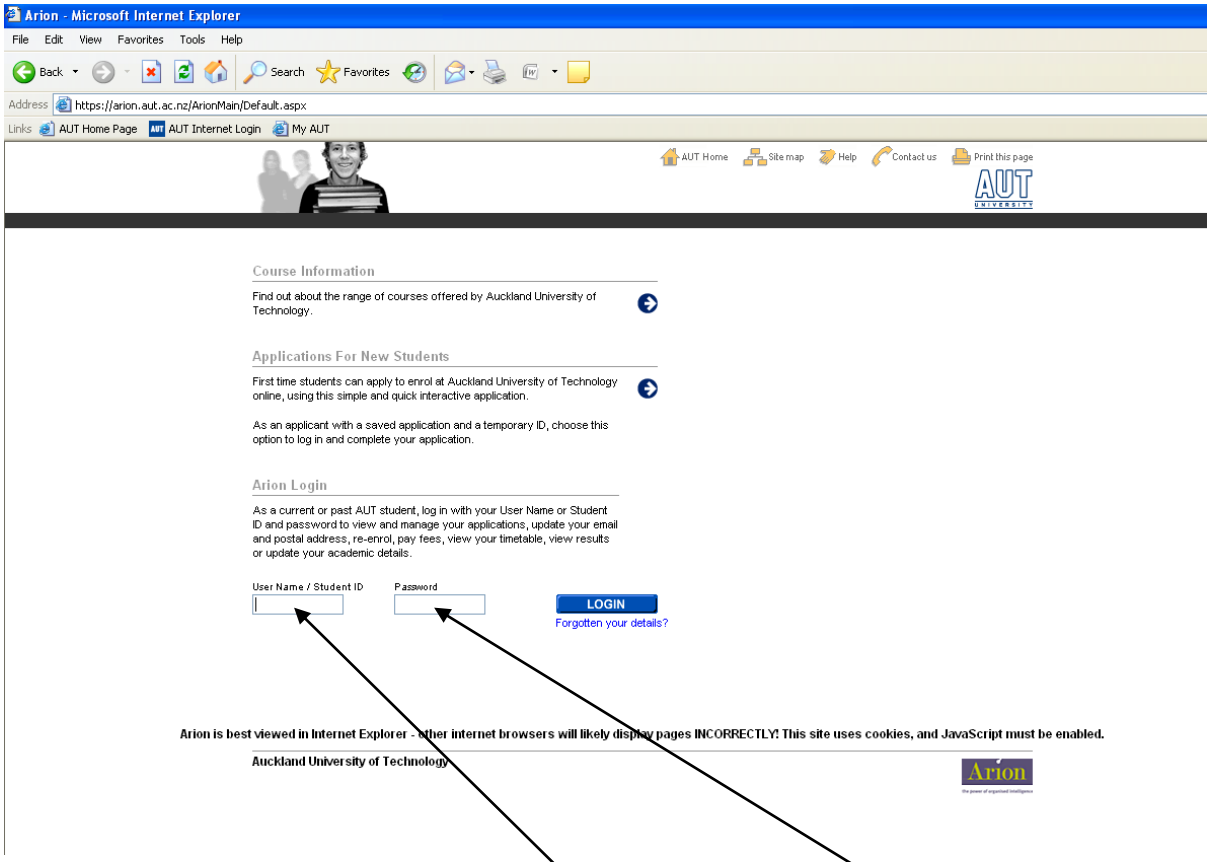


3. About ARIONWeb, AUT Student Webmail, AUT Library, & AUT International Student Website links.

ARIONWeb

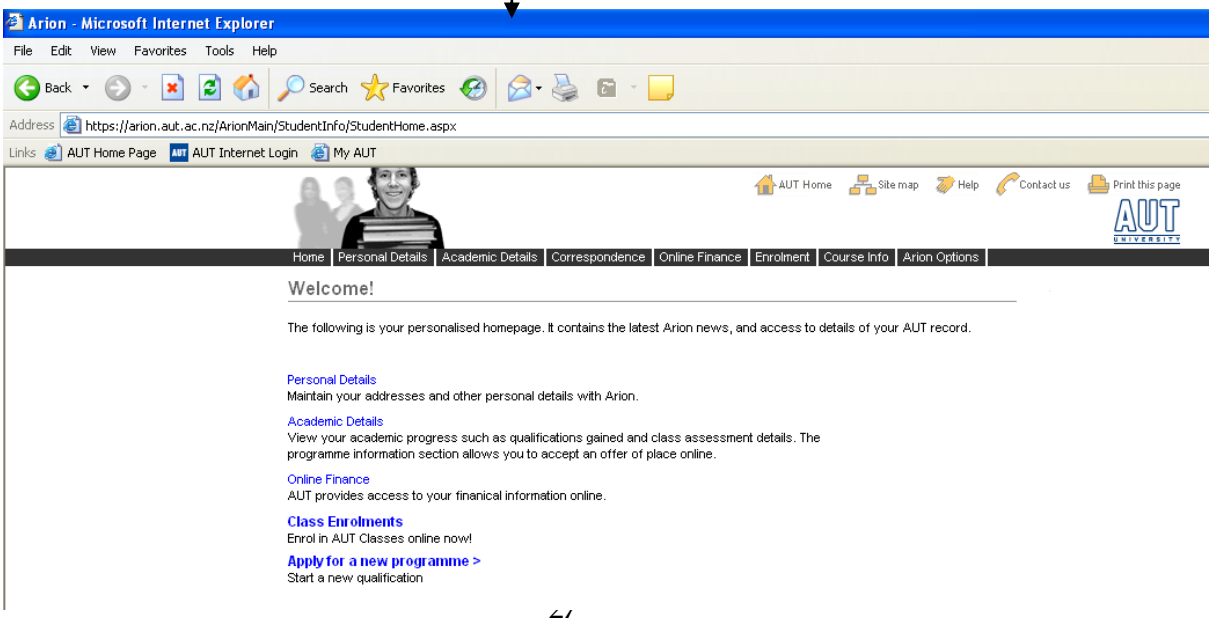
http://arion.aut.ac.nz

Login screen:

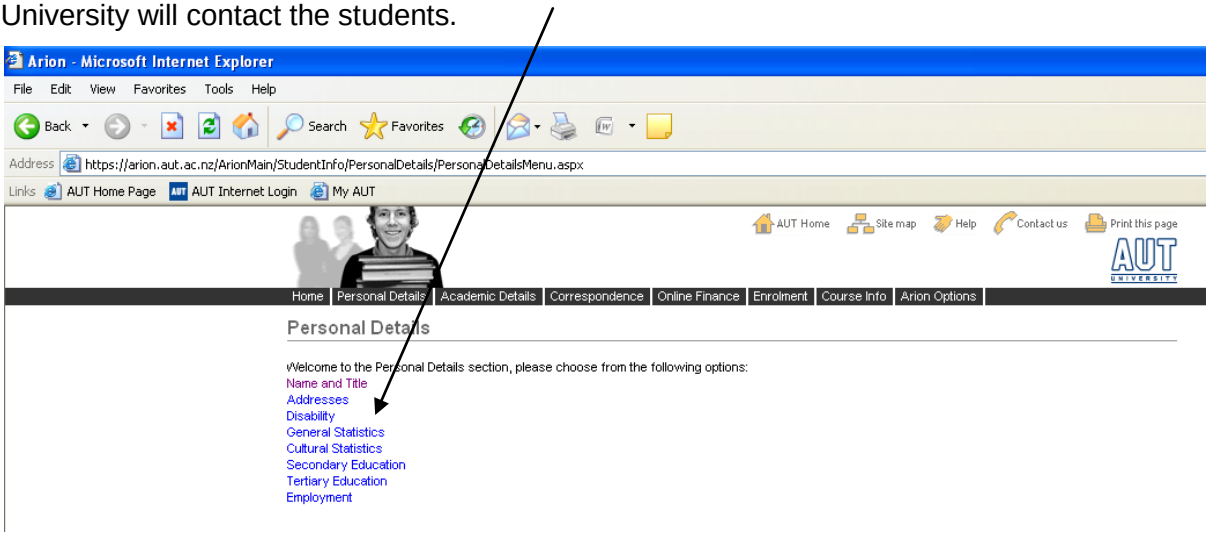


Students login using their student ID number and Arion password

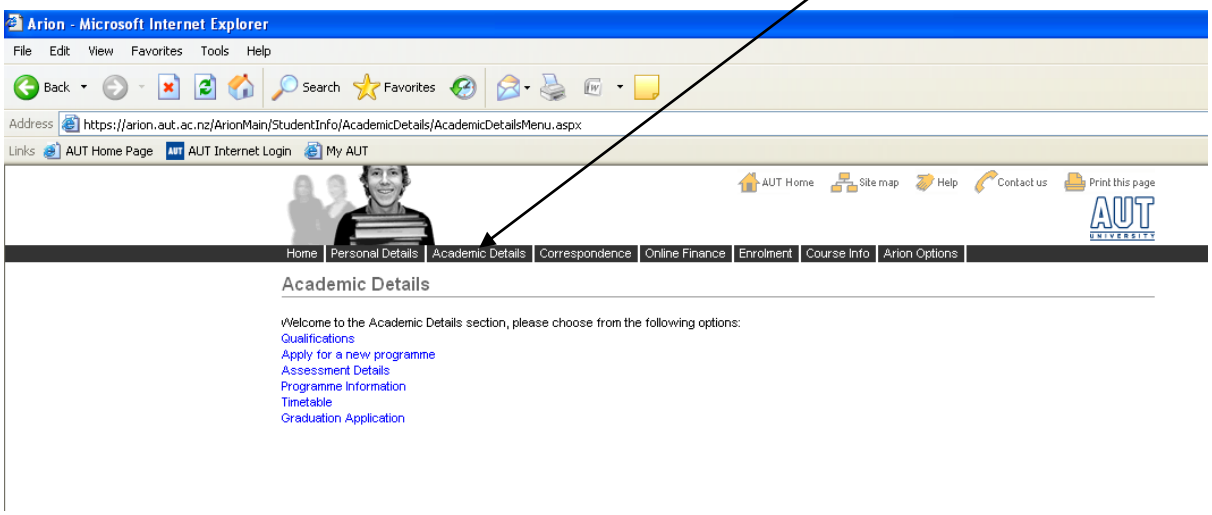
Login welcome screen



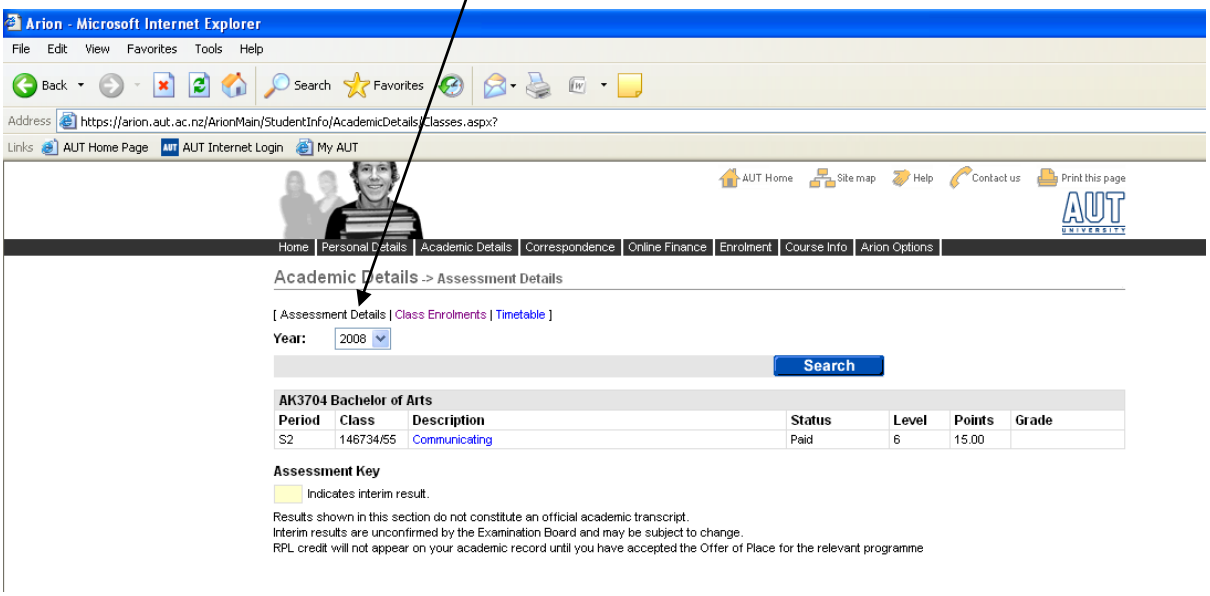
Personal Details tab where students can change their personal details such as contact postal address, email address, phone number. It is important that students keep their postal address and email address up to date on here as this is how AUT University will contact the students.



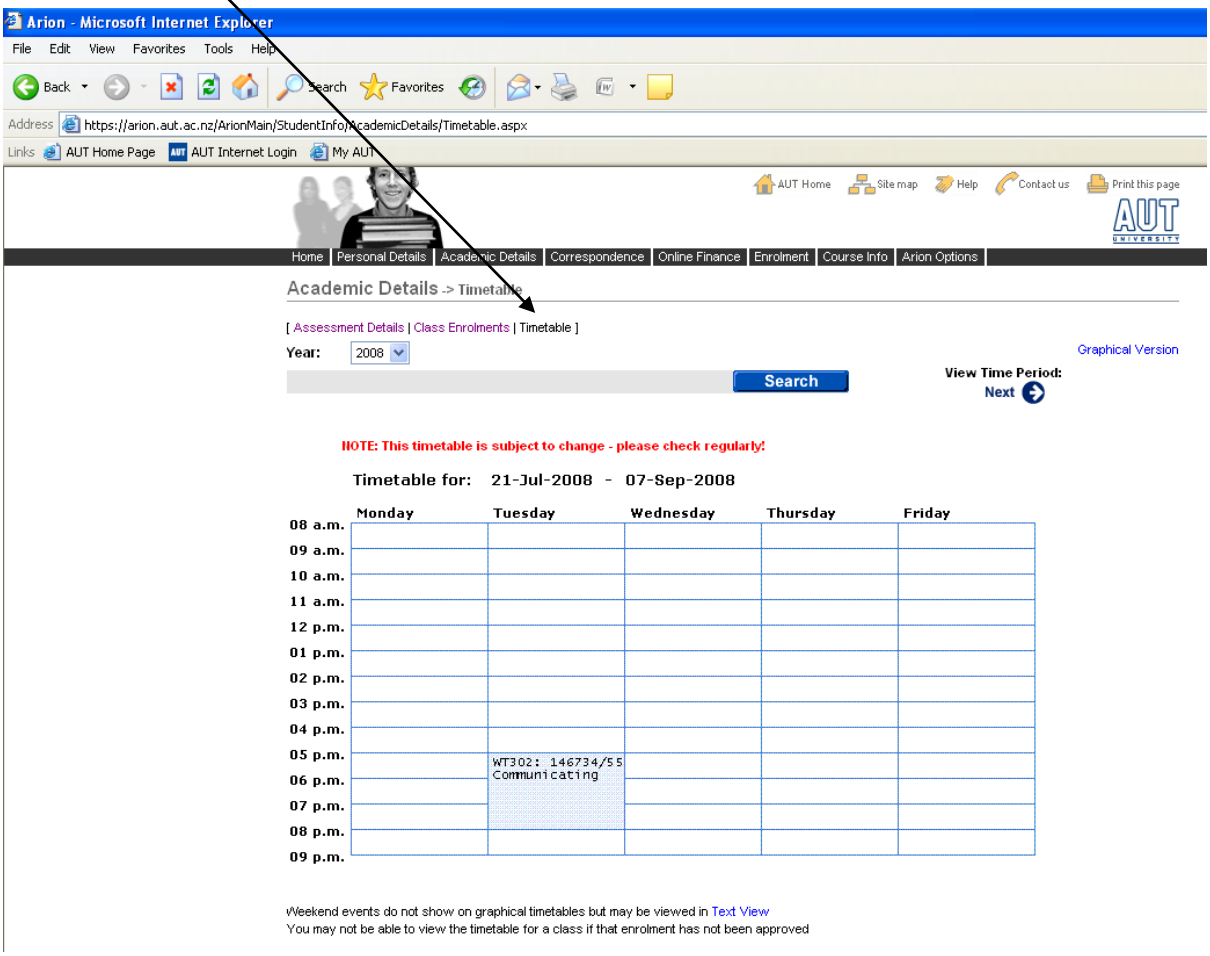
Academic Details tab, students can apply for a new programme or see their current programme information as well as view their timetable, paper enrolments, and status of their graduation application.



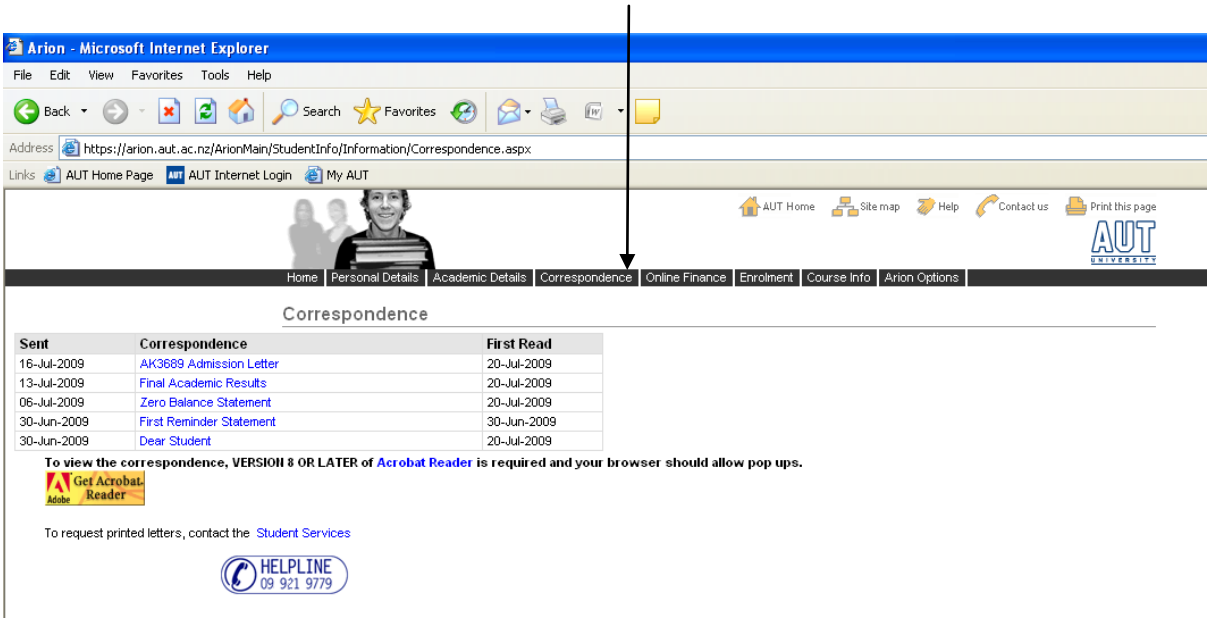
Assessment details tab where students can view further information about each paper they are enrolled in



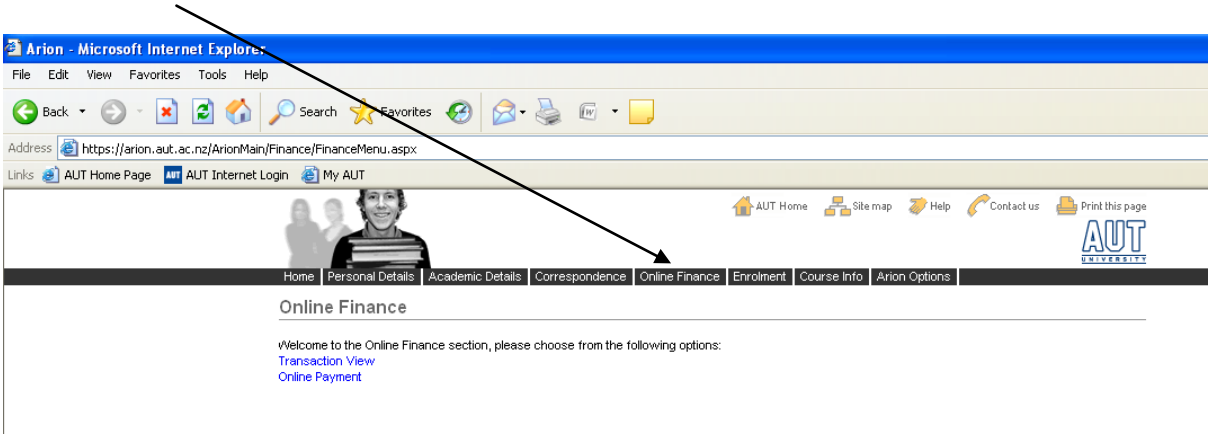
Timetable



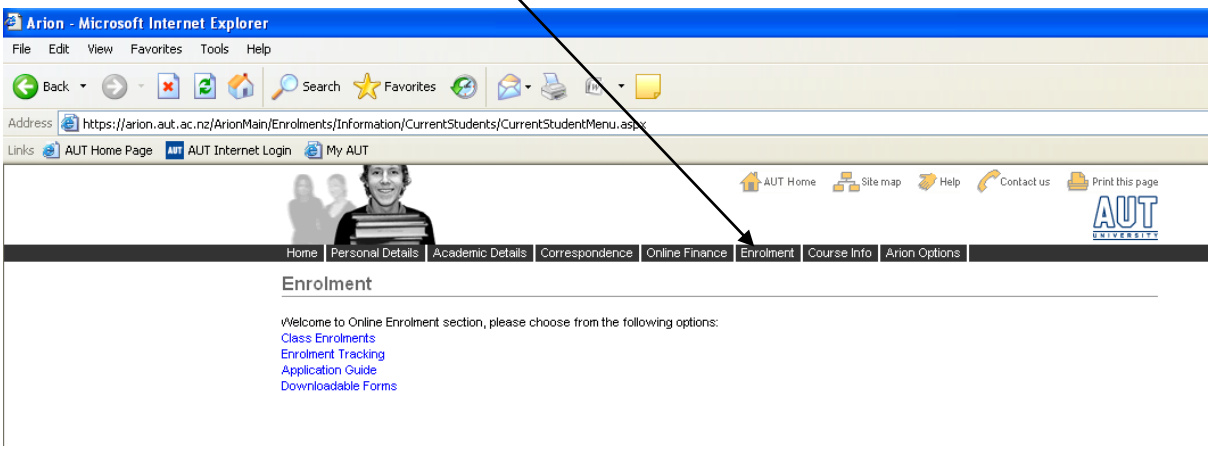
Correspondence tab, where students will receive any correspondence (letters) sent by AUT University. Students can accept or decline Offer of Place letters here.



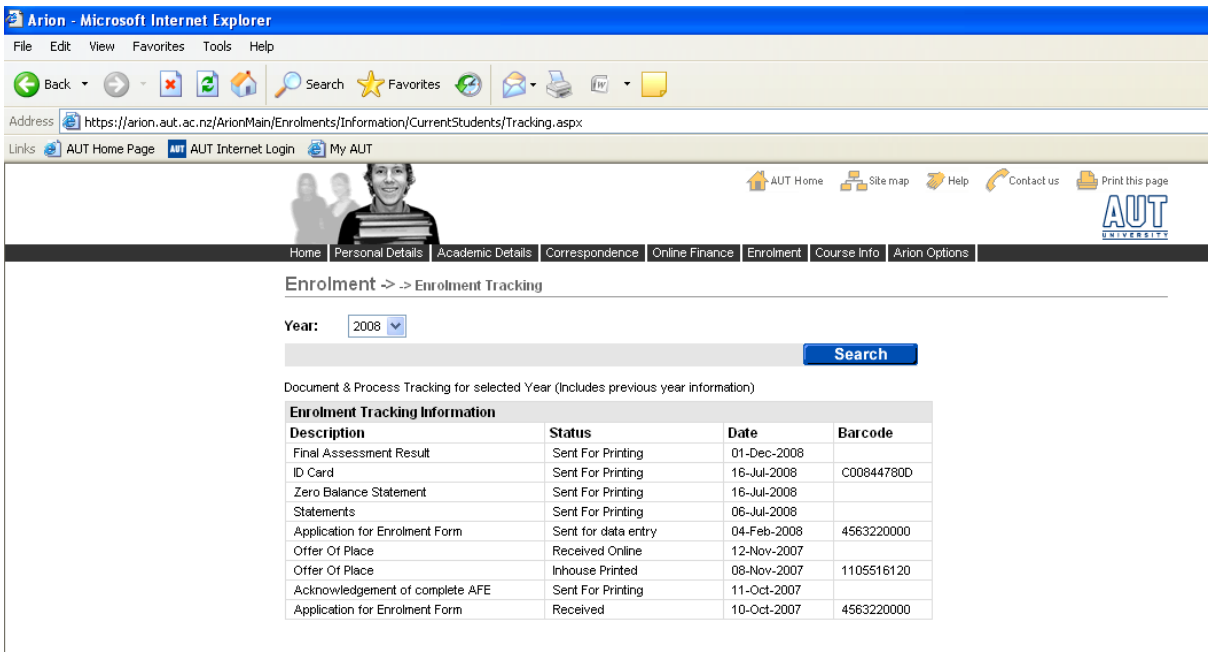
Online Finance tab (mainly applicable to those students studying at AUT in NZ).



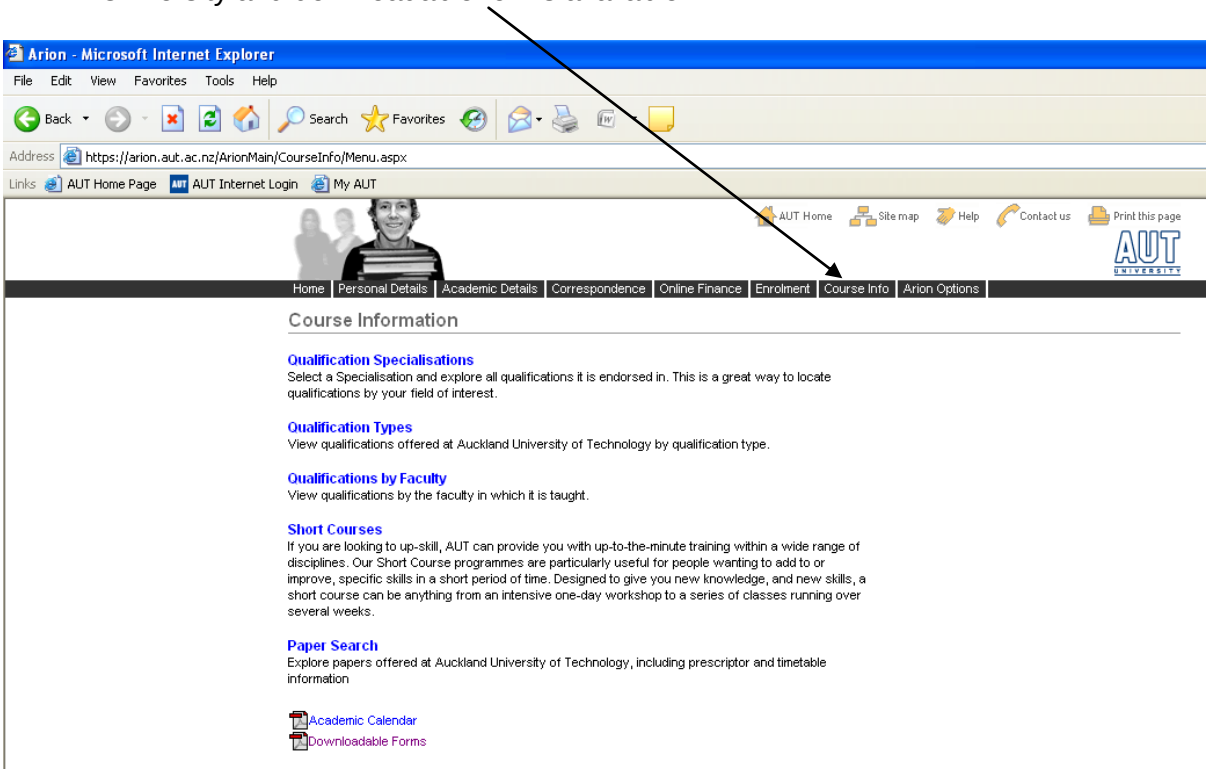
Enrolment tab, students can view the status of their application, download forms, and view their paper enrolments.



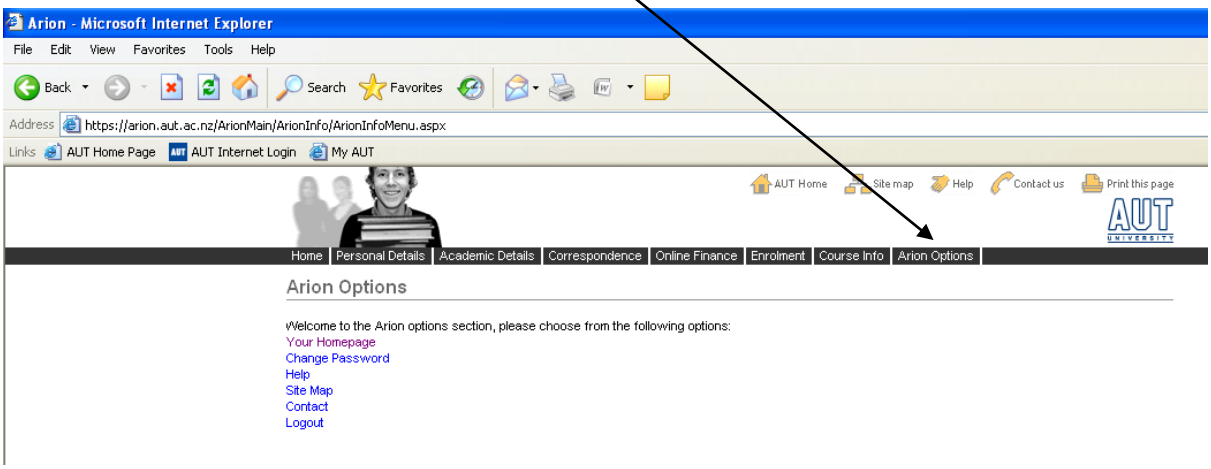
Enrolment tracking tab, students can see when ID cards, offer of places, results, and invoices are issued



Course Info tab, more information about courses and papers offered at AUT University and downloadable forms available.



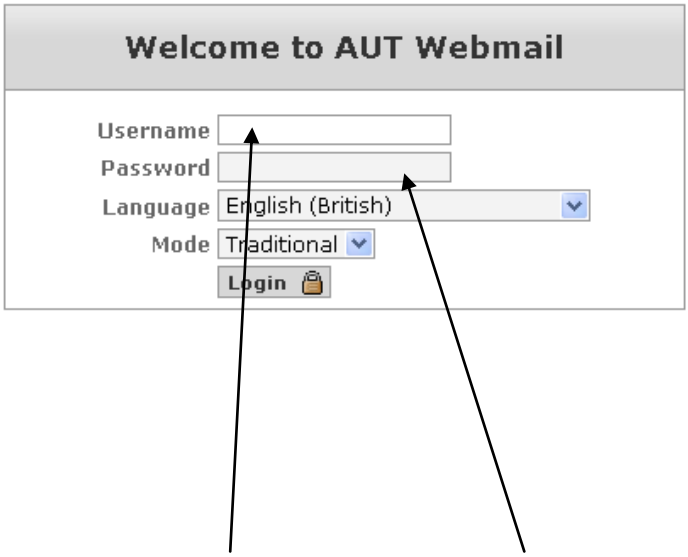
Arion Options tab, where students can change their Arion password, get help with Arion, contact Arion Support, or log out.



AUT Student WebMail

https://webmail2.aut.ac.nz/hordewebmail/

Login screen:

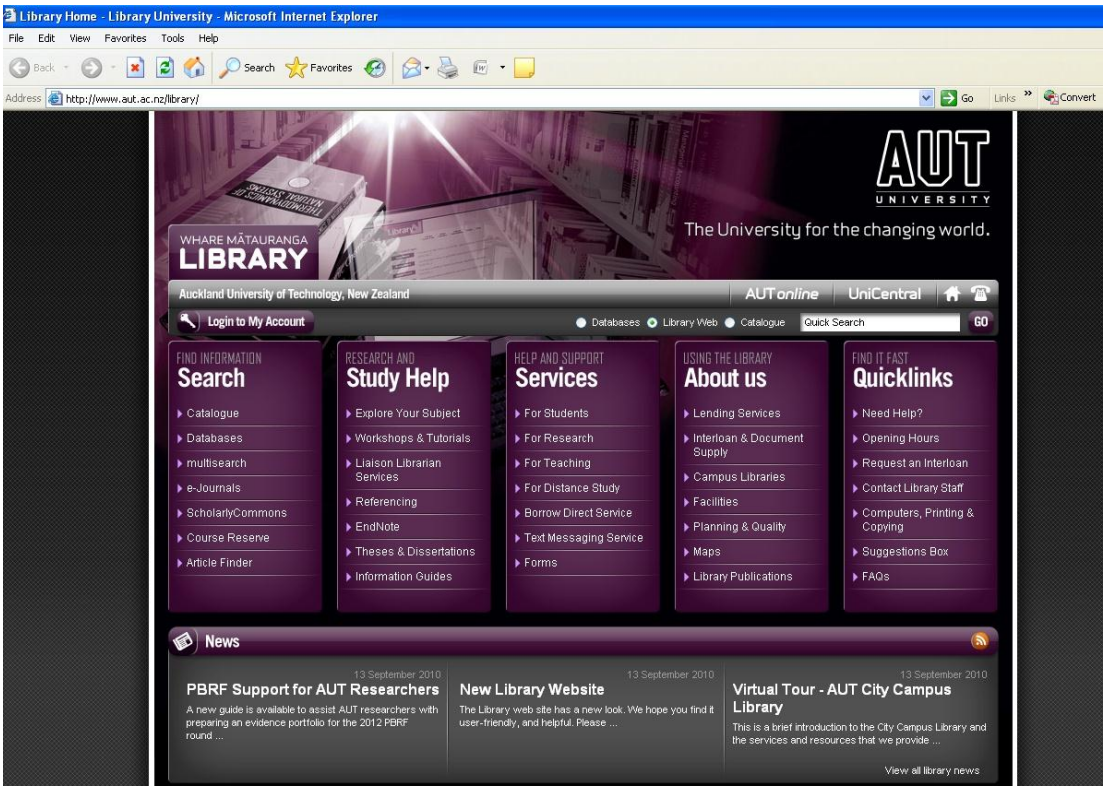


Students login using their AUT Network login name and password (found on students invoice or AUT student ID card)

All email correspondence from AUT University will be sent to students AUT email address. All correspondence sent from ARIONWeb (offer of place letters, invoices, results) is sent to students personal email address as listed in Arion (what they have put down as their email address on their application form).

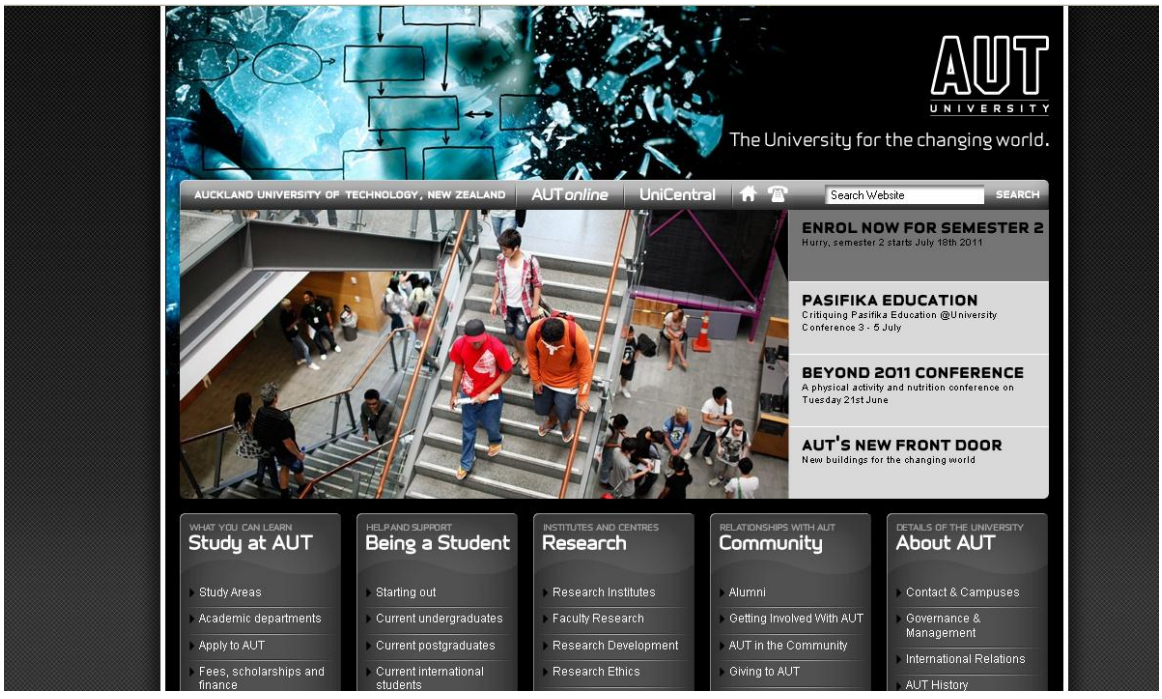
AUT Library (online)

http://www.aut.ac.nz/library/



AUT University Website

http://www.aut.ac.nz



AUT University Website – International Students

http://www.aut.ac.nz/study-at-aut/international-students

AUT International Students – Accommodation Options

http://www.aut.ac.nz/study-at-aut/international-students/accommodation
and
http://www.aut.ac.nz/being-a-student/starting-out/undergraduates/accommodation

AUT University International Student Support Services

http://www.aut.ac.nz/study-at-aut/international-students/international-student-support-service

AUT International Students – Studying and living in Auckland, New Zealand

http://www.aut.ac.nz/study-at-aut/international-students/new-international-students/arriving-and-living-in-auckland

AUT International Students – Visas and Insurance

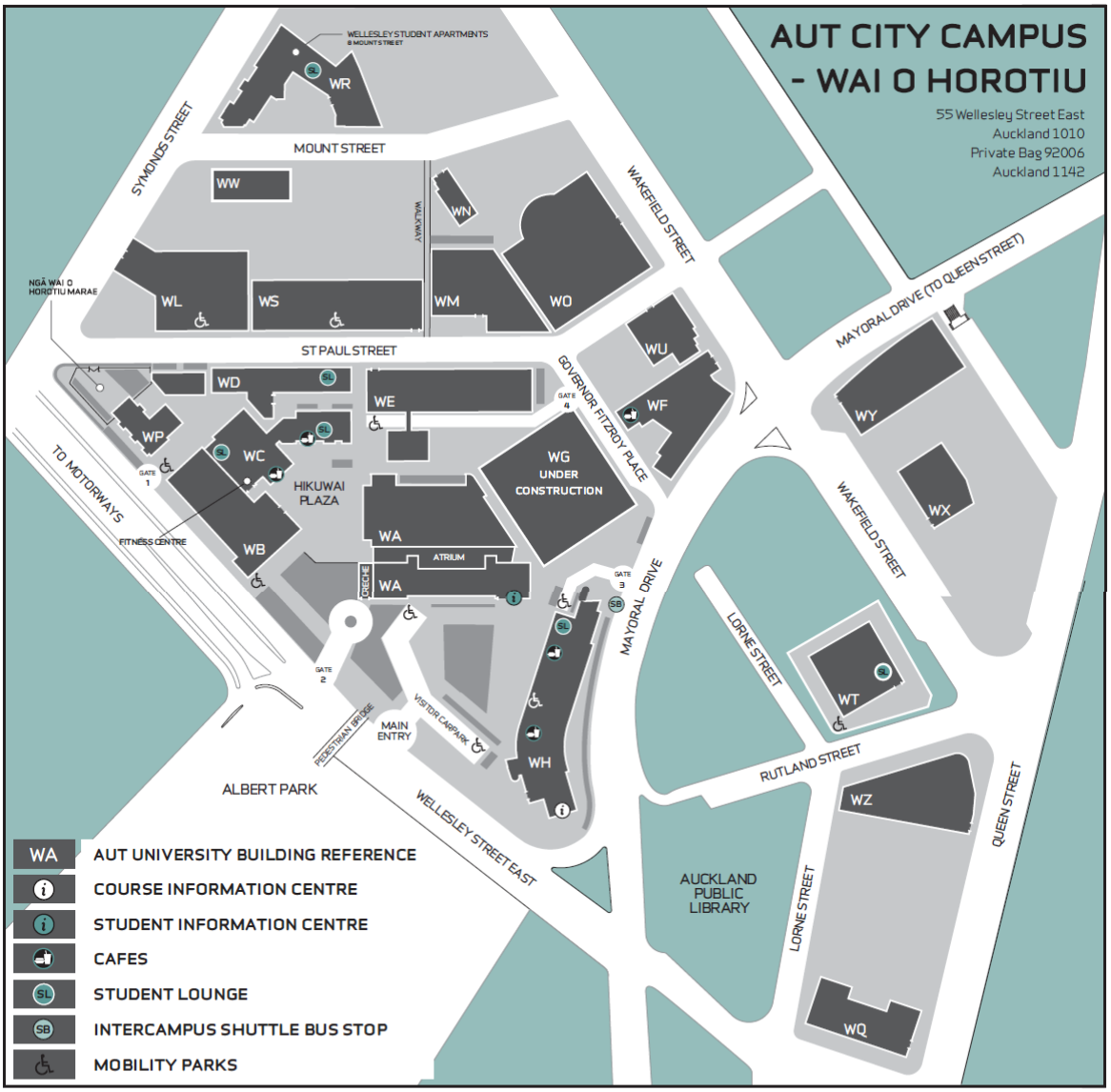
http://www.aut.ac.nz/study-at-aut/international-students/new-international-students/visas-and-permits
and
http://www.aut.ac.nz/study-at-aut/international-students/new-international-students/medical-and-travel-insurance

AUT University International Student Application Form

http://www.aut.ac.nz/study-at-aut/international-students/downloads

4. AUT Campus Maps

City Campus



SCHOOLS AND DIVISIONS

APPLIED SCIENCES - Level 3, WS Building
ART AND DESIGN - Level 3, WE Building
BUSINESS - Level 1, WF Building
COMMUNICATION STUDIES - Level 16, WT Building
COMPUTING AND MATHEMATICAL SCIENCES - Level 1, WT Building
ENGINEERING - Level 3, WS Building
HOSPITALITY AND TOURISM - Level 4, WH Building
INSTITUTE OF PUBLIC POLICY - Level 2, WZ Building
LANGUAGES - Level 8, WT Building
SOCIAL SCIENCES - Level 14, WT Building
TE ARA POUTAMA - Level 3, WB Building

SERVICES AND FACILITIES

STUDENT INFORMATION CENTRE - Level 2, WA Building
STUDENT SERVICES RECEPTION - Level 1, WB Building
LIBRARY - Level 4, WA Building
EARLY CHILDHOOD CENTRE - Level 2, WA Building
INTERNATIONAL STUDENT CENTRE - Level 1, WO Building
AuSM - Level 2, WC Building
HEALTH, COUNSELLING AND WELLBEING - WB219, Level 2, WB Building
PRINTSPRINT Customer Service Branch - 49 St Paul St, WU Building

STUDENT INFORMATION CENTRE

Level 2, WA Building,
Phone: 09 921 9779
Email: studentinfo@aut.ac.nz
Web: www.autuni.ac.nz

COURSE INFORMATION CENTRE

Level 1, WH Building
Phone: 0800 AUT UNI
Email: courseinfo@aut.ac.nz
Web: www.autuni.ac.nz

JOIN A CAMPUS TOUR

Fridays at 2.00pm
Course Information Centre

AUT UNIVERSITY

North Shore Campus

SCHOOLS AND DIVISIONS

EDUCATION - Room 101, AR Building
HEALTH CARE PRACTICE - Room 225A, AA Building
HEALTH & ENVIRONMENTAL STUDIES - Room 129, AG Building
LANGUAGES - Room 424, AF Building
MULTI-INTERDISCIPLINARY CLINICS - Room 101A, AD Building
REHABILITATION AND OCCUPATION STUDIES - Room 124, AA Building
PODIATRY - Room 139, AD Building
PUBLIC HEALTH AND PSYCHOSOCIAL STUDIES - Room 128, AR Building
SPORT AND RECREATION - Room 223, AF Building

SERVICES AND FACILITIES

STUDENT INFORMATION CENTRE - Room 117, AG Building
STUDENT SERVICES RECEPTION - Room AS204, AS Building
LIBRARY - 210, AL Building
SPORTS STADIUM - AH Building
HEALTH, COUNSELLING AND WELLBEING - Room 104, AS Building
HEALTH & SAFETY ADVISOR - Room 201A, AC Building
AuSM - Room 213, AS Building
SECURITY/CAMPUS SERVICES - Room 154, AR Building
BENNETTS BOOKSHOP - Room 101, AB Building
PRINTSPRINT - Room 105, AM Building

CLINICS

PODIATRY - Room 125, AD Building
ORAL HEALTH - Room 106A, AD Building
PHYSIOTHERAPY CLINIC - Room 102, AD Building
HYDROTHERAPY POOL - Room 134, AA Building
HOLISTIC THERAPIES CLINIC - Room 128, AF Building
NEUROLOGICAL REHAB CLINIC - Room 127, AD Building
MUSCULOSKELETAL CLINIC - Room 127, AD Building
HORIZON SCANNING CLINIC - Room 105, AA Building
PSYCHOTHERAPY CLINICS - Room 136, AR Building

STUDENT INFORMATION CENTRE

AG Building, Level 1
Phone: 09 921 9779
Email: studentinfo@aut.ac.nz
Web: www.autuni.ac.nz

COURSE INFORMATION CENTRE

AG Building, Level 1
Phone: 0800 AUT UNI
Email: courseinfo@aut.ac.nz
Web: www.autuni.ac.nz

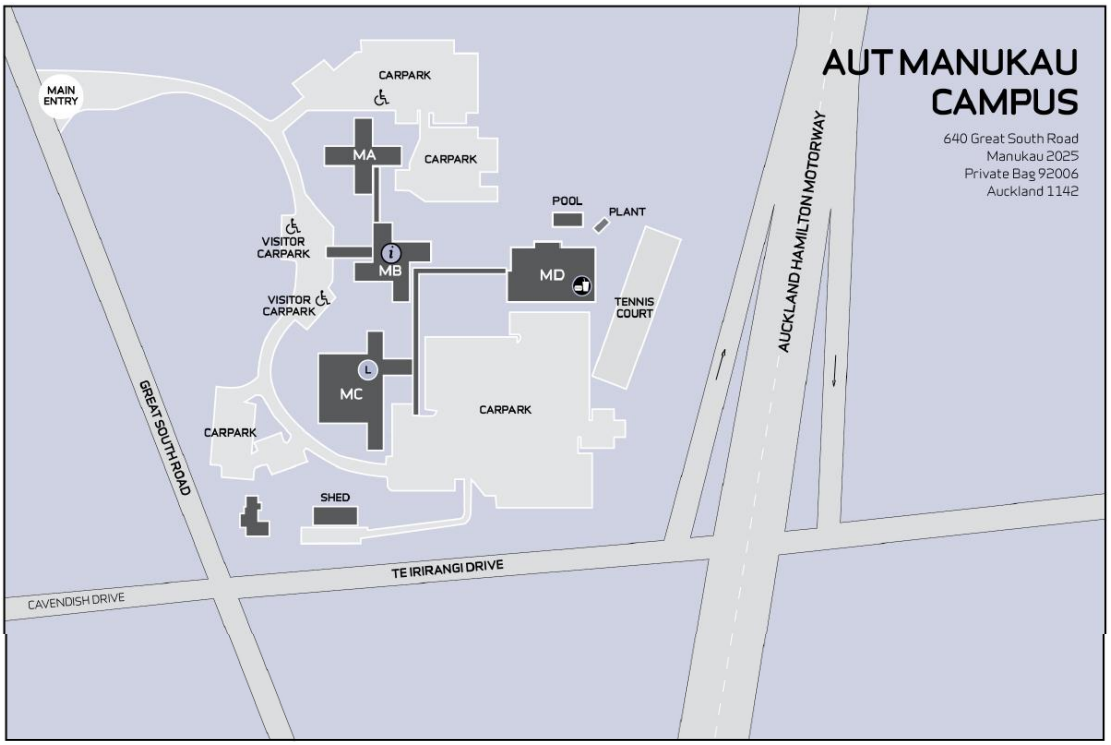
JOIN A CAMPUS TOUR

North Shore Campus
Course Information Centre
Please ring and book for a campus tour.

Carparks 2 + 7 (Pay & Display)
- Student/Staff/ Visitor Parking

AUT UNIVERSITY

Manukau Campus



SERVICES AND FACILITIES:
Business Innovation Centre - MA building
Library - Level 1, MC building
Cafe - Level 2, MD building
Boardrooms - Level 3, MB building

CAMPUS RECEPTION
Level 1, MB building

STUDENT INFORMATION CENTRE
Level 1, MB building
Phone: 09 921 9779
Email: studentinfo@aut.ac.nz
Web: www.aut.ac.nz

COURSE INFORMATION CENTRE
Level 1, MB building
Phone: 0800 AUT UNI
Email: courseinfo@aut.ac.nz
Web: www.aut.ac.nz

- COURSE INFORMATION CENTRE
- STUDENT INFORMATION CENTRE
- CAFE
- LIBRARY
- MOBILITY PARKS

AUT UNIVERSITY

5. AUT Academic Year 2012

DRAFT ACADEMIC YEAR 2012 (15 week semesters)

Calendar Week			Academic Week	Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	School Hols			January	26	27	28	29	30	31	1 New Year
2	School Hols	Summer School	4		2 New Year	3	4	5	6	7	8
3	School Hols		5		9	10	11	12	13	14	15
4	School Hols		6		16	17	18	19	20	21	22
5	School Hols		7		23	24	25	26	27	28	29
6			8	February	30 Auck Ann	31	1	2	3	4	5
7			9		6 Waitangi	7	8	9	10	11	12
8					13	14	15	16	17	18	19
9					20	21	22	23	24	25	26
10		SEMESTER 1	1	March	27	28	29	1	2	3	4
11			2		5	6	7	8	9	10	11
12			3		12	13	14	15	16	17	18
13			4		19	20	21	22	23	24	25
14			5	April	26	27	28	29	30	31	1
15			6		2	3	4	5	6 Easter	7 Easter	8 Easter
16	School Hols				9 Easter	10 Easter	11	12	13	14	15
17	School Hols				16	17	18	19	20	21	22
18			7		23	24	25 Anzac	26	27	28	29
19			8	May	30	1	2	3	4	5	6
20			9		7	8	9	10	11	12	13
21			10		14	15	16	17	18	19	20
22			11		21	22	23	24	25	26	27
23			12	June	28	29	30	31	1	2	3
24	Exam week		13		4 Queens Brth	5	6	7	8	9	10
25	Exam week		14		11	12	13	14	15	16	17
26	Exam week		15		18	19	20	21	22	23	24
27				July	25	26	27	28	29	30	1
28	School Hols				2	3	4	5	6	7	8
29	School Hols				9	10	11	12	13	14	15
30		SEMESTER 2	1		16	17	18	19	20	21	22
31			2		23	24	25	26	27	28	29
32			3	August	30	31	1	2	3	4	5
33			4		6	7	8	9	10	11	12
34			5		13	14	15	16	17	18	19
35			6		20	21	22	23	24	25	26
36			7	September	27	28	29	30	31	1	2
37					3	4	5	6	7	8	9
38					10	11	12	13	14	15	16
39			8		17	18	19	20	21	22	23
40			9	October	24	25	26	27	28	29	30
41	School Hols		10		1	2	3	4	5	6	7
42	School Hols		11		8	9	10	11	12	13	14
43			12		15	16	17	18	19	20	21
44	Exam week		13		22 Labour	23	24	25	26	27	28
45	Exam week		14	November	29	30	31	1	2	3	4
46	Exam week		15		5	6	7	8	9	10	11
47					12	13	14	15	16	17	18
48					19	20	21	22	23	24	25
49		Sumer School	1	December	26	27	28	29	30	1	2
50			2		3	4	5	6	7	8	9
51			3		10	11	12	13	14	15	16
52	School Hols				17	18	19	20	21	22	23

Key: AUT Breaks | School Holidays | Non working day

Approved by EMT 8 March 2010

Internal use Only

6. AUT Academic Year 2013

ACADEMIC YEAR 2013 (15 week semesters)

Calendar Week			Academic Week	Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	School Hols	Summer School			31	1 New Year	2 New Year	3	4	5	6
2	School Hols		4		7	8	9	10	11	12	13
3	School Hols		5		14	15	16	17	18	19	20
4	School Hols		6		21	22	23	24	25	26	27
5			7	February	28 Auck Ann	29	30	31	1	2	3
6			8		4	5	6 Waitangi	7	8	9	10
7			9		11	12	13	14	15	16	17
8					18	19	20	21	22	23	24
9				March	25	26	27	28	1	2	3
10		SEMESTER 1	1		4	5	6	7	8	9	10
11			2		11	12	13	14	15	16	17
12			3		18	19	20	21	22	23	24
13			4		25	26	27	28	29 Easter	30 Easter	31 Easter
14			5	April	1 Easter	2 Easter	3	4	5	6	7
15			6		8	9	10	11	12	13	14
16			7		15	16	17	18	19	20	21
17	School Hols				22	23	24	25 Anz		27	28
18	School Hols			May	29	30	1	2		4	5
19			8		6	7	8	9	10	11	12
20			9		13	14	15		17	18	19
21			10		20	21	22		24	25	26
22			11	June	27	28	29		31	1	2
23			12		3 Queens Brth	4	5	6	7	8	9
24	Exam week		13		10	11	12	13	14	15	16
25	Exam week		14		17	18	19	20	21	22	23
26	Exam week		15		24	25	26	27	28	29	30
27				July	1	2	3	4	5	6	7
28					8	9	10	11	12	13	14
29	School Hols				15	16	17	18	19	20	21
30	School Hols		1		22	23	24	25	26	27	28
31			2	August	29	30	31	1	2	3	4
32		SEMESTER 2	3		5	6	7	8	9	10	11
33			4		12	13	14	15	16	17	18
34			5		19	20	21	22	23	24	25
35			6	September	26	27	28	29	30	31	1
36			7		2	3	4	5	6	7	8
37					9	10	11	12	13	14	15
38					16	17	18	19	20	21	22
39			8		23	24	25	26	27	28	29
40	School Hols		9	October	30	1	2	3	4	5	6
41	School Hols		10		7	8	9	10	11	12	13
42			11		14	15	16	17	18	19	20
43			12		21	22	23	24	25	26	27
44	Exam week		13	November	28 Labour	29	30	31	1	2	3
45	Exam week		14		4	5	6	7	8	9	10
46	Exam week		15		11	12	13	14	15	16	17
47					18	19	20	21	22	23	24
48				December	25	26	27	28	29	30	1
49			1		2	3	4	5	6	7	8
50		Summer School	2		9	10	11	12	13	14	15
51			3		16	17	18	19	20	21	22
52	School Hols				23	24	25 Christmas	26 Christmas	27	28	29

Key: AUT Breaks | School Holidays | Non working day

Approved by EMT 8 March 2010

Internal use Only

7. AUT Academic Year 2014

ACADEMIC YEAR 2014 (15 week semesters)

Calendar Week			Academic Week	Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	School Hols				30	31	1 New Year	2 New Year	3	4	5
2	School Hols		4		6	7	8	9	10	11	12
3	School Hols		5		13	14	15	16	17	18	19
4	School Hols		6		20	21	22	23	24	25	26
5			7	February	27 Auck Ann	28	29	30	31	1	2
6			8		3	4	5	6 Waitangi	7	8	9
7			9		10	11	12	13	14	15	16
8					17	18	19	20	21	22	23
9				March	24	25	26	27	28	1	2
10			1		3	4	5	6	7	8	9
11			2		10	11	12	13	14	15	16
12			3		17	18	19	20	21	22	23
13			4		24	25	26	27	28	29	30
14			5	April	31	1	2	3	4	5	6
15			6		7	8	9	10	11	12	13
16			7		14	15	16	17	Good Friday	19 Easter	20 Easter
17	School Hols				21 Easter	22 Easter	23	24	25 Anzac	26	27
18	School Hols			May	28	29	30	1	2	3	4
19			8		5	6	7	8	9	10	11
20			9		12	13	14	15	16	17	18
21			10		19	20	21	22	23	24	25
22			11	June	26	27	28	29	30	31	1
23			12		2 Queens Birth	3	4	5	6	7	8
24	Exam week		13		9	10	11	12	13	14	15
25	Exam week		14		16	17	18	19	20	21	22
26	Exam week		15		23	24	25	26	27	28	29
27				July	30	1	2	3	4	5	6
28	School Hols				7	8	9	10	11	12	13
29	School Hols				14	15	16	17	18	19	20
30			1		21	22	23	24	25	26	27
31			2	August	28	29	30	31	1	2	3
32			3		4	5	6	7	8	9	10
33			4		11	12	13	14	15	16	17
34			5		18	19	20	21	22	23	24
35			6	September	25	26	27	28	29	30	31
36			7		1	2	3	4	5	6	7
37					8	9	10	11	12	13	14
38					15	16	17	18	19	20	21
39			8		22	23	24	25	26	27	28
40	School Hols		9	October	29	30	1	2	3	4	5
41	School Hols		10		6	7	8	9	10	11	12
42			11		13	14	15	16	17	18	19
43			12		20	21	22	23	24	25	26
44	Exam week		13	November	27 Labour	28	29	30	31	1	2
45	Exam week		14		3	4	5	6	7	8	9
46	Exam week		15		10	11	12	13	14	15	16
47					17	18	19	20	21	22	23
48				December	24	25	26	27	28	29	30
49			1		1	2	3	4	5	6	7
50			2		8	9	10	11	12	13	14
51			3		15	16	17	18	19	20	21
52	School Hols				22	23	24	25 Christmas	26 Christmas	27	28

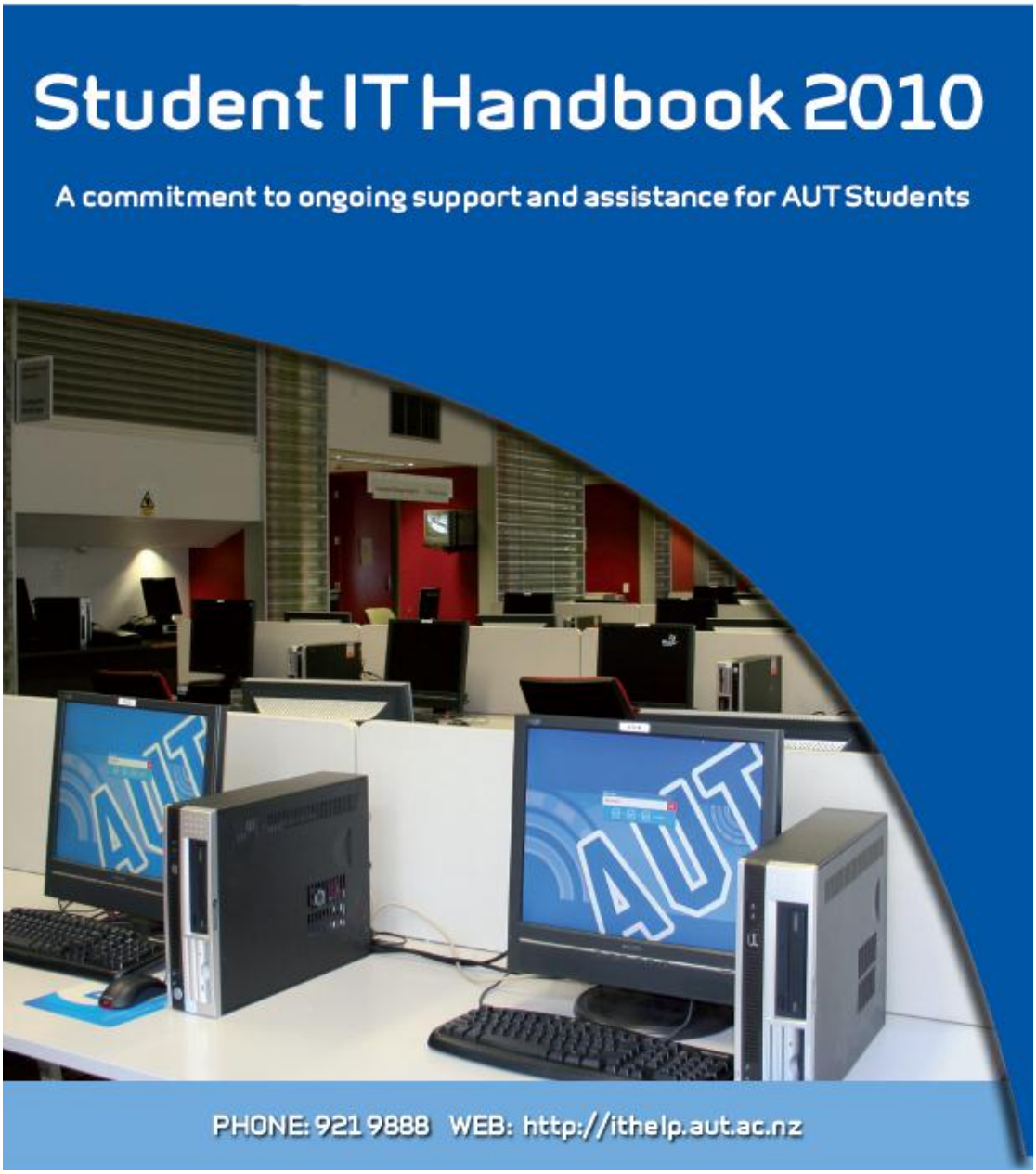
Key: AUT Breaks | School Holidays | Non working day

Approved by EMT 8 March 2010

Internal Use Only

APPENDIX A: IT Handbook

Click on the picture below to view the Student IT Handbook



APPENDIX B: AUT Course Descriptors

List of paper descriptors*

1. 406031 IT Service Provision
2. 406714 Information Security Technologies
3. 406928 Needs Analysis, Acquisition, and Training
4. 407009 Research & Development Project
5. 407708 Information Security Management
6. 407710 IT Operations Management
7. 407920 IT Service Management

*Subject to change according to customisation for Vietnam requirements. Similarly, paper content may change due to Vietnamese context.

1. 406031 IT Service Provision

AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU	**SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES**
	Paper Title: IT Service Provision
	Paper Code: 406031

POINTS: 15

LEVEL: 6

PREREQUISITE/S: 405703

COREQUISITE/S: None

STUDENT LEARNING HOURS:
The learning hours are a guide to the total time needed for a student to complete the paper:

Contact Hours	48
Student Directed Learning	102
Total learning hours	**150**

PRESCRIPTOR:
Identification, development and implementation of service oriented skills, service techniques and standard procedures in providing IT related services.

LEARNING OUTCOMES:
By the end of the paper the student will be able to:

1. Explain the use of IT service and operations standards and procedures.
2. Discuss the elements involved in providing quality customer service.
3. Describe processes that comprise IT operations management essentials
4. Describe processes that comprise IT service management essentials

CONTENT
Use of IT service and operations standards and procedures.
Elements involved in providing quality customer service.
Overview of processes that comprise IT operations management essentials:

- Event & Fault Management
- Problem Management
- Change Management
- Configuration Management
- Asset Management
- Performance and Capacity

- Storage Management
- Workload Management
- Backup and Recovery Management
- End User Services (End User Self-Enablement, Remote Control, Help Desk, Deskside Support, Client Image Services)
- Reporting Management
- Business Process Management Fundamentals

Overview of processes that comprise IT service management essentials

- Service requirements management
- Service lifecycle management
- Service level management and attainment
- Service portfolio management

Overview of IT service architecture essentials

- Management system architecture
- Service & Component design
- Service oriented architecture

Standards & Procedures

- How standards assist in providing quality service
- What procedures are required
- How to use procedures to ensure pro-activeness

Providing Quality Customer Service

- Application of techniques to ensure effective understanding of customer needs
- Common mistakes in providing service
- Measuring customer satisfaction and performance
- Managing customer expectations

LEARNING & TEACHING STRATEGIES

Lectures and classroom discussion in which topics will be related to relevant needs, Handouts, Worksheets, Role plays, Practical help desk assignments and simulated exercises, Assignments, PowerPoint presentations, Portfolio, Case studies, Tests, Research

ASSESSMENT PLAN

Assessment Event	**Weighting %**	**Learning Outcomes**
Coursework – Written Assignment	50%	1, 2
End of Semester examination or assignment	50%	3, 4

Grade Map	Grade Map 1: A+ A A- Pass with Distinction B+ B B- Pass with Merit C+ C C- Pass D Fail
Grade	A+ ≥ 90%, A ≥ 85%, A- ≥ 80%

Boundaries	B+ ≥ 75%, B ≥ 70%, B- ≥ 65% C+ ≥ 60%, C ≥ 55%, C- ≥ 50% D < 50%

Overall requirement/s to pass the paper:

To pass the paper, the student needs to gain a minimum of 35% in each assessment with 50% overall.

READINGS

Prescribed Text No Prescribed text.

Recommended reading lists will be provided.

AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU	**SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES**
	Paper Title: Information Security Technologies
	Paper Code: 406714

POINTS: 15

LEVEL: 6

PREREQUISITE/S: 405706 or 735316

COREQUISITE/S: None

STUDENT LEARNING HOURS:
The learning hours are a guide to the total time needed for a student to complete the paper:

On Campus Sessions	48
Student Directed Learning	102
Total learning hours	**150**

PRESCRIPTOR:
Addresses security technology and systems; basic cryptography and public key infrastructure, physical security, logical security, access controls, securing networks, network operations, systems, databases and applications, mobile and wireless security, web-services security, and security strategies for e-commerce. The intrinsic relationship between security technologies, ethics, legal and regulatory requirements, forensics and fraud, business strategy, and risk management is addressed.

LEARNING OUTCOMES:
On successful completion of this paper students will be able to:

1. Discuss the building blocks of IT security
2. Identify ethical and legal requirements for IT security
3. Compare models designed to meet the fundamental principles of security
4. Discuss physical and logical security requirements for IT systems
5. Suggest suitable technical, operational and managerial controls for securing networks, network operations, systems, databases and applications
6. Explain mobile and wireless security and web-services security issues, and suggest security strategies for e-commerce
7. Describe the relationship between security technologies forensics and fraud, business strategy, and risk management

CONTENT

- Analyse and evaluate the operating systems role in Computer System Structures.
- Apply models, concepts and theories of:

- Building blocks of IT security
- Examples of legal and ethics frameworks
- Electronic crime and forensic computing
- Basic cryptography and public key infrastructure
- Securing networks and hosts
- Securing network and systems operations, databases and applications
- Strategies for e-commerce security
- Mobile and wireless security
- Security of web-services
- Current and emerging issues in IT security

LEARNING & TEACHING STRATEGIES

Will include:

- Readings, Exercises
- Lectures
- Student presentations
- Class discussion
- Guest speaker/lecturer, site visit if appropriate
- Laboratory sessions
- Online learning modes: online tutorial(s)
- Student self study

ASSESSMENT PLAN

Assessment Event	**Weighting %**	**Learning Outcomes**
COURSEWORK	60%	
• Weekly Coursework Tests / Quizzes	20%	1, 4, 6, 7
• Written assignment	40%	5
EXAMINATION (Open Book)	40%	1-7

Grade Map	Grade Map 1: A+ A A- Pass with Distinction B+ B B- Pass with Merit C+ C C- Pass D Fail
Grade Boundaries	A+ ≥ 90%, A ≥ 85%, A- ≥ 80% B+ ≥ 75%, B ≥ 70%, B- ≥ 65% C+ ≥ 60%, C ≥ 55%, C- ≥ 50% D < 50%

Overall requirement/s to pass the paper: To pass the paper, the student needs to gain:

- A minimum mark of 35% in overall coursework, and
- A minimum mark of 35% in examination, and
- A C- overall grade

READINGS

Prescribed Text

Slay, J. & Koronios, A (2006). *Information Technology Security and Risk Management*, John Wiley & Sons (3 Jan 2006)

Recommended reading lists will be provided.

2. 406928 Needs Analysis Acquisition & Training

AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU	**SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES**
	Paper Title: Needs Analysis, Acquisition and Training
	Paper Code: 406928

POINTS: 15

LEVEL: 6

PREREQUISITE/S: None

COREQUISITE/S: None

STUDENT LEARNING HOURS:
The learning hours are a guide to the total time needed for a student to complete the paper:

On Campus Sessions or direct online	48
Student Directed Learning	102
Total learning hours	**150**

PRESCRIPTOR:
Focuses on skills required to identify a user's information technology solution requirements: to investigate and evaluate suitable solutions including software, platform and vendors, to plan the acquisition of a solution, to identify training requirements, and to plan a training programme using various delivery methods including flexible/blended delivery.

LEARNING OUTCOMES:
On successful completion of this paper students will be able to:

1. Obtain information about a user's needs for a solution to align with strategic and operational issues.
2. Develop a COTS (Commercial Off-The-Shelf) acquisition project
3. Identify & recommend suitable IT solutions.
4. Prepare appropriate artefacts for the acquisition of a total solution.
5. Evaluate possible solutions and recommend a solution with justification.
6. Identify training needs.
7. Develop a training programme using different training delivery methods and support.

CONTENT

1. Develop a Needs Analysis Report and System Requirements Specification using a Joint Applications Development (JAD) approach:
    - Explain how to strategically deploy IT based on Strategic Objectives and Critical Success Factors
    - Analyse a business Value Chain
    - Use the value chain model to determining IT solution needs
    - Explain the Joint Application Development (JAD) approach
    - Follow a JAD methodology in a COTS (Commercial Off-The-Shelf)acquisition project

2. Write a System Requirements Specification using a Service-oriented Work System model to determine functional requirements

3. Develop an Acquisition Plan using a COTS life cycle model

4. Building the Request for Proposal (RFP). Evaluating Suppliers. The Service Contract
    - List what is included in an RFP
    - Prepare an RFP for distribution to vendors
    - Evaluate vendors
    - List the required inclusions of a Service Contract

5. Software, Platform, Vendor Selection & Evaluation
    - Explain software selection methodology
    - Use software selection methodology & research and to find and evaluate possible software solutions
    - Explain the methodology and tools for selecting and evaluating a hardware/operating system/network platform
    - Select a suitable platform using selection methodology and evaluation tools

6. Present and justify your proposed project to a Client management group

7. Training Needs Analysis. Planning Training
    - Explain education & training and the need for both in the workplace
    - Explain how to analyse training needs
    - Undertake a training needs analysis
    - Plan training

8. Training
    - Write training aims and objectives.
    - Explain what assessment is and the difference between formative & summative assessment and use both formative & summative assessment effectively Explain the reasons for moderation and have the proposed training and its assessments moderated
    - Explain pedagogy: the practice and structure of good teaching
    - Use student-centred lesson delivery techniques
    - Explain evaluation and draw up and use an effective course evaluation form

LEARNING & TEACHING STRATEGIES

- Lectures and/or online study guides
- Group JAD work
- Readings, Exercises
- Classroom or online forum discussion

ASSESSMENT PLAN

Assessment Event	Weighting %	Learning Outcomes
Needs Analysis, Needs Analysis Report & Artefacts (Group Individually assessed), Reflective Report (Individual)	65%	1 - 6
Training Needs Analysis and Training Delivery Programme (Individual)	35%	6, 7

Grade Map	Grade Map 1: A+ A A- Pass with Distinction B+ B B- Pass with Merit C+ C C- Pass D Fail
Grade Boundaries	A+ ≥ 90%, A ≥ 85%, A- ≥ 80% B+ ≥ 75%, B ≥ 70%, B- ≥ 65% C+ ≥ 60%, C ≥ 55%, C- ≥ 50% D < 50%

Overall requirement/s to pass the paper: To pass the paper, the student needs at least a minimum 35% pass in each assessment item and to obtain at least 50% overall.

READINGS

Prescribed Text

No prescribed text.

Recommended reading lists will be provided.

3. 407009 Research & Development Project

AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU	**SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES**
	Paper Title: Research & Development Project
	Paper Code: 407009

POINTS: 30

LEVEL: 7

PREREQUISITE/S: 407008

COREQUISITE/S: None

STUDENT LEARNING HOURS:
The learning hours are a guide to the total time needed for a student to complete the paper:

On Campus Sessions	102
Student Directed Learning	198
Total learning hours	**300**

PRESCRIPTOR:
An investigation into a selected area whether that be a specific problem domain, or an area of business opportunity. The project is typically an original investigation but considerable flexibility is allowed. Typically projects will involve either commercial software development for live clients, commercial research and development projects on behalf of live clients, or supervised research projects into selected areas of interest.

LEARNING OUTCOMES:
On successful completion of this paper students will be able to:

1. Show the ability to successfully undertake original work.
2. Demonstrate a professional attitude.
3. Demonstrate the ability to integrate the different disciplines required.
4. Communicate effectively with clients and sponsors.
5. Communicate effectively in both written work and in group situations.
6. Effectively manage, monitor and control the activities involved in a development project.
7. Determine an appropriate process and accompanying set of deliverables for their project.
8. Show the ability to document appropriately the deliverables for their project - software specifications, project plans, source code, technical reports, white papers, literature reviews, academic articles for publication etc.
9. Select and justify an appropriate methodology for their project.

CONTENT

The project aims at bringing together what you've been taught from many other courses that you have studied so far. These include data and process modelling, software design and implementation, project management, software engineering and quality assurance as well as programming subjects.

- R&D Project drawn from "real life" or more theoretical situations and of significant proportions, testing the student's ability to apply the principles and skills they have gained to an original piece of work, while under supervision.
- Projects should be based on a student's existing skills and knowledge, and may be influenced by their work situation, if they are in work. Projects will preferably be completed within groups, but under certain circumstances may be done individually.
- The project must be of sufficient complexity to stretch the student. Projects should be significantly different from any major case study or practical work undertaken in other subjects of the BCIS.
- Commercial R&D project, which might involve investigating, evaluating, establishing some proof of concept and recommending a solution to a given problem for a commercial client.
- Applied or theoretical research project, which might involve investigating, evaluating, developing a proof of concept or prototype application and recommending a software solution to a given problem for a research sponsor. Such a project might be undertaken as one subcomponent within the umbrella of a larger research project.
- Selection of a suitable methodology
- Planning and managing the project
- Presenting the project for approval, review and assessment at defined stages
- Conducting the necessary analysis, design, testing and implementation steps
- Production of appropriate project deliverables

LEARNING & TEACHING STRATEGIES

- Research and Development Projects
- Online progress reporting
- Project joint reviews
- Supervision

ASSESSMENT PLAN

Assessment Event	**Weighting %**	**Learning Outcomes**
Project Proposal		
Project Presentation		
Project Portfolio		
Grade Map	Grade Map 1:	

	A+	A	A-	Pass with Distinction
	B+	B	B-	Pass with Merit
	C+	C	C-	Pass
	D			Fail
Grade Boundaries	A+ ≥ 90%, A ≥ 85%, A- ≥ 80% B+ ≥ 75%, B ≥ 70%, B- ≥ 65% C+ ≥ 60%, C ≥ 55%, C- ≥ 50% D < 50%			
Overall requirement/s to pass the paper: To pass the paper, the student needs at least a minimum 35% pass in each assessment item and to obtain at least 50% overall.				

READINGS

Prescribed Text No prescribed text.

Recommended reading lists will be supplied.

4. 407708 Information Security Management

AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU	**SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES**
	Paper Title: Information Security Management
	Paper Code: 407708

POINTS: 15

LEVEL: 7

PREREQUISITE/S: 406710

COREQUISITE/S: 406711

STUDENT LEARNING HOURS:
The learning hours are a guide to the total time needed for a student to complete the paper:

On Campus Sessions	52
Student Directed Learning	98
Total learning hours	**150**

PRESCRIPTOR:
A holistic view in how information security is managed in an organisation, examining its relationship with laws, ethics, culture, standards. Includes the examination of the frameworks, processes, and measures as well as practical problems involved in building secure operational environments for businesses and individual users. Develops the ability to design secure information technology environments.

LEARNING OUTCOMES:
On successful completion of this paper students will be able to:

1. Design and evaluate processes and frameworks involved in achieving high standards of information systems security management in the context of organisations and the regulatory compliance requirements.
2. Evaluate risk assessment, policy development, security management and auditing frameworks.
3. Critique the role of culture in information systems security.
4. Critically analyse the key concepts of computer forensics, cyber terrorism and warfare, and industrial espionage.

CONTENT

- Scope of Information Systems Security in Organisations
- Legal aspects of IS Security
- Risk Assessment

- Security Policies
- Cultural aspects of security
- Management of Information Security
- Designing IS security
- Formal methods for systems security
- IT Auditing
- Cyber warfare, Cyber Terrorism and Industrial Espionage
- Computer Forensics.

LEARNING & TEACHING STRATEGIES

Will include:

- Readings, Exercises
- Lectures
- Student presentations
- Class discussion
- Formative assessment
- Guest speaker/lecturer, site visit if appropriate
- Laboratory sessions
- Online learning modes: online tutorial(s)

ASSESSMENT PLAN

Assessment Event	**Weighting %**	**Learning Outcomes**
Weekly Workshop Participation	40%	1-4
Final Examination	60%	1-4

Grade Map	Grade Map 1: A+ A A- Pass with Distinction B+ B B- Pass with Merit C+ C C- Pass D Fail
Grade Boundaries	A+ ≥ 90%, A ≥ 85%, A- ≥ 80% B+ ≥ 75%, B ≥ 70%, B- ≥ 65% C+ ≥ 60%, C ≥ 55%, C- ≥ 50% D < 50%
Overall requirement/s to pass the paper: To pass the paper, the student needs at least a minimum 35% pass in each assessment item and to obtain at least 50% overall.	

READINGS

Prescribed Text	No prescribed text. Recommended reading lists will be provided.

5. 407710 IT Operations Management

AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU	**SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES**
	Paper Title: IT Operations Management
	Paper Code: 407710

POINTS: 15

LEVEL: 7

PREREQUISITE/S: 406031

COREQUISITE/S: None

STUDENT LEARNING HOURS:
The learning hours are a guide to the total time needed for a student to complete the paper:

On Campus Sessions	52
Student Directed Learning	98
Total learning hours	**150**

PRESCRIPTOR:
Examines the practice and theory of IT Services Management with a focus on industry best practices in managing information technology in an organisation. Such practices are put in context through the presentation of an overall framework for aligning IT strategies with business strategies, monitoring, evaluating and improving IT operations performance, and auditing the relevant processes.

LEARNING OUTCOMES:
By the end of the paper the student will be able to:

1. Demonstrate thorough understanding of all the key IT Operations Management frameworks such as (but not limited to) ITIL and CobiT and processes.
2. Analyse processes required for aligning IT infrastructure and operations with the business goals of an organisation.
3. Critically evaluate operational IT organisations and their processes against the studied models.
4. Analyse problems and current issues arising from the implementation of the framework, communicate this analysis and make recommendations solving any problems.

CONTENT

The course covers the following topics:

- Integrating Frameworks, Standards and Tools
- Business requirements for information
- IT Resources & Enterprise Architecture
- Plan and Organise IT Services and Operations
- Implement Service Strategy
- Design Process Controls
- Financial Management
- HR Management and Communication
- IT Resources: Enterprise Architecture
- CobiT: Monitor and Evaluate &ITIL: Continuous Service Improvement
- ITIL: Continuous Service Improvement
- IT Audit: ITAF Information Technology Assurance Framework

LEARNING & TEACHING STRATEGIES

Will include:

- Readings, Exercises
- Lectures
- Student presentations
- Class discussion
- Guest speaker/lecturer, site visit if appropriate
- Laboratory sessions
- Online learning modes: online tutorial(s)

ASSESSMENT PLAN

<table>
<tr><th colspan="2">Assessment Event</th><th>Weighting %</th><th>Learning Outcomes</th></tr>
<tr><td colspan="2">Course assignment</td><td>40%</td><td>3,4</td></tr>
<tr><td colspan="2">Examination</td><td>60%</td><td>1,2</td></tr>
<tr><td>Grade Map</td><td colspan="3">Grade Map 1:
A+ A A- Pass with Distinction
B+ B B- Pass with Merit
C+ C C- Pass
D Fail</td></tr>
<tr><td>Grade Boundaries</td><td colspan="3">A+ ≥ 90%, A ≥ 85%, A- ≥ 80%
B+ ≥ 75%, B ≥ 70%, B- ≥ 65%
C+ ≥ 60%, C ≥ 55%, C- ≥ 50%
D < 50%</td></tr>
<tr><td colspan="4">Overall requirement/s to pass the paper: To pass the paper, the student needs at least a minimum 35% pass in each assessment item and to obtain at least 50% overall.</td></tr>
</table>

READINGS

Prescribed Text

No prescribed text.

Recommended reading lists will be provided.

6. 407920 IT Service Management

AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU	**SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES**
	Paper Title: IT Service Management
	Paper Code: 407920

POINTS: 15

LEVEL: 7

PREREQUISITE/S: None

COREQUISITE/S None

STUDENT LEARNING HOURS:
The learning hours are a guide to the total time needed for a student to complete the paper:

Lectures	48
Student directed learning	102
Total learning hours	150

PRESCRIPTOR:
A critical analysis of the service techniques and procedures required to provide supervision, technical support, IT operations services and customer service in an IT operations environment.

LEARNING OUTCOMES:
On successful completion of this paper students will be able to:

1. Investigate and analyse the requirements for supervision, staffing, and scheduling of IT service operation
2. Demonstrate an ability to manage and develop service level agreements to support high quality service provision and management
3. Critically evaluate approaches for monitoring and reporting on key IT operations performance indicators and providing quality service strategies.
4. Explain the use of standards and procedures in an IT operations environment
5. Demonstrate a thorough knowledge of the diagnostic techniques used to troubleshoot problems
6. Develop service management procedures to support providing proactive service.

CONTENT

- Service strategy
- Service operations and processes and organisation
- Service Level & Supplier Management
- Service Asset & Configuration Management
- Capacity & availability management

- Change & knowledge management
- Service Desk Function, Process & Metrics
- Incident Management
- Problem Management
- Common service operation activities

LEARNING & TEACHING STRATEGIES

- Lectures and classroom discussion in which topics will be related to relevant needs. Online options.
- Resource material and web links
- Worksheets
- Role plays
- Practical help desk assignments and simulated exercises
- PowerPoint presentations
- Portfolio
- Case studies
- Tests
- Research

ASSESSMENT PLAN

Assessment Event		**Weighting %**	**Learning Outcomes**
Course assignments		50%	1-6
Examination		50%	1-6
Grade Map	Grade Map 1: A+ A A- Pass with Distinction B+ B B- Pass with Merit C+ C C- Pass D Fail		
Overall requirement/s to pass the paper: To pass the paper, the student needs at least a minimum of 35% in each assessment and an overall C- grade.			

READINGS

Prescribed Text No prescribed text