



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 2 2010-2012

Ver. 2010.1.0

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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

- Information Services (proposed rename in 2010/2011 to IT Service Science subject to approval)
- Information Systems Science
- Net-centric and IT Security (proposed rename in 2010/2011 to Networks and Security subject to approval)
- 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/new-international-students>

Some 50% scholarships are available on application for the recipient's first AUT study year.

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 BSCS and the AUT BCIS, or complete the AUT GradDipCIS at the HCMUS campus.

At the commencement of Year Three, HCMUS students will enrol as a full AUT student and complete both the Associate BSCS and the AUT BCIS papers over the remaining two years.

The AUT BCIS will not be endorsed with a major, but will however be a valid, non-endorsed AUT degree. 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:

<i>Core Papers:</i>	<i>Level</i>	<i>AUT Points</i>	<i>Mode of Delivery</i>
406031 IT Service Provision	6	15	Online
406928 Needs Analysis, Acquisition and Training	6	15	Online
406714 Information Security Technologies	6	15	On Site
407712 Contemporary Information Systems	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

This table allows the award of the Bachelor of Computer and Information Sciences endorsed with the IT Service Science major.

Indicative Teaching Schedule Cycle 2*

Course	Dates
406928 Needs Analysis Acquisition & Training	October 2010 18-21
406031 IT Service Provision	
406714 Information Security Technologies	Week 1 - February 2011 (22/2 for 4 days) Week 2 - April 2011
407710 IT Operations Management	July 2011 (11/7 for 4 days)
407712 Contemporary Information Systems	July 2011 (18/7 for 2 days)
407708 Information Security Management	Week 1 - November 2011 Week 2 - February 2012
407009 Research & Development Project	February 2012

* **Subject to change as agreed between the SCMS and HCMUS**

+ **This course may have been taken with the Cycle 1 students in July 2010.**

CROSS-CREDIT TABLE FOR BCIS FOR HCMUS ON SITE PROGRAMME

<i>HCMUS paper</i>	<i>BCIS paper (240 points)</i>
CM101 Business Communication	145612 Applied Communications
TH103 Principles of Computer & Information Systems TH104 Fundamentals of Computer Programming TH124 Windows Programming TH103 Data Structures TH108 OOP TH128 Java Programming	405702 Principles of Computer & Information Systems (Computing Technology in Society) 405803 IT Hardware/Software Infrastructure (Foundations of IT Infrastructure) 405701 Programming 1 405704 Programming 2 716180 Data Structures & Algorithms
Mth128 Linear Algebra Mth 253 Introduction to Discrete Maths	715189 Algebra & Discrete Maths
TH102 Networking	405706 Networking 1
TH106 Operating Systems	406707 Operating Systems
TH110 Project Management	406027 IT Project Management
TH107 Introduction to Databases TH112 Relational Database Design	406703 Logical Database Design
TH407 Cryptography & Applications	Elective (15pts)
EC001 Mobile Programming	Elective (15pts)
TH130 Web Programming 1 Web Programming 2	406011 Internet Technology 407705 Web Development
SC203 Research Methodology	Elective (15pts)
Exempt	406702 Data & Process Modelling

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.

TUITION FEES AND INFORMATION

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 Administrators:

Nguyễn Thị Phuoc Hanh
ntphanh@hcmus.edu.vn
+84 88303625

Nguyễn Thị Lanh Anh
ntlanh@hcmus.edu.vn
+84 88303625

Programme Leader:

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

BCIS Programme Leader

Petteri Kaskenpalo
mkaskenp@aut.ac.nz
+64 9 921 9999 ext. 5855

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 18)

3.4 Enrolment Procedure

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

http://www.aut.ac.nz/__data/assets/pdf_file/0011/2342/International-AFE-2011-updated.PDF

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 policies 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.

4. Paper Descriptors

List of paper descriptors*

1. 406031 IT Service Provision
2. 406928 Needs Analysis, Acquisition, and Training
3. 407712 Contemporary Information Systems
4. 406714 Information Security Technologies
5. 407008 Information Security Management
6. 407710 IT Operations Management
7. 407009 Research & Development Project

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

1. 406031 IT Service Provision

 <p>AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU</p>	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 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 of 35% in each assessment with 50% overall.	

READINGS

Prescribed Text

No Prescribed text.

Recommended reading lists will be provided.

2. 406928 Needs Analysis, Acquisition, and Training

 AUT UNIVERSITY TE WĀNANGA ARDNUI 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: 405021

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/Online	48
Sessions	102
Student Directed Learning	150

Total learning hours

PRESCRIPTOR:

Focuses on skills required to identify a user's software requirements, to investigate and evaluate suitable solutions including hardware and network, to follow the process to acquire a solution, to identify training requirements, and to plan a training programme using various delivery methods including distance delivery and text-based resources.

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 strategic and operational issues.
2. Identify & recommend suitable software solutions.
3. Prepare appropriate artefacts for the acquisition of a total solution.
4. Develop a COTS acquisition project.
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.
8. Design and develop a small distance learning package.

CONTENT

Strategic & Operational Information Systems (IS) Analysis

- Explain how to strategically deploy IT based on the Strategic Plan
- Explain the business Value Chain
- Explain a Work System
- Explain the strategic value of IT and its place in business
- Use the above models in determining IT needs

Write a Business (Needs Analysis) Report

Joint Applications Development

- Describe a COTS development Life Cycle
- Explain the Joint Application Development (JAD) approach
- Follow a JAD methodology in a COTS development project

System Requirements Specification

- Write a System Requirements Specification

Acquisition of a Solution

1. The Acquisition Process
 - Develop a COTS Acquisition Plan
2. Software Selection & Evaluation
 - Explain software selection methodology
 - Use software selection methodology & research and to find and evaluate possible software solutions
3. Hardware Selection & Evaluation
 - 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
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 inclusions in a Service Contract
5. Present and justify your proposed project to a User Management Group

Training Needs Analysis. Planning Training (5%)

- Explain education & training and the need for both in the workplace
- Explain how to analyse training needs
- Undertake a training needs analysis
- Plan training

Training

- Write training aims and objectives.
- Explain what assessment is and the difference between formative & summative assessment
- Use both formative & summative assessment effectively
- Explain the reasons for moderation and have assessments moderated
- Explain the practice and structure of good teaching
- Use student-centred lesson delivery techniques
- Write an effective Quick Reference Guide
- Discuss cultural issues in Training
- Explain evaluation
- Draw up and use an effective course evaluation form
- List the criteria for effective distance learning
- Design an effective distance learning programme using web-based media

LEARNING & TEACHING STRATEGIES

Will include:

- Lectures 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)	50%	1 - 6
Training Programme & Reflective Report (Individual)	50%	7, 8
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.		

PRESCRIBED TEXT

No prescribed text. Recommended reading lists will be provided.

3. 407712 Contemporary Information Systems

 AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU	SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES
	Paper Title: Contemporary Information Systems
	Paper Code: 407712

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:

Online Sessions	52
Student Directed Learning	98
Total learning hours	150

PRESCRIPTOR:

Examines the relationships and capabilities of Information Systems in global information economies. The analysis, design and implementation of IS is examined, along with the use of enabling technologies to engineer Information Systems across diverse organisations.

LEARNING

OUTCOMES:

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

1. Evaluate and discuss the importance of information and knowledge management in advanced global information economies.
2. Analyse real work systems and plan information strategies for complex business and strategic information requirements.
3. Define the role and purpose of decision making, planning, and control with the business environment.
4. Distinguish the characteristics and role of operational information systems, management information systems, and strategic information systems within the business environment.
5. Evaluate and discuss the various methodologies and approaches to information systems development and implementation.
6. Evaluate and explain the differences between and the advantages and disadvantages of the various process modelling and data modelling tools,

- techniques and methodologies.
7. Apply relevant development and modelling processes to a real world case.
 8. Discuss the importance of ethics and risk management in IS design, and apply a risk assessment analysis to a real world case.

CONTENT

The course covers the following topics:

- The global Information Age:
 - Knowledge management
 - The global business environment
- IS strategy planning:
 - Alignment of Strategic Plan, Business Plan, and IS Plan
 - Analysis of Work Systems: Information input and output, Business Processes & Context requirements
 - Business process conceptualisation and Enterprise Resource planning
- Business Systems Activity:
 - Real world decision making
 - Transaction processing systems
 - Management and executive decision systems
- IS development in dynamic global environments;
 - Joint Application Development
 - Rapid Application Development
 - Object Oriented Development
- IS modelling & methodologies:
 - Tools & techniques of process modelling
 - Tools & techniques of data modelling
 - Methodologies, including:
 - Hard and Soft methods
 - Information engineering and re-engineering
 - SSADM
 - UML
 - Effective technical and human implementation
- Ethics and Risk Assessment

LEARNING & TEACHING STRATEGIES

Will include:

- Readings, Exercises
- Online learning modes: online tutorial(s), Discussion forums

ASSESSMENT PLAN

Assessment Event	Weighting %	Learning Outcomes
Assignment 1	50%	1 – 4
Assignment 2	50%	4 – 8
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

Oz, E. (2004). *Management Information Systems Fifth Edition*. Cambridge, Mass. : Thomson-Course Technology.

4. 406714 Information Security Technologies

 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:

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
Weekly Coursework Tests / Quizzes	20%	1, 4, 6, 7
Written assignment	40%	5
Final Exam (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 at least a minimum 35% pass in each assessment item and to obtain at least 50% overall.		

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.

5. 407708 Information Security Management

 <p>AUT UNIVERSITY TE WĀNANGA ARONUI O TAMAKI MAKAU RAU</p>	SCHOOL OF COMPUTING & 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 theoretical foundation for and practice in formal network protocol research and development in the area of computer and data communication systems. Explains the synthesis between software development, communication systems and formal language theory.

LEARNING

OUTCOMES:

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

1. Discuss and apply models, concepts and theories in protocol construction and specification.
2. Design projects using the protocol construction life-cycle framework, including:
 - a. Specification and design of services and protocols
 - b. Evaluate designs
 - c. Construct systems based on the proposed design
 - d. Discuss and apply models for conformance testing.
3. Demonstrate the application of formal methods in practice.

CONTENT

The course covers the following topics:

- Protocol life cycle
- Protocol architectures

- Finite State Automata and Communicating Finite State Machines
- Network and reachability analysis
- Introduction to formal specification languages for protocol design and validation.
- Specifying and designing protocols
- Methods for protocol design. Each method is introduced, followed by design process, architectures, protocol mechanisms, tools and languages
- Modelling and analysing of selected protocols. Examples include TCP/IP performance issues, error and flow control, security and authentication protocols.
- Designing, implementing and testing an application level service and protocol.

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

Assessment Event	Weighting %	Learning Outcomes
Weekly Workshop Participation	30%	All
Portfolio: Final Submission	70%	All
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.

6. 407710 IT Operations Management

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

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:

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

PRESCRIPTOR:

Examines the practice and theory of IT Services delivery and support appropriate to the requirements of an organisation. Focuses on industry best practice, e.g.: the IT Infrastructure Library (ITIL) and Control Objectives for Information and Related Technology (CobiT) for definition, design, implementation, support and delivery of IT services, including models and processes for maintaining required security levels. Examines the relationship between IT Operations Management and IT Management.

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 ITIL and CobiT and processes.
2. Critically evaluate operational IT organisations and their processes against the studied models.
3. Analyse problems and current issues arising from the implementation of the framework, communicate this analysis and make recommendations solving any problems.
4. Review processes required for aligning IT infrastructure and operations with the business goals of an organisation.

CONTENT

The course covers the following topics:

- Overview of IT Management frameworks
- Service Design and IT Management Processes
 - Service Level Management
 - Financial Management
 - Capacity and Contingency Management
 - Security Management
 - Infrastructure Management
- Resolution Processes
 - Incident Management
 - Problem Management
- Control Processes
 - Asset & Configuration Management
 - Change Management
- Release Processes
 - Release Management
- Supplier Processes
 - Customer Relationship Management
 - Supplier Management
- HR Management in relation to IT Operations
- IT Operations Management relationship with IT Strategy

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

Assessment Event	Weighting %	Learning Outcomes
Portfolio: Final Submission	70%	
Weekly Workshop Participation	30%	
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 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.

7. 407009 Research & Development Project

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

POINTS: 30

LEVEL: 7

PREREQUISITE/S:

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:

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:

9. Show the ability to successfully undertake original work.
10. Demonstrate a professional attitude.
11. Demonstrate the ability to integrate the different disciplines required.
12. Communicate effectively with clients and sponsors.
13. Communicate effectively in both written work and in group situations.
14. Effectively manage, monitor and control the activities involved in a development project.
15. Determine an appropriate process and accompanying set of deliverables for their project.
16. 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.

17. 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

May include:

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

ASSESSMENT PLAN

Assessment Event	Weighting %	Learning Outcomes
Project Proposal		Appropriate to specific Project. See Project Handbook
Project Presentation		
Project Portfolio or Dissertation		
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.

5. FORMS & CHARTS

List of forms and documents:

1. Application Form
2. How to complete the Application form
3. Enrolment procedure
4. About ARIONWeb, AUT Student Webmail, AUT Library, & AUT International Student Website links.
5. AUT Campus Maps
6. AUT Academic Year 2010
7. AUT Academic Year 2011
8. AUT Academic Year 2012

1. Application Form



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)

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

1.8 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:

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.

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?

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.

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:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text" value="month/year"/>

PREFERENCE 2

PROGRAMME TITLE:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text" value="month/year"/>

PREFERENCE 3

PROGRAMME TITLE:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text" value="month/year"/>

Please go to section six

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

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:	

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

SECTION NINE STATISTICAL INFORMATION

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

<input type="checkbox"/> AUT International House	<input type="checkbox"/> Agent
<input type="checkbox"/> AUT International	<input type="checkbox"/> Family member
<input type="checkbox"/> Embassy/NZ Trade and Enterprise	<input type="checkbox"/> Advertisement
<input type="checkbox"/> Friends	<input type="checkbox"/> Education Fair/Expo
<input type="checkbox"/> NZ High School	<input type="checkbox"/> Internet
<input type="checkbox"/> English language school	<input type="checkbox"/> 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:

<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Tertiary student
<input type="checkbox"/> Wage/salaried worker	<input type="checkbox"/> Non-employed

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.

<input type="checkbox"/> Deaf	<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Blind	<input type="checkbox"/> Vision impairment
<input type="checkbox"/> Specific learning disability	<input type="checkbox"/> Medical
<input type="checkbox"/> Head Injury	<input type="checkbox"/> Mental health
<input type="checkbox"/> Mobility/physical	<input type="checkbox"/> Speech impairment
<input type="checkbox"/> Temporary impairment	
<input type="checkbox"/> Other - please state:	<input type="text"/>

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

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:

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

SECTION THIRTEEN STUDENT DECLARATION

ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

- I agree to abide by the statutes, regulations and policies of the Auckland University of Technology (the University).
- 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.
- 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.
- 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.
- 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.
- 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.
- I have read and understood the University refund policy for International students.
- 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 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:

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: +64 9 921 9779

Web: www.autinternational.info

Email: int.app@aut.ac.nz

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 internationalcentre@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.

PRIVACY

The personal information collected at the time of your enrolment will be held on the student administration database and will be made available only to authorised staff of the University. Some personal information (typically your name, current address, date of birth and academic details) from this database may be made available to external organisations.

AUT University undertakes to collect and maintain student personal information in a manner consistent with the principles outlined in the Privacy Act 1993.

USES OF INFORMATION COLLECTED

Personal information collected will be available to those members of the University staff responsible for:

- Your enrolment
- Providing student services
- Establishing and maintaining your records
- Maintaining order and discipline
- Providing tuition, appropriate academic advice and support
- Providing University activities and events

ORGANISATIONS WHICH MAY USE THE INFORMATION*

- Student Association (AuSM)
- Alumni Association
- Ministry of Education
- Immigration New Zealand (INZ)
- Tertiary Education Commission (TEC)
- Education Training and Support Agency
- New Zealand Qualifications Authority (NZQA)
- Industry Training Organisations
- Contributing secondary schools and other tertiary institutions
- New Zealand Vice-Chancellors Committee (NZVCC)
- Clinical Training Agency
- Agencies that support students with scholarships and prizes
- Professional Councils/Boards
- Course moderation bodies

*The information collected will not be released to all of these potential users, but may be released on request. Note: Your name, date of birth and residency as entered on this application for enrolment form will be included in the national student index, and will be used in an authorised information matching programme with the New Zealand birth register. For further information please see: nsi.education.govt.nz

RECOGNITION OF PRIOR LEARNING/CREDIT FOR PRIOR LEARNING

If you believe you are entitled to credit for your previous studies please complete the Recognition of Prior Learning (RPL) form available from: www.aut.ac.nz/study-at-aut/international-students/downloads

Tertiary study from New Zealand and/or an overseas qualification must be assessed as equivalent in content and standard to papers taught at AUT.

An application for credit must include an official outline of the qualification studied as well as specific descriptions of programme content and individual papers studied as published by the institution. The application must be supported by certified copies of original documents. Please note: there may be a charge for assessment of RPL.

CODE OF PRACTICE

AUT has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education.

Copies of the Code are available on request from the Institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz

STATUTES, REGULATIONS AND POLICIES

Where the information contained in this form conflicts with that of the AUT University Academic Calendar, the Academic Calendar information will take precedence over information in this form at all times.

Copies of the statutes, regulations and policies are available in the AUT University Calendar, AuSM offices, desk copy at the North Shore and City Campus Libraries and online at:

www.aut.ac.nz/calendar

FEES INFORMATION

• The fees for programmes of study offered to international students are generally set in the second quarter of the preceding academic year.

• All first year international students are required to pay, in advance of enrolment, the full fee prescribed for their chosen programme of study, as detailed on their offer of place*.

*Please note that if the fee calculated at the time of enrolment into papers is less than that detailed on the offer of place, any credit balance on the student's account will be held by the University and applied to a subsequent enrolment. The amount of the credit balance is not available as a refund and any credit balance that remains outstanding for a period of two years or more will be forfeited.

• All returning international students are required to pay the fee calculated for their enrolment into papers in their chosen programme of study.

• Immigration New Zealand (INZ) requires that international students undertake full time study to comply with the conditions of their student permit. Full time study at Auckland University of Technology is deemed to be 120 points per year, or 60 points per semester.

• If an international student is studying more than 120 points per year or 60 points per semester, additional tuition fees will be payable based on the number of additional credit points studied.

• If an international student is in their final year of study in a programme of study and can complete their qualification without the requirement for full time study, they will be charged a fee based upon their enrolment in the remaining number of papers required to complete.

• The international fee for one year of full time study will be advised in the Offer of Place.

• All international students are required to pay a non-refundable NZ\$150 application fee for their first year of study only.

• For first year international students at Auckland University of Technology, all fees including their tuition fee, application fee and Medical and Travel Insurance fee (if insurance arranged through AUT) must be paid in full by the date stated on their Offer of Place. A student will not be enrolled at Auckland University of Technology until all fees are paid in full.

• For international students other than in their first year of study, tuition fees and the Medical and Travel Insurance fee (if insurance arranged through AUT) must be paid 7 days prior to the start of the semester.

• Please note that the Offer of Place is valid for the entire period of study in a programme provided that the student has a current permit/visa. All students must keep a copy of the Offer of Place for their records.

• If the tuition fees are not paid in full by the required date, the student will be withdrawn from the programme and Immigration New Zealand (INZ) advised that they are no longer studying at Auckland University of Technology.

• A copy of the Protocol for Payment and Refund of Fees can be found at: www.aut.ac.nz/students/student_services/policies

REFUND SUMMARY

For information on the Protocol for Payment and Refund of Fees, please visit: www.aut.ac.nz/students/student_services/policies

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMINISTRATION FEE	ACADEMIC RESULT
Up to 7 days before the start of the programme	Cancellation	100% (less admin. fee)	NZ \$300.00	No result recorded
From 7 days prior to the start of the programme until 11 days after the start of the programme	Withdrawal	90% (less admin. fee)	NZ \$300.00	No result recorded
From 12 days after the programme start date but before 75% of class duration completed	Withdrawal	NIL	NIL	Withdrawn result recorded
After 75% of class duration completed	No change	NIL	NIL	Did not complete result recorded

Please note: The date the International Student Refund Application is received by the Registry will be the date used to calculate a refund - not the last day of attendance at class. A refund will take a minimum of three weeks to process. The University reserves the right to request additional supporting information before any refund request is considered. The \$150 application fee is non-refundable in all circumstances.

2. How to complete the Application form



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

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 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:

Ignore Section Four

FOR AGENCY ONLY

Note: Original copies of documents are preferred, however photocopies, facsimiles 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.

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 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:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text"/> month/year

PREFERENCE 2

PROGRAMME TITLE:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text"/> month/year

PREFERENCE 3

PROGRAMME TITLE:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text"/> month/year

Please go to section six

In preference 1, enter BCIS for Programme Title and AK3697 for Programme Code. Start Date is October 2010

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:	

6.2 Are you currently waiting for results?
 Yes No

Complete Section Six 6.1, ignore 6.2

Ignore Section Seven

Complete all of Section Eight

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:	

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

SECTION NINE STATISTICAL INFORMATION

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

<input type="checkbox"/> AUT International House	<input type="checkbox"/> Agent
<input type="checkbox"/> AUT International	<input type="checkbox"/> Family member
<input type="checkbox"/> Embassy/NZ Trade and Enterprise	<input type="checkbox"/> Advertisement
<input type="checkbox"/> Friends	<input type="checkbox"/> Education Fair/Expo
<input type="checkbox"/> NZ High School	<input type="checkbox"/> Internet
<input type="checkbox"/> English language school	<input type="checkbox"/> 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:

<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Tertiary student
<input type="checkbox"/> Wage/salaried worker	<input type="checkbox"/> 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.

<input type="checkbox"/> Deaf	<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Blind	<input type="checkbox"/> Vision impairment
<input type="checkbox"/> Specific learning disability	<input type="checkbox"/> Medical
<input type="checkbox"/> Head Injury	<input type="checkbox"/> Mental health
<input type="checkbox"/> Mobility/physical	<input type="checkbox"/> Speech impairment
<input type="checkbox"/> Temporary impairment	
<input type="checkbox"/> Other - please state: <input type="text"/>	

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

ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

- I agree to abide by the statutes, regulations and policies of the Auckland University of Technology ("the University").
- 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.
- 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.
- 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.
- 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.
- 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.
- I have read and understood the University refund policy for International students.
- 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 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:

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:

Sign and date the form

WHERE TO SEND THIS FORM

Postal address:	Physical address/courier address:
Registry Services AUT University Private Bag 92006 Auckland 1142 New Zealand	AUT University Level 2 (ground entry), WA Building 55 Wellesley Street East Auckland Central New Zealand

For more information please contact:

Phone: +64 9 921 9779 Email: int.app@aut.ac.nz
Web: www.auinternational.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

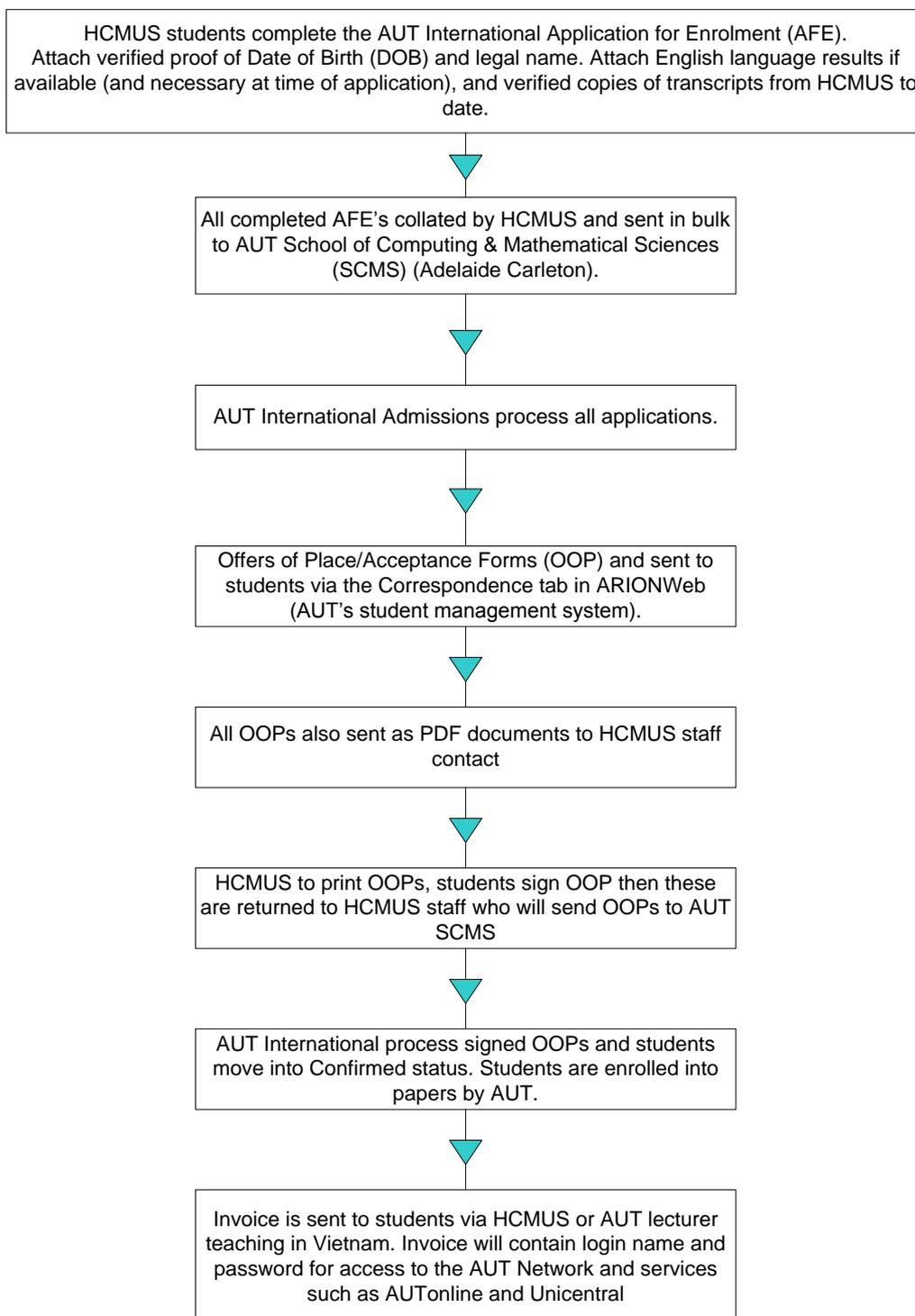
If you do not do this you cannot be enrolled - please don't send originals

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.

3. Enrolment procedure

Application/Enrolment procedure HCMUS students studying AUT degree at HCMUS

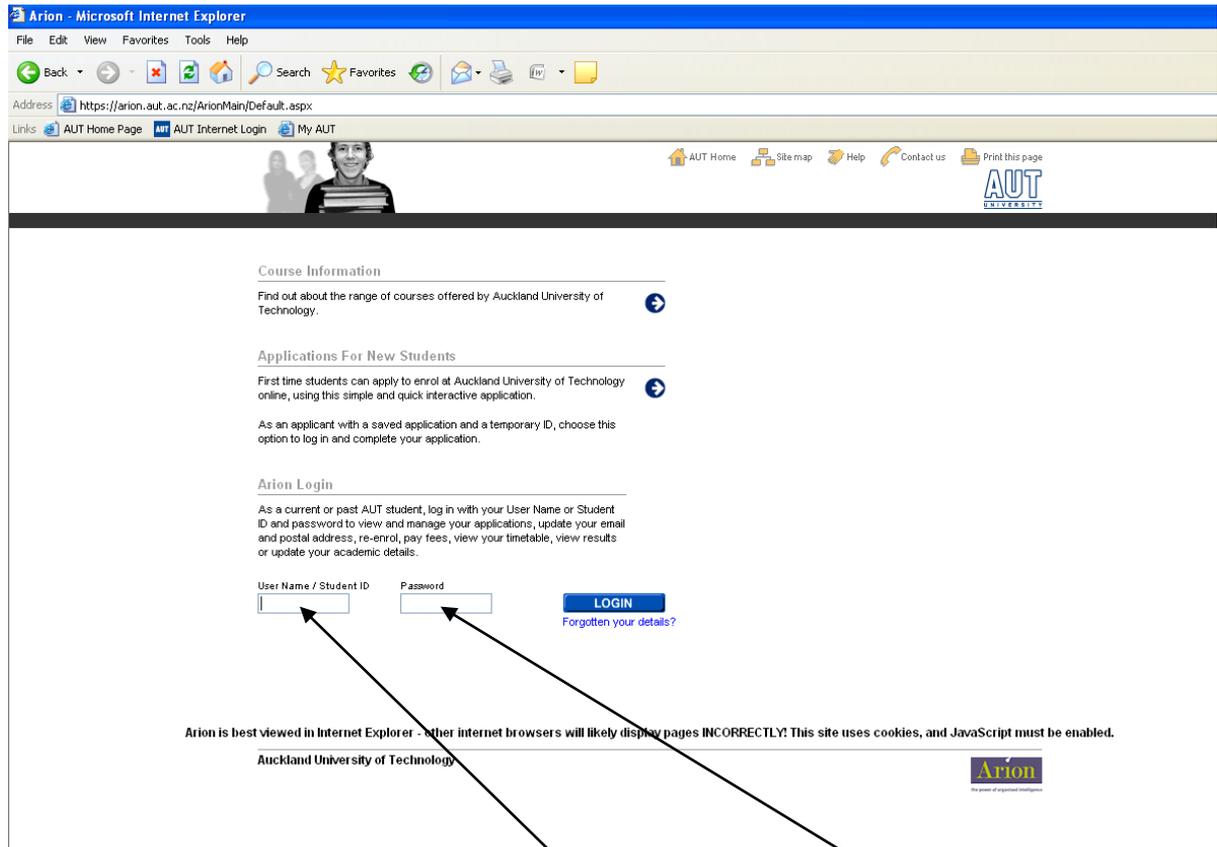


4. About ARIONWeb, AUT Student Webmail, AUT Library, & AUT International Student Website links.

ARIONWeb

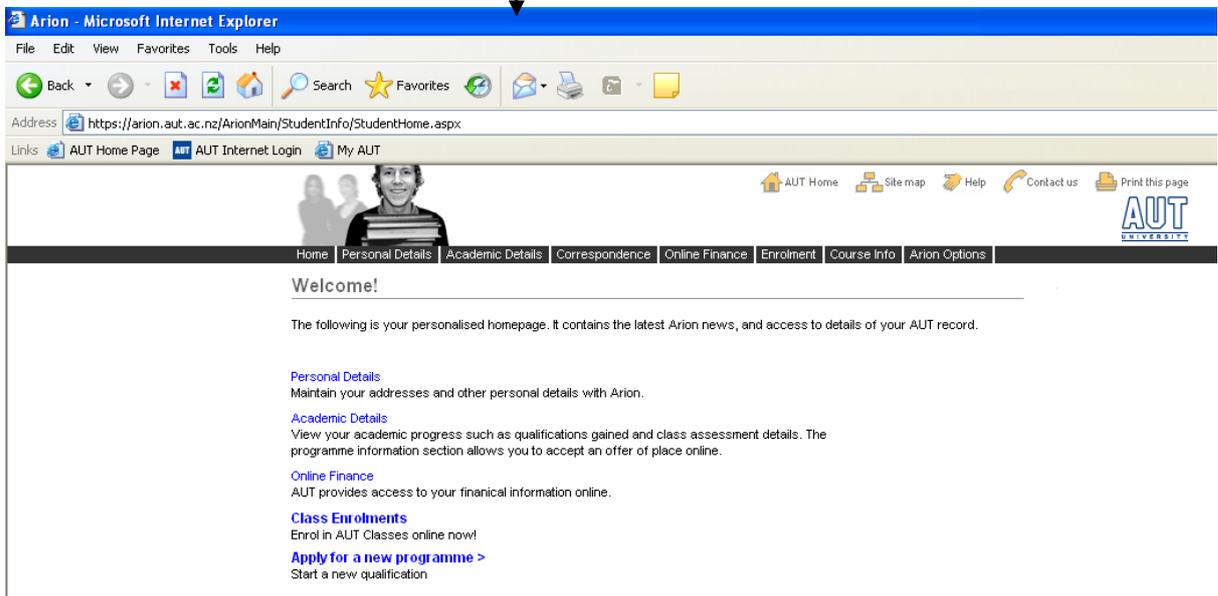
<http://arion.aut.ac.nz>

Login screen:

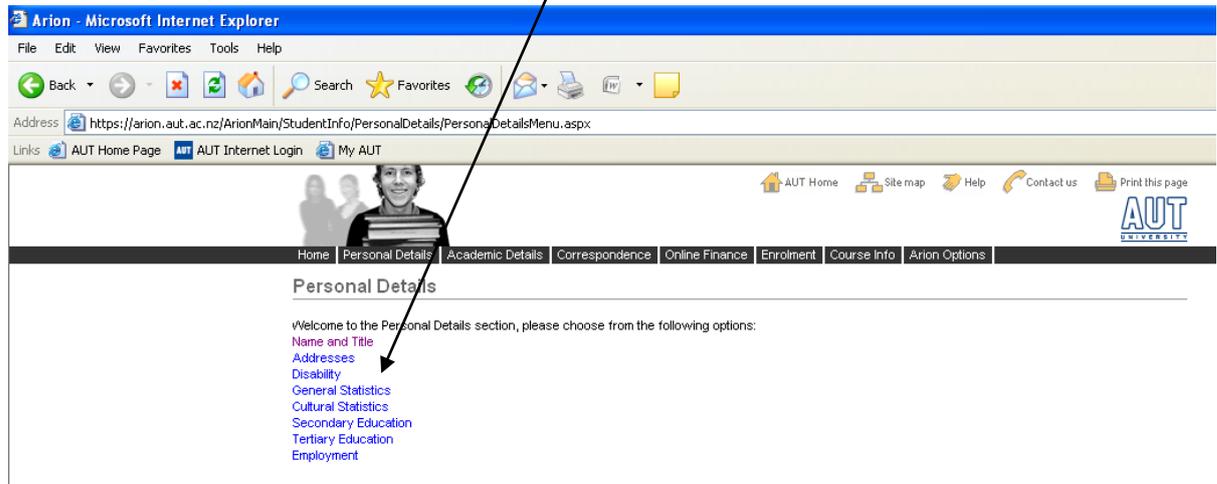


Students login using their student ID number and Arion password

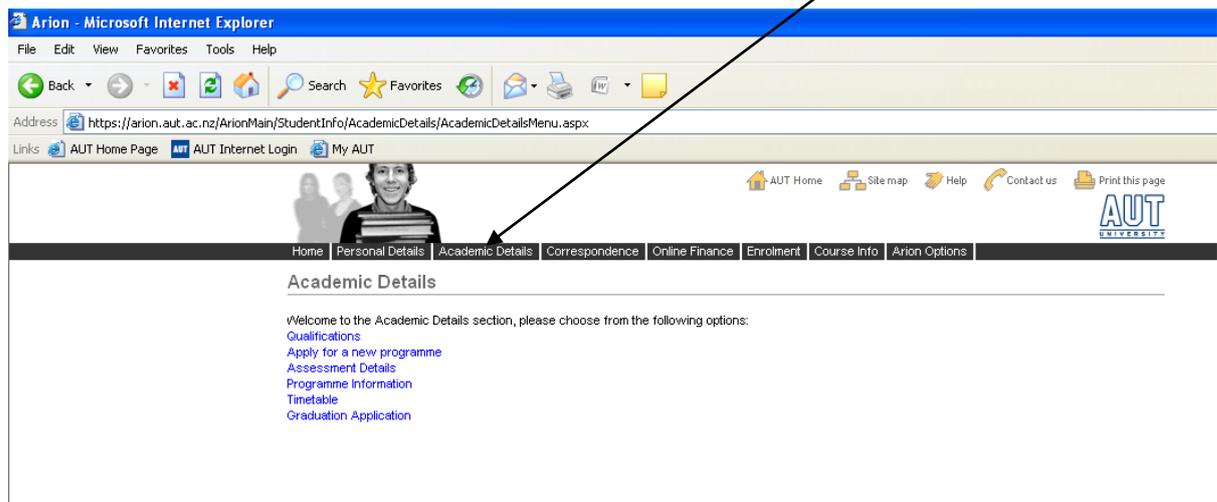
Login welcome screen



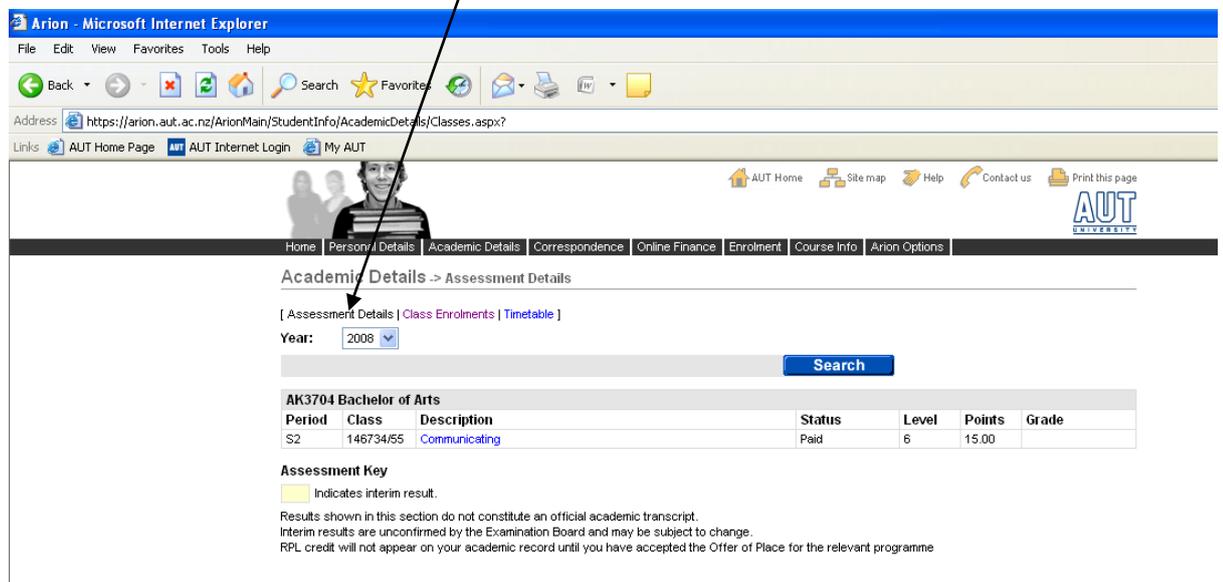
Personal Details tab where students can change their personal details such as contact postal address, email address, phone number. It is important that students keep their postal address and email address up to date on here as this is how AUT University will contact the students.



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

Arion - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://arion.aut.ac.nz/ArionMain/StudentInfo/AcademicDetails/Timetable.aspx>

Links [AUT Home Page](#) [AUT Internet Login](#) [My AUT](#)

Home Personal Details Academic Details Correspondence Online Finance Enrolment Course Info Arion Options

Academic Details -> Timetable

[[Assessment Details](#) | [Class Enrolment](#) | [Timetable](#)]

Year:

[View Time Period](#)
Next

NOTE: This timetable is subject to change - please check regularly!

Timetable for: 21-Jul-2008 - 07-Sep-2008

	Monday	Tuesday	Wednesday	Thursday	Friday
08 a.m.					
09 a.m.					
10 a.m.					
11 a.m.					
12 p.m.					
01 p.m.					
02 p.m.					
03 p.m.					
04 p.m.					
05 p.m.					
06 p.m.		WT302: 146734/55 Communicat1ng			
07 p.m.					
08 p.m.					
09 p.m.					

Weekend events do not show on graphical timetables but may be viewed in [Text View](#)
You may not be able to view the timetable for a class if that enrolment has not been approved

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

Arion - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://arion.aut.ac.nz/ArionMain/StudentInfo/Information/Correspondence.aspx>

Links [AUT Home Page](#) [AUT Internet Login](#) [My AUT](#)

Home Personal Details Academic Details Correspondence Online Finance Enrolment Course Info Arion Options

Correspondence

Sent	Correspondence	First Read
16-Jul-2009	AK3689 Admission Letter	20-Jul-2009
13-Jul-2009	Final Academic Results	20-Jul-2009
06-Jul-2009	Zero Balance Statement	20-Jul-2009
30-Jun-2009	First Reminder Statement	30-Jun-2009
30-Jun-2009	Dear Student	20-Jul-2009

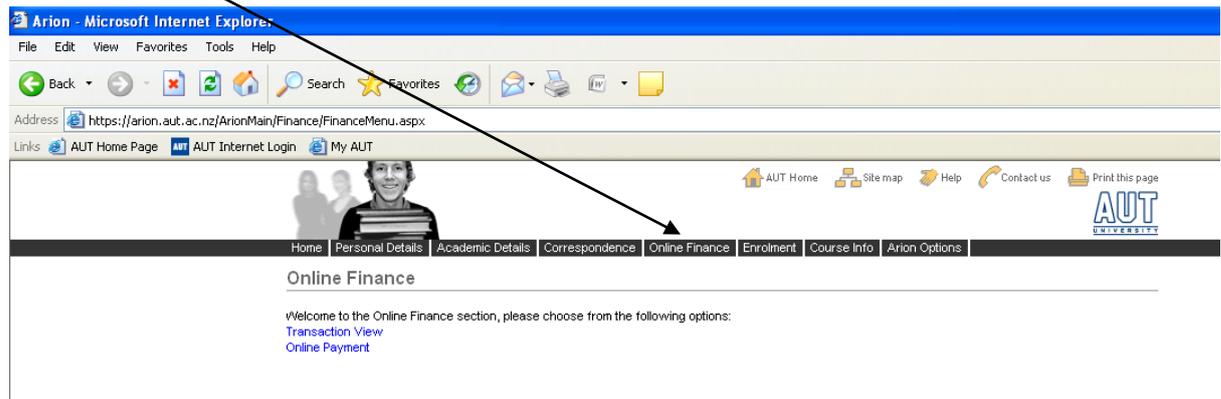
To view the correspondence, VERSION 8 OR LATER OF [Acrobat Reader](#) is required and your browser should allow pop ups.

[Get Acrobat Reader](#)

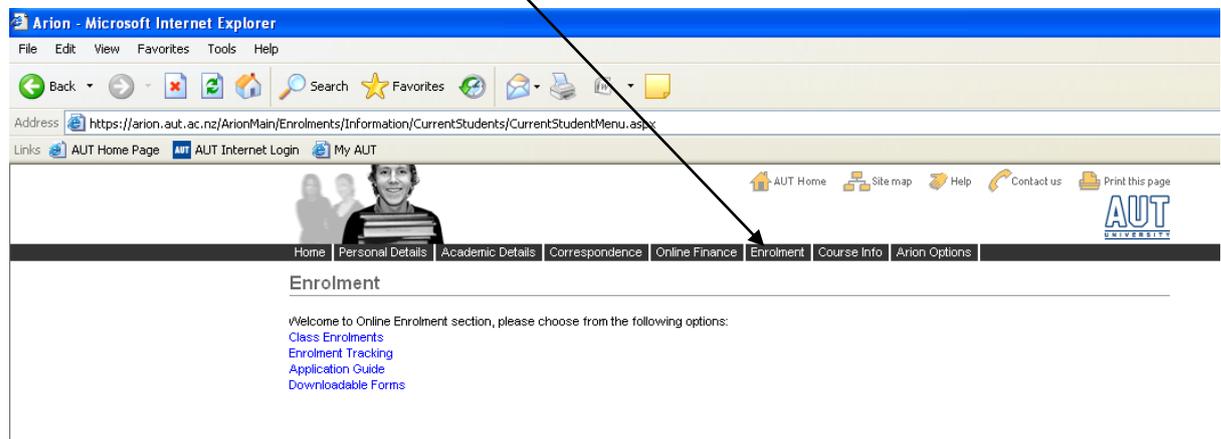
To request printed letters, contact the [Student Services](#)

HELPLINE
09 921 9779

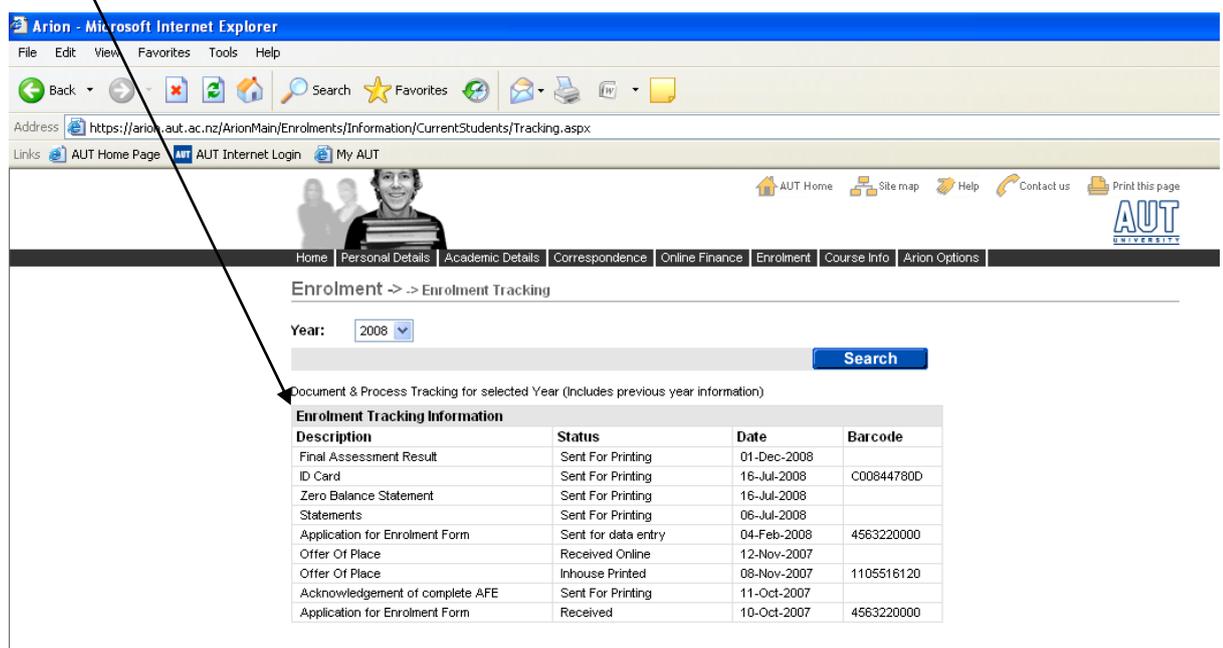
Online Finance tab (mainly applicable to those students studying at AUT in NZ).



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.

The screenshot shows the Arion website in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://arion.aut.ac.nz/ArionMain/CourseInfo/Menu.aspx>. The navigation menu at the top includes: Home, Personal Details, Academic Details, Correspondence, Online Finance, Enrolment, **Course Info**, and Arion Options. The main content area is titled "Course Information" and contains several sections:

- Qualification Specialisations**: Select a Specialisation and explore all qualifications it is endorsed in. This is a great way to locate qualifications by your field of interest.
- Qualification Types**: View qualifications offered at Auckland University of Technology by qualification type.
- Qualifications by Faculty**: View qualifications by the faculty in which it is taught.
- Short Courses**: If you are looking to up-skill, AUT can provide you with up-to-the-minute training within a wide range of disciplines. Our Short Course programmes are particularly useful for people wanting to add to or improve, specific skills in a short period of time. Designed to give you new knowledge, and new skills, a short course can be anything from an intensive one-day workshop to a series of classes running over several weeks.
- Paper Search**: Explore papers offered at Auckland University of Technology, including prescriptor and timetable information.

At the bottom of the page, there are links for [Academic Calendar](#) and [Downloadable Forms](#). A black arrow points from the text above to the "Course Info" tab in the navigation menu.

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

The screenshot shows the Arion website in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://arion.aut.ac.nz/ArionMain/ArionInfo/ArionInfoMenu.aspx>. The navigation menu at the top includes: Home, Personal Details, Academic Details, Correspondence, Online Finance, Enrolment, Course Info, and **Arion Options**. The main content area is titled "Arion Options" and contains the following text:

Welcome to the Arion options section, please choose from the following options:

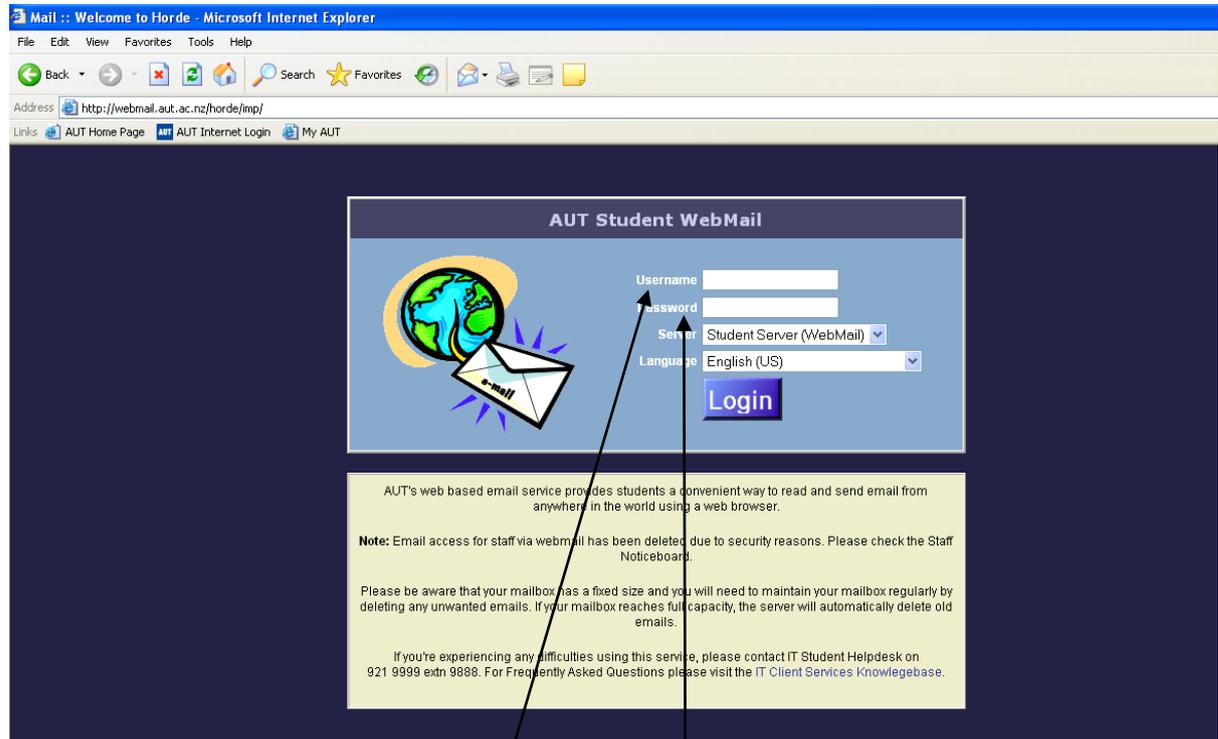
- [Your Homepage](#)
- [Change Password](#)
- [Help](#)
- [Site Map](#)
- [Contact](#)
- [Logout](#)

A black arrow points from the text above to the "Arion Options" tab in the navigation menu.

AUT Student WebMail

<http://webmail.aut.ac.nz>

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/>

Library Home - Library University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.aut.ac.nz/library/>

AUT UNIVERSITY
The University for the changing world.

Auckland University of Technology, New Zealand

AUTonline UniCentral

Login to My Account

Databases Library Web Catalogue Quick Search GO

FIND INFORMATION Search

- Catalogue
- Databases
- multisearch
- e-Journals
- ScholarlyCommons
- Course Reserve
- Article Finder

RESEARCH AND Study Help

- Explore Your Subject
- Workshops & Tutorials
- Liaison Librarian Services
- Referencing
- EndNote
- Theses & Dissertations
- Information Guides

HELP AND SUPPORT Services

- For Students
- For Research
- For Teaching
- For Distance Study
- Borrow Direct Service
- Text Messaging Service
- Forms

USING THE LIBRARY About us

- Lending Services
- Interloan & Document Supply
- Campus Libraries
- Facilities
- Planning & Quality
- Maps
- Library Publications

FIND IT FAST Quicklinks

- Need Help?
- Opening Hours
- Request an Interloan
- Contact Library Staff
- Computers, Printing & Copying
- Suggestions Box
- FAQs

News

13 September 2010
PBRF Support for AUT Researchers
A new guide is available to assist AUT researchers with preparing an evidence portfolio for the 2012 PBRF round ...

13 September 2010
New Library Website
The Library web site has a new look. We hope you find it user-friendly, and helpful. Please ...

13 September 2010
Virtual Tour - AUT City Campus Library
This is a brief introduction to the City Campus Library and the services and resources that we provide ...

View all library news

AUT University Website

<http://www.aut.ac.nz>

Welcome to Auckland University of Technology - AUT University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.aut.ac.nz/>

AUT UNIVERSITY
The University for the changing world.

Auckland University of Technology, New Zealand

AUTonline UniCentral

search website SEARCH

DOCTORAL SCHOLARSHIPS
Vice-Chancellor's Doctoral Scholarships - 2010 applications are now open

SUMMER SCHOOL
Make the most of your summer.

STUDY AREAS
University subjects for a changing world.

AUT'S MANUKAU CAMPUS
New university campus opens in 2010

DETAILS OF THE UNIVERSITY About AUT

- Contact & Campuses
- Governance & Management
- International Relations
- AUT History
- University Publications
- Job Vacancies

RELATIONSHIPS WITH AUT Community

- Getting Involved With AUT
- Alumni
- Giving to AUT
- Māori
- Pasifika
- Sport at AUT
- AUT in the Community

INSTITUTES AND CENTRES Research

- Research Institutes
- Faculty Research
- Research Development
- Research Ethics
- Contacts

HELP AND SUPPORT Student Life

- Student Services
- Academic Help
- Online Help and Support
- New Students
- Help and Advice
- Student Community
- International

COURSES AND ENROLMENT Study at AUT

- Study Areas
- Fees and Enrolment
- Entry Requirements
- Library
- International Students
- Scholarships
- Current Students

AUT University Website – International Students

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

AUT International Students – Accommodation Options

<http://www.aut.ac.nz/study-at-aut/international-students/new-students/accommodation>

&

<http://www.aut.ac.nz/student-life/student-services/community/international-students/accommodation>

AUT University International Student Support Services

<http://www.aut.ac.nz/student-life/student-services/community/international-students>

AUT International Students – Studying and living in New Zealand

<http://www.aut.ac.nz/student-life/student-services/community/international-students/studying-and-living-in-new-zealand>

AUT International Students – Visas and Insurance

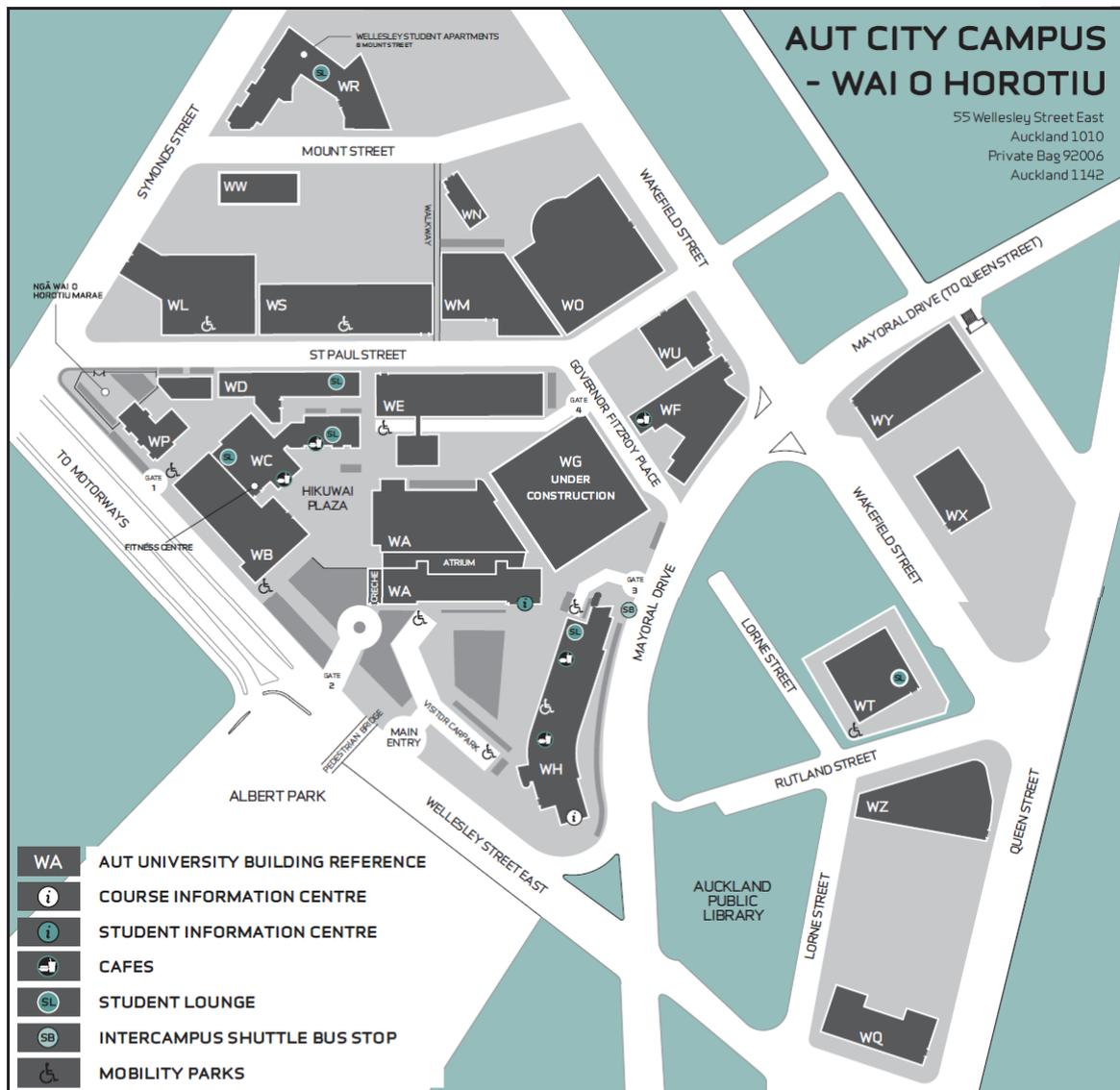
<http://www.aut.ac.nz/student-life/student-services/community/international-students/visas-and-insurance>

AUT University International Student Application Form

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

5. 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

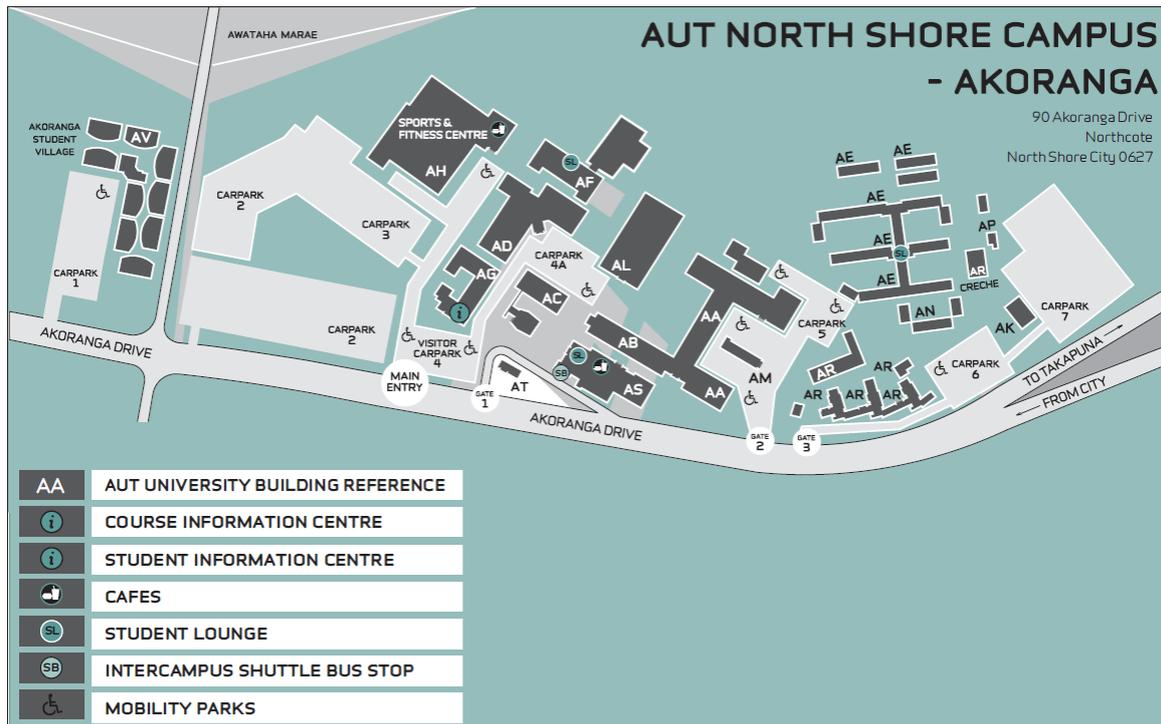
Level 1, WH Building
 Phone: 0800 AUT UNI
 Email: courseinfo@aut.ac.nz
 Web: www.autuni.ac.nz

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

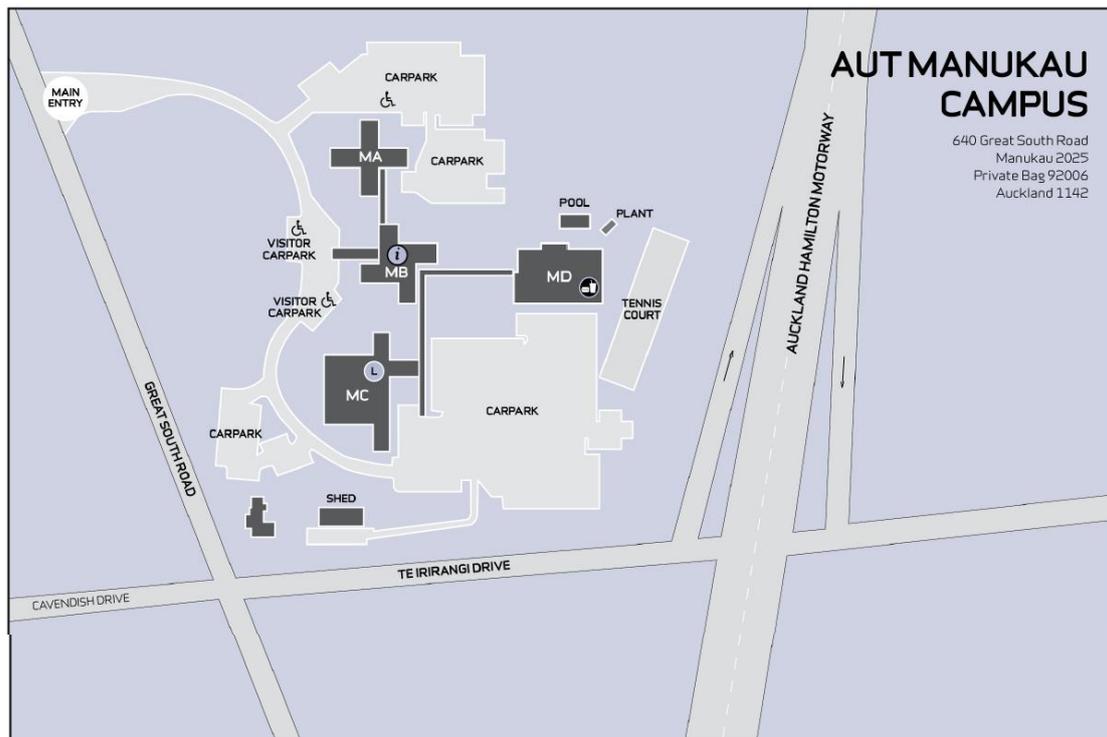
JOIN A CAMPUS TOUR

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



AUT MANUKAU CAMPUS

640 Great South Road
 Manukau 2025
 Private Bag 92006
 Auckland 1142

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



6. AUT Academic Year 2010

ACADEMIC YEAR 2010 (15 week semesters)

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

Key: AUT Breaks School Holidays Non working day

Approved by the Vice-Chancellor 12 April 2007

The dates contained in these calendars are accurate as at the time of publishing, however AUT reserves the right to amend dates as required.

7. AUT Academic Year 2011

ACADEMIC YEAR 2011(15 week semesters)

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

Key: AUT Breaks School Holidays Non working day

Approved by EMT 21 September 2009

8. 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	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		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	7	8
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		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		1	December	26	27	28	29	30	1	2
50	Summer School	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

APPENDIX A – IT Handbook



Student IT Handbook 2010

A commitment to ongoing support and assistance for AUT Students



PHONE: 921 9888 WEB: <http://ithelp.aut.ac.nz>

IT HANDBOOK CONTENT

What's in this Student IT Handbook

IT Handbook Content	1
Welcome to AUT IT Service desk.....	2
Getting started	2
Login and Password	2
AUT Email	2
Access to systems.....	3
Account registration.....	3
self service password reset	4
UniCentral	6
AUTonline.....	7
Personalise Your AUTonline	8
HOW TO Personalise Your AUTonline	8
How to Navigate a course	10
How to Submit an Assignment	10
Timed Tests/Quizzes.....	12
Adding AUTonline to Trusted Sites in Internet Explorer 7.....	13
My Grades	14
Notifications Dashboard.....	16
My Places	17
Student e-mail.....	18
Forwarding AUT webmail emails to personal emails	18
Printing PowerPoint Handouts.....	19
Creating pdf files	20
Free Software for Students	20
FAQ – Frequently Asked Questions	22
Important	23

WELCOME TO AUT IT SERVICE DESK

Welcome to AUT University, IT Service Desk. This handbook will help you get started on using the IT resources available to you and provide information on how to make the best use of the IT facilities available.

To contact the IT Service Desk, log a job via the [ITHelp](http://ithelp.aut.ac.nz) website <http://ithelp.aut.ac.nz>



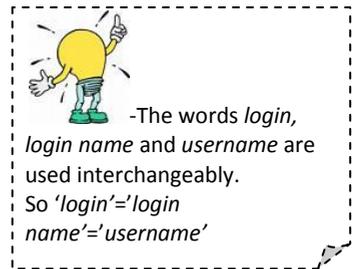
GETTING STARTED



Login and Password

What's my login?

- Your login can be located on your AUT student ID card in the bottom-right corner. It often starts with three characters followed by four digits e.g. *abc1234*. However, if you're a returning student who has studied at AUT before 2003, then your login may have a different format.



What's my password?

- If this is your first year of study then your password will be your date of birth in the following format: the two digit day followed by the first three letters of the month. For example, if you are born on the first of January, then your password will be 01jan.

AUT Email

What's my AUT email?

- Your AUT email is *yourlogin@aut.ac.nz* e.g. *abc1234@aut.ac.nz*



ACCESS TO SYSTEMS

Your AUT login and password will allow for access to:

- The AUT Network
- Unicentral
- AUTonline
- AUT Email
- AUT Library



-NEVER give out your password to anyone!
 -Beware of hoax emails asking for your username and password, never reply to them!



ACCOUNT REGISTRATION

Before you start using AUT online services, all students must setup their IT account. Setting up your account will enable you to setup self-service password, setup mail forwarding etc. Log in through <https://distance.aut.ac.nz> or <https://unicentral.aut.ac.nz> and click on

Please complete first time registration

IT SERVICES

POLICY ACCEPTANCE

The following is a summary of some of the main points of the two Policies [Distance, Network and E-Mail Policy](#) and [Information Security Policy](#) that you agree to whenever you login to an AUT Computer.

Please read this information carefully before you click Accept, for full copies of the policies please click on them above (they will also be emailed to you immediately as you complete this process).

- AUT provides E-mail, internet and internet facilities for employees, students and other authorised users for legitimate purposes of supporting University academic and administrative activities.
- These facilities, and all electronic communications are the property of the University and not owned by or private to the user.
- Users are responsible for their login and must make every effort to ensure their password remains secure and uncompromised by any other.
- In exceptional circumstances, the University reserves the right to increase and disclose internet activities and the content of e-mails to individuals who have a duty to review such content.

The University specifically prohibits:

- The loading of games software and the playing of games on its computing facilities other than games provided by authorised employees to support the administrative or academic functions of the University.
- Viewing, distribution or storage of any material that is protected by copyright. The University will hold individuals liable whose use breaches copyright using the University's computing systems or other facilities.
- The access, preparation or storage any unacceptable or offensive material, including pornography, or any material which is abusive or offensive to students, staff or the general community, regardless of language.
- Unauthorised use, access, alteration, damage, destruction, theft or removal of University information.
- Unauthorised use, access, alteration, damage, destruction or removal of information from within the University or with the aid of University facilities in any way that may associate the name of the University with that activity.
- Discourteous or abusive use in any other technology activity.
- Any activity that may interfere with the integrity or performance of the University technology systems.

Failure of an employee or student to comply with AUT policy may lead to the investigation of relevant disciplinary procedures and, in certain circumstances, legal action may be taken.

I accept and agree to abide by the terms of the policy.

IT SERVICES

ACCOUNT SETUP

You have 4 logins to complete the registration process. If you do not complete the registration process within that period your account will be disabled. To re-enable your account you will need to contact the IT Service Desk (extn: 9888)

SET PASSWORD

Ensure your password is secure and make sure you remember it.

* Enter current password:

* New password:

Strength:

* Confirm password:

SET PASSWORD HINTS

These password hints will help you reset your own password when you forget it.

* Hint question 1:

* Answer 1:

* Hint question 2:

* Answer 2:

[Add Hint Question](#)

UNISURF - WIRELESS

UniSurf lets you connect to AUT on-line services via Wi-Fi.

[Show info](#)

Enable Wireless Access: Enable Disable

EMAIL FORWARDING

Do you wish to forward your emails from your AUT email account to your existing External email address?

[Warning Note](#)

Forward AUT emails to:

INTERNET

Internet Access is charged by how much data you use, not the time.

Your Internet account will be credited with 50c on completion of registration. To add more credit to your account please visit the top up kiosks situated in the labs.

3. Enter your current password and new password

4. Setup password hints, select two different hints.

This step is essential if you have forgotten your password.

5. Please ignore this step if you are never on the campus.

6. If you wish to forward your AUT email to a personal address, enter the address here.

7. Click submit to complete registration.

SELF SERVICE PASSWORD RESET

Open up a web browser and go to <https://distance.aut.ac.nz>
Click on 'Discover Internet Password'

Self Service Password Reset Form

This page allows you to reset your password yourself by providing identifying information such as your login name and the "secret" security questions setup previously.

Please complete the information requested below and click the [Submit] button to proceed.

Login:

Enter the Security Code numbers and letters you see above:

1. Type in your AUT login in the Login box

2. Type the Security Code numbers and letters seen in the box below

AUT AUCKLAND UNIVERSITY OF TECHNOLOGY
TE WĀNANGA

Self Service Password Reset Form

Please complete all the following questions to verify your identity. The answer for each question must match exactly to the response you provided previously. After entering all the information requested below and click the [Submit Answers] button to proceed.

Date of Birth DDDMMYYYY:

Student ID:

Name of your first pet:

Father's middle name:

3. Enter your date of birth as well as your student ID

4. Enter the answers to the two secret questions that you selected at the time of registration

5. Click Submit Answer.

AUT AUCKLAND UNIVERSITY OF TECHNOLOGY
TE WĀNANGA

Self Service Password Reset Form

Please click below to confirm the reset of your password.

6. Click Reset Password.

You will be given a random generated password. Use this password to login to <https://distance.aut.ac.nz>

After logging in you can click on 'Change password' to setup new password.

AUT AUCKLAND UNIVERSITY OF TECHNOLOGY
TE WĀNANGA

- AUT WebSite
- AUTonline
- Internet Charge Reports
- IT Services Setup
- Change Password
- Setup Password Hints

NOTE: Sometimes it takes up to 15 minutes for your password change to take effect.

UNICENTRAL

UniCentral is a single access point to all your essential IT resources; you can access it by going to <https://unicentral.aut.ac.nz>

Once you have logged in you will be able to access the following resources without having to login again.

AUT online: Access your online courses

Arion: pay fees, results or update information such as personal and academic details

Student Web Mail: Access your AUT email account

Library: Setup and use catalogue search preferences and check your Library details (items on loan, etc) & access the online library resources

Noticeboard: Check for community notices or any IT notifications – e.g. if IT systems are down etc

UniCentral - Windows Internet Explorer

https://unicentral.aut.ac.nz/render.userLayoutRootNode.uP

Live Search

UniCentral

Page Tools

UNICENTRAL Welcome to UniCentral

AUT UNIVERSITY

Welcome

Login: Password: **Login** Please enter your Network Login and Password Discover password

Arion: <https://arion.aut.ac.nz/ArionMain/Default.aspx>
AUTonline: <http://autonline/webapps/portal/frameset.jsp>
Library: <http://www.aut.ac.nz/library/>
Lab Booking: <http://labbooking.aut.ac.nz/lab.cgi>
Print and Internet Balances: <http://cache.aut.ac.nz/login.cgi>
Student WebMail: <https://webmail.aut.ac.nz/horde/imp>
MyFiles: <https://myfiles.aut.ac.nz>

If you can't login please call the IT Service Desk on ext 9888 / (09) 921 9888 or email ithelp@aut.ac.nz

AUTONLINE

AUTonline is a web-based learning environment that enables students to access course material, interact with other students, complete assignments online from any location with access to the internet.

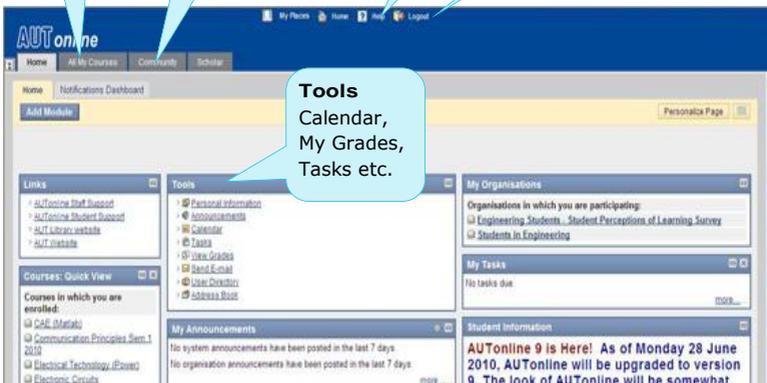


All My Courses
This tab contains all your available courses.

Community
This tab contains AUT Organisations and discussion boards.

Help
Clicking on this icon will take you to AUTonline Help.

Log Out
Click here every time you have finished using AUTonline.



Tools
Calendar, My Grades, Tasks etc.

Personalise Your AUTonline

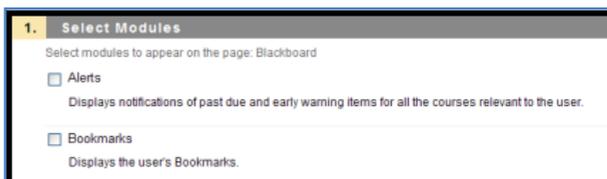
1. Log on to <http://autonline.aut.ac.nz> using your **UserID** and **password**.
2. You will now see the home page to AUTonline with your current courses shown on this home page. Click on the course link to enter your course.

HOW TO Personalise Your AUTonline

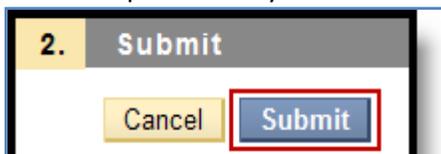
1. Students can personalise their AUTonline homepage: Click on the **Add Modules** button to view the modules available.



2. Select from the list of modules you would like to add to your homepage by clicking the **checkbox** to the left of each module name. Some modules eg My Announcements are permanently checked.



3. Once you have finished selecting modules, click the **Submit** button to complete your customization.

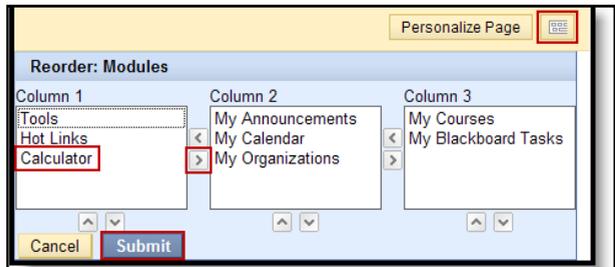


4. A confirmation message is displayed. The modules that you have selected are now displayed on your homepage.



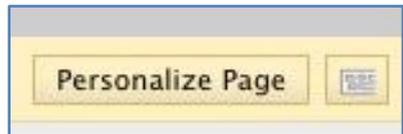
5. You can modify the order of your modules using the **drag-n-drop** functionality.

6. Another method of modifying the order of your modules is to click on the Keyboard icon to use text

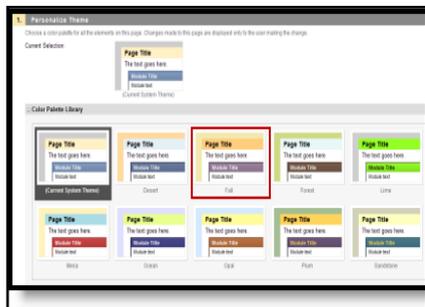


boxes as shown here. Simply use the arrows up and down or move them from one panel to another.

7. If you would like to change the appearance of the modules, click **Personalize Page** to change the colour and style.



8. Click **Submit** to save your changes. A confirmation message is displayed. The new colour theme will now be displayed on your homepage.



How to Navigate a course

When you access a course, you will find the navigation links or buttons on the left side of the page, which is called the Course Menu. The course menu indicates the different content



areas of your AUTonline course, where lecturers can place information like the course descriptor, lecture notes, assignments, readings or other course materials. The names of the buttons may differ from course to course. Below are some of the major areas of the course Menu:

- **Announcements** are where your lecturer will post important information about your course. Good idea to check this on a daily basis.
- **Assessments** are where the lecturer will have set assessments which are to be handed in online.
- **Discussion Boards/Communication** allows you to communicate by using forums and threads.
- **Tools** allow you to do many tasks eg send email, check grades etc.
- **Library** This will take you to links to electronic course reserves etc.
- **Support** takes you links for IT Support, user manual etc.

How to Submit an Assignment

You can submit assignments from the Assignments link in your course. If you are required to submit an assignment through Turnitin (which checks for plagiarism) read the Turnitin instructions supplied by the lecturer.

To submit an assignment, follow these directions:

1. Click on the link for the assignment/assessment, and find the

1. Assignment Information	
Name:	Example Assignment
Instructions	Write a 2-page paper on something. Submit your assignment by clicking the name of the assignment and browse for your file. You MUST click Submit .
Due Date	March 31, 2010 12:00:00 PM MST
Points Possible	100

assignment you need to complete.

2. The first section gives details about the assignment.

Assignment Materials

Submission

Visual Ed

Normal 3 Times New Roman B I U abc x₂ x²

Path: body

Attach File **Browse for Local File**

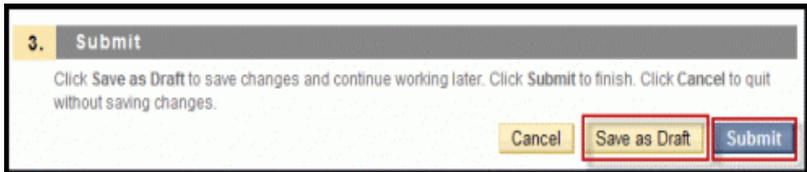
Attached files	File Name	Link Title
----------------	-----------	------------

3. Depending on the assignment, type text into the **Submission** box and/or click the **Browse for Local File** to add a file from your computer. Ensure the file name is in a correct format and that you are using an appropriate file type eg Word, pdf.

Comments

3. Add comments for the lecturer, if you wish.

4. Click **Submit** to submit your assignment, or you can click **Save as Draft** to save your work without submitting (for example, if you started on an assignment and ran out of time and want to return to it later).



Timed Tests/Quizzes

The official timer for any quiz is maintained by the AUTonline server. It starts when you first click on the link for the test, and will stop counting when you click the **Submit** button at the bottom. This timer is always accurate and is what lecturers use to know how long it has taken a student to complete a test.

There is a timer that shows in your browser window and a pop-up window that warns you when you have 1 minute left. This timer and warning uses a web technology called "JavaScript", and JavaScript can be (intentionally or inadvertently) disabled by you based on:

1. Settings in your browser (Internet Explorer 7, Firefox, etc)
2. Security settings on your machines
3. Pop-up blockers
4. Third party security applications (like Norton or McAfee's security suites)

If you don't see this timer then you can follow directions below to change your browser settings, or use your own clock/stopwatch to keep track of time while taking your quiz.

Firefox

Enable the Status Bar:

Go to **Tools | Options | Content | Enable JavaScript | Advanced |** place a check next to **Change status** bar text.

Internet Explorer 7

Enable the Status Bar:

Tools | Toolbars | Place a check next to **Status Bar**.

Enable Javascript:

Tools | Internet Options | Security Tab | Internet | Custom Level | Scroll down to **Scripting** and enable **Active Scripting**, Allow status bar updates via script, Allow websites to prompt for information ..., and Scripting of Java applets. **OK** back to browser.

Adding AUTonline to Trusted Sites in Internet Explorer 7

Some of the AUTonline features (eg: the text editor box, etc.) may not appear if you are using Internet Explorer version 7 or higher. In order for these features to become available you must add <https://autonline.aut.ac.nz> as a "Trusted Site".

Open the Internet Explorer 7 browser and Click **Tools > Internet Options**



1. Click **Security**
2. Click **Trusted sites**
3. Click **Sites**



1. Type in **https://autonline.aut.ac.nz** in the text field
2. Click **Add**
NOTE: IF YOU RECEIVE A WARNING REGARDING HTTPS VERIFICATION, CLICK **OK**, UNCHECK **Require server verification (https:) for all sites in this zone**, AND TRY TO CLICK **Add** AGAIN.
3. Make sure the **Require server verification (https:) for all sites in this zone** is checked
4. Click **Close** to exit from Trusted sites
5. Click **OK** to exit from Internet Options
6. Close the Internet Explorer window and reopen to the Blackboard website.

My Grades

Students can find 'My Grades on the home page of AUTonline under 'My Grades' in the 'Tools' area which provides quick access for students to check grades if the lecturer is using this option.

Or some lecturers may add a **My Grades** link under Tools to your course menu.



Item Name	Details	Last Submitted, Edited, or Graded	Grade	Points Possible	Comments
Example Assignment	Details	Oct 26, 2009 10:06 AM	B	10	
Ancient Mythology	Details	Nov 5, 2009 8:35 AM	C	100	
Discussion Board 3	Details	Nov 5, 2009 8:45 AM	50	50	Example feedback to user

The

My Grades table displays a student's grades posted by the lecturer. The format of the grade may vary (i.e. score, letter, percentage, etc.). The table displays the **Item Name**, **Due Date** (if used by the lecturer), **Submission Date/Time**, **Grade**, **Points Possible**, and **Comments** for each assignment.

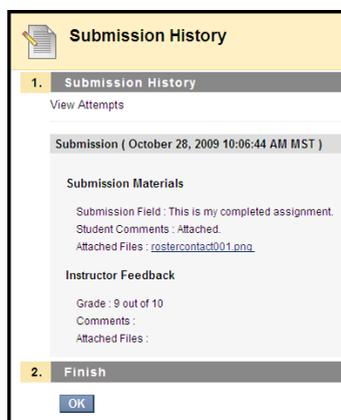
(A) Last Submitted, Modified or Graded: This field will show the last activity for this assignment, eg if the assignment was submitted but hasn't been graded, it will display the submission date and time.

(B) Score: When the assignment has been graded, the score will be displayed. When an assignment has been submitted (document attached) or an online test taken, the score will be bold and underlined. This means a student can click the link to access the lecturer's feedback.

(C) Not Graded (Exclamation Point): When the bold green exclamation point is displayed, it means that your assignment was submitted and is now waiting to be graded by the lecturer.

(D) Comments: If the lecturer provided comments on the assignment, it will show in the Comments column. Please note that comments on individual test essay questions are viewed in the graded test.

Once you are finished viewing your grades and feedback, click the **OK** button. **NOTE: Turnitin Assignments** are different from regular assignments and these will be viewed differently depending on how the lecturer has set them up.

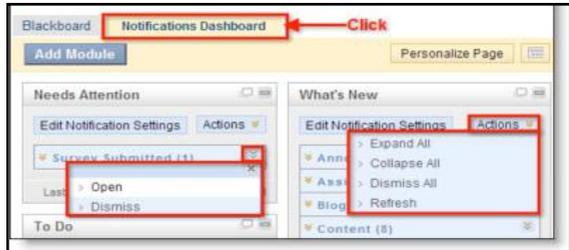


Notifications Dashboard

The Notifications Dashboard contains four basic modules that give information to users based on their enrolments. Users with multiple enrolments will receive information in modules for all their classes and organizations. Users can navigate to individual items to take action.

Some examples of modules are:

- **Alerts** - Displays past due and early warning notifications from course lecturers. Students see any assignments, tests, or other items that are past due and any early warning messages received.
- **What's New** - Displays a list of new items in all relevant courses and organisations. Students see new discussion board posts, new grades posted, new content that is available.
- **To Do** - Displays the status (Past Due/Due) of relevant course work and tasks. Students see any grade items that have listed due dates in two categories, what is past due and what is due in the future. Links to relevant course items are provided.



To view Notifications - Click the **Notifications Dashboard tab** on the AUTonline Home Page.

Users can manage their module information using **Contextual Menus**. Users must **Refresh** the module to get the most recent information, which can also be done using the contextual menus.

My Places



Click on “My Places” above to open up a separate window which can be customised with your preferences. Students can upload photos which will appear in your ‘My Places’ and under the ‘Personal Information’ area and click **Edit Notification Settings** to make changes to these.

My Places

- > [Change Text Size](#)
- > [High Contrast Setting](#)



My Preferences

- > [Personal Information](#)
- > [Edit Notification Settings](#)
- > [Notifications Dashboard](#)

My Courses

- > [Computers in...](#)
- > [Computers in I...](#)

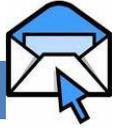
My Organiza

Edit Notification Settings

Indicates settings have been changed from default values.

<p>Edit General Settings</p> <p>Define general notification settings such as email format, deletion schedule, and reminder schedule for courses and organizations.</p>	<p>Bulk Edit Notification Settings</p> <p>Select the set of courses or organizations to update and change the notification settings for them in one step. Higher priority notifications should be sent with a method that will deliver that notification in the timeliest fashion.</p> <ul style="list-style-type: none">Courses I am takingOrganizations I am leadingOrganizations I am participating in
<p>Edit Individual Course Settings</p> <p>View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.</p> <ul style="list-style-type: none">Computers in ArtComputers in the Landscape	<p>Edit Individual Organization Settings</p> <p>View the current notification settings for organizations in which you are enrolled. Make changes to the notification settings for a specific organization.</p>

STUDENT E-MAIL



Your AUT email address is: ***yourlogin@aut.ac.nz*** e.g. if your login is *abc1234* then your email would be *abc1234@aut.ac.nz*

Webmail is a web-based email which means that it can be accessed from anywhere as long as you have internet access.

Either go into <http://webmail.aut.ac.nz> or click on the Webmail tab in UniCentral.

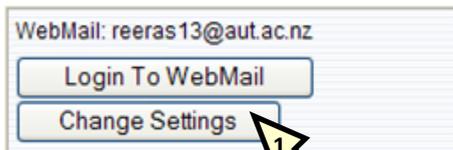
Students get 40MB of email storage.

Students can forward their AUT webmail to their personal email address.

Forwarding AUT webmail emails to personal emails

If you're carrying out this process from off-campus, then go to: <http://distance.aut.ac.nz/>

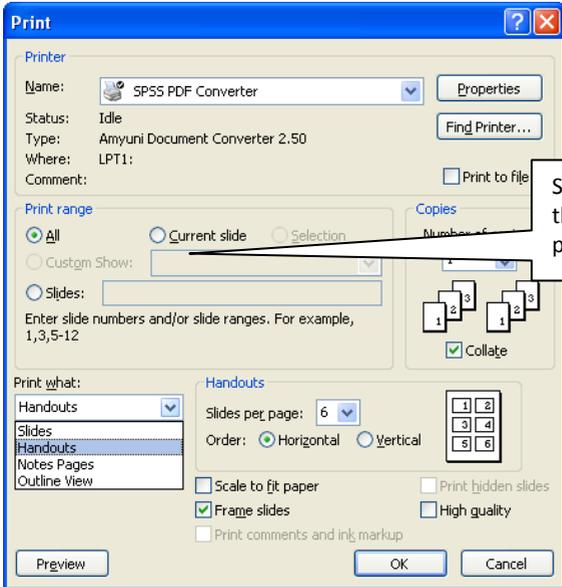
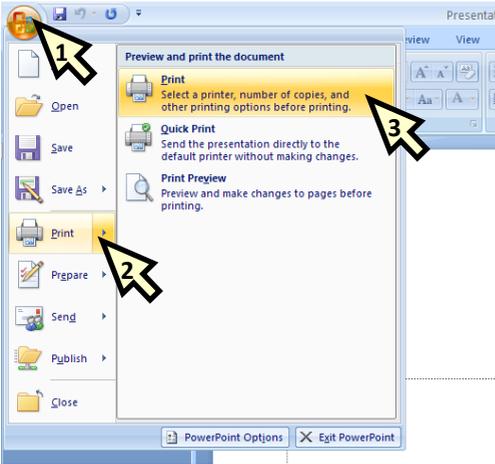
Click on **Change Settings**



-You must have money on your internet account in order to receive and sent emails from or to an external email, this includes email forwarding.



How to print a PowerPoint handout

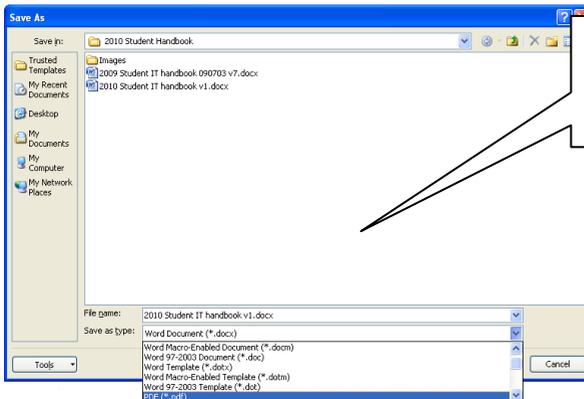
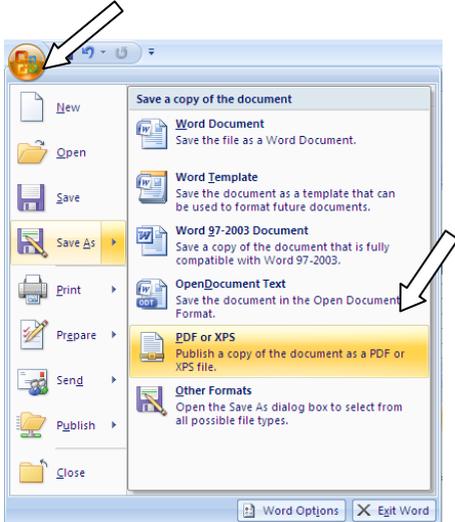


Select handouts and then the number of slides per page



CREATING PDF FILES

How to create a PDF document



Select PDF from the save as type menu and save your file

FREE SOFTWARE FOR STUDENTS



AUT has the following software available for its students free of charge.

This software can be downloaded by going to:

<https://itdownloads.aut.ac.nz>

Filename	Version	Version Downloaded	Total Downloads	Description
 EndNote-X1-Site-Installer.dmg 46.7 Mbytes	X1	never	837	EndNote X1 (for MAC) End Note X1 for the mac. Released: 2010-01-14 (You have not downloaded this)
 EndNote-X3-Site-Installer.dmg 89.0 Mbytes	X3	X3	14	EndNote X3 (for MAC) End Note X3 for the mac. DISCLAIMER: AUT do not currently support X3, the AUT library is still using Endnote X1 and this is the current version that AUT supports. However we have supplied Endnote X3 online as this does resolve some issues the Endnote X1 version has on the MAC Platform. Released: 2010-01-19
 EndNote-installer.exe 29.9 Mbytes	X	never	4105	End Note X Software For Microsoft Office 2000 and later. Only one copy of this software is permitted on a private computer belonging to an AUT staff member or student. Users are allowed two attempts to download one copy. If both attempts fail, please contact the AUT IT staff or student helpdesk. Released: 2007-07-30 (You have not downloaded this)
 EndNoteX101-Installer.exe 47.0 Mbytes	X1.01	never	3009	End Note X 1.0.1 Software For Microsoft Office 2000 and later. Only one copy of this software is permitted on a private computer belonging to an AUT staff member or student. Users are allowed two attempts to download one copy. If both attempts fail, please contact the AUT IT Service Desk. Released: 2010-01-14 (You have not downloaded this)
 EndNoteX3-Installer.exe 58.5 Mbytes	X3	never	30	EndNote X3 (for Windows) End Note X3 for the windows. DISCLAIMER: AUT do not currently support X3, the AUT library is still using Endnote X1 and this is the current version that AUT supports. Released: 2010-01-20 (You have not downloaded this)
 NOD32ext.exe 12.0 Mbytes	2.70.32	never	1844	Nod32 Nod32 Virus Checker installer for Windows configured for AUT update server. Released: 2007-03-15 (You have not downloaded this)
 NOD32ext9x.exe 11.1 Mbytes	2.70.32	never	335	Nod32 Nod32 for Win98/ME Nod32 AntiVirus installer for Windows 98/ME configured for AUT update server. Released: 2007-03-15 (You have not downloaded this)
 savosx70sa.dmg 49.5 Mbytes	7.0.5	never	0	Sophos for Mac OS X Released: 2009-08-30 (You have not downloaded this)

Other free software is available through the Microsoft DreamSpark website:
www.dreamspark.com

Software includes:

Game Studio 3.0/ Visual Studio 2008 / Windows Server 2008/ IT Academy Student Pass/ SQL Server 2008 Developer/ Expression Studio 2/ Visual Studio 2005 Professional Ed / Windows Server 2003/ Visual C# 2008 Express Ed / Visual C++ Express Ed 2008 / Visual Studio 2005 Express Ed/ Visual Basic 2008 Express Ed/ Visual Web Developer 2008 Express Ed/ SQL Server Express/ Virtual PC



FAQ – FREQUENTLY ASKED QUESTIONS

AUT online

I can't login to AUT Online!

Are you currently enrolled as a student with AUT?

Is your course an AUTOnline course?



You may have entered an incorrect login name or password

How can I check my results online?

Results

Go to www.unicentral.info, or www.unicentral.aut.ac.nz (from home) log in and then click the **Arion** Link

Or visit <https://arion.aut.ac.nz/>

But I can't login to Arion?

Check that you have not entered an incorrect login name

Check that you have not entered an incorrect password



Email

What is my email address?

Your email address is your yourlogin@aut.ac.nz e.g. abc1234@aut.ac.nz and your password is the same as your login or internet password.

Can I use my personal email address instead of my AUT email address?

Yes! You can change your web mail settings to forward your AUT email to any other email address. This is done at the Internet Login page.

Why can't I send email using my AUT email address?

You need to have enough credit on your internet account to be able to send email outside of AUT. Also you need to have registered your account.



Endnote

Where can I get a copy of Endnote Software?

Go to the AUT software download page: <https://itdownloads.aut.ac.nz>

What if I don't know who to ask about my IT issue?

Go to AUTonline, to the "Online Assistant and FAQs for HCMUS-based Cycle 2 students" section

IMPORTANT



BACKUP! BACKUP! BACKUP!

Ensure that you're constantly saving your documents while you're working on them.

Give your document a name and save it before you start, even if it is blank, so that word will save it automatically every 10 minutes.

Ensure that you have second or even third copies of important documents saved either in your email on a CD, Flash drive, or personal computer.

When opening a document from an email/website/memory stick always make sure that you save it to your hard drive **before** editing it.