Welcome to the School of Information Technology and Electrical Engineering.

I would like to commend your decision to study a Bachelor of Multimedia Design at The University of Queensland. Information and Communications Technology (ICT) professionals continue to be in high demand in Australia and around the world, so your choice to study an ICT degree at UQ offers outstanding career prospects.

Studying at university will be exciting and sometimes challenging. The School of ITEE at UQ is committed to helping you have the best experience possible during your degree.

Please read this program guide carefully since it will help you make the most of your time at UQ.

I wish you every success with your studies.

Professor Paul Strooper
Head of School

School of ITEE Coursework Studies Office

Phone: +61 7 3365 2097
Email: enquiries@itee.uq.edu.au

Location
Room 425, Level 4, General Purpose South Building (78)
St Lucia Campus

Opening Hours
Monday - Friday 8:30am until 4:30pm (excluding public holidays)

CONTACTING THE SCHOOL OF ITEE BY EMAIL

When you contact the School of ITEE or academics for help, use your UQ student email account and include your full name, program and 8 digit student number in the email with your enquiry. This helps us to help you more effectively.
The Starting at UQ website will guide you through accepting your offer, enrolling, signing-on to classes and attending orientation.

Download the checklist to ensure that you have completed all the steps to start your degree: www.uq.edu.au/startingatuq

To enrol in subjects at UQ you will need to access mySI-net: www.sinet.uq.edu.au

For help using mySI-net, please contact AskIT or attend a help session during Orientation Week.

Phone: (07) 3365 8811 or Australia wide 1300 738 082
Email: help@askit.uq.edu.au

E-mail: help@askit.uq.edu.au

### Location
Level 2, Duhig Building (Bldg 2)
St Lucia Campus

### Opening Hours
Mon - Fri 8:00am until 8:00pm
Sat - Sun 9:00am until 5:00pm

### Terminology Explained

<table>
<thead>
<tr>
<th><strong>BMultMedDes</strong></th>
<th>Bachelor of Multimedia Design</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
<td>Subject studied e.g. DECO1100 Design Thinking</td>
</tr>
<tr>
<td><strong>Discipline/Plan</strong></td>
<td>Field of studies or specialisation within your degree</td>
</tr>
<tr>
<td><strong>Elective course</strong></td>
<td>A course you choose to complete. There is a list for BMultMedDes in the course guide. If it is not on the list, you must seek approval from the Associate Dean (Academic)</td>
</tr>
<tr>
<td><strong>Pre-requisite</strong></td>
<td>A level of knowledge or skill you must have before enrolling in certain courses i.e. completing an introductory unit before a more advanced unit in the same area</td>
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<tr>
<td><strong>Program</strong></td>
<td>Your program is the Bachelor of Multimedia Design (BMultMedDes or BMMD)</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>Most courses are worth 2 units (#2). A full-time study load for a semester is at least 3 courses (#6). Most students take 4 courses (#8) per semester</td>
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<tr>
<td><strong>Faculty</strong></td>
<td>Major organisational unit within UQ. Your program is managed by the Faculty of Engineering, Architecture and Information Technology</td>
</tr>
<tr>
<td><strong>School</strong></td>
<td>The organisational unit within a Faculty which delivers courses. You are a student of the School of Information Technology and Electrical Engineering</td>
</tr>
<tr>
<td><strong>Honours</strong></td>
<td>A 4th year of study, focusing on a research project, which you can elect to undertake (with strong results from years 1-3) in your BMultMedDes program</td>
</tr>
<tr>
<td><strong>mySI-net</strong></td>
<td>UQ’s online student enrolment system with a variety of functions. You can view your personal details, study records, add and drop courses, request deferred/supplementary exams and pay fees: <a href="http://www.sinet.uq.edu.au">www.sinet.uq.edu.au</a></td>
</tr>
<tr>
<td><strong>O-Week</strong></td>
<td>Orientation Week – activities and information sessions to introduce new students to UQ. O-Week is held the week before classes commence</td>
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The Bachelor of Multimedia Design program consists of a number of core (compulsory) courses that need to be taken in a specific order to ensure that you gain the prerequisite knowledge for courses later in your program.

The online Advisor Tool is a useful resource for helping you develop a study plan: [student.itee.uq.edu.au/advisor](http://student.itee.uq.edu.au/advisor). You can also make an appointment with an academic advisor who can help you determine a personal study plan by contacting the School of ITEE Coursework Studies Office.

**Your first year**

No matter what your specific interest area or career goal is, the fundamentals of the Bachelor of Multimedia Design start in year one.

If you **have completed Maths B in Year 12**, you should enrol in the following courses in your first year:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>INFS1200</td>
<td>DECO1800</td>
</tr>
<tr>
<td>DECO1100</td>
<td>CSSE1001</td>
</tr>
<tr>
<td>DECO1400</td>
<td>MKTG1501 or COMU1999 or MATH1061</td>
</tr>
<tr>
<td>MATH1061 or MKTG1501 or COMU1999 or WRIT1005</td>
<td>INFS1300 or Elective</td>
</tr>
</tbody>
</table>

If you **did NOT complete Maths B in Year 12**, you should enrol in the following courses in your first year:

<table>
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</tr>
<tr>
<td>MATH1040</td>
<td>INFS1300 or Elective</td>
</tr>
</tbody>
</table>

The Web from Inside Out (recommended) or Approved elective
WHERE TO GO FOR HELP

Do you need help choosing subjects and planning your program?
Visit student.itee.uq.edu.au/advisor/ or go to the ITEE Coursework Studies office (General Purpose South Building (78), room 425) to make an appointment with an academic advisor.

Are you an international student who has changed your enrolment?
You will need to visit the Student Centre in JD Story Building (61) for help with visa issues.

Do you need help with access to labs?
Go to the Faculty of Engineering, Architecture and Information Technology Faculty office, room 204, Hawken Engineering Building (50).

Are you having problems accessing mySI-net?
Email help@askit.uq.edu.au for help with mySI-net, or visit them at level 2 of the Duhig Building.

Do you require assistance with your studies?
Contact the School of ITEE at enquiries@itee.uq.edu.au if you wish to make an appointment with an academic advisor. You can email your course coordinator, who may be able to provide you with extra readings and activities. If you need assistance with programming languages, our ITEE Learning Centre (ILC) tutors are on hand to help. Most importantly, make sure you’re attending all lectures, tutes, practicals and contact sessions.

Do you need help finding information about your assignments?
The Dorothy Hill Engineering and Sciences Library in the Hawken Building opposite the Engineering Learning Centre has several Help options. You can come into the library and talk to a librarian, ask the Library through the online realtime chat service, check out one of the Help online tutorials or attend an information skills training session. Visit the My Library website to find out more: www.library.uq.edu.au/

Did you know UQ can offer you assistance with study techniques?
Student Services (Building 21D) offers many different workshops on topics such as essay writing, preparing for exams, taking notes and oral presentation skills. Learning Advisors at Student Services can help you develop study skills. Visit www.uq.edu.au/student-services/Learning

Have you checked your Electronic Course Profile?
Always check your electronic course profile (ECP) for assessment specifications and instructions on submission. Most ITEE assignments will be submitted electronically or at the Faculty of EAIT assignment submission box in the Hawken Building (50).

HOW TO ACHIEVE ACADEMIC SUCCESS

Make time outside of class to study and become familiar with the software you will be required to use in your Multimedia Design degree.

Good academic practice is an integral part of success in studying at a tertiary level. Always be sure to follow the guidelines for all assessment, ask your course coordinator questions about any assessment you don’t understand, and only submit work that conforms to good academic practice. This means starting assignments early, using appropriate referencing techniques and only submitting your own work.
The School of Information Technology and Electrical Engineering provides extensive, state-of-the-art facilities to its students and researchers, including the ITEE Learning Centre (located in GP South, Building 78, Room 217), which is only available to students enrolled in programs within the school.

The majority of ITEE facilities are located in:
- Axon Building (47)
- Hawken Engineering Building (50)
- GPS Building (78)


**Access to ITEE Facilities**

Please contact the EAIT Faculty office in Hawken Engineering Building (50) to organise proximity card access. Your card will grant you access to ITEE computer labs and EAIT general computer labs.

If you would like to book a room for private study (other than the designated lab rooms), you can send a booking request to booking@eait.uq.edu.au with the approval of either your course coordinator or supervisor.

Please read the EAIT Student IT Helpdesk Support HOW-TO page [student.eait.uq.edu.au/support-how-to.html](http://student.eait.uq.edu.au/support-how-to.html)

**Library**

The Dorothy Hill Engineering & Sciences Library in Hawken Engineering Building (50) is where most ITEE students choose to study and where you will find the most relevant resources for your program. Student computers in the library have dual MAC/PC operating systems. Open study space is freely available and group or individual study rooms may be booked online from the My Library website.

The library is open from 8:00am-8:00pm Mon-Fri and 9:00am-5:00pm on weekends, with 24/7 study space available outside these hours.

To check the opening hours of the other UQ libraries, please see [www.library.uq.edu.au/hours](http://www.library.uq.edu.au/hours)
Joining a club or society is a great way to meet other students from ITEE.

Many of these societies hold social and networking events, as well as workshops on interview skills and résumé writing for students entering the workforce.

The School of ITEE has a number of affiliated student clubs and societies, such as:

- UQ Computing Society
- Electrically Based Engineering Students' Society (EBESS)
- Australian Computer Society UQ chapter
- IEEE UQ Student Chapter
- Robogals UQ

The ITEE Student Societies Council offers financial support and organisational help for eligible student society events: [www.itee.uq.edu.au/student-societies-council](http://www.itee.uq.edu.au/student-societies-council)

For more information and links to the different student societies see [www.itee.uq.edu.au/student-societies](http://www.itee.uq.edu.au/student-societies)
How do I choose my electives?
There is an online Advisor Tool available at: http://student.itee.uq.edu.au/advisor/ which allows you to construct a plan and provides a list of pre-approved electives. It is then recommended that you have your study plan confirmed by an Academic Advisor.

How can I get the most out of lectures? How can I get a 7?
Be sure to attend all lectures, tutorials and practicals. It is best to prepare before lectures by doing any assigned or related readings. Note-taking during lectures is also an important skill, and one that can be improved with practice and by attending one of the note-taking workshops given by Student Services.

After the lecture, it is a good idea to revise the material covered by reading over your notes, doing any additional reading and asking for help if you need it.

If you find yourself falling behind or not understanding the work, contact your course coordinator as soon as possible.

You should start assignments well before the due date, and plan and work on them consistently to avoid an overload of work close to the deadline.

What can I do if I miss a lecture, tutorial or prac?
Contact your course coordinator as soon as possible to find out how you can make up the work.

What can I do if I’m sick and can’t sit an exam?
For mid-semester including school-based exams and end of semester exams, you can apply for a deferred examination by submitting an application online through mySI-net > myRequests no later than 5 days after the exam. You will need supporting documentary evidence e.g. medical certificate or statutory declaration. More information can be found on myAdvisor.

What happens if I fail a course?
You may need to repeat the course or take another course to fulfil the requirements of your program. If the course was compulsory or a prerequisite for other courses, you may need to make an appointment with an academic advisor to restructure your study plan.

If you received a grade of 3, you might be eligible for supplementary assessment if

- You are within your first two semesters of study at UQ and this is your first grade of 3 or;
- You are in your penultimate semester or your final semester and a passing grade would allow you to graduate.

Supplementary assessment must be applied for within five days of the release of results.

Can I take 5 courses in a semester?
You are able to overload your courses and take 5 courses (#10 units) in a semester as long as you have received a GPA of 4.5 or above in your previous semester of full-time study. Students in their first semester at UQ should study 4 courses (#8).
UQ students have the exciting opportunity to enhance their degree by studying abroad for 1 or 2 semesters through the UQ Abroad program.

Where can I go?
UQ has partnerships with over 175 universities in 40 countries. Depending on the university you choose and the courses you wish to take, you may be able to take equivalent compulsory courses, ICT electives or other general electives.

What will it cost?
Students studying overseas remain enrolled at UQ and continue to pay (or defer) their UQ fees at UQ rates. No additional tuition fees are paid to the host university. You should consider the cost of a return airfare, travel and health insurance, accommodation and living expenses for your planned destination.

When can I go?
Most students go on exchange after they have completed one year of study. Some overseas universities require you to start at a certain time of year and others require you to stay for a whole year. Your academic advisor can help you select the best courses and time your departure.

Are there scholarships or financial assistance I can apply for?
There are several financial assistance packages available to eligible students to help you achieve your goal of studying abroad, including Faculty scholarships just for ICT students. The Federal government and certain partner universities also offer scholarships to UQ students to study and there are a variety of scholarships and grants available to UQ students.

UQ Abroad
Email: uqabroad@uq.edu.au
Phone: +61 7 3365 8832 (UK, Ireland, NZ, South America), +61 7 3365 9075 (USA, Canada), +61 7 3365 3552 (Continental Europe, Latin America)
Web: www.uq.edu.au/uqabroad

UQ Abroad Resource Room
Room 220, Level 2, Student Union Complex (21C)
Open Monday - Friday (during semester only)
11:00am-2:00pm
Undertaking vacation work or an internship in your area of study is a great way to gain insight into your chosen career and get valuable work experience. Vacation employment can also help you develop relationships with companies in your area of study, and could lead to graduate work. The school often advertises a variety of opportunities to our students, through our blogs social media networks. Like/join/follow UQITEEStudents on Facebook, Google+ and Twitter to receive news including updates on jobs and internships from the School of ITEE.

You can view our student blog here: blogs.itee.uq.edu.au/iteestudents/

UQ CareerHub
The UQ CareerHub is a free online employment service where UQ students and alumni can search for:

- all types of local, national and international degree-related employment opportunities
- upcoming career and employment events/workshops
- online career resources and planning

Sign up for the UQ CareerHub Newsletter to receive a weekly summary of degree-related job vacancies and upcoming events: www.careerhub.uq.edu.au

Vacation Work & Career Opportunities
You have several opportunities during your ICT degree to experience professional practice with UQ’s industry experience programs including:

CEED (Cooperative Education for Enterprise Development) Placement Program for third-year projects allows students to work on-site for three to four days a week and receive a tax-free scholarship.

The Honours Year Thesis in both the BInfTech and BMultMedDes may take the form of an industry placement project (while taking a lighter load of standard coursework). These placements have led directly to jobs for past students with employers such as Queensland Health, Technology One and Dingo Maintenance.

UQ App Central
UQ Checklist is the essential app for new UQ students.
Plan your semester timetable with UQ timetable planner
Access learning resources with Learn.UQ Mobile.
Find your way around UQ easily with UQnav, developed by Bachelor of Information Technology students Aaron McDowall and Kim Hunter (pictured)
Keep up-to-date with UQ News and UQ Contact.
Visit www.uq.edu.au/appcentral
UQ is committed to helping you have the best experience possible during your program. A number of different support programs are available to UQ students.

The primary University website for ALL students is myAdvisor: www.uq.edu.au/myadvisor

The MyAdvisor site provides information on designing your study program, enrolment, changing or withdrawing, resources for particular student groups, assessment, expectations and responsibilities, financial matters, where to get help, forms, graduation and studying overseas. This should be your first point of call.

Student support

Student Services offers programs such as Thrive@UQ, which is aimed particularly at students in their first semester at university. Additional support is available for international students, with workshops focused on subjects such as safety; the Australian healthcare system; homesickness and culture shock.

All workshops and consultations are free of charge.

Student Services are located at:
Building 21D, St Lucia Campus
Phone: 3365 1704 Email: ss@uq.edu.au

Equity & Diversity

The Equity Office facilitates the development of strategies, policies, programs and procedures that enable the University to fulfill its commitment to equity and diversity in employment and education.

Web: www.uq.edu.au/equity/student-resources
Email: equity@uq.edu.au

UQ along with the UQ Student Union has established the UQ Ally Program. The UQ Ally program creates a visible network of empathetic people who are allies of students and staff identifying as lesbian, gay, transgender, bisexual, or intersex (LGBT/I).

SCHOLARSHIPS

There are a wide variety of scholarships available to students studying within the disciplines of information and communications technology. Some are specific to Year 12s who are about to commence their program, while others are available to students who have completed at least one year of study or are an international student. Students must apply to be eligible for scholarships.

More information on the Agility Applications Regional QLD ICT Scholarship, the ICT Excellence Scholarship in Information Technology and Electrical Engineering, the ICT Alumni Advantage Scholarship and the Keyspace Scholarship for Women in ICT can be found at: http://www.eait.uq.edu.au/future-scholarships or http://www.eait.uq.edu.au/ict-scholarships
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