

STUDENT GUIDE 2017

BACHELOR OF INFORMATION TECHNOLOGY

School of Information Technology
and Electrical Engineering



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

WELCOME

Welcome to the School of Information Technology and Electrical Engineering.



I would like to commend your decision to study a Bachelor of Information Technology 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 Information Technology and Electrical Engineering 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 Michael Brünig
Head of School

School of ITEE Coursework Studies Office

Phone: +61 7 3365 2097

Email: studentenquiries@itee.uq.edu.au

Location

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.

STARTING AT UQ

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

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

BlnfTech	Bachelor of Information Technology
Course	Subject studied e.g. CSSE1001 Introduction to Software Engineering I
Discipline/Plan	Field of studies or specialisation within your degree
Dual degree or Dual program	Combination of two UQ degrees taken at the same time. The BlnfTech can be taken with Engineering, Arts, Science, Business Management or Commerce
Major	A specialisation within your degree, e.g. within BlnfTech you may major in Human-Computer Interaction, Software Design, Software Information Systems, Enterprise Information Systems, Bioinformatics or Computer Systems & Networks
Extended major	In-depth study in a chosen specialisation
Elective course	A course you choose to complete. There is a list for BlnfTech in the course guide. If it is not on the list, you must seek approval from the Associate Dean (Academic)
Pre-requisite	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
Program	Your program is the Bachelor of Information Technology (BlnfTech)
Units	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
Faculty	Major organisational unit within UQ. Your program is managed by the Faculty of Engineering, Architecture and Information Technology
School	The organisational unit within a Faculty which delivers courses. You are a student of the School of Information Technology and Electrical Engineering
Honours	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 BlnfTech program
mySI-net	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: www.sinet.uq.edu.au
O-Week	Orientation Week – activities and information sessions to introduce new students to UQ. O-Week is held the week before classes commence

COURSE SELECTION

The Bachelor of Information Technology program has a set of compulsory core courses which provide you with the fundamentals for your ICT degree. You can then select courses in line with a specific major, or those within your particular fields of interest.

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

Your first year

No matter what your specific interest area or career goal, the fundamentals of the Bachelor of Information Technology (BInfTech) start in year one.

We strongly recommend that all BInfTech students take the following courses in first year:

Semester 1		Semester 2	
INFS1200	Introduction to Information Systems	DECO1800	Design Computing Studio 1 - Interactive Technology
DECO1100	Design Thinking	CSSE1001	Introduction to Software Engineering I
DECO1400	Introduction to Web Design	Elective	Approved elective
MATH1061	Discrete Mathematics	Elective	Approved elective

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



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 404) 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, temporarily located in room 425, General Purpose South Building (78).

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 studentenquiries@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 (ITLC) 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 Information Technology 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.

STUDY FACILITIES

The School of ITEE 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)

Please see www.itee.uq.edu.au/usage-conditions-facilities for ITEE Labs & Facilities rules.

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

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.



CLUBS AND SOCIETIES

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 resumé 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

For more information and links to the different student societies see www.itee.uq.edu.au/student-societies



FREQUENTLY ASKED QUESTIONS

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 or 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 units).



STUDY ABROAD

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 Advising Desk

Biological Sciences Library (Bldg #94)

Ground Floor (near Darwin's cafe)

St Lucia Campus

Open Monday - Friday (during semester only)

10:00am-3:00pm



DEVELOPING YOUR CAREER

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 and social media networks.

Join the **UQITEEStudents** group 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.

STUDENT SUPPORT, EQUITY & DIVERSITY

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).

Web: www.uq.edu.au/equity/uq-allies

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>



THE UNIVERSITY OF QUEENSLAND

A U S T R A L I A

General Enquiries:

Faculty of Engineering, Architecture and Information Technology

Hawken Engineering Building

Phone: +61 7 3365 4777

Email: generalenquiries@eit.uq.edu.au

Internet: www.eit.uq.edu.au

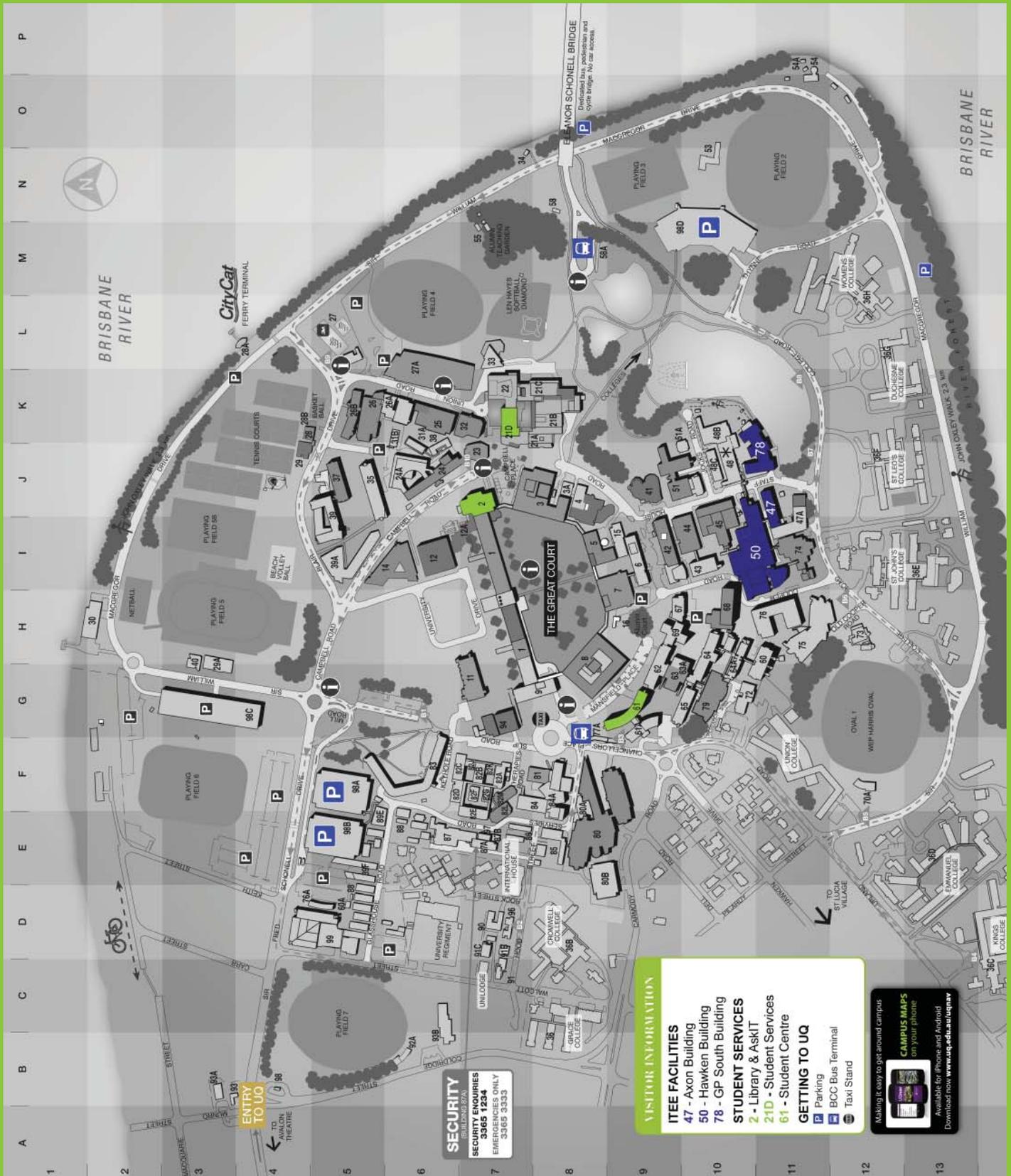
School of Information Technology and Electrical Engineering

General Purpose South Building

Phone: +61 7 3365 2097

Email: enquiries@itee.uq.edu.au

Internet: www.itee.uq.edu.au



SECURITY
ENQUIRIES
3365 1234
EMERGENCIES ONLY
3365 3333

VISITOR INFORMATION

- ITEE FACILITIES**
- 47 - Axon Building
- 50 - Hawken Building
- 78 - GP South Building
- STUDENT SERVICES**
- 2 - Library & AskIT
- 21D - Student Services
- 61 - Student Centre
- GETTING TO UQ**
- Parking
- BCC Bus Terminal
- Taxi Stand

Making it easy to get around campus
CAMPUS MAPS
on your phone
Available for iPhone and Android
Download now www.uq.edu.au/ugmap