# UOW Programmes Student Handbook 2024/25

**MASTER OF COMPUTER SCIENCE**

**MASTER OF ENGINEERING (TELECOMMUNICATIONS)**

Programmes delivered by the University of Wollongong, Australia in conjunction with Central China Normal University, China.

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# Introduction

## A MESSAGE FROM THE VICE-CHANCELLOR

A warm welcome to the University of Wollongong and to your UOW degree program in People's Republic of China (PRC), offered in conjunction with Central China Normal University (CCNU).

You are now joining the UOW community and commence your academic journey at an institution that is young, dynamic and innovative. The quality of our teaching and research features prominently in national and international rankings, and we're proud to be among the top one percent of universities in the world.

Harnessing our expertise and strength to create positive impact in our local and global communities is at the forefront of everything we do and shapes our university's purpose for the years to come. Through our researchers, students, graduates and staff, we're working towards a more sustainable and equitable future for all and we welcome you to join us on this journey. We're globally recognised and partner with like-minded institutions to deliver programmes that produce some of the world's most employable graduates. Our graduates are ethical, mobile, technologically literate, and ready for multicultural workplaces.

Today you become part of our UOW global family. I wish you every success in your studies and look forward to celebrating milestones with you in the future.

**Professor John Dewar AO**
**Interim Vice-Chancellor & President**

## ABOUT THE STUDENT HANDBOOK

This handbook is designed to provide you with information about policies, procedures and services that will help you with your studies. The handbook details some of your student rights, what is expected of you as a UOW student and how and where to get help if needed. Use this handbook together with the University web sites as a comprehensive guide.

The handbook has been adapted from UOW policies specifically to suit the requirements of its offshore programme offered at CCNU.

The University of Wollongong attempts to ensure the information contained in this handbook is correct at the time of printing (October 2024). The University of Wollongong and CCNU reserve the right to change the information herein at any time without prior notice.

# Programme of Study

**OUTLINE OF DEGREES**

UOW, in conjunction with CCNU, offers the following degrees in PRC:

1. Master of Computer Science
2. Master of Engineering (Telecommunications)

The following details the programme of study for each degree.

## Master of Computer Science

UOW offers the following subjects of the Master of Computer Science (Course Code: 431 for double-degree students and SD431 for UOW degree students) at CCNU.

UOW degree students (also referred to as Single Degree students) must come to UOW main campus in Australia to complete the 2$^{nd}$ session, which is the Autumn Session 2025 of UOW onshore.

Double Degree students can choose to come to UOW main campus in Australia to complete the 2$^{nd}$ session, which is the Autumn Session 2025 for UOW onshore.

If students are impacted by force majeure, and this results in Single Degree students not being able to come to UOW main campus in Australia to complete the 2$^{nd}$ session, both UOW and CCNU will inform the students in a timely manner, and use all reasonable diligence and means to remedy, mitigate or abate the impact, or resume the study at UOW as soon as possible after the force majeure is resolved.

Subjects to be completed:

| Subject Code | Subject Name | Credit Points | Session |
|---|---|---|---|
| **Session 1 2024/2025** | | | |
| CSIT881 | Programming and Data Structures | 6 | CCNU Session 1, 2024/2025 |
| CSIT882 | Data Management Systems | 6 | CCNU Session 1, 2024/2025 |
| CSIT883 | System Analysis and Project Management | 6 | CCNU Session 1, 2024/2025 |
| CSCI971 | Modern Cryptography | 6 | CCNU Session 1, 2024/2025 |
| **Session 2 2024/2025**- for students to complete the session at CCNU | | | |
| CSIT940 | Research Methodology | 6 | CCNU Session 2, 2024/2025 |
| CSIT988 | Security, Ethics and Professionalism (Pre-requisite CSIT883) | 6 | CCNU Session 2, 2024/2025 |
| CSCI933 | Machine Learning Algorithms and Applications | 6 | CCNU Session 2, 2024/2025 |
| INFO911 | Data Mining and Knowledge Discovery | 6 | CCNU Session 2, 2024/2025 |
| **UOW Autumn Session 2025** - for UOW Degree students (also referred to as Single Degree students) and Double Degree students who choose to complete the session at UOW ^ | | | |
| CSIT940 | Research Methodology | 6 | UOW Autumn Session 2025 |
| CSIT988 | Security, Ethics and Professionalism (Pre-requisite CSIT883) | 6 | UOW Autumn Session 2025 |

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| CSCI933 | Machine Learning Algorithms and Applications | 6 | UOW Autumn Session 2025 |
|---|---|---|---|
| INFO911 | Data Mining and Knowledge Discovery | 6 | UOW Autumn Session 2025 |
| **CCNU Summer Session 2025** | | | |
| CSCI927 | Service-Oriented Software Engineering | 6 | CCNU Summer 2025 |
| CSCI968 | Advanced Network Security (Pre-requisite CSCI971) | 6 | CCNU Summer 2025 |
| **Session 1 2025/2026** | | | |
| CSCI944 | Perception and Planning | 6 | CCNU Session 1, 2025/2026 |
| CSIT884 | Web Development | 6 | CCNU Session 1, 2025/2026 |
| CSCI946 | Big Data Analytics (Pre-requisite CSCI933) | 6 | CCNU Session 1, 2025/2026 |
| CSIT985 | Strategic Network Design | 6 | CCNU Session 1, 2025/2026 |
| **Annual Grad Session 2025/2026** | | | |
| CSIT999 | Research Project (Pre-requisite CSIT940, CSIT883) | 12 | CCNU Annual Grad 2025/2026 |
| CSIT998 | Professional Capstone Project (Pre-requisite CSIT883) | 12 | CCNU Annual Grad 2025/2026 |

^ The list of the subjects to undertake at UOW in UOW Autumn 2025 is subject to availability of the UOW subjects onshore. Students must consult with the Academic Program Director of the CCNU-UOW JI, before enrolling in any subjects, in order to ensure that the subjects students wish to enrol in meet the graduation requirements of the Program.

^ Select one of the above capstone options: Enrolment in CSIT999 Research Project (12cp) will be permitted for students who receive a final grade of 75% or above in CSIT940 Research Methodology and an average of 75% or greater in all other subjects. Where students receive a final grade of less than 75% in CSIT940 Research Methodology or do not achieve a 75% average in all other subjects, the student must enrol in CSIT998 Professional Capstone Project (12cp).

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# Master of Engineering (Telecommunications)

UOW offers the following subjects of the Master of Engineering (Telecommunications) (Course Code: 423 for double-degree students and SD423 for UOW degree students) at CCNU.

UOW Degree students (also referred to as Single Degree students) must come to UOW main campus in Australia to complete the 2nd session, which is the Autumn Session 2025 for UOW onshore.

Double Degree students can choose to come to UOW main campus in Australia to complete the 2nd session, which is the Autumn Session 2025 for UOW onshore.

If students are impacted by force majeure, and this results in Single Degree students not being able to come to UOW main campus in Australia to complete the 2nd session, both UOW and CCNU will inform the students in a timely manner, and use all reasonable diligence and means to remedy, mitigate or abate the impact, or resume the study at UOW as soon as possible after the force majeure is resolved.

## Subjects to be completed:

| Subject Code | Subject Name | Credit Points | Session |
|---|---|---|---|
| **Session 1 2024/2025** | | | |
| ECTE955 | Advanced Laboratory | 6 | CCNU Session 1, 2024/2025 |
| ECT8363 | Communication Systems | 6 | CCNU Session 1, 2024/2025 |
| ENGG955 | Engineering Research Methods | 6 | CCNU Session 1, 2024/2025 |
| ENGG950 | Innovation and Design | 6 | CCNU Session 1, 2024/2025 |
| **Session 2 2024/2025**- for students to complete the session at CCNU | | | |
| ECTE967 | Mobile Networks | 6 | CCNU Session 2, 2024/2025 |
| ECTE882 | Network Engineering | 6 | CCNU Session 2, 2024/2025 |
| ECTE801 | Multimedia Signal Processing | 6 | CCNU Session 2, 2024/2025 |
| ENGG981 | Professional Communications and Engineering Workplace Practice 1 | 6 | CCNU Session 2, 2024/2025 |
| **UOW Autumn Session 2025 - for students to complete the session at UOW** | | | |
| ECTE967 | Mobile Networks | 6 | UOW Autumn Session 2025 |
| ECTE882 | Network Engineering | 6 | UOW Autumn Session 2025 |
| ECTE801 | Multimedia Signal Processing | 6 | UOW Autumn Session 2025 |
| ENGG981 | Professional Communications and Engineering Workplace Practice 1 | 6 | CCNU Session 2, 2024/2025 |
| **CCNU Summer Session 2025** | | | |
| ENGG951 | Engineering Project Management | 6 | CCNU Summer 2025 |

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| | | | |
|---|---|---|---|
| ECTE906 | Advanced Signals and Systems | 6 | CCNU Summer 2025 |
| **Session 1 2025/2026** | | | |
| ECTE962 | Telecommunications System Modelling | 6 | CCNU Session 1, 2025/2026 |
| ECTE992 | The Future Internet: Architectures and Communication | 6 | CCNU Session 1, 2025/2026 |
| ECTE903 | Image and Video Processing | 6 | CCNU Session 1, 2025/2026 |
| ENGG982 | Professional Communications and Engineering Workplace Practice 2 | 6 | CCNU Session 1, 2025/2026 |
| **Annual Grad Session 2025/2026** | | | |
| ECTE940 | Advanced Project | 12 | CCNU Annual Grad 2025/2026 |

^ The list of the subjects to undertake at UOW in UOW Autumn 2024 is subject to available UOW subjects onshore. Students must consult with the Academic Program Director of the CCNU-UOW JI, before enrolling any subjects, to assure that the subjects to be enrolled met the graduation requirements of the Program.

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# ACADEMIC CALENDAR 2024/2025

Below are the key dates for the 2024/2025 Academic Year. Please note that dates are subject to change.

|  | | Start Date | End Date |
|---|---|---|---|
| **CCNU Session 1 2024/2025** | | | |
| Teaching Period | | 9 September 2024 | 3 January 2025 |
| Last day to enrol in SOLS | | - | 20 September 2024 |
| Last day to withdraw via SOLS | | - | 4 October 2024 |
| Mid-session recess | | 1 October 2024 | 7 October 2024 |
| Study week | | 16 December 2024 | 20 December 2024 |
| Examination Period | | 23 December 2024 | 27 December 2024 |
| Semester Break | | 11 January 2025 | 15 February 2025 |
| | | | |
| Last day to enrol with academic permission | 29 Sept 2024 | | |
| Release of Results | 20 January 2025 | | |
| **CCNU Session 2 2024/2025** | | | |
| Teaching Period | | 17 February 2025 | 6 June 2025 |
| Last day to enrol in SOLS | | - | 5 March 2025 |
| Last day to withdraw via SOLS | | - | 23 April 2025 |
| Mid-session recess | | 4 April 2025 | 4 April 2025 |
| Study week | | 19 May 2025 | 23 May 2025 |
| Examination Period | | 26 May 2025 | 30 May 2025 |
| Semester Break | | 31 May 2025 | 28 June 2025 |
| | | | |
| Last day to enrol with academic permission | 10 March 2025 | | |
| Release of Results | 16 June 2025 | | |
| **UOW Autumn 2025** | | | |
| Teaching Period | | 3 March 2025 | 26 June 2025 |
| Last day to enrol in SOLS | | - | 14 March 2025 |
| Last day to withdraw via SOLS | | - | 9 May 2025 |
| Mid-session recess | | 21 April 2025 | 25 April 2025 |
| Study week | | 9 June 2025 | 13 June 2025 |
| Examination Period | | 14 June 2025 | 26 June 2025 |
| | | | |
| Last day to enrol with academic permission | 21 March 2025 | | |
| Release of Results | 10 July 2025 | | |
| **CCNU Summer Session 2025** | | | |
| Teaching Period | | 30 June 2025 | 23 August 2025 |
| Last day to enrol in SOLS | | - | 8 July 2025 |
| Last day to withdraw via SOLS | | - | 1 August 2025 |
| Examination Period | | 25 August 2025 | 29 August 2025 |
| Semester Break | | 31 August 2025 | 1 September 2025 |
| | | | |
| Last day to enrol with academic permission | 10 July 2025 | | |
| Release of Results | 1 September 2025 | | |

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# PRC PUBLIC HOLIDAYS 2024/2025

## CCNU Session 1 2024/2025

| 15 Sep to 17 Sep 2024 | Mid-Autumn Festival |
|---|---|
| 1 Oct to 7 Oct 2024 | National Day Holiday |
| 1 Jan 2025 to 1 Jan 2025 | New Year's Day |

## CCNU Session 2 2024/2025

| 28 Jan to 3 Feb 2025 | Chinese New Year Holidays |
|---|---|
| 4 Apr  2025 | Qing Ming Festival |
| 1 May 2025 | Labour Day |
| 31 May 2025 | Dragon Boat Festival |

*Please note that dates are subject to change.

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# Fees and Charges

Students are required to pay the fees listed below for participation in a UOW programme at CCNU. Fees are to be paid directly to CCNU.

Double degree program: CNY 80,000 per year.
Single degree program: CNY 40,000 per semester.

## TUITION FEE

The Tuition Fees of UOW programmes are charged as a flat fee per annum. Students are normally required to pay the Tuition Fee on an annually basis at the beginning of Session 1 in each academic year.

Tuition Fees paid are non-refundable. Request for refund of Tuition Fee is subject to UOW and CCNU relevant policy, request for refund of tuition fee paid to CCNU is managed by CCNU and request for refund of tuition fee paid to UOW is managed by UOW respectively.

The indicative course tuition fee of studying at UOW's main campus in Australia can be found at:

https://www.uow.edu.au/future/studyabroad/costs/index.html.

It is students' responsibility to arrange and pay for your visa, travel, accommodation and all other costs of studying at UOW in Australia.

## PENALTIES FOR NON-PAYMENT

Students who do not pay the fees and charges in full by the payment due date may be barred from accessing CCNU facilities and have their studies terminated by CCNU. At the discretion of CCNU, these students may also be given a new due date to settle the original amount plus a late payment charge of 2% on the outstanding balance.

## WITHDRAWAL OF STUDY

Students who do not plan to continue their studies at CCNU should submit a written notice of withdrawal to CCNU (office 7004, Nanhu (South Lake) Building, Central China Normal University. Hongshan District, Wuhan, Hubei, 430079, China). Students also need to withdraw via SOLS before the 'Last Day to Withdraw' listed above.

## SPECIAL CIRCUMSTANCES

Where this policy does not adequately encompass exceptional individual circumstances, CCNU may consider individual cases. Such cases must be presented in writing together with supporting documentary evidence and a recommendation from the Head of the Division and submitted to the Principal for consideration.

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# SOLS (Student Online Services)

SOLS is the University of Wollongong Student Online Services and the main method for you to maintain their student record while enrolled in a UOW program. Access is available through the UOW offshore student website and by clicking through to "Managing your Course", at the following link: https://www.uow.edu.au/student/offshore/

## ACCESSING SOLS

You can login to SOLS using your UOW student username and password. Only enter your username, and NOT "@uowmail.edu.au". You will need to enter your full email address as your username when accessing your UOW email account.

You are encouraged to use the UOW self-service password management tool to manage your password. Refer to the password section below for more information about this. Once you have logged into SOLS, it will display the following screen:

Information on how to use SOLS, including explanations of the various menu items, is available at the "Managing your course" and selecting Student Resources at www.uow.info/offshore-students

The following aspects of SOLS are most relevant to you:

- **Assignment Results:** this displays your assignment results.
- **Enrolment:** this menu on the left hand side allows you to self-enrol into subjects each session using the 'Enrolment and Variations' page. See the 'How to Enrol into Subjects' section for further details.
- **Enrolment Record:** this allows you to view the subject code, subject status and marks/grades for each subject once it has been completed.
- **SOLS Mail:** SOLS Mail is not the same as your UOW email. SOLS Mail is a one-way system – University to Student - and is used by the University to send important information to students. You will be notified in your UOW email account if there is a message for you in SOLS Mail. You will need to log into SOLS to view the message(s).

## NAME IN SOLS

Please be aware that the name you see on SOLS is how your name will appear in all UOW systems, as well as on your final UOW transcript and testamur. If your name or date of birth are incorrect in SOLS and you wish to request to have it changed, please complete the "Change to Personal Details" form and submit form along with supporting documents to CCNU Administrative team. The form is available: "Managing your course" and selecting Student Forms: https://www.uow.edu.au/student/offshore/

## SOLS PASSWORD AND UOW E-MAIL PASSWORD

All students are provided with a UOW user account which you will receive during enrolment. This will enable you to log-on to SOLS and access UOW e-mails and learning resources through UOW library. Your password for this account expires every 6 months so it is important to keep it up to date. If it expires, you will not be able to use the account until the password is reset. You will receive several email reminders regarding the expiry on your UOW user account password. This is different to your SOLS account.

## UOW'S SELF-SERVICE PASSWORD MANAGEMENT TOOLS

UOW's self-service password management tools allow you to manage your password anytime/anywhere without needing to contact the University. The tools are easy to use and allow you as a UOW account holder to manage your account passwords with secure online recovery, including SMS and alternate email options. Set up your "security profile" and you will have access to secure online recovery options for your UOW account password. For more information please visit Offshore Student Systems: www.uow.info/offshore-students

If you are experiencing any problems, please log a ticket with the UOW IT Service Centre at https://www.uow.edu.au/its/support/ You will need to provide your full name, UOW Student number and UOW username.

## UOWMAIL: OFFICE 365

All students of the University are provided with access to the UOWmail email service through Office365. With a UOWmail account, you'll enjoy a comprehensive email service including core email, calendar functions, auto-reply features, email support for popular

desktop clients and mobile devices, and more. This is a lifetime account that stays active beyond graduation from the University of Wollongong. Your UOWmail account is your University email account. This is different to your SOLS account. To access your UOWmail account visit: https://www.uow.edu.au/student/offshore/

Your UOWmail Office365 account combines the familiar Office desktop suite with the latest cloud-based versions of communication and collaboration services.

Office 365 provides 25GB storage for email and calendar services. For current students there is also access to additional services including Onedrive which gives you 1TB of cloud storage and Office Online, Lync (Skype) for IM and online meetings, and SharePoint Online for online collaboration with wikis, blogs and libraries. As well as Office Online current students are also able to install Microsoft Office for Free on up to 5 devices thanks to Microsoft Student Advantage.

**Access is integrated with your @uowmail.edu.au email account.**

This provides access to a full version of the Office suite of tools:

- Office for Windows PC & Mac OSX.
- Office Mobile for Apple iOS or Android phones
- Windows Phone, Windows 8 Tablet, Nokia and Blackberry options also available.

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# Enrolment

## OVERVIEW

As a student of UOW you will be expected to follow UOW requirements regarding enrolment for the duration of your course.

Students need to check that the credit exemption listed on their enrolment record on SOLS is correct. You will also be required to enrol into your relevant subjects online through SOLS each semester. Please refer to the Key Dates for your program for last day to enrol and withdraw without approval. Please note that no changes in your enrolment record will be permitted after the last date as mentioned in the Key Dates above. **Students will have to pay for all enrolled subjects or late withdrawal after the financial penalty period.**

## HOW DO I ENROL INTO SUBJECTS?

It is your responsibility to ensure enrolment in the correct subjects each session. Students who have not enrolled by the cut-off date for each session may not be allowed to continue the subject.
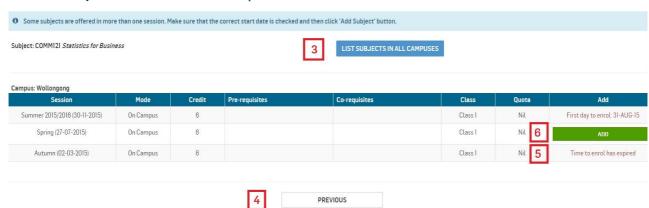
From your first session of study in the UOW program you will be required to enrol in your subjects using SOLS. For information on which subjects you need to enrol in, please refer to the CCNU website or contact the CCNU Administrators for confirmation.

The following screenshots show steps involved in performing online enrolment in SOLS using the 'Enrolment and Variations' link. If you are unsure about any steps in the process or what subjects to enrol in, please contact the CCNU Administrator. Failure to enrol may result in a financial penalty.

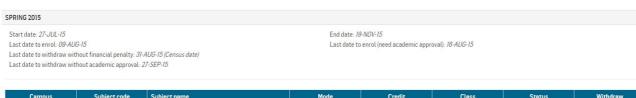1. Type in the code for the subject you wish to add, then
2. Click Add Subject.



3. On the next screen, you will see choices for subjects offered your enrolled campus. If you need to check other campus offerings, click the list subjects in all campuses button.
4. If you wish to return to the previous screen and start again, press the previous button.
5. Note that if you cannot add the subject for some reason (outside of time for example), you will see a message here.
6. Make sure you have selected the correct campus and session and click 'add'.



7. You can confirm you have done everything correctly by finding the subject on the next page under the correct session. It will either say enrolled or provisional.
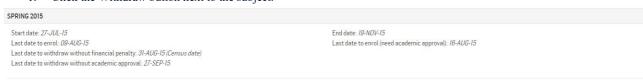
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**SPRING 2015**

Start date: *27-JUL-15*
Last date to enrol: *09-AUG-15*
Last date to withdraw without financial penalty: *31-AUG-15 (Census date)*
Last date to withdraw without academic approval: *27-SEP-15*

End date: *19-NOV-15*
Last date to enrol (need academic approval): *16-AUG-15*

| Campus | Subject code | Subject name | Mode | Credit | Class | Status | Withdraw |
|---|---|---|---|---|---|---|---|
| Wollongong | COMM121 | Statistics for Business | Campus | 6 | Class 1 | 7 Enrolled | WITHDRAW |
| Wollongong | CHEM102 | Chemistry 1B: Structure and Reactivity of Molecules for Life | Campus | 6 | Class 1 | Provisional | WITHDRAW |

## HOW DO I WITHDRAW FROM SUBJECTS?

Should you make an error and enrol into a subject incorrectly or change your mind, you are able to withdraw from a subject before the cut-off date in each session. Please contact the CCNU Administrator to get this information before a session commences. After the cut-off date in each session, you will no longer have access to withdraw yourself from a subject and you will need to contact the CCNU Administrator.

To withdraw from a subject, you need to login to SOLS and select the 'Enrolment and Variations' link.

1.  Click the Withdraw button next to the subject.

**SPRING 2015**

Start date: *27-JUL-15*
Last date to enrol: *09-AUG-15*
Last date to withdraw without financial penalty: *31-AUG-15 (Census date)*
Last date to withdraw without academic approval: *27-SEP-15*

End date: *19-NOV-15*
Last date to enrol (need academic approval): *16-AUG-15*

| Campus | Subject code | Subject name | Mode | Credit | Class | Status | Withdraw |
|---|---|---|---|---|---|---|---|
| Wollongong | COMM121 | Statistics for Business | Campus | 6 | Class 1 | Enrolled 1 | WITHDRAW |
| Wollongong | CHEM102 | Chemistry 1B: Structure and Reactivity of Molecules for Life | Campus | 6 | Class 1 | Provisional | WITHDRAW |

2.  A confirmation pop-up box will appear. Click OK to confirm.

The page at https://solsstest.uow.edu.au says: ✕

You are about to withdraw from subject COMM121.
Do you want to continue?

2     OK     Cancel

3.  A confirmation message will appear at the top right of the screen.

✓ Withdrawn succeeded. Your currently enrolled subjects are listed below.     3

New subject code: [                    ]     ADD

4.  You can confirm your withdrawal has through correctly by checking the subjects now under the relevant session. The withdrawn subject should not appear.
5.  Note: Your enrolment record on SOLS will show all withdrawn subjects, however withdrawn subjects DO NOT appear on your final transcript.

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# STARTSMART

StartSmart is a course which provides some of the essential academic information and skills you will need as a UOW student. It is a **compulsory course** for all students, and your results will be withheld if you don't complete it in your first session.

Start Smart helps you develop the essential skills to:

- complete your coursework with academic integrity
- find, evaluate and use information in your assessment tasks
- use feedback and support services to further develop your academic performance.

Please complete StartSmart in the first 3 weeks. To access StartSmart visit: https://tr.uow.edu.au/uow/file/abad43f2-b322-41a7-bcf0-967683883672/5/index.html

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# Subject Delivery

## COURSE SCHEDULE

The course schedule for the upcoming session will be made available for students prior to the conclusion of the current session. Students must note that there is an **80% attendance requirement** at all lectures and tutorials.

The Course Schedule details the:

- Subject Name
- Course Name
- Times, dates and room number of classes
- Name of Lecturer/ Tutor

## SUBJECT MATERIALS

Subject materials are the documents provided to the student for each individual subject. They include:

- **Subject Outline:** this explains what, when and how to progress through each individual subject. UOW course rules require students have access to the subject outline. The subject outline contains important information about assessment, content and the University's Graduate Qualities. The lecturer may review critical components of the subject outline in the first lecture. A policy document posted with the subject outline will contain general, subject independent, information.
- **Lecture notes:** these are available for students to assist with their progress in the subject and will usually be available via Moodle prior to the commencement of the first lecture.
- **eLearning:** this is an online support system for the delivery of some subjects. The University's eLearning system, Moodle, may contain discussion boards, online quizzes and/or readings. You can access the eLearning sites from SOLS. Students are responsible for ensuring that their SOLS log in remains active and current during the session, including at the time of scheduled assessments which are to be completed via the e-learning site.
- **Materials not provided**: where the subject outline states a textbook is required, the textbook will need to be purchased at the students' own cost.
- **Library:** Students can make use of the UOW online library for e-journals. The website is: http://www.library.uow.edu.au/ The UOW online library is an excellent resource for students. Students can also use the library facilities and services at CCNU.

## ASSIGNMENT SUBMISSION

Assignments are to be submitted to the Lecturer/Tutor through CCNU in class only, unless otherwise stated. Some subjects require assignments to be submitted via eLearning. Refer to the subject outline or assignment specifications or eLearning site for the submission requirements for each assignment. All assignments must be submitted with an Assignment Cover Sheet. If your submission is directly to the lecturer, tutor or CCNU Administrator, a signed and dated receipt must be given to you.

For assignments that are to be submitted through the eLearning platform, students are responsible for ensuring that their SOLS login remains active during the session, including at the time of scheduled assessments which are to be completed via the e-learning site. Having an expired password or forgetting your log on to SOLS is not a valid excuse for not completing an assessment. Penalties including a Technical Fail (TF) may apply.

Marks for assignments may be available for you to view on SOLS. Your lecturers or tutors may advise you when they are available. These marks are only an indication of your progress and are not final until approved through a UOW Assessment Committee at the end of session. Assignment marks can be accessed via SOLS.

Where you are unable to submit an assignment due to special circumstances, you must apply for Academic Consideration. Refer to the 'Academic Consideration' section for information.

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# Policy Information

## KEY UOW POLICIES

All UOW Policies are available on the UOW Policy Directory http://www.uow.edu.au/about/policy/. It is important you visit this site to understand all student policies and procedures.

## Student Rights and Responsibilities

The Student Charter regarding responsibilities and expectations of the University and its students can be viewed from the following link: https://www.uow.edu.au/student/charter/

## Academic Consideration

Academic Consideration is intended to help minimise the impact of short-term events that are beyond your control (compassionate, compelling or extenuating circumstances).

Such events may significantly impair your ability to complete an assessment task on or by the due date as stipulated in the Subject Outline; or which affects your progress in a subject relevant to your course of study.

Academic Consideration can be considered for a range of assessment items including exams, assignments, presentations and compulsory attendance/ participation.

The Student Academic Consideration Policy provides further information. Academic Consideration Summary guidelines for students and instructions for how to apply are available at the following link: https://www.uow.edu.au/student/admin/academic-consideration/

**Applying for Academic Consideration – the process**

Students can apply for Academic Consideration online via SOLS and will need to provide approved evidence/ documentation.

To apply for Academic Consideration, students should follow these steps:
1. Log-in to SOLS
2. Select 'Current Session' on the left-hand navigation menu
3. Select 'Academic Consideration' from the left-hand menu
4. Complete the application, following the instructions and uploading supporting documentation when prompted

## Review and appeal of academic decisions

The Review and Appeal of Academic Decisions Policy outlines UOW's approach to resolving student issues and concerns in relation to a mark or grade, an academic decision or the application of a policy that has affected a student's academic progress.

This policy is available at https://documents.uow.edu.au/about/policy/students/UOW189967.html

Refer to the " Feedback and Complaints " section of this student handbook for information on the process.

## Course Progress Policy

The Course Progress Policy sets out the University's position on what is acceptable course progress, and what happens if your progress is unsatisfactory. It includes:

- Definitions on what constitutes satisfactory course progress;

- What steps the University may take if your progress is unsatisfactory, and what may be required of you in such circumstances; and

- What action the University will take if your progress continues to be unsatisfactory, and what your rights and obligations are

The policy is available at http://www.uow.edu.au/about/policy/UOW058679.html

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## Examination Rules

The Examination Rules set the guidelines for UOW exams, including times for entry/departure and conduct during examinations.

The policy is available at http://www.uow.edu.au/about/policy/UOW117935.html

## Academic Integrity and Academic Misconduct

The Academic Integrity Policy sets out the University's commitment to upholding Academic Integrity standards. It is important to read this document in order to understand what is classified as Academic Misconduct, and how alleged Academic Misconduct is managed at UOW.

There have been recent changes to the Academic Integrity Policy in response to the growing challenges around the use of artificial intelligence software and paraphrasing tools.

This policy is available at http://www.uow.edu.au/about/policy/UOW058648.html

## COURSEWORK RULES

The Coursework Rules apply to all enrolled University of Wollongong students, and govern the admission, enrolment, progression through and qualification for courses offered by the University. It should be read in conjunction with the other rules, codes of practice and policies of UOW. This policy is available at http://www.uow.edu.au/about/policy/UOW262890.html

## The Grading Scale

Varying levels of performance within a subject earn different grades, in accordance with the following table.

| Grade | Notation | Notational % |
|---|---|---|
| High Distinction | HD | 85 – 100% |
| Distinction | D | 75 – 84% |
| Credit | C | 65 – 74% |
| Pass | P | 50 – 64% |
| Pass Supplementary | PS | 50% |
| Technical Fail | TF | N/A |
| Fail | F | 0 – 49% |
| Withheld Grade | WH | - |
| Withheld Deferred Exam | WD | - |
| Withheld Supplementary Assessments | WS | - |

**Withheld** – A Withheld grade means the result was not declared in the most recent Assessment Committee Meeting. For example, your result may be pending due to sitting a supplementary exam or outstanding tuition fees.

**Fail** - A fail grade means that you don't get credited with the subject, and if a student needs the subject to complete their degree they would need to repeat the complete subject. A Fail is also awarded for late withdrawal from the subject.

**Technical Fail** - Technical Fail is a grade awarded to a student who has not met the minimum requirements for a subject, if such minimum requirements are specified in the Subject Outline. Typically such requirements would be on assessment components.

## SUPPLEMENTARY ASSESSMENT

**Pass Supplementary -** If you fail a subject, but were close to passing, you might be offered a supplementary assessment so that you have another chance to pass the subject. You cannot ask for or apply for a supplementary assessment, but must wait to see if you are offered one by the Faculty. The decision about whether to offer a supplementary assessment will be based on the following:

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- Your demonstrated engagement with the subject
- Whether you have attempted all assessment tasks for the subject
- Whether there is evidence that your performance improved during the subject
- How close you were to passing the subject
- Your overall academic performance
- Whether your performance demonstrates to the Subject Coordinator that you could pass the subject if given the opportunity to do a supplementary assessment

If you complete a supplementary assessment item and pass the subject, you will be awarded a mark of 50% (and no more than 50%) and a grade of Pass Supplementary (PS).

Please note: Supplementary Assessments are granted at the discretion of the University of Wollongong. Students should not assume they will be granted one or more supplementary assessments in any subject. A student's record of supplementary assessment requests will be reviewed and considered in assessment of eligibility for supplementary assessment. In only extenuating circumstances will more than one supplementary assessment be granted for any single subject. The precise form of supplementary assessment will be determined at the time an offer of supplementary assessment is made.

Further information regarding eligibility and the process are to be obtained for the UOW policy page: http://www.uow.edu.au/about/policy/UOW116801.html

**Withheld Deferred Exam** - Identifies students sitting a supplementary exam as a result of an academic consideration application

**Withheld Supplementary Assessments** - Identifies students offered a supplementary end of session exam as a result of a final mark achieved.

## Final Results

Samples of marked assignments and completed examinations will be sent to UOW for moderation. Final marks are approved by UOW and UOW reserves the right to modify class or student results.

**Final marks and grades can only be viewed via SOLS by the student.** Due to privacy and confidentiality of student information these cannot be supplied in hard copy.

The University has the right to withhold results until the final settlement of fees due to CCNU or UOW; or until outstanding investigations are complete for misconduct cases.

**Weighted Average Mark (WAM)** – A weighted average mark (WAM) is the average mark you have achieved across all completed units in your course. Your WAM is the University's way of measuring your academic performance and may be used to determine your eligibility for an honours program or whether you are eligible to graduate with distinction. UOW will not be able to provide you with a document outlining your WAM, you will need to calculate it using the formula provided on the WAM Calculator. Your WAM will be a grade out of 100.

## IMPORTANT COURSE RULES

Below is a selection of course rules commonly applied to UOW Programs in CCNU. Please note that you should be familiar with all of your course rules.

## Course Progress Requirements

Prior to any assessment, students are considered to be **Active**.

The grades of Fail (F) and Technical Fail (TF) are considered to be failing grades.

Students who do not meet the course progress requirement if they receive fail grades for 50% or more of the credit points attempted within any study period (i.e. semester).

A student who has not met course progress requirements:

- shall be considered to be on **Referral** if they were previously **Active**;
- shall be considered to be on **Restricted** if they were previously on **Referral**; and
- shall be **Excluded** from UOW for a period of one year if they were previously on **Restricted**.

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The UOW course status of **Excluded** students will be changed to Excluded, meaning students who serve out the exclusion period would need to re-apply for entry at the end if they intend to continue their studies.

Any student considered to be on **Referral** or **Restricted** or otherwise identified as at risk academically, will be sent for academic counselling. Students on **Restricted** will be sent warning letters.

## Appeals against Exclusion

An excluded student can appeal their exclusion to UOW. Appeals must be made within two weeks of receiving the letter informing of their exclusion. The letter should explain the grounds for appeal, and have attached appropriate supporting documentation, such as a medical certificate, letter from a counsellor, or minister of religion.

Students are required to regularly check their SOLS mail for important updates and information regarding their course progression. This includes notifications related to their appeal against exclusion. Ensuring that you are up-to-date with communications from the university is essential for timely and effective handling of your appeal.

## Study Variations

**Leave of Absence:** Students may need to interrupt their studies for various reasons, and in these circumstances must apply for leave of absence. Students who wish to apply for a leave of absence should complete the application form. UOW shall approve applications on a case-by-case basis.

The total leave of absence for a student cannot normally exceed 12 months of study. The Leave of absence form can be found at https://www.uow.edu.au/student/offshore/managing-your-course/studentforms/

**Lapsing:** The course status of any student who is not enrolled or leave the programme without UOW approval at the end of the fourth week of any session will be changed to **Lapsed**. Attempts to continue study may require re-application.

**Changing Courses:** Students wishing to change the course they are enrolled in are required to submit a formal application. UOW will ensure that the student can complete the requirements of the new course before approval is given. To change courses use the 'Application to Vary Course Registration (Course Transfer)' form available from: https://www.uow.edu.au/student/offshore/managing-your-course/studentforms/.  Alternatively contact your CCNU Administrator.

## FORMS

All UOW forms are available at on the Offshore Student website via www.uow.info/offshore-students.  When visiting the site, go to 'Managing Your Course' then select 'forms'.

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# Graduation

Regardless of whether you are attending your graduation ceremony, every University of Wollongong student who is eligible to complete their course must apply for conferral. Conferral is the process by which your degree is officially awarded. You need to be conferred in order to receive your degree and graduate from the University of Wollongong. At UOW, degrees are conferred prior to the graduation ceremony.

After applying for conferral and having your degree conferred, it is then your choice if you would like to attend a graduation ceremony. If you choose not to attend a graduation ceremony, you will still have formally been awarded your degree.

There are very specific times during the year that you can start the conferral process.

For information on preparing to graduate and ensuring a successful completion of your UOW degree, please visit Offshore Graduation: https://www.uow.edu.au/student/offshore/offshore-graduation/

## APPLYING FOR CONFERRAL

There are a number of conferral periods each year. The key dates for each conferral period are displayed online at "Important dates" from https://www.uow.edu.au/student/offshore/offshore-graduation/

To be eligible to graduate at your UOW offshore teaching location you must undertake the following steps:

1.) Complete the academic requirements for your degree
2.) Pay outstanding debts
3.) Apply for conferral
4.) Check your personal details in SOLS are correct
5.) Check your course status has changed in SOLS
6.) Register to attend a graduation ceremony (if you wish to attend a ceremony)
7.) To assist you in graduation process each step is explained below.

## Steps to apply for conferral

Once you are in your final session of study, you can apply for conferral by selecting the 'Graduation Application' link in SOLS.

1.) Select the Graduation menu.
2.) Select 'Graduation Application'.
3.) Select your course.
4.) Ensure the correct conferral round is selected, then click CONTINUE.
5.) Check your course and major details.
6.) Enter your personal email address.
7.) Select the order in which your name should appear on the testamur, then click CONTINUE.
8.) Review the details in the summary screen.

## LETTER OF COMPLETION

You may request a letter of completion which can be used for employment purposes. This letter will usually be available earlier than you will receive your official academic documents.

In SOLS, click on Student Forms in the left hand menu then select 'Offshore Completion Letter' from the drop-down box. All sections should be completed before submission.

## CONFIRMATION OF ELIGIBILITY

After applications close, you will be able to check your eligibility status in SOLS by selecting 'Graduation Confirmation and Eligibility' from the Graduation menu. This status will be updated through the process to show whether you are eligible for conferral during this round.

You must check this screen to ensure that your name and course details are correct. Any changes must be reported and corrected by the provided deadline.

## ACADEMIC DOCUMENTS

Official academic documents are expected to reach CCNU within one month of conferral. You will be informed via email of the collection details once the documents arrive.

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# EDUCATION VERIFICATION

UOW provides several options for education verification while you are waiting for your documents to be delivered.

Check online at https://www.uow.edu.au/student/admin/education-verification/

One of those options is the Graduate Roll which is an online register of courses conferred by UOW in a given year. The Graduate Roll will be updated within one week of conferral at https://www.uow.edu.au/student/graduation/beyond/grad-roll/

# GRADUATION CEREMONY

The ceremony at CCNU is held annually in June-July. Students who are attending the ceremony at CCNU will be given more information closer to the date of the graduation ceremony via email.

# GRADUATION CEREMONY AT WOLLONGONG, AUSTRALIA

If you wish to attend a graduation ceremony at Wollongong, Australia, there is a different process with different deadlines for applying for conferral and attendance at a ceremony.

More information is available online: uow.info/offshore-students

# UOW ALUMNI NETWORK

When you graduate with a UOW degree, you're part of something big. You will join a global community of 180,000 UOW alumni. You will be part of a vibrant global network of leaders and innovators with the shared experience of studying at UOW. As a member of the UOW alumni you will have access to a number of benefits and opportunities including:

- Personnel connections through social media and UOW Alumni groups
- Professional networking events in your home country
- Regular communications from UOW
- Exclusive UOW alumni benefits, including free UOW Library membership

Keep in touch with the Alumni Relations Team at UOW in Wollongong via uow.edu.au/alumni; alumni@uow.edu.au.

# Administrative Matters

## UPDATING OF PERSONAL DETAILS

It is essential that student's update their personal details (address, telephone number, email address etc.) promptly in the SOLS. Correspondence with students will be mailed to their last recorded address.

## REQUEST FOR LETTERS

Students must send an email to the CCNU Administrator together with supporting documentation to request certification letters. Note: processing will take at least 5 working days.

## INFORMATION AND DISSEMINATION

General information such as change/cancellation of classes, rooms, official forms, schedules etc. will be disseminated via personal email and/or SMS. Students are required to have an email account and access to the internet.  We encourage students to cultivate the habit of checking their email and their SOLS account before coming to classes.

## PRESENTATION

It is the students' responsibility to check and test the compatibility of the equipment/software available in the lecture theatres/rooms/computer labs if they wish to make use of the available equipment/software for their presentations. If students do not wish to make use of the available resources, they must know how to link their own equipment to the existing facilities in CCNU.

## FORMS

All UOW forms are available at: http://www.uow.edu.au/student/offshore/studentforms/

## GENERAL

CCNU is a smoke free campus.  Smoking is banned within all premises, including both air-conditioned and non-air-conditioned areas.

Students are not allowed to bring along friends or relatives to attend lectures/tutorials.  Those found doing so would be put to a disciplinary board to consider their discontinuation from the programme.

Food and drink in any form are not allowed in the lecture/seminar rooms.

Contact Information

If you have any enquiries about this offer, please contact below staff:

Ms. Yang Yang
E-mail: univeryang@mail.ccnu.edu.cn
Telephone：027-67863008

Ms. Jingjing Yuan
E-mail: ajingyuan@mails.ccnu.edu.cn
Telephone:027-67861587

# Feedback and Complaints

## FEEDBACK

At UOW, we genuinely want to hear from you - so tell us what you think! We welcome all types of feedback: compliments, comments, problems or suggestions, so that we can continuously improve the experiences of our students. You can submit your feedback on your UOW experience at: uow.info/offshore-students and visit "Managing your course".

## NON ACADEMIC COMPLAINTS

UOW treats any concerns or non-academic complaints seriously and aims to identify a resolution as quickly as possible. The UOW policy related to this is available at: https://www.uow.edu.au/about/policy/UOW058683.html

If you have experienced a problem with a UOW service, product, staff member or student, and would like to know what to do next visit: uow.info/offshore-students and visit "Managing your course".

Complaint Resolution Process
Most issues can be resolved informally through discussion with relevant teaching staff or Academic Program Advisor. Students are encouraged wherever possible to try to resolve the issue informally before lodging a formal complaint. As a first step, please contact your tutor, lecturer, course advisor, or the Academic Program Director.

Students at offshore locations are encouraged wherever possible to raise the issue with staff at the offshore campus in the first instance. If you have a non-academic complaint and would like to record a formal complaint, you should first contact the SIM Program Manager.

Alternatively, you can contact the UOW Complaints Management Centre and submit a formal complaint by following the links from uow.info/offshore-students and visit "Managing your course"

## REVIEW AND APPEAL OF ACADEMIC DECISIONS
The Review and Appeal of Academic Decisions Policy applies to all UOW students both onshore and offshore.

If you have a concern relating to something that has affected your academic progress, for example, a mark awarded for assignment or exam, you should refer to **Schedule 1** in the Procedures for the Review of Marks or Grades and Other Academic Decisions (Coursework): https://documents.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow267019.pdf.

You should also refer to the:
- UOW Complaints management page at: https://www.uow.edu.au/about/governance/complaints-management/
- Review and Appeal FAQs for Coursework Students available at: uow267083.pdf

In summary:
1. If you have a concern about a mark or grade you received or you have an issue with a decision that has affected your academic progress, you should first speak to a staff member close to the issue (Lecturer/ tutor) and seek to resolve to your concern informally.
2. If you're not satisfied with the informal explanation/advice/outcome you received then you can submit a formal request for a Review of Mark or Grade or a formal Academic Complaint. You do this by lodging a formal request for a review via the UOW online system at: https://bps.uow.edu.au/suite/sites/review-academic-decisions/page/submit-complaint

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# Support Service and Facilities

## PHYSICAL EDUCATION & SPORTS

Program directors of CCNU-UOW JI will guide the student-union to organize a series of physical education activities. You are encouraged to participate in these activities.

## OUTPATIENT MEDICAL & DENTAL SCHEMES

CCNU will issue the public medical insurance for double degree students at the beginning of each school year. You are strongly recommended to purchase personal commercial insurance to cover your study period at Wuhan.

## PERSONAL COUNSELLING

Your campus counsellor, together with other counsellors at the Psychological Health Centre etc.at CCNU are available to you when are in need, including but not limited to accommodation, job application, and any psychological concerns.

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