

Welcome to our new students, and welcome back to our returning students.  
We hope you are ready to take on the challenges of the New Semester.

## GET CONNECTED! ICT Social and Academic Activities

### 1. New Student Engagement Officer!

The Faculty of Information and Communication Technologies is pleased to welcome Sirirat Chaunkamnerdkarn as the new student engagement officer for the FICT.

Sirirat will be replacing Yen while she is on maternity leave so please make her feel welcome! If you would like to contact Sirirat please email: [schaunkamnerdkarn@swin.edu.au](mailto:schaunkamnerdkarn@swin.edu.au)

### 2. Industry-Based Learning Information Sessions

Date: Wednesday 16 March or Wednesday 23 March

Time: 5.30pm to 6.30pm

Room: EN 201

Students interested in IBL are encouraged to attend an IBL information session to learn about and register for the program

#### If you have any questions please contact:

John McPhee

Manager, Cooperative Education

[jmcphee@swin.edu.au](mailto:jmcphee@swin.edu.au) or on (03) 9214 8442

Matthew Minchin

Client Liaison Officer, Cooperative Education

[mminchin@swin.edu.au](mailto:mminchin@swin.edu.au) or on (03) 9214 4422

For more information visit: [www.swinburne.edu.au/ict/ibl](http://www.swinburne.edu.au/ict/ibl)

### 3. Student Buddy Information Session

Date: Tuesday 3 March 2011

Time: 11.00pm to 12.30pm

Venue: EN 205

Meet your student buddy and/or join a study group. This session will cover all you need to know to be a part of this exciting and rewarding program. 85% of students who participated in a study group or who were matched to a student buddy greatly improved their grade point averages.

To attend, please contact Sirirat Chaunkamnerdkarn:

[schaunkamnerdkarn@swin.edu.au](mailto:schaunkamnerdkarn@swin.edu.au)

### 4. Exam Preparation Workshop

Date: Thursday 12 May 2011

Time: 12.30pm to 1.30pm

Venue: EN 209

The exam preparation workshop gives students an opportunity to discuss any last minute questions or problems before their end of semester exams.

To become involved, please contact Sirirat Chaunkamnerdkarn:

[schaunkamnerdkarn@swin.edu.au](mailto:schaunkamnerdkarn@swin.edu.au)

## Important dates for Semester 1, 2011

<b>Monday 21 February</b>	Higher Education Orientation activities commence
<b>Friday 25 February</b>	Higher Education Orientation activities end
<b>Monday 28 February</b>	Higher Education Semester 1 and Term 1 classes commence
<b>Saturday 5 March</b>	Last day to add units of Study for Semester 1
<b>Monday 14 March</b>	Labour Day Public Holiday Normal – Higher Education Classes as Scheduled
<b>Thursday 31 March</b>	Census date for Higher Education Semester 1 units of study and last day to withdraw from Semester 1 units of study without financial penalty
<b>Wednesday 20 April</b>	Higher Education Classes end for Easter Break
<b>Thursday 28 April</b>	Higher Education Classes recommence after Easter Break
<b>Friday 27 May</b>	Higher Education Semester 1 and Term 2 classes end
<b>Monday 30 May</b>	Higher Education Swot Vacation commences
<b>Friday 3 June</b>	Higher Education Swot Vacation ends
<b>Monday 6 June</b>	Examinations for Semester 1 Period Commence
<b>Tuesday 14 June</b>	Queens Birthday Public Holiday
<b>Friday 17 June</b>	Higher Education Examinations end for Semester 1 and Term 2
<b>Saturday 2 July</b>	Publication of Semester 1 and Term 2 examination results

### 5. International Women's Day 100th Anniversary Celebration

Date: Tuesday 8 March 2011

Time: 12.30pm to 1.30pm

Venue: Ground Floor, George Swinburne Building, 34 Wakefield St Hawthorn

International Women's Day is celebrated around the world on 8 March as a day to honour women's actions and achievements and recognise continuing challenges in achieving equity and fairness. 2011 marks the 100th anniversary of International Women's Day.

All staff and students are invited to a celebratory event to mark the 100th Anniversary of International Women's Day.

Speakers include Andrew Flitman, Acting Vice-Chancellor and Kathy Bowlen, Council member, National Media Manager – Australian Red Cross Blood Service and former ABC journalist.

Light refreshments will be provided.

For inquiries, contact Rebecca Anselmi, HR, on 9214 4804 or at [ranselmi@swin.edu.au](mailto:ranselmi@swin.edu.au)

Proceeds from the sale of IWD ribbons will go to UN Australia's IWD project.

## 6. Social Bowls

Join your friends for a fun afternoon and learn how to play Australian lawn bowls.

Date: Wednesday 30 March 2011

Time: 3.00pm to 5.00pm

Venue: Hawthorn Bowling Club

To attend, please contact Sirirat Chaunkamnerdkarn: [schaunkamnerdkarn@swin.edu.au](mailto:schaunkamnerdkarn@swin.edu.au)

## 7. FICT Trivia Night

Challenge your brain, bring some friends, have some fun and win some prizes.

Date: Wednesday 6 April 2011

Time: 4.30pm to 6.00pm

Venue: EN 303

To attend, please contact Sirirat Chaunkamnerdkarn: [schaunkamnerdkarn@swin.edu.au](mailto:schaunkamnerdkarn@swin.edu.au)

## Swinburne Abroad Exchange Opportunities

Make the world your classroom

Looking at things from a different angle often allows for new insights and brings about new discoveries. And what better way to look at your academic field from an alternative perspective than by studying it overseas?

For more information on Swinburne Abroad opportunities go to [www.swin.edu.au/abroad](http://www.swin.edu.au/abroad)

### Swinburne Abroad Expo 2011

Date: Monday 28 March 2011

Time: 10.00am to 2.00pm

Venue: The Atrium, Hawthorn Campus

You will have the opportunity to meet representatives from our partner institutions, find out more about scholarships available to help you on your way and hear first-hand from the experience of current and returned exchange students.

For more information on Swinburne Abroad opportunities visit: [www.swin.edu.au/abroad](http://www.swin.edu.au/abroad)

## Award applications and graduation

In order to graduate, students must also complete an Application for Award, available from the Student Information Centre located on the ground floor, West Building, Swinburne Place. Submit your application to this centre.

Alternatively, you can download an *Application for Award/Graduation Form* and track the progress of your application on the internet at: [www.swinburne.edu.au/graduation](http://www.swinburne.edu.au/graduation)

## Faculty of ICT contact details

The Faculty of ICT Administration Office and Reception is located on Level 1 of the Engineering Building, Hawthorn campus.

Telephone: (03) 9214 5505

Facsimile: (03) 9214 5320

Email: [fict-info@swin.edu.au](mailto:fict-info@swin.edu.au)

Website: [www.swinburne.edu.au/ict](http://www.swinburne.edu.au/ict)

HECS-HELP and FEE-HELP booklets are available upon request from the Faculty Office.

### Office hours:

Monday–Thursday: 8.30–5.30pm

Friday: 8.30–2.00pm

(may stay open until 5pm subject to time of year)

**The office remains open Monday to Thursday until 6.00pm in the first two weeks of each semester.**

The Undergraduate/Postgraduate

Handbooks can be found online at:

[www.swinburne.edu.au/lib/coursehandbooks](http://www.swinburne.edu.au/lib/coursehandbooks)

*Please note: Students in the final stages of their courses are strongly encouraged to ensure they will have met the requirements of their degree before applying.*

## Blackboard Units of Study on the web: student access

Blackboard log-in address:  
[my.swinburne.edu.au](http://my.swinburne.edu.au)

To log into your Blackboard Units of Study:

- User name (your student number)
- Password (date of birth as DDMMYY)

*Note: fees must be paid in order to log into Blackboard.*

For Blackboard IT support, including access problems, email: [servicedesk@swin.edu.au](mailto:servicedesk@swin.edu.au) or ring (03) 9214 5000

## Change your personal details on the web

It is extremely important that you keep your contact details up-to-date. To change your personal details with the University, visit:

[www.swin.edu.au/swinlink](http://www.swin.edu.au/swinlink)

## Computer labs

From Semester 1, 2011, the Citadel will no longer be in operation. FICT computer labs previously located in the Citadel in Williams st. are now located in the new Applied Technologies Centre (ATC) situated next to the EN building. The new facilities within the ATC will house the following computer labs for use by FICT students:

**A dedicated FICT open access lab:**

**ATC009** with 27 FICT computers

**Simulation lab:**

**ATC620** with 8 computers

### ICT Macintosh Lab:

**ATC621** with 28 iMac 21.5" computers

**Two project labs, which will contain a mixer of Macs, advanced computers and include a 55" 3D TV):**

**ATC622** with 9 computers

**ATC623** with 10 computers

**Three Advanced computer labs, housing computers with high end CPUs and graphics cards:**

**ATC627** with 32 computers (HP 8100, 4GB RAM, GeForce GTX460) designed for GPU processing

**ATC626** with 32 computers (HP 8100, 4GB RAM, GeForce GTX460) designed for GPU processing

**ATC625** with 32 computers (HP Z400 workstations, 6GB RAM, GeForce GTX470) designed for GPU processing and gaming

**Three dedicated networking labs:**

**ATC330** ICT telecommunications lab with 26 computers (2 CCNA Rack)

**ATC329** ICT networking lab with 30 computers (5 CCNA/CCNP Rack)

**ATC328** ICT advanced networking lab with 30 computers (5 CCNP Rack)

CISCO racks in the networking labs:

200 R2811 Cisco routers

60 R2600 Cisco routers

100 S3560 Cisco switches

100 S2960 Cisco switches

In total there will be 12 HP G2 Racks housing all the Cisco equipment listed above.

## Coursesearch

Detailed information on all Swinburne courses, and individual unit of study descriptions, including prerequisites, are available from the website:

[www.swinburne.edu.au/courses](http://www.swinburne.edu.au/courses)



## New Student Email Service

Swinburne Student email is now powered by Live@edu. You can still access the old Swinburne student email system; however as of 1 December, 2010 all NEW email will be delivered to your Live@edu mailbox.

To access your email please go to:

<http://live.swinburne.edu.au/login.html>

## English Language and Academic Skills Advisory Service

International students studying any of Swinburne's courses can come to the Language and Academic Skills Unit (LAS) to speak with individual consultants and take part in workshops. Regular workshops include:

Oral language skills and informal conversation groups, reading and writing skills and computing and research support. Contact 9214 5583 or email [nmoncrieff@swin.edu.au](mailto:nmoncrieff@swin.edu.au)

## Examinations

The exam timetable is available in draft form from mid-semester. The finalised document is available two weeks before the examination period commences. Visit

[www.swinburne.edu.au/studentoperations/examination](http://www.swinburne.edu.au/studentoperations/examination)

## Faculty FACEBOOK

The Faculty Facebook site now has new pages for current students, these include:

- New STUDENT LIFE section
- Student Services
- WICT
- Study group form
- Student volunteer form
- Suggestions form for bright ideas!

You can also keep up to date with all upcoming student events and happenings within the FICT.

To join, visit: [bit.ly/friendsofict](http://bit.ly/friendsofict)

## Fees

Electronic payment is the preferred form of payment for your course fees.

- Pay by credit card or EFTPOS at any branch of the National Australia Bank
- Pay by credit card or EFTPOS through the Swinburne cashier, located at the Student Information Centre

- Pay by credit card via Swinburne's online Student Administration System: [www.swinburne.edu.au/swinlink](http://www.swinburne.edu.au/swinlink)

- Fees may also be paid through BPay. Please visit the website for further information

The due date for fees is printed on the direct deposit slip. Students who do not pay their fees by the due date detailed on the tax invoice may be charged a penalty fee of \$200. Please note that the online system does not accept payment for library fines, health insurance or short courses.

For further information:

[www.swinburne.edu.au/fees](http://www.swinburne.edu.au/fees)

or for more detailed policy:

<http://policies.swinburne.edu.au/ppdonline/> under 'fees'.

## Forms on the web

Administration forms that can be downloaded from the web include:

- Amendment to Enrolment Form
- Withdrawal from Course Form
- Application for Exemption Form
- Application for Recognition of Prior Learning Form
- Leave of Absence Form
- Application for Special Consideration

Visit: [www.swinburne.edu.au/studentoperations/forms/higher-education.html](http://www.swinburne.edu.au/studentoperations/forms/higher-education.html)

## The George Swinburne Building

Please note, the following student services have moved to the George Swinburne Building (Wakefield Street) from Semester 1, 2011:

- Careers and Employment
- Chaplaincy
- Counselling
- Information Technology Services
- Medical Centre
- Multi Faith Facility
- Swinburne Student Amenities Association

## Grievances

Information for students to follow if they have received unfair or discriminatory treatment at Swinburne. Visit:

[www.swinburne.edu.au/ssaa/academic.html](http://www.swinburne.edu.au/ssaa/academic.html)

## Need help?

The Student Services area includes student development and counselling, health and well-being, housing, part-time employment, finance, and equity assistance. Further information is available from the website:

[www.swinburne.edu.au/stuserv/](http://www.swinburne.edu.au/stuserv/)

## Do you want to graduate with Honours?

The Honours courses are intended to provide you with the opportunity to pursue your undergraduate studies to an advanced level in your major field and to develop your research skills. An Honours course is also a recognised point of entry into postgraduate research studies.

The Faculty of ICT offer Honours courses in:

- Bachelor of Information Technology (Honours)
- Bachelor of Business Information Systems (Honours)
- Bachelor of Science (Honours) (Computer Science)

**For more information contact :**

Endre Bihari (BIT or BIS) [ebihari@swin.edu.au](mailto:ebihari@swin.edu.au)

Alan Colman (BSc) [acolman@swin.edu.au](mailto:acolman@swin.edu.au)

Or visit: [www.swinburne.edu.au/ict/honours](http://www.swinburne.edu.au/ict/honours)

**Scholarships Available**

## Industry-Based Learning

Industry-Based Learning (IBL) is a program offered at undergraduate level in which students are offered the opportunity to undertake a full-time paid placement in industry in an area relevant to their studies. All students interested in undertaking IBL in 2011 should contact:

John McPhee  
Manager, Cooperative Education  
[jmcphee@swin.edu.au](mailto:jmcphee@swin.edu.au) or on (03) 9214 8442

Matthew Minchin  
Client Liaison Officer, Cooperative Education  
[mminchin@swin.edu.au](mailto:mminchin@swin.edu.au) or on (03) 9214 4422

For more information visit:

[www.swinburne.edu.au/ict/ibl](http://www.swinburne.edu.au/ict/ibl)

## Leave of absence or withdrawal from course

Leave of Absence (LOA) is normally only available to students who have completed at least one academic year of study. The maximum period available is one academic year. Students wishing to take a LOA or withdraw from a course should note that applications must be received by the census date for each semester. All applications



for leave or withdrawal from a course must be made in writing by completing the relevant form and submitting it to the Faculty of ICT Administration Office. Notification by email is not sufficient, nor is verbal or written advice to the program coordinator or unit convenor.

For information on where to find the relevant forms, visit:  
[www.swinburne.edu.au/corporate/registrar/student/Leave\\_Absence\\_Appl.pdf](http://www.swinburne.edu.au/corporate/registrar/student/Leave_Absence_Appl.pdf)

## Parking at Swinburne

Student parking is available in the multi-deck car park in Wakefield Street on a fee-paying basis of **\$6.50 per day** (\$4.00 after 4.00pm).

Car park operating hours during Semester:

Monday–Friday: 7.00am–10.30pm  
Saturday: 7.00am–6.00pm  
Sunday, Public Holidays: Closed

For more information on parking at Swinburne, please visit: [www.swinburne.edu.au/corporate/facserv/parking.html](http://www.swinburne.edu.au/corporate/facserv/parking.html)

## Policies and procedures

Swinburne's policies and procedures are available on the web at: [www.swinburne.edu.au/corporate/registrar/ppd](http://www.swinburne.edu.au/corporate/registrar/ppd)

Students are encouraged to visit this site for the most up-to-date information on all matters relating to Swinburne's processes.

## Postgraduate studies in ICT by research

Interested in postgraduate studies in Information and Communication Technologies by research?

**Contact:**

Ms Mandish Webb  
Telephone: (03) 9214 5453  
Email: [mwebb@swin.edu.au](mailto:mwebb@swin.edu.au)  
[www.swinburne.edu.au/ict/research](http://www.swinburne.edu.au/ict/research)

## Refunds

Students who have submitted a formal amendment to enrolment or withdrawal from their course **on or before** census dates are normally eligible for a refund. No refund will normally be payable to a student who withdraws from a course or a unit of study after the census date for the semester.

All international student refunds are processed through the Swinburne International office.

For complete information on refund policies, visit:  
<http://policies.swinburne.edu.au/ppdonline/showdoc.aspx?recnum=POL/2008/290>

## Special consideration

**Please note: Special consideration applications MUST be lodged no later than three working days after the exam or due date of the assignment. In addition, the relevant section of the application form must be completed by your registered practitioner.**

Students may apply for special consideration if they have not been able to complete an assessment task or sit an exam and extenuating circumstances such as acute illness are proven to have affected their performance.

Note that special examinations will normally only be granted if you have complied with all assessment requirements during the Semester. Application forms can be downloaded from the student operations website.

Swinburne's policies and procedures on Special Consideration can be accessed at:  
[www.swinburne.edu.au/corporate/registrar/ppd](http://www.swinburne.edu.au/corporate/registrar/ppd)

## Student Information Centre

The Student Information Centre (SIC) is located on the ground floor, Swinburne Place West, and is the central point for a broad range of services and general advice.

**Normal hours of operation:**

Monday–Friday: 9.00am–5.00pm  
(Until 7pm on the first Thursday of every month)  
Cashiering hours: 9.30am–4.30pm  
Enquiries: <http://swinburne.custhelp.com>

**Extended hours of operation:**

Hawthorn Student Information Centre  
28 February – 11 March: 9.00am – 6.00pm

**Please note: As of 1 January 2011, the Student Information Centre (SIC) will no longer be accepting cash payments. Students making payments in person at the SIC can use EFTPOS, VISA, MASTERCARD or by cheque.**

## Timetable and enrolment information for Semester 1, 2011

Check your individual Allocate+ timetable for scheduling and allocation changes prior to commencing classes for week one.  
<http://allocate.swin.edu.au/aplus/apstudent> or the public timetable  
[www.swinburne.edu.au/timetable](http://www.swinburne.edu.au/timetable)

**Please note:** all lectures will be run in the first week, with some laboratories and tutorials commencing in that week. Please check your Blackboard site for confirmation of class commencement.

In addition, please be aware of the following:

- you must attend classes at the times you are registered for on Allocate+
- timetabling yourself and making changes to your allocations can be done on the web via Allocate+ for restricted periods only. For full details of access dates visit the website [www.swinburne.edu.au/corporate/registrar/timetable](http://www.swinburne.edu.au/corporate/registrar/timetable)
- some scheduled classes may be cancelled at short notice due to insufficient numbers; students will then be reallocated to remaining available classes for the unit of study. Please check your timetable prior to week one, and again during week one
- where possible provision will be made to accommodate students who encounter timetable problems that fall into one of the following categories:
  - part-time students unable to allocate to an evening class
  - final teaching period students who cannot allocate to a mandatory unit of study
  - students with irreconcilable timetable clashes in compulsory units of study that must be taken in the current semester.

Students who encounter such difficulties are advised to contact the Faculty of ICT Administration Office immediately and preferably before classes commence. Timetable difficulties after this time are unlikely to be resolved. Students should not try to negotiate changes directly with academic staff as they will be referred back to administration.

**Please note:** full-time students are normally expected to be available to attend classes Monday to Friday between the hours of 8:30am and 5:30pm.

## Women in ICT Group

Women in ICT is a small but growing group comprised of female students who are currently enrolled in Information and Communication Technologies courses as well as females associated with Swinburne's Faculty of ICT.

The WICT program aims to bring more girls into the ICT field by creating a supportive and friendly network for women who are currently enrolled in ICT courses.

To enquire about joining, please contact:  
[fict-women@swin.edu.au](mailto:fict-women@swin.edu.au)