Welcome from the Dean

I would like to congratulate you on your entrance to The University of Western Australia and am delighted to welcome you to the Faculty of Engineering, Computing and Mathematics and the world class education that awaits you. I am certain that your experience here will be rewarding and you will find it a truly inspirational place to study.

We are very fortunate to have in our Faculty such a diverse cohort which includes undergraduate, postgraduate, local, interstate and international engineering, computing and mathematics students. During your studies you will have the opportunity to make lifelong friends and networks, precious memories and a sense of achievement that will empower you for the rest of your life.

In addition, one of the biggest advantages of studying engineering, computing or mathematics at UWA is the access you will have to so many experienced, brilliant and approachable staff. You will be taught by enthusiastic lecturers and benefit from their real world experience and success in world-class research. You will graduate with a degree that opens up a world of exciting possibilities and earn a pathway to a rewarding career.

At UWA, we take the student experience seriously. As well as the educational benefits of studying, life outside the lecture theatre will also enrich you. There are a multitude of sporting, vibrant social, cultural and leisure activities for you to participate in and benefit from, all of which provide the perfect backdrop to your education. Make the most of these experiences and take the opportunity to develop yourself as a person in addition to learning the technical aspects involved in your degree. Wherever engineering, computing and mathematics takes you, I am sure it will be an exciting, creative and fulfilling experience.

I hope that the information on the following pages will help to make your transition to university as smooth as possible. Remember, if you ever need assistance with your studies please don’t hesitate to contact the friendly Faculty team. They are always more than happy to help and guide you.

On behalf of the entire Faculty, I wish you all the best with your studies; continue to aim high. If you believe it you can achieve it… your career starts here.

Winthrop Professor John Dell
Dean, UWA Faculty of Engineering, Computing and Mathematics
Introduction
Welcome to UWA and the Faculty of Engineering, Computing and Mathematics. The transition to university, whether it be from a local high school, another country, another university or the workplace can often be an intimidating process but it doesn’t have to be. This booklet contains information such as advice on your enrolment, requirements for first-year students, useful tips to help you get the most out of your university experience and a list of websites for further reading and reference. Make sure you read it carefully and if you have any questions now or during the next few years of your studies, be sure to ask.

Who to contact when you need help
In almost all cases, the ECM Student Office will be your first point of contact when you need help or advice. You can always drop in during our opening hours, although it might be a good idea to use the contact details adjacent to make an appointment if you can only come in at a specific time. We are currently located on the ground floor of the Civil and Mechanical Engineering building (facing James Oval).

Contact details
Faculty of Engineering, Computing and Mathematics
ECM Student Office
Opening Hours:
8:30am – 5:00pm Monday – Friday
(Closed Tuesday mornings 9:30am – 11:00am)
Phone:
+61 8 6488 3061
Email:
enquiries-ecm@uwa.edu.au
Online FAQ’s:
www.uwa.edu.au/askuwa
Your enrolment

Who is responsible?
You are! It’s up to you to make sure that you have selected the correct units for your year of academic studies and entered them correctly into the studentConnect portal.

If you change your mind regarding your enrolment, there are some important dates that you need to be aware of. See below for further information.

Important dates
Key academic year dates for the University can be found at: http://www.studentadmin.uwa.edu.au/welcome/important_dates by referring to the appropriate year of study.

Two important dates which are crucial to your enrolment are known as the census and withdrawal dates. The census date refers to the cut-off date for withdrawing from a unit without incurring a fee and the withdrawal date refers to the last day students can withdraw from a unit without academic penalty (the unit appearing on your academic transcript as a failed unit).

The census date for semester one 2011 is 31 March. The last day for withdrawal without penalty from first semester units is 15 April.

The census date for semester two 2011 is 31 August. The last day for withdrawal without penalty from second semester units is 16 September.

Invalid units
When you enrol online in a unit and it is identified as invalid, please contact the ECM Student Office. You should still attend lectures, laboratory and tutorial classes marked as invalid until you have received advice from the ECM Student Office.

If your unit choices are displayed as invalid when you enrol, it may be because:

- You have not fulfilled the prerequisites to be permitted to be enrolled in that unit;
- You are not permitted to do the unit in your current course;
- Your qualifications are not recorded on studentConnect.

If you want to enrol in the unit:
If you have an invalid unit and you want the invalid status to be waived, you should email the ECM Student Office. Units showing as invalid at the end of week 3 of semester will be deleted.

If you do not want to enrol in the unit:
If you have an invalid unit and you do not wish to remain enrolled in this unit, please email the ECM Student Office with your name, student number, unit code and unit name (of the unit you want deleted) and the Faculty will remove it for you.

Contact details
You must ensure your contact address, home address, phone (home and mobile), email and emergency contact details are always up to date.

Your contact address is the address that the University will use to post out any correspondence and documents. To avoid delivery delays of important personal documents, it is essential that this address is kept current at all times.

You can change your address details at any time via your studentConnect account at: www.studentadmin.uwa.edu.au/welcome/student_connect

Policies, procedures and exams
Exams, appeals and assessment policies
For information on exams, appeals and policies, including appealing against your assessment and your rights and responsibilities please visit: www.ecm.uwa.edu.au/students/exams

It is your responsibility to be aware of these requirements and familiarise yourself with university policies.

Special consideration
Special consideration allows the Faculty to take into account significant and unforeseen factors which may have affected your academic preparation or performance, e.g. illness.

The rules concerning special consideration are as follows:

- Applications must be made to the appropriate person or persons in the Faculty; in the case of FECM students this is the ECM Student Office. It is not sufficient to inform the unit coordinator;
- Written evidence concerning the reasons (personal or medical) for the request must be provided. Medical certificates must be from a medical practitioner; certificates from pharmacists are not acceptable;
- The request must be made as soon as possible but, in any case, not later than three working days after the relevant date (e.g. of the test or assignment deadline). Exceptions to this rule will be made only in exceptional circumstances;
- Special consideration may take the form of adjustment of marks. The maximum permitted adjustment is +5% of the mark for the assessment item in question, so for an exam worth 50% of the total mark the maximum adjustment would be +2.5%. Hence students with serious problems are advised to apply for Deferred Exams rather than mark adjustment.
University requirements for first-year students

**Academic Conduct Essentials (ACE)**

All newly enrolled students at the university are required to complete a short compulsory online module called Academic Conduct Essentials (ACE) within the first 10 weeks of semester. ACE introduces students to essential knowledge regarding ethical scholarship, helps prepare them for the expectations of their university career and informs them of correct academic conduct.

The unit can be accessed via WebCT at: [http://webct6.uwa.edu.au](http://webct6.uwa.edu.au). The unit quiz must be completed with a mark of 80% or greater. Students may attempt the quiz as many times as they wish, to gain the required pass mark. Completion of the unit will be recorded as an Ungraded Pass (UP) on students’ academic records. Non-completion (NC) within the required timeframe will also be documented on formal academic records. More information on ACE is available at: [http://ace.uwa.edu.au](http://ace.uwa.edu.au)

**Health and Safety**

In any work place, one of the first requirements of new staff is to read and sign the company’s Occupational Health and Safety (OH&S) Policy.

At The University of Western Australia, new members to the university community (students, staff, contractors and visitors) are also required to read and sign-off on the policy managed by UWA Safety and Health.

Please read the health and safety details listed on the University website at: [www.safety.uwa.edu.au/students](http://www.safety.uwa.edu.au/students)

As with Academic Conduct Essentials, an online quiz can be accessed via WebCT as part of GENG1004. The quiz needs to be completed within the first 10 weeks of semester.

**Email etiquette**

Please treat any email to your lecturer or tutor as a formal piece of writing. Writing professionally is an important part of being a professional.

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**Some tips**

- If you have trouble adjusting to university life, see someone about it as soon as possible. The ECM Student Office, UWA Student Services or the Guild Education Officer are always happy to help you;
- If you miss a test or need an extension of time for an assignment (for a good reason) please let the ECM Student Office know as soon as possible and provide written evidence;
- Remember to complete the ACE module within the first 10 weeks of semester;
- Inform the University if you change your address or other contact details;
- Check your university email often, this is usually how we will communicate with you;
- Don’t relax now the TEE is over; leaving study till the last few weeks of semester is never a good idea;
- On the other hand, don’t focus only on your studies, leaving no time for anything else. Take advantage of all the opportunities for fun and interesting leisure activities at UWA. We would like our graduates to get the most out of their university experience;
- Be aware of deadlines and significant dates;
- Remember, you can always visit the ECM Student Office for help or advice. We want you to succeed… that is what we are here for!
Monadelphous Integrated Learning Centre

A unique training facility that simulates a professional workplace and prepares students for real-world challenges. This Centre is available to all students in the Faculty of Engineering, Computing and Mathematics.

Imagine a learning environment that allows you to manage real-world projects, from design right through to client presentation.

Here is your chance to:
- Utilise state-of-the-art facilities;
- Work with industry on real projects;
- Develop team skills by working collaboratively with others in interdisciplinary teams;
- Improve your communication skills;
- Develop your problem solving and project management skills;
- Broaden your knowledge of other disciplines;
- Acquire life-long learning that will allow you to excel in your chosen field;
- Interact with fellow students and industry members.

This Faculty of Engineering, Computing and Mathematics initiative will ensure students develop the skills they need to meet industry requirements and is generously supported by leading national engineering group, Monadelphous.

Charter of student rights and responsibilities

This Charter has the status of a Policy of the University, (Senate Resolution 224/2000 and 19/2006)

Preamble

The Mission1 of the University of Western Australia is: To advance, transmit and sustain knowledge and understanding through the conduct of teaching, research and scholarship at the highest international standards, for the benefit of the international, Australian and Western Australian communities.

core values1 underpinning the University's activities include a commitment to: Academic (intellectual) freedom to encourage staff and students to engage in the open exchange of ideas and thoughts. Fostering the values of openness, honesty, tolerance, fairness, trust and responsibility in social, moral and academic matters. Equity and merit as the fundamental principles for the achievement of the full potential of all staff and students.

To help achieve this Mission and to facilitate the underpinning of the core values, this Charter of Student Rights and Responsibilities sets out the fundamental rights and responsibilities of students2 and their organisations3 of The University4 of Western Australia. It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University's role of awarding formal academic qualifications to students, the University must strive to instil in all students independent scholarly learning, critical judgement, academic integrity and ethical sensitivity. The Charter also recognises that students are central to a dynamic University community. In doing so, the University recognises the importance of student rights, responsibilities and opinion and encourages diversity within the student body. Students retain their fundamental rights as set out in relevant legislation and in the United Nations Declaration of Human Rights. Everything in this Charter is limited by anything to the contrary in relevant State and national legislation, and the University's statutes, by-laws, regulations and rules. This Charter is a statement of principles that the University shall take all reasonable and practicable steps to put into effect. The University expects the same of students. Many clauses contain references to particular University policies and guidelines which explain the manner in which the University will take those reasonable and practicable steps. The breach of any student responsibility does not automatically invalidate any student rights. Consideration of a student’s rights and responsibilities will be dealt with through the appropriate University policies and procedures.

1. General and Fundamental Rights and Responsibilities

1.1 Every student has the right: 1) to be recognised as an individual member of the University community, with all associated rights of access to University services and facilities; 2) to be treated fairly and ethically, with respect and dignity; 3) to study in a supportive and encouraging environment; 4) to pursue resolution when the individual student's rights referred to in this Charter are in tension with the rights of others, under the rights of representation and grievance specified within the Charter; 5) to assemble in a peaceful manner in the general open spaces of the campus; 6) to be free of University censorship of material they publish, whether for distribution on the campus or elsewhere; 7) of access to their records; 8) to have the University’s records concerning them dealt with in ways that are secure, with access limited to designated persons, and with content restricted to material defined as relevant by University policy or legislation; 9) to protection against retrospective amendment of any statute, by-law, rule, policy or administrative guideline; 10) to have access to the statutes, regulations, rules and policies of the University which apply to them; and 11) to be informed of the existence of this Charter and to have adequate access to it.

1.2 Every student has the responsibility: 1) to recognise the rights of others, including the rights of every other student covered by this Charter as well as the rights of staff and visitors; 2) to obey the laws of the land; 3) to respect and uphold principles of scholarly integrity; 4) to make themselves aware of and comply with statutes, regulations, rules and policies of the University which apply to them; 5) to ensure that their student record is accurate at all times; 6) to uphold the reputation of the University while engaged in University activities; and 7) not to purport to speak or act on behalf of the University unless explicitly authorised to do so.

2. Equal Opportunity and Non-Discrimination

2.1 Every student has the right: 1) to study in an environment committed to the principles of equity and equality of opportunity, the recognition of diversity, and the fulfilment of affirmative action obligations; 2) to...
4. Quality of Education

4.1 Every student has the right: 1) to expect the University to provide a high quality of education including a high quality of teaching, supervision, curriculum and unit content, a commitment to inclusivity, and good access to staff; 2) to access accurate, timely and sufficient information regarding enrolment and other administrative procedures; 3) to have the content and outcomes of each unit, and any relevant information communicated effectively and clearly in the language(s) approved for that unit; 4) to be able to communicate freely, to voice alternative points of view in rational debate, and to have their intellectual freedom protected; 5) to expect the University to provide a safe and accessible environment, including facilities, equipment and grounds; 6) to transparency regarding agreements and funding arrangements, between the University and any other entity, which might inappropriately impact on a unit or course in which they are enrolled, or research project on which they are engaged; and 7) to have the opportunity to contribute feedback on the teaching and supervision they experience and to make suggestions for future course planning and to do so under full protection of intellectual freedom.

4.2 Every student has the responsibility: 1) to act at all times in a way that respects the rights and privileges of others; 2) to respect the equity and diversity of all members of the University and the University's community; 3) to respect University property and the property of others; and 4) to contribute fair and honest feedback on the teaching and supervision they experience when requested to do so.

5. Student Representation

5.1 Every student has the right: 1) to have their opinion represented through the Student Guild on all matters affecting students. 2) to representation on major decision-making bodies of the University either through direct election or by nomination through a recognised student body; and 3) to have the right, notwithstanding the existence of formal representation, to convey personal or collective opinion to the Vice-Chancellor.

6. Procedures for Grievances, Appeals and Complaints

6.1 Every student has the right: 1) to be able to appeal or register a complaint or grievance against any academic assessment, academic procedure, administrative procedure, perceived discrimination or harassment, or the abrogation of any right stated in this Charter; 2) to a clearly-documented process for dealing with an appeal, complaint or grievance which is confidential, non-discriminatory, unbiased, and accountable, offers the opportunity for further appeal, and is not provided with the University or its agent all information required for assessment of an application for admission to a course and other requests for services and provide truthful statements about their qualifications and experience; and 2) to complete administrative obligations in a timely manner and pay any fees, charges or fines as they fall due or in the case where the student is unable to pay, to contact the relevant staff member in order to make alternative arrangements for payment;

6.2 Every student has the responsibility: 1) to familiarise themselves and comply with the appeal, complaint or grievance procedures.

6.3 Unless specified to the contrary in specific policies referred to in this Charter – Student “organisations” means the Student Guild, which includes organisations within the Guild such as the Postgraduate Students Association.

7. Intellectual Freedom

7.1 Intellectual Freedom as it pertains to students includes the right to express opinions about the operations of the University, and higher education policy more generally; to pursue critical and open inquiry and to discuss freely, publish and research; to participate in public debates; to participate in professional and representative bodies including unions and to engage in community service without fear of harassment, intimidation or unfair treatment; and the right to express unpopular or controversial views. However, Intellectual Freedom is accompanied by a responsibility not to harass, vilify, intimidate or defame the University or its community.

8. Access to Education

8.1 Every student has the right: 1) to bring an open and enquiring mind and enthusiasm to their studies; 2) to access accurate, timely and sufficient information regarding enrolment and other administrative procedures; 3) to have their intellectual freedom protected; 4) to expect the University to provide a safe and accessible environment, including facilities, equipment and grounds; 5) to transparency regarding agreements and funding arrangements, between the University and any other entity, which might inappropriately impact on a unit or course in which they are enrolled, or research project on which they are engaged; and 6) to have the opportunity to contribute feedback on the teaching and supervision they experience and to make suggestions for future course planning and to do so under full protection of intellectual freedom.

8.2 This right applies only when a student may reasonably be seen to be expressing their personal values and attitudes as an individual citizen or when opinions are presented collectively through student organisations, groups and societies. The University may exercise control over material disseminated through its own organs, such as websites, email public opinion, or its public displays of student work. This right is subject to rational discrimination provisions in various pieces of legislation including the Racial Discrimination Act.

9. Student Representation

9.1 Every student has the right: 1) to have their opinion represented through the Student Guild on all matters affecting students. 2) to representation on major decision-making bodies of the University either through direct election or by nomination through a recognised student body; and 3) to have the right, notwithstanding the existence of formal representation, to convey personal or collective opinion to the Vice-Chancellor.

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## Useful links

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<td>Check timetable and venues for your units</td>
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<tr>
<td>UWA campus map</td>
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| UWA Careers Service (job vacancies, careers advice, resume and application reviews etc) | www.studentservices.uwa.edu.au/ss/careersctr |
| UWA International Centre | www.international.uwa.edu.au |
| UWA Library | www.library.uwa.edu.au |
| UWA Library (Harvard referencing style guide) | www.library.uwa.edu.au/help/guides/harvard_citation_style |
| UWA Handbook | www.handbook.uwa.edu.au |
| UWA Student Internet Support Office (timetabling and OLCR support) | www.its.uwa.edu.au/contact/siso |

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