



Student Induction Manual

BACHELOR OF BUSINESS
BACHELOR OF INFORMATION SYSTEMS

September 2023

UNIVERSITY of
TASMANIA 

AIEN Institute
SHANGHAI OCEAN UNIVERSITY





Contents

4 Welcome

Academic Matters

6 Your responsibilities as a student
6 Who do I contact if I have a problem?
7 Degree program structure
9 Pre-requisite structure
11 Unit descriptions
19 An explanation of our result codes
20 Guidelines for assessment
20 Assessment information
22 Assignments and submissions for units
23 Application for extension
for internal assessment
23 Penalties relating to assignments
23 Late assessment policy
24 Release of marks for internal assessment
24 Review of assessment – internal results
24 Academic progress
24 Repeat enrolment
26 Academic progress review (APR)

Enrolment

28 Confirmation of your enrolment
28 Student ID card
28 University email
29 MyLO – My Learning Online

Final Unit Assessments, Take Home Exams, Results and Review of Assessment

30 Take home examinations
30 Results of examinations
32 Review of assessment
– Examination results
31 Review of Assessment –
In-semester assessment results

Rules, Rights and Responsibilities

32 Teaching Experience Student Survey
(TESS)
32 What are your rights
and responsibilities

Welcome to The University of Tasmania

The Executive Deans and Staff of the College of Business and Economics, as well as the College of Science and Engineering extend a sincere welcome as you commence your studies in the collaborative Sino-Foreign degree programs, which run with the AIEN Institute, Shanghai Ocean University.

The University of Tasmania is the fourth oldest University in Australia, established in 1890. Shanghai Ocean University celebrated it's 110th anniversary in 2022.

We have been welcoming international students into our degree programs in Tasmania since 1950. Our staff are committed to extending the boundaries of business and information technology education through close relationships with professional associations, other educational providers, other universities, business, employers and government, both across Australia and internationally.

To achieve this, we are committed to:



Providing excellent teaching and learning to all of its students;



Continually improving the quality of its research activities and outcomes;



Actively engaging the local, national and international business and information technology communities to enhance the teaching, research and learning outcomes for its students and staff.

In 2022, we celebrate the 20th anniversary of our co-operative programs with Shanghai Ocean University. This is a significant achievement and we are proud of the employability of our graduates both in Shanghai and Australia. There are now more than 5,500 alumni from the program, many of whom are now occupying senior positions in the private and public sector in China, Australia and other countries around the world, or engaging in further post-graduate study at highly ranked universities in Australia, North America and Europe.

We wish you the very best in your studies and look forward to you joining our family of alumni.

Being a student with us

We strive to achieve equity for all students, whether they are enrolled at one of our offshore study centres or at a Tasmanian campus. This means you have the same rights and responsibilities as other students.

Because you are studying for an Australian degree, you will need to act in accordance with the rules and guidelines that apply to our university.

Some of the procedures will be different from the procedures at your institution and in your country.

If you are unsure about any of the procedures, you can talk to staff in the ALEN Institute, speak to your Unit Coordinator or lecturer, or your relevant university contact person (see page 6). It is your responsibility to make yourself familiar with unit outlines, academic and assessment requirements, and administrative processes.



READ THIS DOCUMENT CAREFULLY

It contains important information and it is your responsibility to make sure you understand all the material contained in this document.



Academic Matters

Your responsibilities as a student

As students of the University of Tasmania, you are subject to our rules, policies and expectations in relation to how a student should behave in the tertiary environment. We realise that this may be a very different learning environment than the one you are used to.

It's very important to take responsibility for your own learning by being informed on all course requirements, as well as advising AIEN Institute and University of Tasmania staff immediately if you have any problems.

Failure to address issues in a timely manner may mean that staff at the Institute and university will be unable to assist you. It is not considered impolite in a Western education system to raise issues of concern with professors and lecturers.

Who do I contact if I have a problem?

If you have questions regarding your units, please direct your enquiries in the first instance to the relevant AIEN Institute Lecturer. The AIEN Institute Degree Coordinator is also available for consultation about the university academic program for students enrolled in either the Bachelor of Information Systems or the Bachelor of Business.

If you are unable to resolve the problem with the AIEN Institute staff, you may contact your university unit coordinator by email. You must use your university email account and you must include your full Pinyin Name and your student identification number in all your correspondence.

UNIVERSITY CONTACTS

Bachelor of Business Tasmanian School of Business and Economics (TSBE)

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Degree Program Structure

BACHELOR OF INFORMATION SYSTEMS

Year One

No university units

Year Two

- English for Academic Purposes
- SHOU degree units

University units

BFA103 Accountability and Accounting
BMA101 Introduction to Management
KXO101 Business Information Systems
BAA111 People and Organisations
KXO131 Data Management
KXO151 Programming and Problem Solving
KXO222 Business and Information Analysis

Year Three

- SHOU degree units

University units

KGA223 Environmental Management
KXO221 Requirements Analysis and Modelling
KXO223 Systems Acquisition and Implementation
KXO205 Dynamic Web Development
KGA378 Wilderness and Natural Area Management
KXO231 ICT Project Management
KXO206 Database Management Systems
KXO325 Business Logistics

Year Four

- SHOU degree units

University units

KXO302 IS Project
KXO321 Management of Information Systems

BACHELOR OF BUSINESS

Year One

No university units

Year Two

- English for Academic Purposes
- SHOU degree units

University units

BFA103 Accountability and Accounting
BMA101 Introduction to Management
KXO101 Business Information Systems
BAA111 People and Organizations
BEA111 Introduction to Markets and
the Economy
BMA151 Principles of Marketing
BAA211 Entrepreneurship

Year Three

- SHOU degree units

University Units

BFA141 Commercial Transactions
BEA140 Data Analysis for Business
BMA202 Strategic Management
BMA328 Leadership in Organisations
BMA258 Services Marketing
BMA329 Retail Marketing
BMA343 Digital and Social Media Marketing
BMA351 Marketing Management

Year Four

- SHOU degree units

University Units

BMA334 Entrepreneurship and Innovation
BMA357 Freelancing and Small Business

For
students
commencing
their program
in 2022

Structure of university units

Most units in the Bachelor of Information Systems and Bachelor of Business will have between 1–2 hours of lectures and 1–2 hours of tutorials (or equivalent) per week for 13 weeks. The exact teaching pattern for each unit will be included in the relevant unit outline.

Entry Requirements for the Degree Programs at SHOU

For Year Two at SHOU

- A SHOU-Quota entry score
- An IELTS score of 6.0 or equivalent with no band less than 5.5.

Credit for SHOU Units

SHOU students will be granted credit for 7 elective units from the SHOU Bachelor of Management Degree towards the Bachelor of Information Systems or the University of Tasmania Bachelor of Business Degree.

On successful completion of four years at SHOU, students will be awarded two degrees;

- The Bachelor of Information Systems from University of Tasmania and a Bachelor of Management from SHOU; or
- The Bachelor of Business from University of Tasmania and a Bachelor of Management from SHOU.

Teaching Mode/Delivery of units at AIEN Institute

All teaching materials (including lectures and tutorials) will be provided by the University. All assessment materials (including assignments and examinations) and marking schemas will be provided by the University of Tasmania.

The University is responsible for the delivery of eight units into each degree. The Tasmanian based lecturers will deliver some of your lectures and tutorials in a face to face or online manner for the eight units, and any remaining hours will be taught by the AIEN Institute lecturers/tutors (approved by the University of Tasmania).

During the visits by university staff members, further face-to-face consultation hours for students will be scheduled. The Project unit in the Bachelor of Information Systems, KXO302 is taught 100% by university staff in two teaching visits and the remainder delivered by distance.

Assessment of units at AIEN Institute

The University unit coordinator will set all assessment and assessment will be based on the assessment policies outlined in each unit outline. Any failed university units at AIEN Institute must be repeated.

The Language of instruction is English. Students must use English at ALL times during classes. **The AIEN Institute is an English-Speaking Zone.**

Pre-requisite Structure

BACHELOR OF INFORMATION SYSTEMS

A pre-requisite is a unit of study that you must pass in order to be enrolled into a higher-level unit.

If you fail a university unit, you will be required to re-enrol in the unit when it is next offered.

This includes going to the lectures, submitting the assignment/s and sitting the exam.

NOTE: If you receive a NN result (refer to pages 19–21) with a mark of 45 or above in a pre-requisite unit in the Bachelor of Information Systems, you will be permitted to enrol in any unit for which that unit is a pre-requisite. However, you must repeat the pre-requisite unit (take the unit a second time) in which you got the NN 45 or above grade and achieve a Pass Grade.

| Introductory Level units | Pre-requisite unit required |
|--|--------------------------------------|
| BFA103 Accountability and Accounting | None |
| BMA101 Introduction to Management | None |
| * KXO101 Business Information Systems | None |
| KXO131 Data Management | None |
| KXO151 Programming and Problem Solving | None |
| Intermediate Level units | Pre-requisite unit required |
| BAA111 People and Organisations | None |
| * KGA223 Environmental Management | None |
| KXO205 Dynamic Web Development | None |
| * KXO221 Requirements Analysis and Modelling | Any 2 x Introductory Level units |
| * KXO222 Business and Information Analysis | Any 2 x Introductory Level units |
| KXO223 Systems Acquisition and Implementation | KXO222 |
| * KXO231 ICT Project Management | Any 2 x Introductory Level units |
| KXO206 Database Management Systems | KXO131 |
| Advanced Level units | Pre-requisite unit required |
| * KGA378 Wilderness and Natural Area Management | None |
| * KXO302 IS Project | KXO231 |
| * KXO321 Information Systems Management | KXO222 or KXO223 |
| KXO325 Business Logistics | Any 2 x Intermediate Level KXO units |

* These units are the sole responsibility of University of Tasmania and will normally involve University of Tasmania staff visiting to teach in China (Subject to change).

BACHELOR OF BUSINESS

| Introductory Level units | Pre-requisite unit required |
|---|------------------------------------|
| * BEA111 Introduction to Markets and the Economy | None |
| BEA140 Data Analysis for Business | None |
| BFA103 Accountability and Accounting | None |
| * BFA141 Commercial Transactions | None |
| BMA101 Introduction to Management | None |
| BMA151 Principles of Marketing | None |
| BAA111 People and Organisations | None |
| * KXO101 Business Information Systems | None |
| Intermediate Level units | Pre-requisite unit required |
| * BAA211 Entrepreneurship | None |
| BMA202 Strategic Management | None |
| BMA258 Services Marketing | None |
| Advanced Level units | Pre-requisite unit required |
| * BMA328 Leadership in Organisations | BMA101 OR BMA121 |
| * BMA351 Marketing Management | None |
| * BMA329 Retail Marketing | None |
| * BMA343 Digital and Social Media Marketing | None |
| * BMA334 Entrepreneurship and Innovation | None |
| BMA357 Freelancing and Small Business | None |

* These units are the sole responsibility of University of Tasmania and will normally involve University of Tasmania staff visiting to teach in China.

Unit Descriptions

COMMON UNITS WITHIN BOTH DEGREES:

BFA103 Accountability and Accounting

Provides students with an understanding of the role that accounting plays in various aspects of financial decision making. The unit provides a conceptual overview of the profit and wealth measurement process, and of the major financial statements, which provide information about business performance and financial position. A user perspective is adopted in which the outputs of the accounting process are explained and interpreted in both internal and external financial decision contexts.

BMA101 Introduction to Management

Provides students with an introduction to management concepts, functions and strategies. The unit outlines the evolution of management theory and the key functions of management. The unit then explores the context surrounding management functioning, including an analysis of the broad environment in which organisations operate, the internal dynamics of organisational life, and the ethical climate that underpins sound management. This unit will also include a strong focus on general skills and abilities associated with conducting literature research and communicating effectively in an academic setting.

KXO101 Business Information Systems

Introduces the concepts of information systems in a business environment. The unit examines what is meant by an information system and why it is being used in business. It explores how information systems are being used and the issues involved in developing, managing and controlling business information systems. Lecture topics include: business issues – functions, competitive advantage, e-business; technology and people – ICT, careers, ethics; management of information resources. Tutorials are designed to develop proficiency in business software applications such as spreadsheets and databases.

Business reports and projects, case study analysis, personal software, financial modelling and productivity are also covered.

BAA111 People and Organisations

Organisations are composed of people. The study of organisational culture is, therefore, fundamental to understanding how organisations work. The primary purpose of this unit is to enable you to learn how people relate to each other and work together in organisations through theoretical perspectives on, and practical approaches to human relations and organisational behaviour. The unit will draw upon current concepts from critical management and organisation studies – a field of research engages with a range of disciplinary perspectives including: philosophy, social psychology, sociology, anthropology, political science and economics). Hence, you will benefit from a contemporary research-informed approach to the study of human relations and organisational behaviour.

UNITS WITHIN THE BACHELOR OF INFORMATION SYSTEMS ONLY COHORTS COMMENCING THEIR UNIVERSITY PROGRAM IN 2022

KXO131 Data Management

Students will be introduced to concepts and techniques necessary for the effective organization, manipulation (including efficient query and update), and analysis of shared data. Students will learn how to apply these concepts with an emphasis on databases and spreadsheets. XML and SQL are introduced as commonly used languages to manage data. Database management approaches and functions are covered as well as database administration. Students will be introduced to a range of special topics related to data storage and databases.

KXO151 Programming and Problem Solving

Students learn to use a high-level language to write programs which solve problems defined by a program specification. They master fundamental concepts relating to imperative, object-based programming and are introduced to concepts relating to graphical user interfaces and event driven programs. Students are required to demonstrate syntactic, logical and strategic knowledge of the programming constructs introduced in the unit. They are expected to use systematic processes to plan, document, debug and test their programs. Programming exercises are introduced in the context of small problems.

KXO205 Dynamic Web Development

This unit provides students with the knowledge, understanding and skills required to develop an application system which uses a web interface to a back-end database. The role of both server-side and client-side code are examined. Students will study the use of mark-up and scripting programming languages to connect to databases via a network. Students are introduced to some of the most common security issues involved in the development of software, including secure coding practices, secure database access, and secure data communications, security of web applications, use of encryption techniques and security testing.

KXO221 Requirements Analysis and Modelling

The unit develops an understanding of the basic steps to establish the requirements for a system and analyse and model the requirements and develop practical design solutions. The unit develops the skills to apply analysis, modelling and design techniques in the context of practical problems, and the ability to discuss and evaluate alternative models and solutions. The unit develops the ability to analyse an organisational context and then to select an appropriate systems development methodology.



KXO222 Business and Information Analysis

In this unit students will gain knowledge and skills in problem structuring methods that are suitable for solving, or at least improving, social and organisational problem situations. The methods are suitable for the situations of complexity, uncertainty and conflict that are often present in contemporary business and society. The unit is suitable for future or practicing consultants, managers, and business and systems analysts. Although students are required to reason abstractly and creatively, there is no specialist prerequisite knowledge required for this unit.

KXO223 Systems Acquisition and Implementation

This unit covers the issues and options available to provide organisational ICT services and allows students to develop the ability to evaluate the pros and cons of differing approaches to acquiring systems, and demonstrate an ability to match approaches to particular organisational contexts. The unit discusses the issues associated with package selection and vendor selection and contract management. The unit also covers the human concerns with IS-related organisational transformation.

KXO231 ICT Project Management

This unit covers the principles, techniques and tools of project management and focuses on the aspects of documentation during the analysis phase of project management. This unit also discusses social, legal and ethical aspects of the computing industry and exposes students to existing standards of professional behaviour. Students will develop skills appropriate to professional computing employment, particularly written, verbal and interpersonal communications skills, developing an appreciation that the Information, Communication and Technology (ICT) profession is largely people-centred rather than technology-centred.

KXO206 Database Management Systems

The technical aspects of database management systems are investigated, including advanced SQL querying, database application development, database interface development, the maintenance of data dictionaries, the specification and enforcement of integrity and security constraints, transaction integrity and concurrency control, and tasks and responsibilities in the administration of database management systems.

KGA223 Environmental Management

This unit introduces students to the principles and practice of environmental management by examining the relationships between government, economy, society and environment. Sustainability is used as a guiding framework for analysis of economic, regulatory, institutional and community – based approaches to environmental management.

Case studies cover key environmental issues including natural resource management, forestry, marine management, biodiversity conservation, climate change and waste management.

KGA378 Wilderness and Natural Area Management

Provides practical skills for planning and managing wilderness and natural areas, with emphasis on conservation of both natural and cultural values, as well as their use for nature-based tourism. Major themes are conservation management; changing concepts of national parks; conservation and human values; cultural values in natural areas; cultural heritage management; tourism education; technical services; ecologically sustainable tourism development; and wilderness issues. A major component of the unit will be the treatment of nature-based tourism including its biophysical, social and cultural impacts. The unit includes a field work component. The unit takes an international perspective but special emphasis is placed on Tasmania.

KXO302 IS Project

- Project: Provides practical skills in the management, design and implementation of a substantial project, working in a team of people, each with different specialisations; application of systems development methodologies, and real systems development, testing and documentation experience.
- Professional development: teamwork; contract negotiation and management; risk minimisation; group dynamics; presentation skills.

KXO321 Information Systems Management

This unit covers the methods, issues and opportunities that organisations have when planning and evaluating ICT. The unit delivers fundamentals on IS/IT strategic planning with a view of realising benefits for their IT investment. Other contemporary issues such as offshoring, supply chain management and relationship management are also explored.

KXO325 Business Logistics

The unit explores the importance of contemporary logistics to organisations and the strategic importance of logistics, logistics systems and the use of information systems to support logistics. The unit includes topics such as transportation, warehousing, inventory management, global logistics, eLogistics, and logistics strategic planning.



UNITS WITHIN THE BACHELOR OF BUSINESS ONLY COHORTS COMMENCING THEIR UNIVERSITY PROGRAM IN 2022

BEA111 Introduction to Markets and the Economy

Principles of Economics 1 enables students to improve decision making in all domains of their lives, to better understand aspects of the policy environment in which they operate and to apply key economic concepts that help managers form successful competitive strategies and run more profitable firms. Principles of Economics 1 provides students with a comprehensive introduction to economic theory and policy, and forms a strong foundation for students planning to continue their study of economics.

BEA140 Data Analytics for Business

Provides a foundation in the mathematics of finance and statistical descriptions and analysis, appropriate for the study of and professional practice in business, economics, accounting, finance, management and marketing. The primary emphasis is on understanding the statistical concepts and methods widely used in these disciplines, with a consequent enhancement of numeracy skills and an ability to use both formulae and quantitative computer packages. The focus is on the practical use of data in a business/economic decision environment, especially in an environment of risk and uncertainty.

BFA141 Commercial Transactions

There are many units taught in the Business Degree program that require you to have some knowledge of the law and the legal system generally. Various types of commercial transactions are considered in the majority of units and each of them by definition must have some legal foundation. BFA141 Commercial Transactions provides the legal background, knowledge and skills that are necessary for successful study of later units.

BMA151 Principles of Marketing

During this unit you will, for example, learn about concepts and issues surrounding why people buy the things that they do, what forces constrain and shape a marketer's activities, and you will meet the 4Ps of marketing (product, price, place and promotion), known as the marketing mix. These and other topics are all developed in more depth in specialist units offered, such as Services Marketing, Electronic Marketing and Marketing Communications. As a 'capstone' unit, Marketing Management expands on the foundations developed in Principles of Marketing to give a managerial and strategic focus to the many issues involved in successful marketing. Over the course of these units, you will come to realise that the activities of marketing really do lie at the heart of all business practices.

BAA211 Entrepreneurship

Entrepreneurship is a way of looking at business that is focused on opportunities, creativity and innovation. It is also about having a passion for doing the things that are important to you, be they related to business or not. It is about challenge and persistence. It is about the development of an enterprising mindset, from which you can create the opportunities for your satisfaction. To successfully complete this unit, you will be required to make a contribution (physically, intellectually and emotionally) that may be higher than you have previously made in your past studies. Entrepreneurship is not for the faint-hearted, the timid, those who cannot cope with ambiguity or those who want black and white answers. It is for individuals who are self-motivated, resourceful and persistent.

BMA202 Strategic Management

The process of strategic management looks into the full set of decisions and actions required for an organisation to achieve a long-term competitive position in the global environment. It examines the strategic decisions that determine the future long-term direction and competitive position of an enterprise. Therefore, the study of strategic management processes acts as a guide to formulate, implement, and evaluate strategies more effectively in all kinds of profit and non-profit organisations.

BMA258 Services Marketing

Services Marketing is a specialisation within the discipline of marketing. Although many marketing principles apply equally to services and products, there is widespread consensus among academics and practitioners that the issues that confront services marketers require different strategies. In essence, this unit is an advanced unit in marketing since it builds on basic principles in a service context.

BMA328 Leadership in Organisations

Leadership affects all organisations and is of increasing importance in today's dynamic business world. The task of leading is generally associated with senior management, but all organisational members have the potential to exercise leadership by influencing and inspiring themselves and others. Effective leadership requires advanced knowledge of theory and skillful application. Leadership requires the capability to build relationships and develop and implement strategies to support the organisation and its people to achieve their objectives.

This unit covers conventional and alternative perspectives on leadership and explores the practice of leadership in a range of contexts. Through the use of experiential activities and a blended learning approach, students will develop their leadership potential.

BMA351 Marketing Management

The need and demand for trained, experienced and effective marketing practitioners is growing. Marketing is a discipline which can benefit any enterprise. As this is increasingly being recognised, more and more organisations, non-profit as well as commercial ones, are seeking people capable of putting marketing theory into practice powerfully and profitably.

Marketing is a fast-growing and exciting area for study. In this unit, we will demonstrate this by combining text-based lectures with a series of special lectures on topics of particular interest in the current marketing environment. These 'marketing focus' lectures provide an opportunity for you to become a more rounded marketer.

BMA329 Retail Marketing

Retailing is a large and diverse industry that contributes significantly to the economy and creates more jobs than many other sectors. For marketers, understanding different aspects of a retailing business is pivotal, as retailers are the ones who sell products and services directly to the final consumer.

The focus of this unit is on developing students' knowledge of the retail environment, retailing concepts and theories, and retailing and sales strategies. The unit will equip students with a working knowledge of how to integrate techniques and strategies so as to maximise the effectiveness of retail marketing and sales efforts.

BMA343 Digital and Social Media Marketing

This unit covers the area of digital and social media marketing. Businesses are increasingly confronted with the need to adapt to a real-time digital environment. This unit focuses on providing students with a comprehensive understanding of the evolution and the role of traditional advertising versus digital advertising. You will learn the fundamentals of digital and social media marketing and learn how to develop digital marketing strategies to create engaging and effective marketing content. This approach to digital and social media marketing planning considers the strategic use of a range of media. In undertaking this unit, you will focus on a digital and social media marketing approach to marketing communications that considers how the integration of messages may achieve maximum impact, primarily through the coordinated use of a range of traditional and digital advertising tools.

BMA334 Entrepreneurship and Innovation

This unit is designed to facilitate your understanding of the process of opportunity exploitation. The learning activities used throughout the unit also provide you with an opportunity to reflect upon how you as an individual, operating within a team, can contribute effectively to the successful exploitation of an opportunity. The workshops used throughout this unit will provide a space for you to practice how to add value and also the opportunity to learn from interaction with your colleagues.

Within every entrepreneurship unit you will be required to participate in activities that *conceive, create, and capture* value as well as *critique* your efforts to do so. Known as the 4Cs, these activities will allow you to place yourself at the intersection of theory, practice and personal knowledge gain through which your understanding of your entrepreneurial capabilities will be determined.

BMA357 Freelancing and Small Business

The nature of the workforce is changing. The future of work is characterised by a shrinking 'traditional' job market and a rising gig economy. In Australia, self-employment now makes up a third of the workforce, and small business is considered to be the backbone of the Australian economy. To navigate this landscape, people require flexibility, autonomy, and small business skills. The aim of this unit is to develop your understanding of how to package and develop your skills to meet market needs, and to design flexible and sustainable career pathways and strategies for running a small business. In this unit you will explore freelancing and small business sectors, including small business management theories, concepts, and strategies.



Student at the ICT facilities.

An explanation of results codes

Legend of ORDINARY Results:

HD High Distinction (80%–100%)

DN Distinction (70%–79%)

CR Credit (60%–69%)

PP Pass (50%–59%)

UP Ungraded Pass

NN Failure

NS Failure (permission to sit supplementary examination)

DO Permission to enter deferred examination granted

WT Result withheld

AN Absent deemed failed (absent from the examination)

Supplementary Examinations:

NS Failure (permission to sit supplementary examination)

If a student receives an NS grade, this means that they have the opportunity to improve their grade by sitting a supplementary examination. If they pass that examination, they will obtain a full pass (PP 50 mark) but cannot receive any higher grade. If a student decides not to take the examination, they will receive the original NN grade.

Legend of supplementary Results:

When original grade is NS – Failure
(permission to sit supplementary examination)

PP Pass

NN Failure or absent from supplementary examination

WT Result withheld

A WT result may be given when there is a genuine reason why a student has been allowed an extended deadline for assignment work or if there is another legitimate reason why the result cannot be released by the due date. The actual grade must be finalised prior to the commencement of the supplementary examination period.

DO Permission to enter deferred examination granted

With special permission from the University Examinations Manager, a student can be granted a deferred examination (DO) if they miss their original examination due to exceptional circumstances. There are approved procedures and precedents for the granting of deferred examinations. Students will sit DO exams at the same time as Supplementary Examinations.

Guidelines for Assessment

The aim of these guidelines is to ensure the fair and equitable assessment of students enrolled in all offshore units offered by the University.

These guidelines will be used for all offshore units offered by the University unless stated otherwise in unit outlines and approved by the Head of School.

Final grades are awarded by the College Assessment Committee based on recommendations from the relevant School at the University. These guidelines describe the way in which the School makes these recommendations.

Attendance Requirements

Students are required to attend a minimum of two-thirds of lectures, tutorials and laboratory classes or workshops. **A higher attendance rate can be imposed** but this must be stated on the Unit Outline.

Examination Grades

Grades of Pass – refer to the Legend under 1.5 in this document

The grade that the School recommends to the Assessment Committee will be based on the student's performance throughout the semester as well as in a formal examination (where applicable).

Assessment Information

Overall assessment will be based on the student's performance throughout the semester.

Intended Learning Outcomes (ILOs)

Intended Learning Outcomes (ILOs) are statements about what a student will achieve upon successful completion of a unit of study. ILOs establish a foundation upon which the rest of the unit is built: assessment tasks are designed to measure student achievement

of ILOs; learning activities are designed to teach students what they need so they can complete the assessment tasks and demonstrate achievement of the ILOs; and content and materials are chosen to support student participation in, and completion of, learning activities that will help them to achieve the ILOs.

Pass grades – PP, CR, DN and HD

Your overall mark in this unit will be determined by combining your results from each assessment task. These marks are combined to reflect the percentage weighting of each task.

To pass this unit, you need to demonstrate your attainment of each of the Intended Learning Outcomes, and achieve a final unit grade of 50% or greater.

Fail grade – NN

Students achieving an overall mark of 49% or less will usually be awarded a fail (NN) grade, unless they have met the requirements to be awarded a supplementary examination – NS grade.

A student who has received a mark of 45% or above but has not demonstrated achievement of all Intended Learning Outcomes for the unit will be awarded an NS grade and granted a supplementary assessment task or tasks.

When a student has received a mark within the range the 45%–49% and has not been deemed to have demonstrated achievement of all Intended Learning Outcomes for the unit, the Unit Coordinator shall give further consideration to all their assessment to determine if any Intended Learning Outcomes require further demonstration. If further assessment is required, the Unit Coordinator shall award an NS grade and grant a supplementary task or tasks.

RESULT SUMMARY TABLE

Recommended grades for various combinations of internal and examination marks in a unit

| Total Mark | Recommended grade | Mark to show? |
|------------|-------------------|---------------|
| 80%+ | HD | Yes |
| 70% – 79% | DN | Yes |
| 60% – 69% | CR | Yes |
| 50% – 59% | PP | Yes |
| ≥50% | NS | No |
| ≥50% | NN | No |
| 45% – 49% | NS | Yes |
| 45% – 49% | NN | Yes |
| <45% | NN | Yes |

Determining the results of supplementary examinations

The mark for the supplementary examination will replace the original examination mark in the algorithm to calculate the total mark. A total mark of $\geq 50\%$ is required for the supplementary to be passed; a grade will be reported. Where the recalculated total mark is below 50%, the grade of Failure after Supplementary Examination (NN) will be reported.

- Students must have completed the requirements for internal assessment for a unit as outlined on the unit outline for each unit.
- Students must have attended and completed the examination, where applicable, for each unit.
- Where a result falls in the 45–49% range, the case should be reviewed, including a review of internal assessment and a decision will be made on a recommendation for a supplementary examination by the appropriate school's academic review meeting which is held at the end of each semester and following examinations.
- A student who has not satisfied a minimum continuous assessment requirement in the relevant unit would not normally be recommended for a supplementary examination.
- If, as stated in the unit outline, there is a compulsory minimum attendance requirement, students who fail to meet that minimum attendance requirement may be deemed ineligible to sit the final examination.

Assignments and Submissions for units

Students must complete the assignment requirements in accordance with the topic/s described in the unit outline and follow all instructions exactly with relation to submission and formatting.

It is the responsibility of the student to familiarise themselves with the assignment requirements and if unsure of requirements students must refer their queries to the AIEN Institute lecturer or university unit coordinator for clarification in a timely manner and before the assignment is due.

Students should submit all assignment queries in writing to the AIEN Institute Lecturer who will consult with the University unit coordinator where necessary. Students must use their university email account and are responsible for subsequently checking their account for the response and seeking further verification if needed. The University unit coordinators will include the AIEN Institute lecturer in all such correspondence. Students must keep copies of all such email correspondence until after the final result for the unit has been released.

Students must submit assignments in the manner outlined on the unit outline and/or the assignment sheet. Submission by other means than that outlined will only be allowed under exceptional circumstances and students must not assume they have the right to submit in any way other than the instructions on the unit outline and/or the assignment sheet.

Students must advise the AIEN Institute Lecturer and the unit coordinator by email of their request to submit by other means and outline the reasons for the request. If approved, students who submit by other means will receive a confirmation email from the unit coordinator and must keep a copy of this email.

Students are responsible for ensuring that ALL files required are submitted in the correct electronic format, in the correct place and by the time stipulated on the assignment sheet.

Students must check all electronic files that are submitted to ensure the files can be read and are not corrupted in any way and are free of viruses, and must advise the AIEN Institute Lecturer and the unit coordinator by email immediately of any problems with their submission and detail the reasons for the problem.

Students are required to keep a backup copy of ALL assignments submitted until after the final result is released for that unit. Students may be required by unit coordinators to produce backup copies and should not have opened and/or made any changes to that file from the time of submission. Failure to maintain backup copies of assignments may result in failure in that piece of assessment.

PLEASE NOTE: the University does not maintain archives of student assessment which are submitted via MyLO. University of Tasmania will not supply copies of assessment to students from MyLO submissions after a unit has been completed. Students should maintain electronic copies of submissions until after the release of the final result for the unit.

Application for Extension of Time for Internal Assessment

If a student has a valid reason for submitting an assignment late, they can apply for an extension of assessment due date. This must be done by submitting the relevant application for extension form. A student must complete the form (and attach all supporting documentation such as a medical certificate in the case of illness) and hand in to the AIEN Institute lecturer. They will then forward your request to the University of Tasmania Unit Coordinator. The unit coordinator will review the application and make a decision based on the information received. The student will then be advised of whether their extension has been granted or rejected through their university email account.

Any extension granted will have a new submission due date and time. Failure to submit by the new time will incur penalties.

Please see your unit outline for the links to the relevant extension form.

Penalties relating to assignments

Students who submit incomplete and/or corrupted files and are unable to produce a complete and uncorrupted backup copy, which has not been opened since the date of submission, **will automatically receive a result of 0** for that assignment and no further appeals will be considered.

Students who fail to submit by the due date and the due time will be penalised in accordance with the [University of Tasmania's Assessment and Results Procedure](#).

Late Assessment Policy

Assignments submitted after the deadline will receive a late penalty of 5% of the original available mark for each calendar day (or part day) that the assignment is late. Late submissions will not be accepted more than 10 calendar days after the due date, or after assignments have been returned to other students on a scheduled date, whichever occurs first.

Please refer to your unit outlines for all information relating to late assignments.

Release of marks for internal assessment

Students will be advised by their AIEN Institute lecturer of their internal marks only after moderation has been completed by the unit coordinator. In the interests of good quality assurance of marking in university units AIEN Institute staff are not permitted to release internal results without written approval from the University.

If there is no mark for the student, they are responsible for identifying the problem to the University unit coordinator within 10 days of the release of the marks for an assignment.

If students have a question about any of their internal results, please contact the unit coordinator within 10 days of the release of the marks. You must use your university email for all such communications with staff and you are responsible for checking your email to follow up on the result of that communication. ALWAYS keep electronic copies of any email communication received from staff as it relates to your units.

Review of Assessment – Internal results

Alternatively, if you wish to have a piece of internal assessment reviewed as part of this process (for example a test or essay), please state this clearly in your application and make sure to include that piece of assessment with your application.

Academic Progress

To complete the University of Tasmania degree, you must pass all of the required University of Tasmania and SHOU units.

There is no automatic re-sit if you fail a University of Tasmania unit. You may be offered a supplementary exam – refer to page 21 of this document.

If you **Fail (NN)** you can repeat the unit when it is next offered at AIEN Institute.

Some units have **pre requisites** – that means that you cannot enrol in that unit until the prerequisite unit is passed. Your academic record is reviewed at the end of the semester after your results are released, to make sure that you are eligible to progress to the next semester or to graduate.

For details of pre requisite units in your course see page 9.

Repeat Enrolment

If you have failed a unit at SHOU you have to enrol in it again – going to the lectures, submitting the assignments and sitting the exam again. This is called a repeat enrolment. You will need to wait until that unit is offered again, but you can continue studying your other units if you have passed the required pre- requisite units.



Academic Progress Review (APR)

Academic Progress Review (APR) involves an assessment of all students' results and the identification of those students who are experiencing issues with their academic progress in a given semester.

Many students have difficulty in adapting to the university environment. The purpose of APR is to monitor your progress and reach out to you if you are having difficulties in passing units, and help support you towards the successful completion of your course.

We know that failing units can be extremely disappointing and can happen for a variety of reasons, including difficult life circumstances and events that are outside of your control. It is important to reflect on what may have impacted upon your studies and make the most of the advice and support on offer to help resolve those difficulties. If it is not clear to you where things may have gone wrong, working through the [APR Questionnaire](#) can also provide you an opportunity to identify areas for improvement.

APR is a formal University process that occurs at the end of Semester 1 and 2, with an additional review after the Summer semester in February.

There are four stages in the APR process:

Stage 1 – Good Standing

If you are given the academic status of Good Standing it means that you have passed more than 50% of your enrolment in a given semester.

On Good Standing no formal action is required.

Stage 2 – Supported

Supported status means that following APR you have been identified as having failed 50% or more of your enrolment for the first time, failed the same unit for a second time, or have moved to the Supported status from Conditional status after a semester of passing more than 50% of your units.

Following the release of your exam results in the relevant semester you will receive an email from the University and be contacted by the Student Success Team by phone. You will be offered the opportunity to meet with a Student Adviser who will provide you with the opportunity to:

- Find out more about the APR process and any associated procedures.
- Talk through any difficulties you may have experienced during the semester and develop some strategies to help manage these difficulties in future semesters.
- Identify which staff and additional services we can refer you to for further support and advice.
- Book further appointments to follow-up on your progress.
- Formalise this advice in a Support Plan.

Stage 3 – Conditional

Conditional status means that following APR you have been identified as having failed a second semester of 50% or more of your enrolment.

Following the release of your exam results in the relevant semester you will receive an email from the University, and you will be required to meet with your Course or Unit Coordinator. This is a mandatory meeting to support your continued academic process and it is important that you engage with this to:

- Find out more about the APR process and any associated procedures.
- Talk through any difficulties you may have experienced during the semester and develop strategies to help manage these difficulties in future semesters.
- Identify which staff and additional services we can refer you to for further support and advice.
- Book further appointments to **follow-up on your progress.**
- Formalise this advice in a Support Plan.

Stage 4 – Exclusion

Exclusion status means that following APR you have been identified as having failed a third semester of 50% or more of your enrolment

Being excluded does not mean that you are excluded from the University, rather it means that you are not permitted to continue your enrolment in the course from which you have been excluded for a period of 12 months. You will be automatically withdrawn from your course at the end of the appeal period if you have not appealed. If you lodge an appeal against your exclusion, you will remain enrolled, pending the outcome of your appeal.

A comment will be placed on your academic (or faculty) record stating that you have been excluded from your course. This comment appears on your official University academic transcript and is a permanent part of your record.

The usual period of exclusion is 12 months from the date of the exclusion, however, your letter will give you the exact details of your exclusion period.

If you have any queries regarding the academic progress review procedures, please contact:

erin.roehrer@utas.edu.au for Bachelor of Business Degree

matthew.springer@utas.edu.au for Bachelor of Information Systems Degree

Enrolment

Your enrolment at the University of Tasmania is valid when you sign and return the TNE Acceptance of Offer and it is approved by the TNE Academic Coordinator in either the Tasmanian School of Business and Economics or the Faculty of SET. This form will be sent to the AIEN Institute office and you need to sign it personally.

When you sign this document, you are agreeing to follow the University of Tasmania rules and procedures as they apply to the units delivered at AIEN Institute.

Confirmation of your enrolment

A University of Tasmania Enrolment Statement will be sent to you care of AIEN Institute after your initial enrolment is processed. Your Enrolment Statement is a record which includes:

- the units you are studying in the current semester
- your personal details
- your email address, user name and password

To protect your privacy, keep your user name and password secure. Store it in a safe place. It is important to **check that your personal details are correct.**

The spelling and order of your name shown on your Enrolment Statement will be the same way that it is printed on your official academic transcript and your testamur (the official printed award) at graduation.

It is your responsibility to inform University of Tasmania of any error in your personal details.

If you find any errors in your enrolment or personal details, please email:
U.Connect@utas.edu.au
using your university email account.

You must include your University of Tasmania student identification number and your full pinyin name. If you would prefer you can contact the AIEN Institute Administrative Office and they will send the changes to the University of Tasmania for you.

Student ID card

Your student ID card shows your name, date of birth, student ID number and the degree you are studying.

Please see the staff at the AIEN Institute Administrative Office about arrangements to have your photograph taken. It may take 4–6 weeks to receive your student ID card.

You will need to show your University of Tasmania Student ID card when sitting your examinations and for official tests during the semester.

If you lose your card, you should report its loss to the AIEN Institute Administrative Office so that the University of Tasmania can arrange for a replacement card for you.

University email

You will be provided with an email account when you enrol. Your email address and password are included on your first enrolment statement.

You can log on at utas.edu.au/webmail and use the help sheets available on this page to learn how to use the University of Tasmania WebMail.

Please change your initial password. There is a link to the “change password” option in the “WebMail Navigation” panel on the right-hand side of the web page. Your password must include at least 8 letters and should include a combination of capital letters and numbers for greater security.

You MUST use your university email for all contact with University of Tasmania academic or administrative staff. You should check your email regularly. Information such as examination information will be sent to your University of Tasmania email address.

Please note that all communication from a student to a staff member must be sent from the student’s official email address and must include your Pinyin name and University of Tasmania ID number.

MyLO – My Learning Online

MyLO is the web tool used for delivery of many of the University of Tasmania units at AIEN. To log on to MyLO, students will need their username and password as shown on their first enrolment statement.

To log on to your MyLO site, please go to: utas.edu.au/mylo

If you have difficulty with MyLO access

1. Confirm with the AIEN Lecturer that MyLO is used for the unit.
2. If so, check that the unit has been correctly added to your enrolment record by checking your University of Tasmania Faculty Record in the eStudent centre: universitytasmania.sharepoint.com/sites/StudentPortal
Click on View Academic Record.
3. If you are enrolled and MyLO is still not accessible, then you should email your **AIEN Unit Coordinator** who will check to determine that your username is on the student list for that unit.

Include your full Pinyin Name, your University of Tasmania student identification number, your University of Tasmania username and the code and name of the unit.

For assistance with technical support at AIEN Institute you should refer to the AIEN Institute Technical Officer.

You will find a number of useful documents and self-help sheets on technical matters at: utas.edu.au/service-desk/

A separate document will be provided at orientation on how to access MyLO.

Final Unit Assessments, Take Home Exams, Results and Review of Assessment

Take home examinations

End of unit assessments can be in the form of a test, an assignment or a take-home examination. Details of your final assessment item can found in the unit outline for each unit.

No other materials are permitted in an examination room, unless otherwise indicated on your timetable.

It is your added responsibility to check what materials are permitted in the exam room before the exam begins. If you have any materials in the exam room that you are unsure about please ask one of the exam invigilators for assistance. The invigilators are the people who will supervise your exam and who can help you with any problems during the exam.

Deferred final test or ordinary take home examination

If you miss your final test or take home examination due to illness, or other exceptional circumstance, you can apply for a deferred examination – an application form is available from the administration staff at the AIEN Institute office. You will also need to attach a letter from your doctor in the case of illness, plus a medical certificate. A student granted a deferred ordinary examination in a unit has no access to the supplementary examination system for that unit.

Supplementary examinations

If you fail an examination, you may be eligible for a Supplementary Examination. For information about eligibility for supplementary exams see the Guidelines for Assessment (see page21).

If you pass the supplementary exam (i.e. gain a result of PP) it is regarded as a full pass; but no credit, distinction or high distinction grades may be awarded, so your mark will be 50.

Results of examinations

The final results for your units are released on the website below:

askus.utas.edu.au/app/answers/detail/a_id/1611/~how-do-i-check-my-results%3F

Click on **Results** under **Quick Links** on the lower left-hand side of the page.

The website is secure, and you will need to use your University of Tasmania username and password to access the website.

You will not receive a paper copy of your results, but you can download a printed copy from the web. You will receive an academic transcript free of charge with all your results when you graduate.

Review of Assessment – Examination results

What to do if you have concerns about your final result.

These are the steps you can take to find out about your assessment.

1. For feedback on your overall academic performance in a unit, you should contact your AIEN lecturer.
2. You can request to meet with your lecturer or another academic and get feedback as you look at your final test or take home examination paper and your answers.

Applying for a formal Review of Assessment

Many students apply hoping for a better mark, but very few papers are upgraded.

This is because the papers are already marked carefully and then moderated at the University of Tasmania, so the chance of a mistake is low.

It is a good idea to speak to your AIEN lecturer before you apply for a Review of Assessment to see if a higher mark is realistic. If you believe there has been a mistake in the marking you can apply for a Review of Assessment – Examination results. You must state why you believe the exam mark should be reviewed.

You have **10 working days** from the release of results date to submit your application to the AIEN Institute administration office.

You can access the eForm to apply for a formal Review of Assessment at this link:

[Request for Review of Assessment \(Stage 1\)](#)

You **must** use your University of Tasmania email, and provide:

- your full pinyin name;
- your University of Tasmania student identification number;
- specify the unit name and unit code.

You must then complete the form and email it to the AIEN administration office who will forward your Review of Assessment – Examination results application to the University of Tasmania Exams Office. Please note that a processing fee (100 Yuan) is charged to review a unit with a Pass grade and this must be paid to the AIEN Administration office. If you are off campus you must still pay the fee once you return to the campus. The fee does not apply if you want a review of a unit for which you have received NN (fail) result.

You will receive notification of the outcome of the review, which will be sent to your University of Tasmania email account.

If your result is changed after the review and you paid the 100 Yuan, this amount will be refunded to you. If your result is **not** changed after the review the 100 Yuan cannot be refunded.

Review of Assessment – In-semester assessment results

What to do if you have concerns about your in-semester assessment result.

If you wish to have a piece of in-semester assessment reviewed, for example, a test or essay, the same process as outlined above is to be followed. The exception is that it needs to be clearly stated in your application that this is for a piece of in-semester assessment, and that piece of assessment is required to be included with your application.

Rules, Rights and Responsibilities

The University of Tasmania has a range of rules, ordinances, policies and guidelines, which are available at the following link: utas.edu.au/policy

Teaching Experience Student Survey (TESS)

The Teaching Experience Study Survey (TESS) is a new survey system to gather and process students' experiences and feedbacks. TESS is designed with short questions and simpler clicks to guarantee you a better survey experience than ever.

The voluntary feedback you provide is essential to your lecturers seeking to improve their teaching, similar to how your assessment feedback aids in your learning, so let your lecturers hear your thoughts or ideas. Even if the experience was great, this is helpful to know too!

TESS surveys are completely confidential. The TESS team ensures that every survey is confidential, and all comments or feedback are communicated back to your teachers anonymously. All the more reason to leave suggestions and valuable comments as nobody knows who composed them.

The survey period closes before grades are released, and the TESS team don't communicate the survey results to teachers until after grades are finalised and released to students. After the completion of the survey period, all the surveys are gathered, processed and finally analysed. Unit coordinators will receive a single report summarising student responses, and be presented with the deidentified quotes provided by students.

What are your rights and responsibilities?

Student Problems and Complaints

Most concerns can be resolved easily if the student discusses the problem with AIEN Institute and/or University of Tasmania staff quickly.

1. Contact the locally engaged tutor or lecturer at the AIEN Institute.
2. If the problem is not resolved, contact the unit coordinator.
3. If the problem is still not resolved the issue should be referred to the Transnational Education Coordinator of the relevant degree.

If the steps outlined above do not resolve the matter, then you have the right to make a formal complaint in writing to the Head of School. Students should email:

U.Connect@utas.edu.au including your full pinyin name, your student identification number and a summary of the problem you are encountering and what steps you have taken to solve the problem. Your complaint will be forwarded to the relevant Head of School for their attention.

The Safe and Fair Community Unit (SaFCU) aims for early identification and intervention of concerning behaviour which could affect the safety and wellbeing of individuals or other community members. If you have experienced sexual assault or sexual harassment, or observed concerning or unacceptable behaviour, or you wish to make a complaint, we encourage you to contact SaFCU. utas.edu.au/about/safety-security-and-wellbeing/safe-and-fair-community-unit

[Students Complaints Procedure](#) deals with Student Complaints.

[Reviews and Appeals of Academic Decisions Procedure](#) deals with Student Complaints.

Student Discipline

When the student signs the TNE Acceptance of Offer, they are agreeing to abide by the University rules and regulations. Allegations of academic misconduct, including plagiarism, or cheating in examinations in University of Tasmania units are dealt with under ***The University of Tasmania Student Behaviour and Conduct Ordinance***. The ordinance also includes a formal appeal process.

Please note that a separate document on Academic Misconduct is supplied at Orientation.

Code of Conduct for Teaching and Learning

The Code of Conduct for Teaching and Learning sets out the responsibilities and expectations the University of Tasmania and its students can legitimately and fairly expect

Please note that these apply to your enrolment in University of Tasmania units. You should consult the ALEN Institute Office with relation to SHOU rules and policies.

The University of Tasmania has a range of Rules, Ordinances, Policies and Guidelines which are listed below and are available at: utas.edu.au/policy/ordinances





📍 Students using the community spaces at our new Melville Street accommodation.





📍 Students at the pinnacle,
kunanyi/Mt Wellington.