



*School of Information and Communication Technology*

# **STUDENT SURVIVAL GUIDE 2017**

# Hello and welcome!

For many of you, university will be a new experience which is exciting however it can also be quite daunting—so in this Guide we've tried to highlight the most important things you'll need to know.

The degree that you have chosen is in an exciting and changing field placing you at the forefront of technology and innovation. I look forward to seeing your friendly faces around the campus.



## Professor Bela Stantic

Head of School  
School of Information and Communication Technology

**NOT SURE**  
where to start?

## First two weeks

*Find your feet at Griffith. Try to complete the following by the end of Week 1, or make time to complete these tasks in Week 2.*

- I have received information about my orientation activities, [planned my o-week](#) and read through this guide as preparation.
- I have attended the School of ICT Orientation and obtained detailed info about [my program](#).
- I have visited the ['First trimester at Griffith' website](#).
- I have met some ICT Student Mentors and other students in my program at O-Week.
- I know who my School Administrative Officer, Program Director and First Year Coordinator are, what they do, and how to contact them.
- I have received my Griffith student number and password (provided in your enrolment pack or via email), and have checked [myGriffith](#) and my student email.
- I know where the [Student Administration Centre](#) is located on my campus, and have picked up my [Student ID Card](#).
- I have successfully [enrolled](#) in all my classes for the semester.
- I know [how and where to find my classes](#) and where to find a [campus map](#).
- I have found and read [course profiles](#) for each of my courses.
- I have a copy of the [academic calendar](#) showing critical dates.
- I know when and how to pay my [tuition fees and charges](#).
- I have checked my Course Profiles for which textbooks I need to purchase (sometimes you can use older editions), and searched the [Textbook Exchange website](#) and/or Textbook Fairs (Gold Coast and Nathan campuses) for second-hand textbooks.

## First month

*By now you should be feeling more at home at Griffith. If you can tick off the following at the end of your first month, you'll be well on your way to succeeding at uni!*

- I have attended some  **Library Orientation activities** and/or know how to use the library for lending, research etc.
- I have worked out a personal  **timetable** incorporating time for my study, employment, family commitments, recreation and social time.
- I have attended lectures / workshops / computer labs and met all of my lecturers in person, and worked in study groups with other students.
- I know where the  **Common-use Computer Labs** and the ICT Labs are located and how to use them.
- I have attended a club sign-on day and  **joined some clubs and societies**.
- I have visited the  **Learning@Griffith page** to find out how to make the most of my Learning@Griffith experience.
- I know where to find  **support** for myself, my studies, career, finances and welfare.
- I have registered on  **CareerBoard** and visited the  **'Careers and employment' website** to start my career development.
- I have attended free  **Library workshops and training** / used the self-help resources on the  **Study Smart website** to prepare for assessment.
- I have heard about the School's  **Peer Assisted Study Sessions (PASS)** (for selected core courses), and know how to join if I need extra help.
- I have liked the School's  **ICT Facebook Page** to keep up to date on activities.
- I know what  **social events** and  **sporting activities** are available on my campus.
- I have downloaded the  **Griffith App**.
- I have read about  **Safety and security** at Griffith.



TIP



### Click me

There are web links embedded throughout this Guide. Look for the computer icon shown above—it will take you to the associated website for more information. There is also an index of important web links at the end of the Guide for reference.



# School Staff

## We are here to help you!

### First Year Coordinators

- ▶ Enrolment issues (full classes and clashes)
- ▶ Finding who the best contact is for your specific query
- ▶ Information about school events and activities



#### Gold Coast Campus

Jolon Faichney  
Room G09\_1.58



#### Nathan Campus

David Tuffley  
Room N44\_2.22

### School Administrative Officers

- ▶ Enrolment issues (full classes and clashes)
- ▶ Finding who the best contact is for your specific query
- ▶ Information about school events and activities



#### Gold Coast Campus

Camila Rodrigues  
Room G23\_2.13



#### Nathan Campus

Vicki Ward  
Room N44\_1.08



#### Logan Campus

Joan Culverhouse  
Room L08\_2.05

# PROGRAM DIRECTORS



## 1539: Bachelor of Information Technology (Gold Coast)

**Name:** Dr. Wayne Pullan

**Office:** G09\_1.66

**Email:** w.pullan@griffith.edu.au

**Phone:** 07 555 29002

## 1534: Bachelor of Computer Science (Gold Coast)

**Name:** Dr. Ruben Gonzalez

**Office:** G09\_1.70

**Email:** r.gonzalez@griffith.edu.au

**Phone:** 07 555 29001

## 1569: Bachelor of Information Technology/Bachelor of Business (Gold Coast)

**Name:** Dr. Bruce Rowlands

**Office:** Guest Room by appointment only - please email

**Email:** b.rowlands@griffith.edu.au

**Phone:** 07 373 53681

## 5613: Master of Information Technology (Gold Coast)

**Name:** Dr. Xin-Wen Wu

**Office:** G09\_1.68

**Email:** x.wu@griffith.edu.au

**Phone:** 07 555 27647

## 1497: Bachelor of Applied Information Technology (Logan)

**Name:** Dr. Geraldine Torrisi & Dr. Sven Venema

**Office:** L08\_2.08 & L08\_2.09

**Email:** g.torrisi@griffith.edu.au & s.venema@griffith.edu.au

**Phone:** 07 338 21087 & 07 338 21292

# PROGRAM DIRECTORS



## 1045: Bachelor of Science / Bachelor of Information Technology (Gold Coast and Nathan)

**Name:** Dr Andrew Lewis

**Office:** N44\_3.10

**Email:** a.lewis@griffith.edu.au

**Phone:** 07 373 56789

## 1360: Bachelor of Business Information Systems (Nathan)

## 1570: Bachelor of Information Technology / Bachelor of Business (Nathan)

**Name:** Dr Bruce Rowlands

**Office:** N44\_2.29

**Email:** b.rowlands@griffith.edu.au

**Phone:** 07373 53681

## 1538: Bachelor of Information Technology (Nathan)

**Name:** Dr David Chen

**Office:** N44\_2.18

**Email:** david.chen@griffith.edu.au

**Phone:** 07 373 53675

## 3259: Master of Enterprise Architecture (Nathan)

**Name:** Dr Ovidiu Noran

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**Phone:** 07 373 55382

## 5612: Master of Information Technology (Nathan)

## 5658: Master of Information Systems and Information Technology Management (Nathan)

**Name:** Dr Larry Wen

**Office:** N44\_2.39

**Email:** l.wen@griffith.edu.au

**Phone:** 07 373 55042

## Small academic problem?

### *Tutor*

Your tutor should be the first person you contact if you have any problems with course or lecture content, or assessment.

Email your tutor with any queries you may have, or visit them during consultation hours.

If your **tutor** isn't available or cannot address your concerns for any reason, the next person to speak to is your **lecturer**.

### *Lecturer*

Lecturers can be difficult to track down as they often deliver lectures to hundreds of students on different campuses.

Email your lecturer to book a consultation time or request help with any unresolved academic queries.

If your **lecturer** is unable to help, you can approach your **Course Convenor** for assistance.

### *Course Convenor*

Course Convenors are responsible for the overall management, teaching and assessment of a course.

Your Course Convenor can assist with:

- permission to enrol into restricted courses
- deferred assessment and examinations
- requests for a 'review of grade'
- extensions for assessment.

## Bigger academic problem?

### *Program Director and First Year Coordinator*

Your Program Director ensures your program is well-planned, delivered and assessed. Program Directors and First Year Coordinators can assist by counselling you on program-related matters, approving special enrolment issues, and can provide career advice.

### *School Administrative Officer*

Your SAO can advise you on matters relating to your enrolments, full classes or clashes, understanding your program structure, information on school events and can refer to you support services unique to your situation.

### *Student Administration*

All administrative enquires should (in the first instance) be directed to Student Administration, including:

- admission, enrolment and timetabling
- fees and charges
- student forms and policies
- credit applications
- information on programs and courses.



**TIP**

To help your email enquiries reach the right people, include the following in the 'subject' line:

- Your course code and campus
- Your student ID number
- A short description of your query



**Example: 1801ICT Nathan – s1234567 – Exam question**



# Not what it's cracked up to be?

*University study is serious stuff and you might feel overwhelmed with what is expected of you at first.*

Everyone has their ups and downs and it's perfectly normal, especially in your first semester. In every case, talking to someone helps and this Guide deals with some specific problems you might experience.

## Feeling overwhelmed or not settling in?

- Make an appointment or email your Library Learning Advisor to improve your academic skills, connect with others in your program or join a study group.
- Talk to your tutor or lecturer about your concerns in the first instance, or email your First Year Coordinator / Program Director if the matter remains unresolved.
- Ask about the **peer mentor programs** available. Mentors are experienced students who have been through it all, and who can help you settle in.
- Contact a **student counsellor** if you are feeling anxious, depressed, or need advice on managing stress. The Counselling Service provides free confidential, voluntary counselling for students and staff, and a range of group and wellbeing activities.

## Course not meeting expectations and want to 'drop out'?

- Talk to your tutor or lecturer first if you are unsatisfied with your current course, or email your First Year Coordinator/Program Director for advice on where to go to next/ if changing your course will help.
- Talk to a **career counsellor** for advice on your next steps towards your career.
- Contact a **student counsellor** to see if managing your stress levels might help.



## Falling behind?

- Talk to your tutor or lecturer if you need additional time to complete assessment.
- Talk to your friends at uni; they may be able to help you catch up with your studies. Or talk to a [student counsellor](#) if a lack of motivation is the problem.
- Visit your library for a range of free workshops, consultations and self-help resources to improve your academic, computing or research skills.
- Join a PASS (Peer Assisted Study Sessions) group for extra help with selected courses.

## Financial difficulties?

- The Griffith [Welfare and Student Liaison office](#) offers help with interest-free student loans, Centrelink payments, budgeting, housing and tenancy information, and other welfare matters.
- Numerous scholarships can help you finance your studies and government support is also available.

## Personal issues affecting your studies?

- Talk to your tutor or lecturer first if you have any personal issues affecting your studies.
- Contact [Student Administration](#) if you need to apply for [special consideration](#) or defer an exam.
- Contact a [student counsellor](#) if you are unhappy about anything



TIP

### Support for international students

Griffith International has a team of [Student Advisors](#) dedicated to supporting international students. Make an appointment for advice on welfare issues, academic policies, program issues and more.





# Peer Assisted Study Sessions (PASS)



## What is PASS?

Peer Assisted Study Sessions (PASS) are free one-hour study sessions which provide a fun group-based learning environment. Sessions are run by experienced students who have successfully completed the course. PASS are open to all students studying a course to which PASS is attached and are highly recommended for all students no matter what grade you are aiming for. PASS are held in addition to lectures and tutorials and attendance is voluntary.

## How does PASS work?

In PASS you participate in group activities and discussions. The focus is on course content (what to learn), academic reasoning and study skills (how to learn). PASS aims to make learning interactive and enjoyable. In PASS you might review lecture notes, key concepts, discuss readings, practice problem-solving, develop study tools and prepare for examinations.


## Why should I come to PASS?

Whether you are a top performer or could use some improvement, you will benefit from the skills and understanding gained from attending PASS. Students who attend regularly consistently earn a higher grade and withdraw less often than students who do not attend. These results are consistent across disciplines and universities worldwide. PASS is also a great way to meet other students in your course.

## How do I sign up?

View session times by going to your Learning@Griffith site, selecting the course, then selecting PASS on the left. You may attend any session you like and the leader will sign you up at the door so just come along.

## Want to know more?

Stay up to date, get study tips & share experiences join the  [PASS Sciences community](#) on Facebook

Visit the  [website](#) or contact the Griffith Sciences PASS Project Coordinator Jackie Wilkinson.

 [pass-seet@griffith.edu.au](mailto:pass-seet@griffith.edu.au)



# Get a life

*There is more to uni than just lectures, assignments and exams—Griffith is also about having the time of your life!*

## Be social


At uni, you'll meet friends that will last a lifetime. However, you may find that you're often on campus at different times to your friends—and sometimes you might feel alone.

To avoid lonely moments, we suggest you utilise your social skills and connect with other students in lectures and tutorials, student clubs and activities, and via Facebook, Twitter and other websites.

### *In lectures and workshops*

- Talk to the person you are sitting next to before the lecture or workshop starts.
- Get a class buddy and sit with them for the rest of the semester—they can take notes if you aren't there and vice versa.
- Group work is always a prime opportunity to make friends.

### *On the web*

Connect with Griffith University, School of Information and Communication Technology and other groups on  **social media**—it's a great way to keep up to date with news on social activities, competitions and connect with fellow students.




### *Join a student club*

Joining a club is the easiest and most effective way of meeting people who share the same interests as you. Griffith University and the School of ICT support a number of clubs including:


- Gold Coast Ladies in Technology Engineering and Science
- Ladies in Technology Engineering and Science Society (Brisbane)
- Griffith Uni Electronics Club (GRUE)
- Griffith Uni Tabletop Guild
- Griffith University Start-Up Entrepreneurs

These clubs run events and activities throughout the year, including social events, textbook fairs, professional development events and an annual Gala Ball.

There are many other clubs dedicated to all kinds of interest areas including sports, culture, politics and hobbies—so you are sure to find a group you can relate to! Find out more about  [Griffith clubs](#).

 [facebook.com/clubs.griffith](https://facebook.com/clubs.griffith)

## Get active

There are many opportunities for you to get active and involved in  [sport and recreation](#) at Griffith. These include sporting facilities, gyms, social sport competitions, and sporting clubs that represent Griffith at the Northern and Australian University Games!

 [facebook.com/griffithsport](https://facebook.com/griffithsport)

## Enter a competition

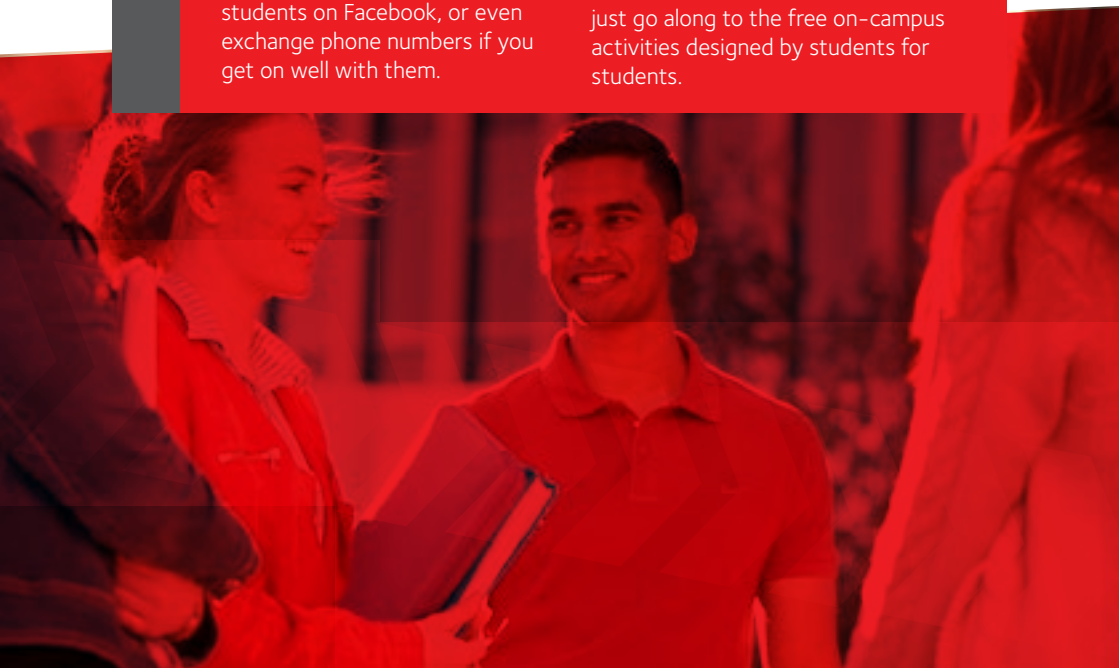
Throughout your studies, you'll have opportunities to enter competitions run by Griffith and other organisations. Competitions give you a chance to stretch yourself, put your newly gained knowledge into practice, and develop useful skills for the future. You may also win recognition for your efforts, in the form of cash, certificates and other prizes.



TIP

### Don't be shy

- Don't keep to yourself—be friendly and exchange email addresses, connect with fellow students on Facebook, or even exchange phone numbers if you get on well with them.
- Strike up a conversation in a queue—ask for directions around campus or what degree they are studying.
- Become a member of Griffith Mates or just go along to the free on-campus activities designed by students for students.




# TOP TIPS to survive at uni



## Maintain a healthy balance

- University is a long road, so slow and steady wins the race.
- Make new friends, be social and have a little ‘breather’ (break) every now and again.
- Be healthy—keep fit and eat well.
- Make time for your friends and family

## Network

- Get to know your lecturers and tutors
- Speak to students in your classes
- Join a  student club—it’s a great way to meet like-minded people.

## Attend lectures and workshops

- Attend your lectures and workshops
- Prepare ahead for lectures—read the suggested materials to gain a deeper understanding of the content.

## Plan your studies and manage your time



- Make the most of your time—plan ahead for assessment items and exams. As a general guide, a 10 credit point course usually requires approximately 10 hours of reading/study time per week (this includes your lecture and tutorial time)—for the whole semester.
- Don’t leave things to the last minute—read/write a little each day to stay on track.
- Organise your work space.

# TOP TIPS

## to survive at uni



### Get comfortable with uni writing styles

- Check out the  [self help resources](#) through the Library before you begin your first essay.
- Attend a free academic writing course (offered through the library).
- Know your  [learning style](#) and work with your strengths.

### Be selective when it comes to group work

- Try to select group members who have the same goals as you (e.g. top grades or passing marks).

### For the sake of your sanity

- Love what you are doing, and you will do it well. Make sure uni is what you want to do, and choose courses you are passionate about.
- Give yourself time to get to lectures and workshops. Don't expect to find a perfect carpark each time you drive to uni. The campuses get very busy during semester.



### Learn your way around

- Public transport—learn how to use it; it will save you time and money (and you will avoid parking frustrations).
- Know your way around uni—plan out your routes so you don't get lost.

### Speak up

- Complete student surveys—it's a great opportunity to express your opinions.
- You deserve to have an amazing university experience—so don't be afraid to speak up for yourself if you feel that something isn't quite right.

### Textbooks and materials

- You can purchase your required textbooks, readings and stationery from the  [bookshops](#) on campus. Order books online to avoid the Orientation week queues.
- You can also become a member of the Co-op Bookshop or Gold Coast Student Guild to get discounts on your bookshop purchases.
- Can't afford new textbooks? The  [Textbook Exchange](#) service is a free service provided by the Welfare and Student Liaison Office.

# TOP TIPS

## Course Enrolments



### Timetable clashes? Full labs?

- To avoid timetable clashes always follow your online program structure and degree requirements found under "My Griffith"
- You should enrol in any available labs to guarantee a place. Later you can see your course convenor during the 1st lecture to ask for permission to swap classes.

### Coming with credits from Griffith College or TAFE?

- See your program convenor to get advise on what courses to enrol
- You may need a personalised program of study

### Wish to apply for credit for prior study?

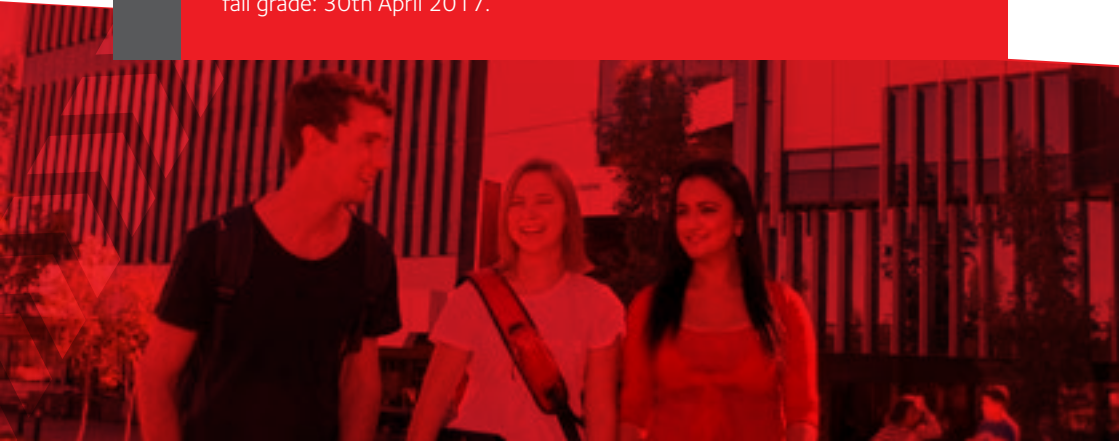
- If you have previously undertaken courses which you believe have 80% or more similarity to compulsory courses in your program, you can apply for credit
- To make an application, complete the online "credit transfer application form" via the [credit for prior learning and articulation](#) webpage



TIP

### Important Dates!

- Last day to add a course for Trimester 1: 12th March 2017.
- Last date to drop a course for Trimester 1 without being liable for fees (CENSUS): 26th March 2017.
- Last date to withdraw from a course for Trimester 1 without receiving a fail grade: 30th April 2017.





# Web links

## School of Information and Communication Technology

[School Website](#)

[Research](#)

[Our Experts](#)

## Griffith University

[Life at Griffith](#)

[Orientation](#)

[Program & Courses](#)

[Ask Us](#)

[Enrolment & Timetable](#)

[Careers & Employment](#)

[Student Services](#)

[Student Administration](#)

[Academic Calendar](#)

[Library](#)

[Scholarships](#)

[Social Events](#)

[English Help](#)

[Student Guild](#)

[Study Smart](#)

## ICT Professional Associations

[IT Professionals Australia](#)

[ACS](#)

[AISA](#)

[WiT](#)

[I Choose Technology](#)

[Business QLD - ICT](#)

[Tech Girls Movement](#)

[Internet Society](#)

[AIIA](#)



## MY PROGRAM CODE:

## MY PROGRAM DIRECTOR

Name:

Location:

Email:

## MY SCHOOL ADMINISTRATIVE OFFICER

Name:

Location:

Email:

## MY FIRST YEAR COORDINATOR

Name:

Location:

Email:

## MY LIBRARY LEARNING ADVISOR

Name:

Location:

Email:

## OTHER IMPORTANT CONTACTS

Name:

Location:

Email:

Name:

Location:

Email: