

Welcome to the MCIS/ BCIS Hons & PGdip/Cert CIS Programmes

We wish all new and returning students a successful course of study. Please note a few important points regarding our internal procedures:

1. Semesters and teaching calendars

Each semester has 15 teaching weeks; with a non-teaching break between 19th April and 4th May 2008 for Semester 1 and between 6th and 21st September for Semester 2. In 2008, all classes will finish teaching by the end of teaching week 12 (i.e. by 6th June in semester 1 and by 24th October in semester 2), to be followed by presentations and other assessment activities which should be completed by the end of teaching week 14 of the semester, but may stretch even to the end of week 15. The course handbooks provide further details about teaching and learning activities on a weekly basis and stipulate the dates of classes and class presentations, the deadlines to submit assignments, and other relevant timetabling information. Make sure your travel plans comply with these dates.

2. Handback of final assessment

Your final assessment will be handed back to students on the first Tuesday after the semester finishes (1st July in Semester 1 2008, 18th November in Semester 2 2007). The handback date can be found in the course handbook of each paper, and is the same for all papers. The exact time and venue will be announced closer to the end of the semester.

At handback students have the {only} opportunity to request reconsideration of results prior to the Exam Board meeting. After Exam Board approves the grades, in due time they will be made available to you in the student enrolment system (ARION). Note: grades are not posted in the mail.

Students may lodge a formal appeal regarding results after the grades are made available in ARION, by writing and signing a formal letter addressed to Faculty of Design and Creative Technologies Postgraduate Exam board and hand it in to the MCIS Postgraduate Administrator. The matter will be considered at the next Exam Board meeting.

All handback material not collected by students will be retained till the end of the following semester at the MCIS office.

3. Special topic/Readings papers

A special topic or a readings paper may be *offered* to a student or a group of students when it is deemed beneficial to the course of study. Normally only top grade MCIS students who have already accumulated at least 90 points will be eligible to enrol in such a paper, as this will involve a significant amount of supervised independent work with a stipulated research outcome or an artefact. Contact the MCIS Programme leader Krassie Petrova (Krassie.petrova@aut.ac.nz) in the first instance to discuss (contact the MCIS programme Administrator at x. 8432 to arrange an appointment with Krassie).

4. Enrolling in a thesis or a dissertation in the next semester

Students planning to start a thesis or a dissertation in the next semester: please contact the MCIS Programme Leader Krassie Petrova (krassie.petrova@aut.ac.nz) in the first instance as early as week 4-5 of the current semester to discuss the options (to make an appointment, contact the MCIS programme Administrator at x. 8432). The exact deadlines for submitting a research proposal (form PG1) are announced via email to all students and potential supervisors in week 3 of the semester.

Students please note: you cannot enrol in a dissertation or in a thesis before your research proposal (on form PG1) is approved by Exam Board. The research proposal needs to be signed by you and by your academic supervisor(s). In other words in order to enrol you need to have a topic, to have negotiated with a supervisor an agreement regarding supervision, and to have an

approved proposal. This is especially important for international students who have strict visa requirements and need to be enrolled **full time**, and for domestic students who apply for a **student loan** – they also need to be enrolled **full time** to qualify for a loan.

5. Computers for students

All postgraduate students have access to shared computers in WT005 .

Students who are currently enrolled in a thesis or a dissertation are entitled to 'reserve' a computer in the MCIS project room (currently - WT402), and request its exclusive use for the duration of their project.

Access cards can be obtained from School Administrator Celia Stevenson, x. 5856, cstevens@aut.ac.nz.

Contact the School Resource coordinator, Gordon Grimsey, ggrimsey@aut.ac.nz for any issues regarding setting up the computer to suit your needs, and let the MCIS Programme Leader Krassie Petrova (Krassie.petrova@aut.ac.nz) know in an email if you need assistance.

6. Sending messages to all Postgraduate students

During the semester, students are sent important messages regarding scholarships, job opportunities, deadlines, graduation requirements, enrolment in next semester, etc using for the purpose their AUT email address. In addition messages from academic Registry may be sent to students' email addresses as recorded in ARION.

It is absolutely imperative that students check regularly their AUT email box and their other email box if relevant. *It is their responsibility to organise email redirection as needed.*

7. Attending classes and reporting

Students please note: While attending classes is not compulsory it is extremely important for successful completion. Notify your lecturer if you are not available to attend a class, and then identify means of catching up with the work. *The Programme Administrator reserves the right to request Registry to withdraw a student who is not attending classes and/or not completing the assigned work.*

Students enrolled in a thesis: do not forget to submit your progress report as stipulated in your PG1 letter of acceptance. If not sure about the due date please ask your supervisor and/or the MCIS Programme Administrator, x. 8432.

8. Enquires

- Contact the Postgraduate Administrator x. 8432 with all enquires regarding programme administration.
- Contact the MCIS Programme Leader Krassie Petrova (krassie.petrova@aut.ac.nz) with enquiries regarding your course of study. For an appointment, contact the MCIS Programme Administrator, tebrydon@aut.ac.nz, x 8432. .