



UNIVERSITY
OF WOLLONGONG
IN DUBAI

Enrolment Handbook

Autumn 2021

UOWD – Your Australian University in Dubai

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TERMINOLOGY

<i>SOLS</i>	<i>Student Online System used by the University to manage enrolments</i>
<i>GFC</i>	<i>Graduate Foundation Course (GFC) - Postgraduate students who hold an Undergraduate degree from a non-business discipline need to complete the GFC subjects within their first semester of study at the University</i>
<i>PEC</i>	<i>Post Enrolment Conditions are conditions given within the offer letter, where students need to meet these requirements within their first semester of study</i>
<i>SUBJECT</i>	<i>A self-contained unit of study identified by a unique number in a schedule</i>
<i>PROGRAM</i>	<i>A program of study consisting of a subject or combination of subjects and other requirements as specified in the relevant degree structure that leads to an award</i>
<i>MOODLE</i>	<i>The University's Learning Management System</i>
<i>MYUOWD</i>	<i>The E-Learning platform used by students and academics</i>

Please note that there will be an orientation and induction event and the schedule for this will be sent in due course to help students gain a better understanding of the services and facilities available.

CHECKLIST

As students read this guide, they will see that there is a list of actions that need to be completed, to enable students to enrol with the University. For the student's benefit, the list below has been prepared to assist them with the actions.

Please refer to specific sections of this guide for further information.

SECTION	ACTIVITY		Tick if complete
3	Accept offer of a place to study at UOWD	Complete the 'Acceptance Agreement' in the offer letter.	<input type="checkbox"/>
3.4	Clear any outstanding Conditions	Check the Offer letter. All conditions must be cleared before students can enrol. Submit documents via email to admissions@uowdubai.ac.ae	<input type="checkbox"/>
4	Select the Subjects to Study	This will enable students to enrol	<input type="checkbox"/>
4.2.2	Register and pay for Placement Test (if required)	Only applicable to Bachelor of Engineering students and students from other programs who are enrolling for the subjects ARA101 & ARA102	<input type="checkbox"/>
4.3.1	Register and pay for Graduate Foundation Course (GFC) (if required)	Only applicable to Postgraduate Students and only if mentioned in Offer letter	<input type="checkbox"/>
5	Pay Tuition Fees	Students can pay fees online or via bank transfer	<input type="checkbox"/>
6	Complete Online Enrolment	Enrol with the University	<input type="checkbox"/>
7	Register for lecture and tutorial sessions	Only applicable to Undergraduate Students	<input type="checkbox"/>
10	Submit Medical Form	Completion of this form will enable us to inform the appropriate medical practitioner in the event of an emergency or to support student during studies/exams.	<input type="checkbox"/>

INTRODUCTION

Firstly, congratulations on being offered a place of study at the University of Wollongong in Dubai (UOWD)!

An Orientation and Induction event will be organized for students in September to introduce them to the University, meet academic and administrative staff, and interact with fellow students. In the meantime, this guide has been developed to help students enrol with the University in a specific program and subjects.

Do not hesitate to contact FRED & Registry Services for any questions concerning the information provided within this Handbook. Our office is located on the first floor, you may refer to section 13 of this Handbook for our contact details.

I look forward to meeting you at our Orientation and Induction event.

Sheelagh Wallace

*Director, Student Services and Academic Registrar
University of Wollongong in Dubai*

1 **ACADEMIC CALENDAR** – Autumn 21 Semester Only

Autumn 2021 Semester	Undergraduate and Postgraduate
Orientation and Induction Event	22 September – 30 September 21
Lectures commence	26 September – 11 December 21
Last Day for Transfer of Fees (Last Day for withdrawal of subjects with Transfer of Fees*) <i>Transfer of fees 100% or Refunds – less 75% tuition fees</i>	2 October 21
Last day to enrol in subjects (Last Day for withdrawal of subjects with Transfer of Fees*) <i>Transfer of fees 100% or Refunds – less 50% tuition fees</i>	9 October 21
Last day to withdraw from Subject(s) without Academic Penalty * <i>(No fee refund or transfer to future Semester, if withdrawal after 9th October)</i>	6 November 21
Examinations	12 December - 18 December 21
Results Released	12 January 22

Please note that all these dates were current at time of print however may be subject to change.

* Student **MUST** withdraw from the subjects via SOLS (the student online system). For further information on refunds and transfers, please refer to section 11 of this guide.

2 ENROLMENT PROCESS FOR AUTUMN 2021

All students are required to enrol with the University. This section is designed to help students find their way around the enrolment process.

FRED and Registry Services has responsibility for the enrolment of students. For our contact details students may refer to section 13 of this Handbook.

2.1 What is Enrolment?

Enrolment is the process through which students must:

- agree to become a student of the University
- formally sign up in confirmation of their agreement to abide by the University's Policies, Rules and Procedures, and to become liable for fee payments
- check, update and confirm as correct, key personal information in their student record
- select and enrol in academic subjects

2.2 There are up to five stages to the enrolment process for new students:

- Stage 1 - Check all requirements in connection with the Offer Letter
- Stage 2 - Select the subjects to study
- Stage 3 - Pay Tuition Fees
- Stage 4 - Complete Online Enrolment
- Stage 5 - Register for Lectures and Tutorials (UG students only)

The following information will take students through each step of the process to ensure that they have been enrolled with the University.

Students are encouraged to participate in the Live Enrolment WebEx sessions that have been organized for them. They can refer to the schedule listed below to join in:

Day and Date	Time	Virtual Session	
WebEx Session for new joining Undergraduate students – Autumn 2021 (all programs)	24 th August 2021 - 16 th September 2021 (Every Sunday and Tuesday)	11:30 am – 1:30 pm	Click here to join the session
WebEx Session for new joining Postgraduate students – Autumn 2021 (all programs)	24 th August 2021 - 16 th September 2021 (Every Monday and Wednesday)	5:30 pm to 06:30 pm	Click here to join the session

3 STAGE 1 – OFFER LETTER

In order for students to enrol with the University, the following steps must be completed.

3.1 Check the Offer Letter

The University will issue the student with an Offer Letter. To secure a place, the student must complete the 'Acceptance Agreement' in the Offer letter given. This should be carried out as soon as possible after receiving the 'Offer of Admission' letter.

- 3.2 Students must read through the Offer Letter carefully. Under 'Condition(s) of Admissions', if the Offer Letter states 'Nil', as detailed below, students can move to STAGE 2 of this Handbook.

OFFER OF ADMISSION	
Dear Ms #####,	
On behalf of the President, I am pleased to advise that your application for admission to the University of Wollongong in Dubai has been successful. Congratulations.	
Details of the program of study and any special conditions are outlined below.	
University Program:	Master of Business Major: Marketing
Location:	Dubai
Credit Point Requirements:	60 credit points
Commencement of Classes:	26 January 2020
Orientation & Enrolment:	Attend the University of Wollongong in Dubai (Block 15, Knowledge Park) on: 23 January 2020 . Further details will be sent to you closer to the start of session. <i>Orientation and Enrolment is compulsory. Please allow 3 hours to complete this process.</i>
Condition(s) of Admission:	Nil
Post Enrolment Condition:	All post enrolment conditions must be met during your first semester of study. Failure to clear any can result in your enrolment being cancelled. Provide attested documents (whichever applies to your circumstances) for studies undertaken to date. For details regarding attestation of documents please go to http://www.uowdubai.ac.ae/postgraduate .

- 3.3 Under 'Condition(s) of Admissions', if the Offer Letter has one or more conditions, students will be required to clear the condition(s) before they can enrol as a student of the University. Students can refer to the next steps mentioned in section 3.4 for information on clearing the condition(s).

OFFER OF ADMISSION	
Dear Mr #####,	
On behalf of the President, I am pleased to advise that your application for admission to the University of Wollongong in Dubai has been successful. Congratulations.	
Details of the program of study and special conditions are outlined below.	
University Program:	Bachelor of Commerce Major: Marketing
Orientation and Enrolment Day:	Attend the University of Wollongong in Dubai (Block 15, Knowledge Park) on: 23 January 2020 . Please note: Orientation and Enrolment is compulsory.
Commencement of Classes:	26 January 2020
Condition(s) of Admission:	Satisfying the University's English language requirements as detailed on the www.uowdubai.ac.ae/undergraduate-programs/admission-requirements . Provide certified English translations for your documents. Provision of original or certified copies of transcripts for studies undertaken to date.
Post Enrolment Condition:	All post enrolment conditions must be met during your first semester of study result in your enrolment being cancelled. You are required to enrol in and successfully complete GEDB010 Research L this subject in your first semester or immediately after completing GRDA010, an internationally accepted English language test equivalent to or higher than at least 5.5 in Reading and Writing at the time of admission are exempt from this condition. Provide attested documents (whichever applies to your circumstances) for studies undertaken to date. For details regarding attestation of documents please go to www.uowdubai.ac.ae/postgraduate .

3.4 Clearing Outstanding Conditions

To clear condition(s), students must first understand the conditions that are present on the Offer Letter. A few examples are given below:

Condition as detailed on Offer Letter	Next Steps
Provide attested documents (<i>whichever applies to your circumstances</i>) for studies undertaken to date.	Please email the documents to the Student Recruitment and Admissions Office at admissions@uowdubai.ac.ae
Satisfy English language requirements	If requirements have been met, please send the test results to: admissions@uowdubai.ac.ae
Successfully completing and achieving the required score in the Graduate Foundation Course (GFC)	Enrol and pass in the GFC subject(s) listed in the offer letter. Students must complete them in the first semester of study
Successfully completing and achieving the required score in the Remedial Graduate Foundation Course.	Enrol and pass in the GFC subjects listed in the offer letter. Students must complete prior to commencing the Masters program
Provision of original or certified copies of transcripts for studies undertaken to date	Submit the documents to the Student Recruitment and Admissions Office at admissions@uowdubai.ac.ae
Provision of certified documentary evidence of UAE residency	Submit a copy of the document to the Student Recruitment and Admissions Office at: admissions@uowdubai.ac.ae

Students may have other conditions on their offer letter, please refer to the offer letter for more details. Once students have cleared the relevant condition(s), they will be ready to proceed to the next stage of the enrolment process.

In order to clear any conditions or receive clarification on how to clear these conditions, students should contact their Case Officer or email Student Recruitment and Admissions Office on admissions@uowdubai.ac.ae

4 **STAGE 2 – SELECT SUBJECTS FOR STUDY**

Students must decide which subjects they wish to study as part of their program, during the Autumn 2021 session. For further information on the subjects on offer within each program, please see below (section 4.2)

4.1 Subject Selection

A few important points to consider when selecting subjects:

- Refer to the Offer Letter for any exemptions prior to selecting any subjects:
 - For undergraduate programs, students are given exemptions based on completion of certain subjects, from previous studies completed
 - For postgraduate students, exemptions (800 level subjects) are applicable for Master of Business Analytics, Master of Management/ Innovation & Entrepreneurship / Marketing / Financial Management/ Human Resource Management and Master of Science (Logistics and Supply Chain Management) students.
- Students must refer to the timetable (section 4.2) to avoid enrolling in subjects that hold lectures or tutorials at the same time
- Students should not select subjects other than those mentioned in the timetable. For further advice, please contact the relevant faculty office (Faculty of Business/Faculty of Engineering and Information Sciences/School of Humanities Social Science and Health) according to program. Contact details are available in section 13 of this Handbook.

4.2 Undergraduate Students

Select the relevant program to view the timetable:

- [Bachelor of Business \(all majors\)](#)
- [Bachelor of Business Administration](#)
- [Bachelor of Nursing \(Conversion\)](#)
- [Bachelor of Computer Science \(all majors\)](#)
- [Bachelor of Business Information Systems](#)
- [Bachelor of Communication and Media \(all majors\)](#)
- [Bachelor of Engineering \(all majors\)](#)

4.2.1 University Freshman Year

Select the relevant program to view the timetable:

- [Bachelor of Business \(all majors\)](#)
- [Bachelor of Business Administration](#)
- [Bachelor of Computer Science](#)
- [Bachelor of Business Information Systems](#)
- [Bachelor of Engineering](#)
- [Bachelor of Communication and Media](#)

- 4.2.2 Placement Tests – are applicable only to those students undertaking studies in the Bachelor of Engineering students and for students from other programs who are enrolling for the subjects ARA101 Arabic for Beginners 1A and ARA102 Arabic for Elementary Level Users

All Bachelor of Engineering students should complete two engineering placement tests, one in Physics and one in Mathematics/Statistics. By passing these, a student will not be required to take the corresponding remedial placement subject. [Click here for more details](#)

The Placement tests will be held as per the schedule given below:

Subject	Date	Time
MATH Engineering Placement test	Saturday 18 th September 2021	9am -11am
PHYSICS Engineering Placement Test	Saturday 18 th September 2021	12pm – 2pm
ARA101/ARA102	Saturday 18 th September 2021 and on Saturday 25 th September 2021	12pm – 2pm 9am – 11am

Students who are unable to successfully pass the engineering placement test(s) will be required to take remedial subjects in Autumn 2021. Students will be advised further by the Student Recruitment & Admissions team, on the remedial subjects.

Details regarding student's eligibility to sit the Placement test would have already been sent to applicants by the Student Recruitment and Admissions Office. However, if students do require further information regarding the same, please contact the Case Officer from the Student Recruitment & Admissions office.

- The last date to register for the tests on the 18th of September 2021 is the 15th of September 2021

4.3 Postgraduate Students

Select the relevant program to view the timetable:

- [Master of Business Administration](#)
- [Master of Financial Management](#)
- [Master of Innovation and Entrepreneurship](#)
- [Master of Marketing/Master of International Business/ Master of HRM/Master of Management](#)
- [Master of Business Analytics](#)
- [Master of Supply Chain Management](#)
- [Master of Engineering Management](#)
- [Master of Information Technology and Management](#)
- [Master of Nursing](#)
- [Master of Media and Communications](#)
- [Master of Applied Finance](#)
- [Master of Educational Studies](#)
- [Master of International Relations](#)

4.3.1 Graduate Foundation Course (GFC)

If students hold an undergraduate degree from a non-business discipline, students may be required to undertake a Graduate Foundation Course (GFC) with one or more

subject(s). **The Course must be completed in the first semester of study.** Refer to offer letter for subjects to be completed.

Graduate Foundation Course (GFC) enrolments can only be processed by the staff at FRED and Registry Services. If a student is required to enrol in any of the GFC subjects they must email staff at FRED@uowdubai.ac.ae

However, if students are eligible to sit for a Challenge Test (CT) for one or more of the GFC subject/s mentioned in their offer letter, they need to refer to the CT schedule below:

Subject Name	Date	Time
GFC Accounting FND 111	Sunday,5 September 2021 Sunday,19 September 2021	7:30pm - 9:00pm
GFC Finance FND 112	Monday,6 September 2021 Monday,20 September 2021	7:30pm - 9:00pm
GFC Marketing FND 113	Tuesday,7 September 2021 Tuesday,21 September 2021	7:30pm - 9:00pm
GFC Statistics FND 114	Wednesday,8 September 2021 Wednesday,22 September 2021	7:30pm - 9:00pm
GFC Operations Management FND 115	Thursday,23 September 2021	7:30pm - 9:00pm

Each Challenge Test costs AED 420 (VAT inclusive). Students will be enrolled in the GFC subject(s) that they have to complete until they receive the test results. Based on the Challenge Test results (Pass or Fail) students will either be withdrawn from the subject(s) or asked to continue in the subject(s). To register for a Challenge Test, please contact the Student Recruitment & Admissions Officers.

Practice test material for the Challenge Tests are available [here](#).

4.4 Credit for Prior Learning

In some cases, students may be exempt from completing specific subjects at UOWD based on Undergraduate subjects' that students have already completed at another recognized institution or if the Postgraduate students have completed a Bachelor's degree in a relevant subject area from an accredited institution.

Student's eligibility for Credit for Prior Learning will be decided in consultation with the relevant Faculty prior to the commencement on the program.

4.5 English Language Requirements

Students must meet the English Language Requirements of the University in order to enrol in the program. Please refer to the Offer letter for more details with regards to the requirements.

For only the Postgraduates students undertaking the Master of Media and Communications and Master of International Relations program: Students with a score of IELTS 6.5, with a minimum of 6 in each band at the time of entry are exempt from enrolling in ENG 900 (Writing for Communication). Students

who do not meet the required IELTS score mentioned above will be required to enrol in the subject in Autumn 2021.

ENG 900 enrolments can only be processed by staff at FRED and Registry Services. If a student is required to enrol in the above subject, they must please email staff on FRED@uowdubai.ac.ae

For any further clarification on the Language requirements for the program of study please contact the Student Recruitment and Admissions Office (contact details available in section 13 of this Handbook)

5 STAGE 3 - TUITION FEE PAYMENT

All students are charged tuition fees, which may be paid by a sponsor or by personal contribution. It is the student's responsibility to ensure that the required financial documentation etc. is in place prior to proceeding to online enrolment.

Tuition fees must be paid before the start of each session according to the number of subjects taken. Tuition fees are charged according to their credit point weighting and the session in which the student is enrolled. For example, if students are enrolling in 18 credit points (it is normally 6 credit points per subject), they are required to pay for 18 credit points (3 subjects) prior to completing online enrolment. The amount of fees to be paid depends on the fee payment plan selected.

Students can pay fees online via our payment portal at: <https://www.uowdubai.ac.ae/online-payment>, alternatively, by bank transfer:

Account name: University of Wollongong in
Dubai IBAN: AE91044000001311574702
Standard Chartered
Bank, Swift #
SCBLAEADXXX
Bur Dubai Branch, Dubai, U.A.E.

Note: As per the University's payment policy, a cash or cheque deposit to the bank account is not accepted. To ensure there are no delays, please send the payee advice copy after bank transfer payment to: fees@uowdubai.ac.ae

Cash payment through Al Ansari Exchange Centre: Students also have the option to deposit fees in cash at any Al Ansari Exchange branch across the United Arab Emirates. Please note that a student ID number is required and a transaction charge of minimum AED 12 applied (**charge can vary depending on the transaction amount**)

Please note that late payments may be subject to financial penalties.

Textbooks, photocopying, personal stationery items and other incidental costs are not included in the tuition fees. It is the responsibility of the student to pay fees by the stipulated time (see section 11.4 of this Handbook for fee payment dates).

For further information on our financial requirements, please go to section 11 of this Handbook

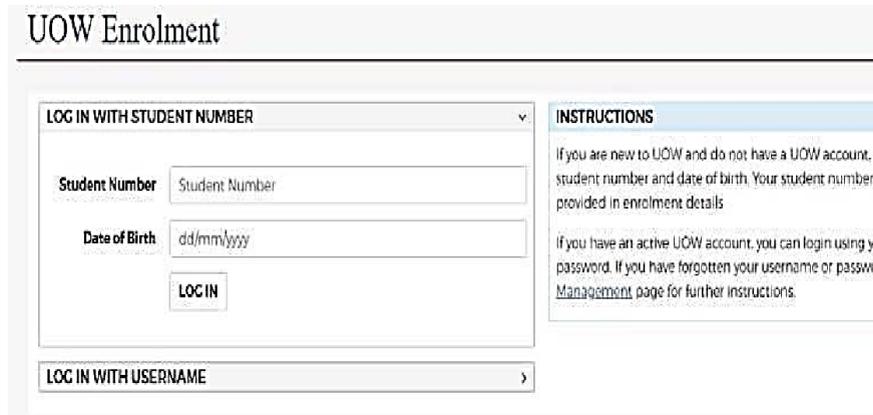
6 STAGE 4 - ONLINE ENROLMENT

All students are required to enrol with the University through our online enrolment system. Listed below is a step-by-step guide on how to complete online enrolment.

It is envisaged that the online enrolment process will take approximately 20 minutes to complete.

6.1 Click [here](#) to open our online enrolment system.

Log-in using the Student Number (found on the offer letter) and student's date of birth. If the student receives an error message logging in such as 'invalid offer' or 'student type does not match' they must contact Student Recruitment & Admissions Office on admissions@uowdubai.ac.ae



6.2 Students must read and agree to the general consent and disclosure statement. Please note that if students do not consent, they will not be able to proceed with the enrolment.

privacy-enquiry@uow.edu.au' and '• If you are a UOW College or UOWD enrolled student contact uowe-privacy@uow.edu.au'. At the bottom, it says 'Click 'CONSENT' to continue into New Enrolment or Enrolment & Variations. If you do not consent you will not be able to proceed with your Enrolment.' Below this text are two buttons: a green 'I CONSENT' button and a red 'I DO NOT CONSENT' button. The 'I CONSENT' button is circled in red." data-bbox="247 466 795 652"/>

6.3 Students are now required to work their way through the online enrolment. Students will see that there are tabs (as detailed below) as they progress, from left to right, the following needs to be noted:

- The tab student is currently on will be **highlighted**.
- When a tab has been completed a tick will appear.
- Any incomplete tab will have a warning symbol.



Students will not be able to complete the enrolment until all the required tabs have been completed.

- 6.4 It is important to note that students will use a **UOW username** e.g., sh904. (which will be generated during the enrolment process) throughout the time at UOWD and will be used to access our IT systems (SOLS, Moodle etc.). Students should keep their username for future use.

A personal email must be entered for password recovery and resets. Student password must meet the requirements as shown in the **blue** text box below. **Please take note of the UOW chosen password.**

Note that if students do not enrol in any subjects, the password will expire after 15 days.

IMPORTANT

This account is issued on the basis that you:

- Agree to comply with the policies and rules governing the use of the University of Wollongong IT facilities. uow.edu.au/about/policy/it/index.html.
- Consent to the University providing your name, username and password to Microsoft for the purpose of access & management of email/calendar via UOWMail Office 365.
- Understand Microsoft may collect additional personal information from you in order to operate and provide UOWMail Office 365.
- Understand that Microsoft may need to disclose your personal information in order to comply with the law.
- Understand that in dealing with your personal information Microsoft is required to store and process the information in a manner consistent with the relevant provisions in any NSW Acts.
- And agree and acknowledge that the personal information collected by Microsoft may be transferred outside Australia and stored and processed overseas.

Use your username and password to access SOLS, UOWMail (email) and the UOW Wireless network.
Important information is generally sent via SOLS (SOLSMail), however, email may be sent to your UOWMail account. Check SOLS and your UOWMail account regularly.
Take note of your username and keep details of your password secure. Allow 1 hour for the activation of this account.

User Name jm845

Recovery Email Address* john.smith@gmail.com ✓

Recovery Mobile 041122233

New Password* •••••• ✓

Confirm Password* •••••• ✓

SUBMIT CLEAR SHOW PASSWORDS

i Your new password must meet the following requirements:

- Must contain 6 to 8 characters.
- Should have a combination of alphabetic, numeric or punctuation characters.
- Your password is case sensitive e.g. 'a' is not the same as 'A'.
- Cannot be based on your username (e.g. abc123), your real name (e.g. jcit01) or any other personal information.
- Should not be based on a dictionary word.

[Some tips for choosing a good password.](#)

If successful, students will receive the following acknowledgment.

i Student User Account has been successfully created: jm845.

i Allow 1 hour for activation of this account.

- 6.5 Next, click on the 'Personal Details' tab.

There are multiple sections that will need to be completed on this tab. Students must ensure that they complete all sections. When they have completed the required fields, they will need to click on the **CONFIRM** button. They will see a green tick if successful.



Next, they must add at least one emergency contact. They must input details including address and phone numbers. Once completed students must click the **SUBMIT** button.

EMERGENCY CONTACT DETAILS

NAME DETAILS

Title: Ms
First Name: Jane
Last Name: Smith
Relationship: Parent

ADDRESS DETAILS

Country: AUSTRALIA
Street1: 14 University Road
Street2:
Suburb/City: WOLLONGONG
Australian State: NSW
Postcode: 2500

CONTACT DETAILS

Mobile Phone: 0411234789
Home Phone: 4221 3927
Work Phone:

SUBMIT **CANCEL**

These contact details can be updated any time via SOLS and should be kept up to date at all times.

For information, the 'session' address is where students will be living whilst studying and this will become the 'current' address once they enrol. Student's 'permanent/home' address is where they are living prior to commencing the program of study with the University.

Students must select the preferred contact number via a dropdown menu in both tabs ('current' address and 'permanent/home' address.)

Mobile:

Work:

Preferred Phone Contact Number:
Select
Mobile
Home

6.6 Next, the student must click on the 'Survey' tab.

This tab involves a mandatory survey for student data collection. Students are required to only answer questions marked 'required' in the survey



6.7 Once the survey is completed, students can skip the next tab which is 'Upload Photo' and move onto 'Select Offer'.

They must click on the 'Select Offer' tab.

This page will display the offers that the University has given students. They must ensure to click the correct program and start date to commence the enrolment process.

Course	Master of Business (Single Specialisation) (S1528)	Sydney/On Campu
Major	Management	
Start Session	2018 Trimester 3 (Session Start Date: 20th August 2018)	
Click to commence the enrolment process.		

If they have more than one offer showing under this section (for example, Graduate Foundation, English Writing subject), they must ensure that they select ONLY the Postgraduate/Masters' offer and not any other offer to enrol in the subjects.

- 6.8 Next click on 'HELP LOAN'. **No action is required on this section.** Once students have clicked on this, it will activate the next step 'Enrolment'

Students must click on the 'Enrolment' tab to enrol in the required subjects. Please refer to the Timetable provided in this Handbook to enrol in the subjects

Now it is time to enrol in the subjects that students will be studying during Autumn 2021 Semester. They can refer to the steps below to assist with the subject enrolment.

Students may now begin enrolment in subjects!

Navigation: User Account | Personal Details | Survey | Upload Photo | Select Offer | HELP Loans | **Enrolment** | Summary

Course: 1433 - Master of Business Administration
Campus: Wollongong(On Campus)

MAJOR MAINTENANCE ✓

0 Major Maintenance is not available to you.

ENROLMENT VARIATION ▲

0 To finish your enrolment, you must enrol in at least one subject. Check the Major Maintenance Tab above to see whether you can select a major to have default subjects appear

Some subjects may have pre-requisites which need to be satisfied. If this is the case, your enrolment record will show a provisional enrolment in one or more of your subjects and you should seek academic advice before starting your classes.

Search Subject

Subject Code **ADD SUBJECT**

0 No valid enrolment record to display

Navigation: User Account | Personal Details | Survey | Upload Photo | Select Offer | HELP Loans | **Enrolment** | Summary

Students will need to enter each subject code individually.

Search Subject

Subject Code: **ADD SUBJECT**

0 Some subjects are offered in more than one session. Make sure that the correct start date is checked and then click 'Add Subject' button

Subject: MBA 901 Accounting For Managerial Decision-making **LIST SUBJECTS IN ALL CAMPUS**

Campus: Wollongong

Session	Mode	Credit	Pre-requisites	Co-requisites	Class	Quota	Add
Trimester 3 (20/08/2018)	On Campus	6			Class 1	Nil	ADD

Click the **ADD** button to enrol in the subjects. Once enrolled, a confirmation will appear at the top of the page. Once all subjects have been enrolled, click on the Summary tab.

ENROLMENT VARIATION ▾

✓ Add subject succeeded: MBA 901

Search Subject

Subject Code: **ADD SUBJECT**

Enrolled Subjects

2018 TRIMESTER 3

Start date: 20/08/2018 End date: 15/11/2018
 Last date to enrol: 14/09/2018 Last date to enrol (need academic approval): 14/09/2018
 Last date to withdraw without financial penalty: 10/09/2018 (Census date)
 Students should refer to relevant Fee Policy for information on the refund process and eligibility.
 Last date to withdraw without academic approval: 28/09/2018

Campus	Subject code	Subject name	Mode	Credit	Class	Status
Wollongong	MBA 901	Accounting For Managerial	On Campus	6	Class 1	Enrolled

6.9 Read through the Summary and correct any details required. Once details are confirmed, click on the **Email Summary** button.

✓ User Account
 ✓ Personal Details
 ✓ Survey
 Upload Photo
 ✓ Select Offer
 ✓ HELP Loans
 ✓ Enrolment
 Summary

Course: 1433 - Master of Business Administration
 Campus: Wollongong(On Campus)

0 Click the 'Email Summary' button to email a copy of this summary to your Recovery Email Address (or your UOW email address if you have an...)

Allow 1 hour for your user account to be created before attempting to use your UOW email username and password

Once students have completed the subject enrolment, they will receive the enrolment confirmation, to their personal email address.

STUDENTS ARE NOW ENROLLED!

Students can get their photo taken by staff at FRED & Registry Services for their Student ID card.

6.10 Post Enrolment Conditions

In some cases, enrolled students have a 'post enrolment' condition (PEC) added to their record (refer to the Offer Letter for the PEC details).

Please be aware that these conditions must be cleared within the FIRST semester of study. Failure to do this will result in the termination of enrolment from the University.

6.11 Student and Library Card

All new students will be issued a Student and Library Card for the duration of their study. This card will be issued to students once they are enrolled in their program of study.

7 **STAGE 5 – TUTORIAL ENROLMENTS (Undergraduate Students Only)**

Although students are now enrolled with the University and in the subjects, Undergraduate students are also required to select lecture and tutorial timings. This can be done by watching the [tutorial](#). Please use the SOLS login details (username and password) to login to SOLS and select the timings.

Enrolment for Online Tutorial enrolments will open in Week 0 (week before start of the semester). Students should check their SOLS for the exact date/time of when the tutorials are open. Students are however advised to check their SOLS Tutorial enrolment section for the date/time. Please note that tutorials/labs will start from Week 1 (first week of semester).

8 **ACCESSING SOLS AND MYUOWD ACCOUNT**

SOLS/MOODLE

Once students have completed their enrolment in subjects, they must click [here](#) to log into SOLS and view subjects enrolled.

Once logged on to the link, they will see the page below. Students must **CLICK** on SOLS as shown in the screenshot below. They will then be asked to enter their username and password to log in.



Once students log in to SOLS, they will be able to see the subjects enrolled.

Students can access their **MOODLE** account by clicking on the 'E-Learning' tab available in their SOLS account or by clicking [here](#). Once they click on this, students will be asked to enter their username and password again as seen in the screenshot below. **This is the same as their SOLS login credentials.**



To learn more about the access to MOODLE please click [here](#)

Students can refer to the below links to learn more about the Learning Platform Management System – Moodle:

<https://www.uow.edu.au/about/learning-teaching/analytics/student-dashboard/>

<https://www.uow.edu.au/student/learning-co-op/technology-and-software/moodle/>

Students will find their subject link to access the online classes in their MOODLE account. The subject folders for the subject/s they have enrolled in will be available once they log in. Students must click on the subject folder to view details and see the subject class link. (note: it may take around 24 hours after students complete the enrolment process for the MOODLE account to sync with the SOLS account and for the subject folder to show).

If students are unable to find their subject link in their MOODLE account they can contact their Lecturer/Faculty Office. Contacts details for the Faculty Office are provided in section 13 of this Handbook

MYUOWD ACCOUNT

Students must note that **it takes 24 hours** after they complete their subject enrolment for the MYUOWD account to activate. **After 24 hours** they can click [here](#) to activate the account.

Students must click on MYUOWD as shown below. They will need to use the option 'ACTIVATE MYUOWD ACCOUNT' to activate their account and create their MYUOWD password.

Students can see in the screenshot below, that they will need to enter their 'Student Number' and 'Date of Birth' to verify the information first. They will then be asked to create their password in the next page

The MYUOWD account can be used to view the complete semester timetable, any notices put up by the University, policies, forms etc.

9 SERVICES AND FACILITIES AVAILABLE

For information about all the services and facilities, including access to the University Library and IT systems available to students, students will need to refer to the Student Handbook that will be sent to them in due course.

Guide to using WebEx for online classes:

Students can use WebEx which is a videoconferencing platform that is available in Moodle. Details for students to join the WebEx Online classes from Moodle are found below:

How does a student join Webex Online Class from Moodle?

Student WebEx Guide: Click [here](#)

WebEx in Moodle for Students – Guidelines: Click [here](#)

10 COMPLETE AND RETURN FORMS

Students will be required to complete a [Medical Form](#) which they should fill in and return to the University as soon as possible. They can email the completed form to the Student Counsellor on counsellor@uowdubai.ac.ae. Completion of this form will enable us to inform the appropriate medical practitioner / counselor in the event of an emergency or to provide student support throughout studies and exams. If students have already provided this information, there is no need to submit again.

11 YOUR FINANCIAL RESPONSIBILITIES

The following section of this Handbook will explain in detail, students' financial responsibilities while they are studying at the University. Any questions relating to the information detailed below about financial matters should be directed to Finance Office. Contact details are listed in section 13 of this Handbook.

We must emphasize that there are serious consequences for non-payment of fees, including penalty charges, the withdrawal of facilities and withdrawal as a UOWD student.

11.1 Refunds and Transfers

UOWD has developed specific Fee and Refund Policies that it applies to all students. The relevant policies are available from the Finance Office or MYUOWD account.

11.2 Transfer of Fees to Next Session

Fees transfer is an automatic process based on the date when the student withdraws from the subject(s) via SOLS. In normal cases, there is no need to submit a fee transfer request form.

There is no refund on transferred fees. Transferred fees must be used within the following two semesters from the date of withdrawal. In case of fee increases in subsequent semesters, students will be required to pay the applicable fees.

11.3 Refund of Fees

If a student believes he or she is eligible for a refund or partial refund of fees, (in accordance with the Fees policy), then the student must complete the relevant form and submit it to the Fees Office (Email: fees@uowdubai.ac.ae). Refunds will be made by bank transfer to the student and the transfer will be processed within 21 days from the day of approval of fee refund request. Any outstanding fees and charges shall be deducted from the fee refund.

If a student feels there are genuine reasons for a refund or fee transfer after the normal deadline, the student may submit a written request to the Director, Corporate Services, outlining in full the reasons for the refund or transfer request. The Director, Corporate Services will review each request on a case-by-case basis.

11.4 Important Deadline Dates for Refunds/Transfers (Autumn 2021)

23 September	Tuition Fees Due Last Date for 100% Tuition Fees Refund
2 October	100% Tuition Fees Transfer Permitted Last Date for 75% Tuition Fees Refund (25% financial penalty per subject)
9 October	Last Date for 100% Tuition Fees Transfer Last Date for 50% Tuition Fees Refund (50% financial penalty per subject)
10 October onwards	No Transfer or Refund Permitted (100% financial penalty)

11.5 Student Fees and Charges (Autumn 2021 only)

Along with the University's tuition fees, there may be additional charges for other services we provide. Please see list of charges below:

SERVICE	COST in AED (including VAT)
Official letter (<i>English or Arabic</i>)	26.25
Official Academic Transcript	26.25

True copy attestation (<i>per document</i>)		26.25
Replacement Card (<i>Student and Library or Health Insurance</i>)		52.50
Courier Charges	Local	30
	International	131.25
Printing Charge (<i>Minimum</i>)		21.00
Supplementary Exam Fees (<i>per subject</i>)		210.00
Re-evaluation Fees (<i>per subject</i>)		210.00
Remarking Fees (<i>per subject</i>)		210.00
Bounced Cheque or not authorized Debit Order Penalty		525.00
Progress Payment Plan Charge	Cash Payment	420.00
	Post Dated	210.00
	Cheques/Debit Order	
Late Payment of Tuition Fees (<i>per subject per week</i>)		52.50
Reinstatement of subject fees		210.00
Replacement Degree Certificate (Testamur)		341.25
UOW Attestation fees	UG	1,645.00
	PG	1235.00

Charges are correct at time of going to print and may be subject to change in exceptional circumstances

12 PERSONAL DATA INFORMATION

The University of Wollongong in Dubai collects and manages personal information about all of its students, and has a range of legislative and ethical responsibilities in regard to maintaining the confidentiality of students' personal information. These include, but are not limited to, responsibilities and/or requirements under United Arab Emirates (UAE) law, with the Ministry of Education Higher Education Affairs and the University of Wollongong in Australia.

The privacy of this information is a critical component of the University's relationship with its students, and the University recognizes its responsibility to collect, manage, use, store and disclose personal data in adherence with legislative and other requirements.

For further details, FRED & Registry Services can provide students with a copy of our Privacy and Confidentiality of Students Personal Information Policy.

13 USEFUL CONTACTS

The University's contact details are:

University of Wollongong in Dubai FZ-LLC UOWD Building,
Dubai Knowledge Park Dubai,
United Arab Emirates
P.O. Box 20183
Telephone: 00 971 4 278 1800 (800 UOWD)
Fax: 00 971 4 278 1801
Web: www.uowdubai.ac.ae
Email: info@uowdubai.ac.ae

Office/Department	Telephone Number	Email Address
FRED & Registry Services	00 971 (0) 4 278 1731	FRED@uowdubai.ac.ae
Finance	00 971 (0) 4 278 1830	Fees@uowdubai.ac.ae
IT Helpdesk	00 971 (0) 4 278 1880	TechnicalSupport@uowdubai.ac.ae
Library	00 971 (0) 4 278 1766	Library@uowdubai.ac.ae
Student Recruitment and Admissions	800 UOWD (8693) - inside UAE 00 971 4 278 1800 – outside UAE	admissions@uowdubai.ac.ae
Transport	00 971 (0) 4 278 1758	Transportation@uowdubai.ac.ae
Visa	00 971 (0) 4 278 1741 00 971 (56) 644 3234 (Emergency line)	StudentVisa@uowdubai.ac.ae
UOWD College	00 971 (0) 4 278 1779	UOWDCollegeadmin@uowdubai.ac.ae
Faculty of Business	00971 (0) 4 278 1907/1908	Facultyoffice@uowdubai.ac.ae
Faculty of Engineering and Information Sciences	00971 (0) 4 278 1909	FEISAdminTeam@uowdubai.ac.ae
School of Humanities Social Science and Health	00971 (0) 4 278 1797 00971 (0) 4 278 1983	ShsshAdminTeam@uowdubai.ac.ae

14 DISCLAIMER

Whilst every effort has been taken to ensure the accuracy of the information in this guide at the time of going to press, the University wishes to emphasize that the program, facilities and other arrangements for students described in this publication are regularly reviewed and are naturally subject to change from time to time.

The University accordingly reserves the right without notice to vary the content of the programs and fees previously announced and to modify as seems appropriate the facilities and arrangements for students.

Any changes will be incorporated in subsequent editions of this book and applicants and students should enquire as to the up-to-date position when they need to know this.

The University also gives notice that it will not accept liability for any loss or injury sustained by a student whether in connection with their studies or not.

August 2021

Thank you to all staff who contributed to this guide.