



UNIVERSITY  
OF WOLLONGONG  
IN DUBAI

# Enrolment Handbook

Winter 2022

## TERMINOLOGY

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### Terminology throughout Handbook

GFC	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
PEC	Post Enrolment Conditions are conditions given within the offer letter, where students need to meet these requirements within their first semester of study
PROGRAM	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
SOLS	Student Online System used by the University to manage enrolments
SUBJECT	A self-contained unit of study identified by a unique number in a schedule
MOODLE	The University's Learning Management System which provides students access to their assignments, class presentations, course outlines etc.
MYUOWD	Student Information portal which provides students access to their timetable, important notices, online forms etc.

*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 <a href="mailto:admissions@uowdubai.ac.ae">admissions@uowdubai.ac.ae</a>	<input type="checkbox"/>
4	Select the Subjects to Study	This will enable students to enroll in particular subjects	<input type="checkbox"/>
4.2.3	Register and pay for Challenge Test (if required)	Only applicable to Undergraduate Students in specific programs	<input type="checkbox"/>
4.2.4	Register and pay for Placement Test (if required)	Only applicable to Bachelor of Engineering students and students from other programs who are enrolling for subjects ARA101 and ARA102	<input type="checkbox"/>
4.3.1	Register and pay for Graduate Foundation Course (GFC) / GFC Challenge Test (if required)	Only applicable to Postgraduate Students and only if mentioned in the 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	This will ensure that students have enrolled with the University	<input type="checkbox"/>
7	Register for lecture and tutorial sessions	Only applicable to Undergraduate Students	<input type="checkbox"/>
11	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 students 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 January 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 14 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 – WINTER 2022

Winter 2022 Semester	Deadline Dates
Orientation and Induction Event	4 <sup>th</sup> January 2022 – 8 <sup>th</sup> January 2022
Tuition Fees Due	7 <sup>th</sup> January 2022
<b>Teaching Session</b>	10 <sup>th</sup> January 2022 - 27 <sup>th</sup> March 2022
<b>Examinations</b>	28 <sup>th</sup> March 2022 – 3 <sup>rd</sup> April 2022
Results Released	14 <sup>th</sup> April 2022

*Please note that all these dates were current at time of print however may be subject to change. For information on refunds and transfers, please refer to section 11 of this guide.*

## 2 ENROLMENT PROCESS FOR WINTER 2022

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 sessions that have been organized for them. They can refer to the schedule listed below to join in:

Day and Date	Date	Time	Link
Virtual sessions for new students	10 <sup>th</sup> January 2022 12 <sup>th</sup> January 2022 14 <sup>th</sup> January 2022	Anytime between 16:30 – 18:00	Click <a href="#">here</a> to join the session

### 3 STAGE 1 – OFFER LETTER

In order for new 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.



Student Number: XXX  
Ms. XXX  
Address.  
Mobile Number: +xxxx

**OFFER OF ADMISSION**

Dear Ms. XXX,

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 Business	Major: Finance
<b>Orientation and Enrolment Day:</b>	Attend at the University of Wollongong in Dubai (UOWD Building, Knowledge Park) on: <b>22 to 30 September 2021</b> . Further details will be sent to you closer to the start of session. <b>Please note: Orientation and Enrolment is compulsory.</b>	
<b>Commencement of Classes:</b>	26 September 2021	
<b>Condition(s) of Admission:</b>	Nil	
<b>Post Enrolment Condition:</b>	<p>All post enrolment conditions must be met during your first semester of study. Failure to clear any conditions will result in your enrolment being cancelled.</p> <p>Provision of certified documentary evidence of UAE residency.</p> <p>Provision of UAE Identity card.</p> <p>Provide attested documents (whichever applies to your circumstances) for studies undertaken to date. For more details regarding attestation of documents please go to <a href="http://www.uowdubai.ac.ae/undergraduate-programs/application-procedures">www.uowdubai.ac.ae/undergraduate-programs/application-procedures</a>.</p> <p>Successfully completing and achieving the required score in The Non Award Foundation Program.</p>	
<b>Note:</b>	You are required to enrol in and successfully complete the following Non Award Remedial subject - English within the first semester of your undergraduate program.	
<b>Total Tuition Fees:</b>	<p>Total tuition for the above program of study is <b>AED 164,430.00*</b> (AED 6,851.25 per subject - please refer to Attachment A for details).</p> <p><i>*The above fee is dependent on actual year of commencement and may be subject to a change of up to a maximum of 9% per annum. All Fees (Tuition Fees and any Additional Service Fees) are inclusive of VAT of 5%.</i></p>	
<b>Fees Payable to Commence Program:</b>	<p><b>University visa sponsored</b> students must pay for a minimum of 3 subjects - <b>AED 20,553.75</b> (plus relevant visa application fees – see Attachment A) to commence this program. All other students are required to pay for the number of subjects in which they intend to enrol at the cost of <b>AED 6,851.25</b> per subject.</p>	
<b>Accept and Pay:</b>	<p>Fees paid by specific dates attract discounts - refer to: <a href="https://www.uowdubai.ac.ae/undergraduate-programs/fees-and-payment-information">https://www.uowdubai.ac.ae/undergraduate-programs/fees-and-payment-information</a> for more details.</p>	
<b>Acceptance of the Offer:</b>	<p>In order to accept this offer of admission, you MUST:</p> <ol style="list-style-type: none"> <li>Provide the University with documentary evidence of satisfying any conditions mentioned above.</li> <li>Complete Attachment A: "Offer Acceptance and Payment Advice Form".</li> </ol>	

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University of Wollongong In Dubai, UOWD Building, Dubai Knowledge Park, P.O. Box 20183, Dubai, UAE  
Tel: +971 4 278 1800, Fax: +971 4 2781801, Email: [info@uowdubai.ac.ae](mailto:info@uowdubai.ac.ae), Web: [www.uowdubai.ac.ae](http://www.uowdubai.ac.ae)

3.3 Under 'Condition(s) of Admissions', if the Offer Letter has one or more conditions (example below), 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).

<b>Condition(s) of Admission:</b>	<p>Satisfying the University's English language requirements as detailed on the University's web site at <a href="http://www.uowdubai.ac.ae/undergraduate-programs/admission-requirements">www.uowdubai.ac.ae/undergraduate-programs/admission-requirements</a>.</p> <p>Provision of certified documentary evidence of UAE residency.</p> <p>As part of the accreditation requirements for UOWD Business programs, all applicants are required to complete a personal online interview set by the Faculty of Business, as an admission criteria. As a first step, may you please respond within 2 weeks to the interview questions as provided on the <a href="http://www.uowdubai.ac.ae/admission-interview">www.uowdubai.ac.ae/admission-interview</a></p> <p>Please note that in-person interviews may be arranged as a second step, in specific cases, where further probing may provide insights, leading to actions that can benefit the student/s to make good academic progress (for example, through academic advising and/or remedial support).</p> <p>Provision of original or certified copies of transcripts for studies undertaken to date.</p>
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### 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 (whichever applies to your circumstances) for studies undertaken to date.	Please email the appropriate documents to the Student Recruitment and Admissions Office at <a href="mailto:admissions@uowdubai.ac.ae">admissions@uowdubai.ac.ae</a> .
Satisfy English language requirements	If requirements have been met, please send the test results to: <a href="mailto:admissions@uowdubai.ac.ae">admissions@uowdubai.ac.ae</a>
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 in the GFC subjects listed in the offer letter. Students must successfully complete the subjects prior to commencing the Master's 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 <a href="mailto:admissions@uowdubai.ac.ae">admissions@uowdubai.ac.ae</a>
Provision of certified documentary evidence of UAE residency	Submit a copy of the document to the Student Recruitment and Admissions Office at: <a href="mailto:admissions@uowdubai.ac.ae">admissions@uowdubai.ac.ae</a>

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, new students should contact their Case Officer or email Student Recruitment and Admissions Office on [admissions@uowdubai.ac.ae](mailto: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 Winter 2022 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 class timetable:

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

4.2.1 University Freshman Year (Applicable only to students required to complete the Freshman Year subjects. Students to refer to their offer letter for more details). 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 English Language Requirements

Students with a minimum overall score of 6.0 in academic IELTS and no more than one score (either in Reading or Writing) between 5.0 and 6.0 will be given the opportunity to complete a remedial subject in the first session as a condition for progression. Students will be advised further by the Student Recruitment & Admissions team, on the remedial subject.

Students with a minimum overall score of 6.0 in academic IELTS (or equivalent) and a minimum score of 6.0 in Reading and Writing (or equivalent) will be eligible for advanced standing for English language subjects. (students will be exempted from the English subjects and the subjects will be added to their enrolment record as advanced standing)

4.2.3 Challenge Tests – relevant for the Freshman Year program.

Challenge Tests can be taken in the first session of study to allow eligible students to gain exemption from certain foundation-level subjects associated with their program.

The Challenge tests are available for the following subjects and will be held as per the given schedule:

Subject	Date	Time
MATH030 - College Algebra	Wednesday 5 <sup>th</sup> January 2022	0830 – 1030
MATH041 - Maths for Business		1030 – 1230
MATH042 - Elements of Engineering Mathematics		1030 – 1230
PHY040 - Physics		1230 – 1430

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

For Engineering Programs (all majors) students without the required EMSAT scores will need to sit for the University's Engineering Placement Tests in Mathematics and Physics (both of which they need to pass at 60%).

Any student not achieving the minimum score will be required to take and successfully complete remedial foundation subjects in either Mathematics, Physics or both prior to taking the subjects in the engineering degree program.

Click [here](#) for more details.

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

Subject	Date	Time
ARA101/ARA102 - Placement Test	Wednesday 5th January 2022	1500 – 1700
MATH - Engineering Placement test	Wednesday 5th January 2022	900 – 1100
PHYSICS - Engineering Placement Test		1200 – 1400

The Placement test for Winter 2022 will be conducted online. Students will receive further information about the placement test from the Faculty Administration Office, once they register for the test with the Student Recruitment and Admissions team.

Enrolling in an Arabic subject is a requirement for all students. In order to determine which Arabic subject students should take, they will need to sit for a Placement Test (PT). Students achieving the minimum required score would be given exemption from the general education Arabic subject in their degree.

#### 4.3 Postgraduate Students

Select the relevant program to view the class 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 session 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](mailto: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
FND 111 - GFC Accounting	Sunday 12 <sup>th</sup> December 2021 or Sunday 2 <sup>nd</sup> January 2022	1930 – 2100
FND 112 - GFC Finance	Monday 13 <sup>th</sup> December 2021 or Monday 3 <sup>rd</sup> January 2022	
FND 113 - GFC Marketing	Tuesday 14 <sup>th</sup> December 2021 or Tuesday 4 <sup>th</sup> January 2022	
FND 114 - GFC Statistics	Wednesday 15 <sup>th</sup> December 2021 or Wednesday 5 <sup>th</sup> January 2022	
FND 115 - GFC Operations Management	Thursday 6 <sup>th</sup> January 2022	

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, students need to contact their Case Officer, Student Recruitment & Admissions Office.

#### 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 their program. Please refer to the Offer letter for more details with regards to the requirements.

***Postgraduate Students: All programs except Master of Media and Communications and Master of International Relation***

Students who have achieved an overall Academic IELTS score of 6, but with a minimum of 5 in reading and writing for their relevant program, may opt to take Academic Writing (ELC910) as additional subject during their first semester. A 50% pass rate is required to clear the post enrolment condition. Alternatively, the student may opt to retake the IELTS test.

ELC910 enrolments can only be processed by staff at FRED and Registry Services. If a student is required to enrol in the mentioned subject, they must please email staff on [FRED@uowdubai.ac.ae](mailto:FRED@uowdubai.ac.ae)

***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 Winter 2022. 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 email staff on [FRED@uowdubai.ac.ae](mailto: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 14 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/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, students must send the payee advice copy after bank transfer payment is done to: [fees@uowdubai.ac.ae](mailto: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 12 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.

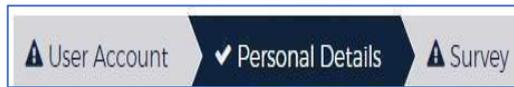
Log-in using the Student Number (found on the offer letter) and student's date of birth. If the student receives an error message logging in such as 'invalid offer' or 'student type does not match' they must contact Student Recruitment & Admissions Office on [admissions@uowdubai.ac.ae](mailto:admissions@uowdubai.ac.ae) or by telephone (see Section 13).

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](mailto:uowe-privacy@uow.edu.au)'. Below this is a paragraph: '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.' At the bottom are two buttons: a green 'I CONSENT' button and a red 'I DO NOT CONSENT' button."/>

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. Students must 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](http://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: sdt916

Recovery Email Address\*: johnsmoth@gmail.com ✓

Recovery Mobile: 0501234567 ✓

New Password\*: \*\*\*\*\* ✓

Confirm Password\*: \*\*\*\*\* ✓

**SUBMIT** **CLEAR** **SHOW PASSWORDS**

**Your new password must meet the following requirements:**

- A password must contain 8-31 characters.
- A password must only contain printable characters.
- A password is case sensitive, e.g. "a" is not the same as "A".
- A password cannot be re-used.
- A password cannot be based on your username (e.g. abc123) or your real name (e.g. jcti01) or any other personal information.
- A password must differ from your old password by at least 5 characters.

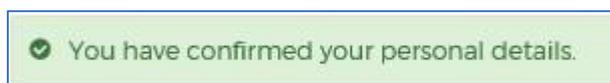
[Tips for choosing a password.](#)

If successful, students will receive the following acknowledgment



- 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.

The 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.)

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.

<b>Course</b>	Master of Business Administration - Dubai (1420)	Dubai/On Campus
<b>Start Session</b>	2021 DXB PG Test Autumn (Session Start Date: 22nd November, 2021)	
<a href="#">Click to commence the enrolment process.</a>		

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 (Section 4) provided in this Handbook to enrol in the subjects.

Now it is time to enrol in the subjects that students will be studying during Winter 2022 Semester. They can refer to the steps below to assist with the subject enrolment.

Students may now begin enrolment in subjects!

Students will need to enter each subject code individually

Session	Mode	Credit	Pre-requisites	Co-requisites	Class	Quota	Add
DXB PG Test Autumn (22-11-2021)	On Campus	6			Class 1	0/50	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**

**2021 DXB PG TEST AUTUMN**

Start date: 22-11-2021      End date: 22-03-2022  
 Last date to enrol: 05-12-2021      Last date to enrol (need academic approval): 05-12-2021  
 Last date to withdraw without financial penalty: 16-12-2021  
 Students should refer to relevant Fee Policy for information on the refund process and eligibility.  
 Last date to withdraw without academic approval: 30-01-2022

Campus	Subject code	Subject name	Mode	Credit	Class	Status	Withdraw
Dubai	<a href="#">MBA 901</a>	Accounting For Managerial Decision-making	On Campus	6	Class 1	Enrolled	<b>WITHDRAW</b>

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:** 1420 - Master of Business Administration - Dubai  
**Campus:** Dubai(On Campus)

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 active UOW account).

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 need to click [here](#) to submit their photo for their Student ID card. Students can collect their ID card from FRED and Registry Services, on their first day of classes.

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 session 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 ID Card for the duration of their study. This card will be issued to students once they are enrolled in their program of study and have paid their tuition fees.

## 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 going through the [tutorial](#). Students will need to use their 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 session). Students should check their SOLS for the exact date/time for when the tutorials are open.

Please note that tutorials/labs will start from Week 1 (first week of session).

## 8 **ACCESSING STUDENT SYSTEMS**

### 8.1 SOLS (Student Online System)

SOLS is the Student Online System used by students throughout the duration of their studies. It will be used for enrolling/withdrawing in subjects and also to view subject marks/grades.

During the Enrolment process (refer to section 6), students are asked to generate a password for SOLS. The SOLS username is generated by the system and cannot be changed. (section 6.4).

This SOLS password allows students to access their SOLS account through which they can enrol/withdraw from subjects, view their subject results, select their lecture/tutorial timings etc. Once students complete their enrolment process, they will need to wait for 1 hour before they can use their SOLS username and password to login to their SOLS account.

To log into SOLS, students can click [here](#) and view the subjects they have enrolled in. The link will direct students to the below image, and they will need to enter their username and password to login. Students must select the 'SOLS' tab highlighted in the image below.



### 8.2 Moodle

Moodle is the name of the University's learning management system which provides students access to academic learning materials (subject outlines, study material, assignments etc.)

Students can access this account through their SOLS account. Students need to wait 24 hours after completing their enrolment process, to get access to Moodle. When students log into SOLS, they can click on the 'E-Learning' tab to direct them to the Moodle dashboard where they can view their subject folder, study material and other learning materials



Alternatively students can access Moodle by clicking [here](#). Once they click on this, students will be asked to enter their username and password again as seen in the screenshot. This is the same as their SOLS login credentials.

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

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.

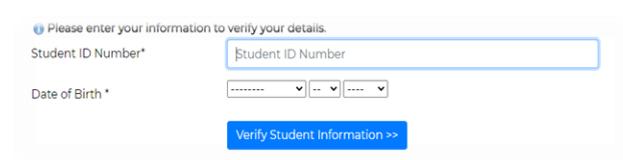
### 8.3 MyUOWD Account

This is a student information portal which provides students access to a range of information including, class timetables, academic resources, information on services/facilities, University policies etc.

Students can access their **MyUOWD** account 24 hours after completing their enrolment process. They will need to activate their account and set up a password to be able to log into their MyUOWD account. Students can click [here](#) to activate the account and 'Activate MyUOWD account'.



Students will be asked to enter their Student ID number and Date of Birth as shown in the screenshot below, to verify their information. Following this they will need to create a password for their MyUOWD account



### 8.4 UOW email

To access UOW mail students can click [here](#). Students will be asked to sign in (see image). They will need to enter their username in the following format:

[SOLSUsername@uowmail.edu.au](mailto:SOLSUsername@uowmail.edu.au) Click 'next' after entering the username. The password to access the UOW email is the SOLS password.



To setup UOWmail on desktop mail client and/or mobile device please visit [UOWmail Setup Guide](#).

## 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 any online classes:

Students can use WebEx which is a videoconferencing platform that is available in Moodle. Students can use the links below to access WebEx.

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](mailto: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](mailto: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 Executive Director – Finance & Administration, outlining in full the reasons for the refund or transfer request. The Executive Director – Finance & Administration will review each request on a case-by-case basis.

#### 11.4 Important Deadline Dates for Refunds/Transfers (Winter 2022)

6 <sup>th</sup> January 2022	Tuition Fees Due Last Date for 100% Tuition Fees Refund
15 <sup>th</sup> January 2022	100% Tuition Fees Transfer Permitted Last Date for 75% Tuition Fees Refund (25% financial penalty per subject)
22 <sup>nd</sup> January 2022	Last Date for 100% Tuition Fees Transfer Last Date for 50% Tuition Fees Refund (50% financial penalty per subject)
23 <sup>rd</sup> January 2022 onwards	No Transfer or Refund Permitted (100% financial penalty)

#### 11.5 Student Fees and Charges (Winter 2022 only)

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

<b>SERVICE</b>	<b>COST in AED (including VAT)</b>
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	30.00
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 Cheques/Debit Order	210.00
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](http://www.uowdubai.ac.ae)  
Email: [info@uowdubai.ac.ae](mailto:info@uowdubai.ac.ae)

Office/Department	Telephone Number	Email Address
FRED & Registry Services	00 971 (0) 4 278 1731	<a href="mailto:FRED@uowdubai.ac.ae">FRED@uowdubai.ac.ae</a>
Finance	00 971 (0) 4 278 1830	<a href="mailto:Fees@uowdubai.ac.ae">Fees@uowdubai.ac.ae</a>
IT Helpdesk	00 971 (0) 4 278 1880	<a href="mailto:TechnicalSupport@uowdubai.ac.ae">TechnicalSupport@uowdubai.ac.ae</a>
Library	00 971 (0) 4 278 1766	<a href="mailto:Library@uowdubai.ac.ae">Library@uowdubai.ac.ae</a>
Student Recruitment and Admissions	800 UOWD (8693) 00 971 4 278 1800	<a href="mailto:admissions@uowdubai.ac.ae">admissions@uowdubai.ac.ae</a>
Transport	00 971 (0) 4 278 1758	<a href="mailto:Transportation@uowdubai.ac.ae">Transportation@uowdubai.ac.ae</a>
Visa	00 971 (0) 4 278 1741 00 971 (56) 644 3234 (Emergency line)	<a href="mailto:StudentVisa@uowdubai.ac.ae">StudentVisa@uowdubai.ac.ae</a>
UOWD College	00 971 (0) 4 278 1779	<a href="mailto:UOWDCollegeadmin@uowdubai.ac.ae">UOWDCollegeadmin@uowdubai.ac.ae</a>
Faculty of Business	00971 (0) 4 2781907/ 1908	<a href="mailto:Facultyoffice@uowdubai.ac.ae">Facultyoffice@uowdubai.ac.ae</a>
Faculty of Engineering and Information Sciences	00971 (0) 4 278 1909	<a href="mailto:FEISAdminTeam@uowdubai.ac.ae">FEISAdminTeam@uowdubai.ac.ae</a>
School of Humanities Social Science and Health	00971 (0) 4 278 1797 00971 (0) 4 278 1983	<a href="mailto:ShsshAdminTeam@uowdubai.ac.ae">ShsshAdminTeam@uowdubai.ac.ae</a>

## 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.

November 2021. Thank you to all staff who contributed to this guide.