

UTS: FEIT

Information for Distance Mode Students

Welcome to Distance Mode learning. To enable you to successfully complete the subject in this coming session, please read the following carefully:

- **Lecture and Reading Material (LRM)**

These are an essential part of the study material and must be retained for the entire session.

General Information

Assignment Submission

You will be advised in the **Instructions** how and where to submit assignments. Please use the Distance Mode Assignment Cover Sheet when submitting your assignments and retain a copy of all work submitted for assessment.

Examinations

Distance Mode students who live within the Sydney Basin must attend their exams at UTS.

Students who live outside of the Sydney Basin will have an exam venue arranged near to their home or work address. More information is available in the [Guidance for Distance Mode Formal Examinations](#)

Please visit the FEIT Distance Mode website for more information:

https://my.feit.uts.edu.au/pages/course/postgraduate/distance_mode

If your postal address changes during the semester, it is very important that you **update your contact details** in My Student Admin: <https://onestopadmin.uts.edu.au/estudent/>

The Distance Mode Officer also needs to be advised on **+61 2 9514 2429** or via email feitdistancemode@uts.edu.au

UTS Email Account

It is important that you activate your UTS email and check it regularly to stay informed. Please ensure that you activate this account via <https://email.itd.uts.edu.au/webapps/myaccount/activation>

Further information regarding student email can be found here: <http://web.uts.edu.au/email/about>

You can have your UTS email redirected to a personal email account. Use the following link to learn how to forward your UTS email to your private email account:

https://online.uts.edu.au:8020/ftl/students/changing_info.php#email

UTS Online

UTSOnline is a web-based tool used at UTS to provide online learning to students. It is accessible from most web browsers allowing you to access resources from anywhere. Information on the use of UTSOnline can be found here: <https://online.uts.edu.au:8020/ftl/students/index.php>

Participation in UTSOnline will be an essential part of your distance learning. Your UTSOnline access is set at level 2. This means that you can access course information and participate in online discussion boards. Your lecturer may choose to monitor but not participate in these discussions.

At the start of semester you must log in to UTSOnline and look for your subjects in the section titled "My Courses". Login here: <https://online.uts.edu.au>

From the UTSOnline front page, enter your Username and Password in the LOGIN box on the left hand side and click the Login button. The username and password are the same as those for your UTS email. Click on the subject under "My Courses" - you should be able to access the subject materials and instructions your subject lecturer has posted online. Your lecturer is available to provide any additional assistance that you might require with specific problems in the subject. Contact details of your subject lecturer should be available in the Subject Outline.

Administration Support

Building 10 Student Centre

The Student Centre located in Building 10 will provide you with general student administration information and advice with regard to:

- E-Requests
- Subject and course information
- Enquires related to enrolment and study plan
- Recognition of prior learning and subject substitution applications
- Leave of Absence and concurrent study applications
- Exam related and academic progress applications
- Progression and academic caution matters
- Graduation list preparation

Please visit <http://www.uts.edu.au/current-students/managing-your-course/contacts/general-contacts> for contact details for the student centre. You can also submit electronic queries via **askUTS** at <http://www.ask.uts.edu.au>

Teaching and Learning Portfolio (FEIT)

For administration support related to **Distance Mode Learning** e.g. assistance with learning materials, UTSONline, assignment submission or Distance Mode examinations email feitdistancemode@uts.edu.au or call +61 2 9514 2492

IT Support

If you have technical problems with accessing UTS email or UTSONline, call the IT Support Centre on **+61 2 9514 2222** or submit a request for service via <https://servicedesk.uts.edu.au>

UTS Library

You can find information about the Library from the Library's homepage: <http://www.lib.uts.edu.au>

Use instant messenger or ask a question by email service by going to <http://www.lib.uts.edu.au/askus> when you need help from a librarian.