

Faculty of Engineering and Information Sciences

<http://my.uowdubai.ac.ae>

SUBJECT NAME: ELECTRICAL SYSTEMS

Course code:	ENGG104	Section:	Dubai
Credit Points:	6	Year	2024
Session	Spring	Duration:	11 weeks
Pre-requisite(s)	None	Co-requisite(s)	None
Mode of Delivery:	Face-to-face (F2F)		
Final Exam Passing Requirement:	40%		

LECTURE INFORMATION

Day:	Wednesday	Thursday
Time:	08:30 – 11:30	08:30 – 12:30
Location:	3.44 Classroom B	5.13 and 5.14

TUTORIAL INFORMATION

Day:	Wednesday	Wednesday	Wednesday
Time:	11:30 – 12:30	11:30 – 12:30	12:30 – 13:30
Location:	6.33 Classroom B	5.19 Classroom A	6.33 Classroom B

Day:	Wednesday	Thursday	Thursday
Time:	12:30 – 13:30	11:30 – 12:30	12:30 – 13:30
Location:	5.19 Classroom A	5.134	4.467

Day:	Thursday	Thursday	
Time:	12:30 – 13:30	12:30 – 13:30	
Location:	5.12	5.17	

COMPUTER LAB INFORMATION

	Computer Lab 1	Computer Lab 2	Computer Lab 3	Computer Lab 4
Day:	Monday	Wednesday	Wednesday	Wednesday
Time:	10:30 – 12:30	12:30 – 14:30	14:30 – 16:30	16:30 – 18:30
Location:	1.38 Circuits Lab	1.38 Circuits Lab	1.38 Circuits Lab	1.38 Circuits Lab



	Computer Lab 5	Computer Lab 6	Computer Lab 7	Computer Lab 8
Day:	Thursday	Thursday	Thursday	Friday
Time:	08:30 – 10:30	11:30 – 13:30	13:30 – 15:30	08:30 – 10:30
Location:	1.38 Circuits Lab	1.38 Circuits Lab	1.38 Circuits Lab	1.38 Circuits Lab

	Computer Lab 9	Computer Lab 10	Computer Lab 11	
Day:	Friday	Friday	Friday	
Time:	10:30 – 12:30	14:30 – 16:30	16:30 – 18:30	
Location:	1.38 Circuits Lab	1.38 Circuits Lab	1.38 Circuits Lab	

Educator's Name:	Dr Mohd Fareq Abd Malek
Building & Office No:	Level 3, Room 313, UOWD Building
E-mail Address:	MOHAMEDFAREQMALEK@UOWDUBAI.AC.AE
Consultation:	F2F at UOWD Building or Online consultations via WEBEX, students are advised to email lecturer for an appointment. https://uow.webex.com/meet/malek

Educator's Name:	Abeer Elkhoully
Building & Office No:	Level 3, UOWD Building
E-mail Address:	ABEERELKHOULY@UOWDUBAI.AC.AE
Consultation:	F2F at UOWD Building or Online consultations via WEBEX, students are advised to email tutor for an appointment. https://uow.webex.com/meet/abeere

Educator's Name:	Akanksha Singh
Building & Office No:	Level 3, UOWD Building
E-mail Address:	akankshasingh@uowdubai.ac.ae
Consultation:	F2F at UOWD Building or Online consultations via WEBEX, students are advised to email tutor for an appointment.

Educator's Name:	Sana Sahir
Building & Office No:	Level 3, UOWD Building
E-mail Address:	sanasahir@uowdubai.ac.ae
Consultation:	F2F at UOWD Building or Online consultations via WEBEX, students are advised to email tutor for an appointment.

Educator's Name:	Habiba Ahmed
Building & Office No:	Level 3, UOWD Building
E-mail Address:	habibaahmed@uowdubai.ac.ae
Consultation:	F2F at UOWD Building or Online consultations via WEBEX, students are advised to email tutor for an appointment.

Educator's Name:	Eva Barbulescu
Building & Office No:	Level 3, UOWD Building
E-mail Address:	evabarbulescu@uowdubai.ac.ae
Consultation:	F2F at UOWD Building or Online consultations via WEBEX, students are advised to email tutor for an appointment.

Educator's Name:	Mary Ann George
Building & Office No:	Level 3, UOWD Building
E-mail Address:	starmaryann1247@yahoo.com
Consultation:	F2F at UOWD Building or Online consultations via WEBEX, students are advised to email tutor for an appointment.

1 SUBJECT DESCRIPTION

ENGG104 introduces real-world electrical systems. The subject teaches fundamental electrical concepts: change, current, voltage, resistance, capacitance, inductance, energy and power. The subject introduces theorems to simplify AC and DC circuits through analysis and simulation. The subject also links the fundamental concepts to practical engineering applications such as motors and generators. The laboratory component covers measurements using electrical components and equipment, designing basic circuits, as well as report writing.

2. Contribution to Program learning outcomes (PLO)

The activities in this course contribute to achieving the following program learning outcomes

Program: Engineering	
PLO1	Demonstrate professional knowledge with a strong grounding in engineering and awareness of current local and international trends and challenges.
PLO2	Navigate disciplinary literature with particular skills in gathering & synthesising information independently to support an argument or strategy.
PLO3	Implement common research methods in the field of engineering, analyse data & evaluate the validity of findings and exercise critical judgement in determining new directions and strategies for carrying out further investigation.

PLO4	Draw from established engineering concepts, methods and industry standards to develop innovative solutions to complex engineering problems by completing a research project relating to the respective engineering major.
PLO5	Communicate clearly and coherently in writing to a range of audiences, with an ability to integrate knowledge, research, data, analysis and critical evaluation.
PLO6	Communicate verbally to a range of audiences using appropriate language in presentations, consultation and negotiation.
PLO7	Work productively as part of a team with the capacity for leadership, recognising the roles, responsibilities and accountabilities of team members.
PLO8	Show respect for the views, values and culture of others in settings involving colleagues, clients, communities and end users, and consider alternate perspectives in design and project management.
PLO9	Make complex considerations in regards to professional ethics and accountability, account for and mitigate risk, and operate with a commitment to professionalism in all work.
PLO10	Appreciate the importance of sustainable engineering design, and seek to maximise positive social and environmental outcomes in engineering design, practice and development.

The activities in this course contribute to achieving the following program learning outcomes



ENGG104 Upon successful completion of this subject, a student should be able to:		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10
LO1	Apply Fundamental laws of electric circuits.	✓									
LO2	Design and analyze simple circuits for the processing of electrical signals.	✓									
LO3	Demonstrate practical experience in making and recording measurements using electrical components and equipment.	✓									
LO4	Demonstrate problem solving skills in fundamental electrical concepts	✓									
LO5	Present experimental results, calculations, and analysis in a professional manner.			✓	✓						
LO6	Conduct electrical measurements that complies with safety requirements	✓									

3. SUBJECT SCHEDULE

This is a guide to the weekly lecture topics however the delivery date of these topics may on occasion vary due to unforeseen circumstances.

Week	Lecture Topics	Learning outcome	Session type	Delivery format	Related supporting materials	Assessments
1	Electric Charge, Current and Voltage, Voltage sources, Resistance and Conductance, Ohm's Law; Power, Kirchhoff's Voltage Law (KVL), Series Resistance Voltage Divider	LO1	Lecture	F2F	Chapters 1,2, 3, 4, 5 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	
2	Parallel Circuits, KCL and Current Divider	LO1	Lecture, Tutorial	F2F	Chapter 6 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S)
3	Series/Parallel Circuits, The current source, Current/voltage source conversion, Nodal analysis	LO1	Lecture, Tutorial	F2F	Chapters 7, 8 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S)
4	Superposition and Thevenin equivalent circuit	LO2	Lecture, Tutorial	F2F	Chapter 9 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S)
5	Capacitors and capacitance, Capacitor types, Capacitors in series and parallel, Capacitor Charging and discharging, Time constant, Energy storage.	LO2	Lecture, Tutorial	F2F	Chapter 10 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S), Mid-term exam (S).



6	Inductance, Self-inductance, Induced voltage, Inductors in series and parallel, Transients in R-L circuits, Time constant, Energy storage.	LO2	Lecture, Tutorial	F2F	Chapter 11 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S).
7	Sinusoidal Alternating Current – AC, Phase relationships. Impedance and Phasor Diagrams in AC, Low and high frequency response of inductance and capacitors, Average power and power Factor, generators, motors	LO4	Lecture, Tutorial	F2F	Chapters 13, 14 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S).
8	Series- Parallel AC Networks Analysis	LO4	Lecture, Tutorial	F2F	Chapters 14, 15 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S).
9	AC Series and Parallel Circuits	LO4	Lecture, Tutorial	F2F	Chapters 17, 18 from the book of Electronic Circuit Analysis by Boylestad; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S).
10	Semiconductors, PN Junctions, Diodes	LO4	Lecture, Tutorial	F2F	Chapter 1 from the book of Electronic Devices and Circuit Theory by Boylestad and Nashelsky; Students should read the lecture notes, watch the videos and attempt the tutorials.	Quizzes (S), Labs (S).
11	Revision	LO1, LO2, LO4	Revision, Tutorial	F2F	All lecture and tutorial materials from week 1 to week 11.	Quizzes (S), Labs (S).

Lab Schedule

Week	Lab Topics	Learning outcome	Session type	Delivery format	Related supporting materials	Assessments
2	Lab 1 Introduction to the lab equipment and measuring devices	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory website and do pre-labs for Experiment 1 before coming to the scheduled lab classes.	Labs (S)
3	Lab 2 Series and Parallel circuits, KVL and KCL	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory website and do pre-labs for Experiment 2 before coming to the scheduled lab classes.	Labs (S)
4	Lab 3 Introduction to Multisim	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory Notes Part 1 on Moodle and do pre-labs for Experiment 3 before coming to the scheduled lab classes.	Labs (S)
5	Lab 4 Introduction to Nodal Analysis	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory Notes Part 1 and do pre-labs for Experiment 4 before coming to the scheduled lab classes.	Labs (S)
6	Lab 5 More difficult Nodal Analysis Circuits and Application of Cramer's Rule	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory Notes Part 1 and do pre-labs for Experiment 5 before coming to the scheduled lab classes.	Labs (S)
7	Lab 6 R C circuits	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory Notes Part 1 and do pre-labs for Experiment 6 before coming to the scheduled lab classes.	Labs (S)

8	Lab 7 Introduction to AC circuits	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory Notes Part 2 and do prelabs for Experiment 7 before coming to the scheduled lab classes.	Labs (S)
9	Lab 8 AC circuits with R L	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory Notes Part 2 and do prelabs for Experiment 8 before coming to the scheduled lab classes.	Labs (S)
10	Lab 9 AC circuits with RLC	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory Notes Part 2 and do prelabs for Experiment 9 before coming the scheduled lab classes.	Labs (S)
11	Lab 10 AC circuits with more complex RLC circuits	LO3, LO5, LO6	Labs	F2F	Students should read tasks on ENGG104 laboratory Notes Part 2 and do prelabs for Experiment 10 before coming the scheduled lab classes.	Labs (S)

4. SUPPORTING MATERIALS

Books, Articles, Videos, Podcasts, etc. will be available on our Learning Management System (LMS).

4.1 ACCESS TO SUPPORTING MATERIALS

The University uses MOODLE as a Learning Management System (LMS) to support all coursework subjects. The subject site and supporting materials can be accessed via: <https://moodle.uowplatform.edu.au> And via UOWD Library

REQUIRED TEXT

Students are recommended to read the following text:

Robert Boylestad, "Introductory Circuit Analysis", 13th edition, Pearson, 2015, ISBN-10: 9780133923605 ISBN-13: 978-0133923605.

<https://www.pearson.com/en-us/subject-catalog/p/introductory-circuit-analysis/P200000000822/9780137594177>

Note: the list of key references/recommended readings is not intended as an exhaustive list. Students should use the library catalogue and database to locate additional resources.

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4.2 RECOMMENDED READINGS

1. Robert Boylestad and Louis Nashelsky, "Electronic Devices and Circuit Theory", 11th edition, 2013, Pearson Education Limited, ISBN-13: 9781292025636.
<https://www.pearson.com/us/higher-education/product/Nilsson-Electric-Circuits-11th-Edition/9780134746968.html>
2. Nilsson, James and Riedel, Susan, "Electric Circuits", 11th edition, Pearson. ISBN-10: 1292261048, ISBN-13: 978-1292261041, 2019.
<https://www.pearson.com/us/higher-education/product/Nilsson-Electric-Circuits-11th-Edition/9780134746968.html>
3. William H. Hayt Jr., Jack E. Kemmerly, Jamie D. Phillips, Steven M. Durbin, "Engineering Circuit Analysis", Ninth edition (5 November 2020), McGraw Hill, McGraw Hill Education (India) Private Limited, ISBN-10: 9390185130, ISBN-13: 978-9390185139.
4. Edward Hughes, John Hiley, Keith Brown, Ian McKenzie-Smith, "Electrical and Electronic Technology", 12th edition, 2016, Pearson, ISBN-13: 9781292093048.

All of the required text and recommended readings above are available at the UOWD Library located on the second floor.

5. ASSESSMENT

5.1 ASSESSMENT OF LEARNING OUTCOMES

Learning Outcome	Measures (Elements of Assessment)
L01: Apply Fundamental laws of electric circuits.	Online Quizzes, Written Quizzes, Mid-term exam, Final Exam
L02: Design and analyze simple circuits for the processing of electrical signals.	Online Quizzes, Written Quizzes, Mid-term exam, Final Exam
L03: Demonstrate practical experience in making and recording measurements using electrical components and equipment.	Laboratories
L04: Demonstrate problem solving skills in fundamental electrical concepts	Online Quizzes, Mid-term Quizzes, Final Exam
L05: Present experimental results, calculations, and analysis in a professional manner.	Laboratories
L06: Conduct electrical measurements that complies with safety requirements	Laboratories

5.2 ASSESSMENT TASKS

Learning Outcome	Assessment 1 Online Quizzes 16%	Assessment 2 Written Quizzes 9%	Assessment 3 Laboratories 20%	Assessment 3 Mid-term Exam 10%	Final Exam 45%
LO 1	X	X		X	X
LO 2	X	X		X	X
LO 3			X		
LO 4	X	X			X
LO 5			X		
LO 6			X		
Group (G)/ Individual (I)	I	I	G/I	I	I
Total Marks	100	100	100	100	100
Due Date	Weeks 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Weeks 3, 7, 9	Weeks 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11.	Week 5	During Final Exams Period

Assessment Task:	Assessment 1, Online Quizzes
Type:	Individual
Description:	Solving MCQ questions, online
Learning Outcome Measured:	LO1, LO2, LO4
Total Marks:	100
Weighting:	16%, comprising of: <ul style="list-style-type: none"> - 6%: Online take-home quizzes (Best of 4) - 3%: Online lecture quizzes (Best of 3) - 7%: Online tutorial quizzes (Best of 7)
Due Date:	Online take-home quizzes: weeks 2-11 (Best of 4) Online lecture quizzes: weeks 2, 4, 6, 8, 10 (Best of 3) Online tutorial quizzes: weeks 2-11 (Best of 7)
Word Length (if applicable):	Not Applicable
Hand in to:	On-line submission
TurnItIn submission required by:	Not Applicable

OUTLINE AND REQUIREMENTS

MCQ questions on Moodle to be answered at home and in-classes, online. For the in-class quizzes, each question is to be answered in 120 seconds, and there are 3 to 6 questions per in-class quiz session. For the take-home quizzes, the quiz duration ranges from 30 minutes to one hour per quiz. For each take-home quiz, students have a week to complete the quiz.

MARKING CRITERIA

The assessment of this subject component will be based on the correct answers and the total marks achieved. For the online take-home quizzes (weeks 2 – 11), the best 4 take-home quiz marks will be considered. For the in-class quizzes conducted in tutorials (weeks 2 – 11), the best 7 in-class quiz marks will be considered. For the in-class quizzes conducted in lectures (weeks 2, 4, 6, 8, 10), the best 3 in-class quiz marks will be considered.

Assessment Task:	Assessment 2, Written Quizzes
Type:	Individual
Description:	Solving written questions, paper based, on campus
Learning Outcome Measured:	LO1, LO2, LO4
Total Marks:	100
Weighting:	9%, comprising of: - 3%: Quiz 1 - 3%: Quiz 2 - 3%: Quiz 3
Due Date:	Quiz 1: week 3 Quiz 2: week 7 Quiz 3: week 9
Word Length (if applicable):	Not Applicable
Hand in to:	Lecturer or invigilator
TurnItIn submission required by:	Not Applicable

OUTLINE AND REQUIREMENTS

Written questions on paper to be answered during lecture session, on campus. The duration for each quiz is 30 minutes.

MARKING CRITERIA

Assessment will be based on the correctness of the solutions. In cases where the final solutions are not correct, marks will still be awarded for students that demonstrate understanding of the underlying concepts through the working they provide.

Assessment Task:	Assessment 2, Laboratories
Type:	Individual or groups
Description:	Practical laboratories
Learning Outcome Measured:	LO3, LO5, LO6
Total Marks:	100
Weighting:	20%
Due Date:	Weeks 2, 3, 4, 5, 6, 7, 8, 9, 10, 11.
Word Length (if applicable):	Not Applicable
Hand in to:	Lab Instructor
TurnItIn submission required by:	Not Applicable

OUTLINE AND REQUIREMENTS

Students will attend a weekly laboratory session (weeks 1 – 11) related to the topics covered in the lectures. In addition to practical skills such as the use of electric circuits and electric equipment in the laboratory.

MARKING CRITERIA

The mark is given by the lab demonstrator based on the results recorded in the logbook, student's laboratory engagement. For each laboratory experiment (topic): marks are given for good effort applied in completing the experiment, for coming to class on time and returning all equipment correctly and tidy.

For pre-lab activities; the mark is given by the lab demonstrator based on student's preparation as recorded in the logbook and answer to lab demonstrator's questions.

For each laboratory experiment (topic): marks are given for the attempt to answer all the prelab questions, and for answers correctly demonstrator's questions regarding the prelab.

Assessment Task:	Assessment 3, Mid-term Exam
Type:	Individual
Learning Outcome Measured:	LO1, LO2
Total Marks:	100
Weighting:	10%
Date, Time and Location:	Week 5, during lecture session (please refer to announcement in Moodle).

OUTLINE AND REQUIREMENTS

The midterm exam is conducted in week 5 to cover the topics covered from Week 1 to 4. Written questions on paper to be answered during lecture session, on campus. The duration for the Mid-Term exam is 60 minutes.

MARKING CRITERIA

Assessment will be based on the correctness of the solutions. In cases where the final solutions are not correct, marks will still be awarded for students that demonstrate understanding of the underlying concepts through the working they provide.

Assessment Task:	Final Exam
Learning Outcome Measured:	LO1, LO2, LO4
Total Marks:	100
Weighting:	45%
Date:	To be held during the official examination period. Please refer to the Exam Timetable available on the Student Online Resources website (http://my.uowdubai.ac.ae) closer to the exam period.

OUTLINE AND REQUIREMENTS

The final exam will cover the topics conducted from Week 1 to Week 11. Written questions on paper to be answered, on campus. The duration for the Mid-Term exam is 120 minutes.

MARKING CRITERIA

Assessment will be based on the correctness of the solutions. In cases where the final solutions are not correct, marks will still be awarded for students that demonstrate understanding of the underlying concepts through the working they provide.

LATE SUBMISSIONS:

Please note that late submissions will incur a penalty of 20% per day, including weekends.

5.3 GRADES AWARDED

The approved grades of performance and associated ranges of marks for undergraduate subjects are:

High Distinction (HD)	85 – 100%
Distinction (D)	75 – 84%
Credit (C)	65 – 74%
Pass (P)	50 – 64%
Pass Supplementary (PS)	50%
Fail (F)	0 – 49% (and not meeting the attendance requirements)
Technical Fail (TF)	Not meeting the final exam passing requirements – see the Assessment Policy PP-REG-DB-2.1

5.4 SATISFACTORY COMPLETION REQUIREMENTS

In order to be considered for a grade of Pass (P) or better in this subject, students **must achieve the minimum required mark in the Final Examination (see page 1 for required score)**; students who obtain a composite mark greater than or equal to 50% but do not satisfy the Final Examination minimum pass requirements in the final examination will be awarded a “Technical Fail” grade.

Students must ‘reasonably’ complete all assessment tasks (including the required score for the Final Examination,) and submit these as specified in the subject outline. ‘Reasonable’ completion of an assessment task will be determined based on the instructions given to the student including: word length, demonstration of research and analysis where required, adherence to the Plagiarism Policy guidelines, and completion of each section/component of the assessment. Failure to submit all assessment tasks may result in a Fail grade awarded for the subject.

6. RELEVANT POLICIES AND DOCUMENTS

All students must read and be familiar with the following UOWD policies and documents, which are available on the Student Online Resources (my.uowdubai.ac.ae) website by following the Policies link:

- Academic Grievance Policy
- Academic Integrity Policy
- Campus Access and Order Rules
- Code of Conduct – Library Users
- Code of Practice – Students
- Copyright Policy
- Intellectual Property Policy
- Library Regulations
- Minimum Rate of Progress
- Music, Video and Software Piracy
- Non-Discriminatory Language and Practice & Presentation Policy and Guidelines
- Special Consideration Policy & Procedure
- Student Attendance Policy
- Student Conduct Rules
- Rules for use of UOWD ITTS Facilities
- Teaching and Assessment: Code of Practice – Teaching
- Teaching and Assessment: Assessment and Feedback Policy
- Teaching and Assessment: Subject Delivery Policy

7. SSP & STUDIOSTY

SSP (Student Support Program) is a program committed to assisting students in developing their academic skills and getting the most out of their studies. As part of their services, SSP provides Peer Tutoring Program and Academic Workshops (<https://my.uowdubai.ac.ae/ssd/index.php>).

Studiosity is an online study tool that students can access 24 hours, 7 days a week! Students can receive feedback on submitted writing in less than 24 hours and receive one-to-one, personal help in real time with a subject specialist. The service can be accessed through the subject's Moodle site.

For further information, please contact:

SSP Coordinator

ssp@uowdubai.ac.ae

Phone Number: +971 4 278 1756

8. ACADEMIC INTEGRITY

Plagiarism and cheating are serious offences that can lead to expulsion from the university. Students must be familiar with the *Academic Integrity* policy which outlines the procedure that will be followed in case of academic misconduct including cheating and plagiarism. Please refer to *How to Avoid Plagiarism* available on the Student Online Resources website (<http://my.uowdubai.ac.ae>).

8.1 TURNITIN

Students are required to submit all written assignments in soft copy through the TurnItIn system which is available online at www.turnitin.com. Every student must have a TurnItIn account. Failure to submit an assignment through TurnItIn will result in marks for that assignment being withheld. **Students do NOT need to hand in a printed copy of the TurnItIn Originality Report.** More information about

TurnItIn (including how to create an account and add a class) will be provided in the first lecture. Students can download Frequently Asked Questions (FAQs) about TurnItIn from the SSP section of UOWD website (<https://www.uowdubai.ac.ae/academic-resources/student-support-programs>).

TurnItIn information required to add this subject:

Class ID:	Moodle Link
Password:	Moodle Link

8.2 REFERENCE & IN-TEXT CITATION

For information about referencing and in-text citation please review the *Academic Writing Presentation* available on the Student Online Resources website (<http://my.uowdubai.ac.ae>).

8.3 UOWD RULES & POLICIES

For information about UOWD Rules and Policies, please go to the Student Online Resources website (<http://my.uowdubai.ac.ae>) and click on the POLICIES link.

9. ATTENDANCE REQUIREMENTS

Attendance in this subject is compulsory. Failure to attend all tutorials and computer labs as per the Student Attendance Policy may result in a FAIL grade. Students are strongly encouraged to become familiar with this policy (which can be found on the Online Resources website at my.uowdubai.ac.ae).

10. TUTORIAL/COMPUTER LAB ENROLMENTS

All students must sign up for one tutorial and/or computer lab in Week 1. Admission to a tutorial/computer lab will not be possible unless the student's name is on the Attendance List for that class. No changes will be allowed once a student has enrolled in a tutorial/computer lab.

11. SUPPLEMENTARY ASSESSMENTS

A supplementary assessment may be offered to students whose performance in this subject is close (45-49 in the final examination and 48-49 in the composite score) to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The precise form of a supplementary assessment will be determined at the time the offer of a supplementary is made.

12. Lecture Capture

UOWD supports the recording of lectures as a supplemental study tool, to provide students with equity of access, and as a technology-enriched learning strategy to enhance the student experience.

To make your own recording of a lecture you **must** receive the explicit permission of the Educator and those people who are also being recorded.

You may only use recorded lectures, whether they are your own or recorded by the university, for your own educational purposes. Recordings cannot be altered, shared or published on another platform, without permission of the University. UOWD's Lecture Capture policy is underdevelopment.

13. Sustainability

UOWD encourages all students to act in a sustainable manner when planning and submitting assessments. If possible, students should not use plastic items, such as folders, covers, and bindings, and other synthetic materials, for presentations, workshops, and other activities. Students are also encouraged to avoid unnecessary printing; and if printing is required, please consider printing double-sided and only printing essential illustrations avoiding blocks of any colour as the use of ink is harmful to the environment. Always behave in a sustainable way.