



**SCHOOL
OF
COMPUTER SCIENCE**
(Computer & Information Science Division)

Undergraduate Level

**Computer Technology & Computer
Programming**

2020

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**CUP University's School of Computer Science Handbook
Department of Computer & Information Science**

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Christ's University in Pacific
Nuku'alofa, Tonga
KINGDOM OF TONGA**

This Handbook

This Programme Handbook provides important general information regarding student progression specific to the following programmes:

- Bachelor of Computer and Information Sciences (B.CIS)

Please read this booklet carefully, and keep it for future reference throughout the year. The information in this booklet has been updated and revised for 2020.

Timetables and courses may be subject to change. Not all courses are offered every year and courses may not run if there are insufficient enrolments.

Christ University in Pacific has used reasonable care to ensure that the information in this publication is accurate at the time of publication. However, to the extent permitted by law, CUP University is not liable for, and makes no warranties or representations as to such accuracy and may change or correct any such information without prior notice. Changes will be available on www.cup.edu.to

1.0 WELCOME TO YOUR 2020 STUDY YEAR!

Welcome to Christ's University in Pacific, (CUP), School of Computer Science. To prepare you for a successful and fulfilling career, we offer a range of courses for both undergraduate programmes from hardware and software, information systems and networking and also security and digital forensics. We look forward to assisting you and providing many opportunities to enhance your future career. As an IT and computing student, you are advised to use this handbook, along with other important information sources, for guidance in the undergraduate programme. Official information sources include the Undergraduate Handbook, Student Manual, Class Schedule, and department academic advisors. Regularly meeting with an academic advisor is a good way to stay informed.

2.0 CUP CALENDAR YEAR 2020

<p>JANUARY</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>R</th> <th>F</th> <th>Sa</th> <th>Su</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	M	T	W	R	F	Sa	Su			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<ul style="list-style-type: none"> • 13th – 17th January: SCHOOL SYSTEM CONFERENCE (NZ) • 27th January: CUP UNIVERSITY STAFF & TEACHERS BEGINS • 29th January: STAFF AND TEACHER DEVELOPMENT 							
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NB: Public Holidays will notify!

3.0 PROGRAMME FACTUAL SUMMARY

Qualification Title(s):	Bachelor of Computing and Information Sciences (B.CIS)
Department:	Computer & Information Science
School(s):	Computer Science
Total Credits:	380
Levels:	5, 6, 7
Pre-requisites:	The qualifications are CUP University programmes developed and taught at CUP Entry Requirements: Have passed the Form 7 or Foundation Examination and meet the English Language entry requirements.
Objectives:	<p>Students in the School of Computer Science will learn to:</p> <ul style="list-style-type: none">• The Bachelor of Computer and Information Sciences (B.CIS) programme provides the student with an understanding of computer hardware and software.• Also learn to develop high standard IT solutions in networking and security.• Demonstrate sound principles and practices in IT processes and practices.• Our final year students will have to do a research and development project in a selected area of IT, involving either research for industrial clients or a supervised academic research• Students will have the opportunity to continue into Masters programme and conduct high quality research such as security and digital forensics.
Delivery Mode:	Mostly face-to-face and self-directed learning. Additional learning materials are offered via the University's learning management system.
Student Learning Hours:	The learning hours are a guide to the total time needed for a student to complete the paper:
On campus sessions	102
Self-Directed Learning	48
Total learning Hours	150
Content Statement	The learning hours are a guide to the total time needed for a student to complete one course:
Start Date:	Semester 1, 2020
Qualification Developer	Christ's University in Pacific

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4.0 INTRODUCTION

This handbook is a guiding light for students in the School of Computer Science. It is mandatory for all students in this school to get a copy of this handbook.

a) *School of Computer Science*

The School of Computer Science has academic and support staff and is responsible for the following programme:

- Bachelor of Computing and Information Sciences (B.CIS)

b) *Our Vision and Mission*

i. *Vision*

Christ's University in Pacific (CUP University) School of Computer Science goal is to be the leading institution Computing and Information Sciences, Information Technology in education and research locally, regionally, and reach out globally.

ii. *Mission*

To acquire her vision, the School of Computer Science endeavours to accomplish the following undertakings:

- Attract bright, intellectually curious and motivated students.
- Provide the highest quality education in Computing and Information Sciences/Information Technology.
- Advance the frontiers of business knowledge by fostering innovative research that addresses significant global and regional issues.
- Cultivate the principles of ethics and social responsibility.
- Develop capable business and community leaders.

5.0 GENERAL INFORMATION

CUP University is a private, co-educational institution with a Christian philosophy of education. CUP University's purpose is to provide Tongan students with a rigorous, challenging education that is firmly based in the Bible and inspires commitment to Christian service.

When you are a student at CUP University you can expect to enjoy several advantages:

- **A Supportive Learning Environment:** CUP University's Department of Computer & Information Science appreciates the opportunity to develop personal relationships with students who desire to build on the spiritual foundation that our learning environment provides. Faculty members are committed to help each student grow as a whole person.

- **Small Class Sizes:** Our average class size of 15 students or less encourages interaction between students and faculty as well as among students. You'll enjoy a high degree of personal attention that may not be possible in larger school settings.
- **Highly Qualified Faculty:** Our faculty members are trained professionals with expertise in their academic fields. Focused on serving the Lord and their teaching, many have made CUP University their home.

5.1 *Academic Regulations & Policies*

In accordance with our motto: "Mo'ui 'ia Kalaisi" and for the overall wellbeing of the campus, the Administration and faculty desire to maintain a high standard of moral conduct from the students. The policies given aim at maintaining a clean God-honouring student body where students have a high respect for God and His Word (the Bible), as well as for their Administrators, Lecturers and fellow students. Within this Christian atmosphere, the student will be encouraged to grow spiritually, mature in the Lord, develop personal responsibility, select the right kind of true friends, excel academically and prepare for Christian leadership. With these goals in mind, we have the following school regulations:

CUP University reserves the right to modify existing academic policies or to develop additional policies regarding the relationship between the institution and those who enrol in its programs. This includes tuition and fee schedules, enrolment procedures and requirements, program and course offerings, graduation requirements, and registration policies and procedures.

Those admitted to study at CUP University agree, by virtue of their enrolment, to be governed by such policies as are established by the university's Board of Trustees and administration. As a result, the university maintains disciplinary authority over students as it pertains to continuation of enrolment by students, their award of academic credit, and the conferring upon them of degrees and certificates.

5.2 *Orientation of New Students:*

All new CUP University students are encouraged to attend orientation the week before classes start. During the orientation essential activities include academic advising, financial aid counselling, placement testing and registration.

5.3 *Pre-Registration for Continuing Students*

Semester 1 pre-registration for all current students is normally held in the last 2 weeks of semester 2, and Semester 2 pre-registration is held in the last 2 weeks of Semester of the same year. All students expecting to return for the next semester must meet with their major advisor before preregistering for the following semester's course work. It is the student's responsibility to be familiar with departmental requirements before preregistration.

5.4 *Undergraduate Declaration of a Major*

Each student must declare his/her major in the first year. This decision is made following a discussion with his/her advisor regarding interests and career plans. The student is to complete a "Declaration of Major" form, have it signed by the Academic Advisor of the new major and turn it in to the Office of Records & Registration

5.5 Course Numbering and Pre-requisites

The three-letter abbreviation preceding a course number indicates the University's first initial letter (C) and the school of instruction or the general subject area of study.

For example: CBTh = Bible; CMTH = Mathematics, CCIS = Computer and Information Science; CCJ = Criminal Justice; CBA = Business Administration; CBAC = Accounting; etc...

The three-number designation associated with each school and/or subject generally indicates the course level of study.

Students may not take upper division courses (second & third year) without first fulfilling lower division requirements or permission from the Major advisor for the program. The lower, sequentially-numbered courses are in most cases prerequisite to the higher.

5.6 Directed Study Option

In justifiable cases an upper division student may take one directed study course to satisfy a graduation requirement. Petitions are signed by the Academic Advisor and submitted to the Academic Affair Committee for approval.

5.7 Registration, Add/Drop

New students must register for classes prior to the first week of each semester. There is an "add/drop" period at the beginning of each semester. Admittance to a new course, however, is based upon available seating. Students must secure the faculty member's signature to add/drop courses. Courses dropped during the add/drop period will not appear on the student's permanent record. Alteration of a schedule without the approval of the Office of Records and Registration will not be recognised by the university. No student may enter a class or laboratory after the first meeting following the end of the add/drop period

5.8 Course Withdrawal

Students may withdraw from a course after the add/drop period is over. They must complete forms available through the Office of Admissions and Records.

Students must secure the course instructor and the Academic Advisor's signatures before withdrawing from a course. Completed withdrawal forms must be delivered to the main campus Office of Records & Registration no later than the last day designated to withdraw from classes. A grade of "W" will be recorded on the student's permanent record. Students who neglect to follow this procedure will receive grades of "F" on their permanent record.

5.9 Total Withdrawal from the University

Students who cannot continue their studies during a given semester must officially withdraw from the university. Withdrawals from school forms are available through the university's main administration office or the Office of Records & Registration. Students should confer with their instructors and/or advisors, complete the withdrawal

from school form and obtain clearance from the library, the financial aid and business offices. Students who neglect to follow this procedure will receive grades of “F” on their permanent record.

5.10 Progress Toward a Degree or a Certificate

The time needed to complete the requirements for a degree or a certificate may vary, depending upon the student and his/her personal and academic circumstances. Many students choose to carry less than a full load for an academic semester. This may extend the time need to complete the academic programme. CUP University encourages students to work toward a degree or certificate at a pace that suits their circumstances.

5.11 Course Cancellation

The university reserves the right to cancel a course due to low enrolment, to change class times or class instructors, cancel classes or create new classes, and to alter any other policies or dates related to registration and student records at any time. Notification of such changes will be published in an appropriate manner.

5.12 Grade Change

When a student disagrees with the final grade of the course, that student may petition the University’s Academic Committee for a review of their course grades. Grade change petitions will be allowed for up to one semester after the original grade was released.

5.13 Repeating Courses

Students may repeat a course previously taken in an attempt to improve a grade if the grade is lower than a “C”. All grades, including the grade for the repeated course, will appear on the student’s transcript. Students may request to have grade points previously earned recalculated to exclude the former grade and to reflect the current grade. No additional credit may be earned if the previous grade was a “C” or better.

5.14 Attendance & Tardiness

Students will be informed in writing of the instructor’s attendance and tardiness requirements at the start of classes and will be required to adhere to those guidelines. Students are required not to miss more than 20% of the scheduled classes for the semester. Excused absences due to extenuating circumstances are left to the discretion of the instructor. Students are required to report to all classes on time.

5.15 Academic Integrity

Academic honesty is expected of all students. Each instructor will inform students in the beginning of each semester the academic integrity expectations and the consequences for violating of this standard.

In the event an instructor determines and substantiates a violation of academic integrity occurred such as plagiarism or cheating, the instructor may take appropriate disciplinary action reflected in the student handbook. This action can include a lowered or failing grade, probation, dismissal or other institution actions. Detailed explanations of possible consequences are outlined in the Student Handbook.

Plagiarism, as an example of a violation of Academic Integrity, is a form of theft. It is the stealing of another's ideas, information or words and passing it off as one's own. Examples of plagiarism include quoting from a published work without the use of quotation marks and identification of the author and copying from another student's examination or report. Instructors and Academic Advisors can answer any questions about plagiarism and strategies to avoid it. Students who know accomplice in the act of plagiarism are equally guilty of academic dishonesty.

5.16 Cross Registration

(Transferring Credit from another Institution)

Students who expect to enrol in a course at another institution while still planning to complete their degree at CUP University and who would like to insure the transferability of the course are encouraged to complete the Prior-Approval form, which is available through the main administration Office of Records & Registration. All courses for which prior approval is obtained are subjected to the standards and conditions of the CUP University Transfer Credit policy. All transfer students will have to attend CUP University at least a 2 semesters credits in order to gain a degree, etc.

6.0 ASSESSMENTS

During your course, you will have a number of assessments. You will be expected to turn in high quality work, of the same standard that will be expected of you in a work situation. All assessments must be submitted in English only.

6.1 Return of Assessments

Marked assessment items will be retained for three months after the date of the assessment. During that period students may contact their lecturer during working hours to collect them.

6.2 Assignments

These must be handed in by the date set by your lecturer. Your assignments are to be put into the "letter box" on the wall of CUP University's central office **prior to 8:30am on the due date**.

Electronic submission of a copy of the paper based version is required for **ALL** assignments. This copy will be used as a **backup** for the paper based version and can also be used for originality check and must be submitted prior to 8:30am on the same due date as the paper version. Any such requirement will be communicated with the assignment. Failure to submit assignments in the required format(s) may result in no marks being awarded.

Assignments which are submitted up to one day late (Monday after 8:30am to Tuesday 8:30am) will be marked, but cannot achieve more than a C- (pass only) grade. Assignments handed in late will not be marked unless Special Assessment Circumstances apply, so it would be better to hand in an incomplete assignment **on time**. All assignments **must** have a cover sheet accompanying them. The format for this sheet can be obtained from your lecturer. All assignments **must** be handed in "folders" with a clear plastic front and your papers **fastened**

inside (plastic sleeves are not acceptable). Assignments containing disks or CD's are to be submitted in either a binder wallet, document wallet, or sealed envelope. A cover sheet must be attached to the outside so it is clearly visible. Later on you may need to buy more folders to handle multiple assignments. These folders will be returned to you with your assignments when they have been marked. This could take up to three weeks.

Paper for printing by students must be supplied by the students. Please do not ask your lecturer to supply paper as this is against our University's policy.

If a disk is included in an assignment, it must be **clearly labelled, virus free and readable** using software on the University's file server or it will not be marked.

As previously stated, your assessments are expected to reach the quality your prospective employers will expect of you. This means they will conform to the rules stated above, be logically set out, and neatly presented. Your assignment will not be corrected unless it achieves this, and it will be marked accordingly. Make sure that you **keep a copy** in case it is needed.

6.3 Assistance to Other Students

Students themselves can be an excellent resource to assist the learning of fellow students, but there are issues that arise in assessments that relate to the type and amount of assistance given by students to other students. It is important to recognise what types of assistance are beneficial to another's learning and also what types of assistance are acceptable in an assessment. The CUP University Academic Statute governs the conduct of assignments and examinations, and violations of the standards will result in disciplinary action.

6.3.1 Beneficial Assistance

- Study Groups
- Discussion
- Sharing reading material
- Testing another student's programming work using the executable code and giving them the results of that testing.

6.3.2 Unacceptable Assistance

- Working together on one copy of the assessment and submitting it as own work
- Giving another student your work
- Copying someone else's work. This includes work done by someone not on the course
- Changing or correcting another student's work
- Copying from books, Internet etc. and submitting it as own work

6.4 Copyright within your Assignment

You can:

- Copy *insubstantial* portions of items
- Copy for research or private study

- Print one copy only

You cannot:

- Copy for permanent electronic storage
- Copy and paste extracts or images into your own work or website
- Make multiple copies
- Upload copies to user groups and bulletin boards.”

6.5 Acknowledgement of Sources

Anything taken directly from another source must be acknowledged correctly. In particular, see the topic of Referencing: “To learn how to reference is extremely important in order to acknowledge sources of information and ideas; this is a legal and academic requirement. It also enables readers to judge the extent of your research and to locate and find further information in the sources you have referred to, if they wish.”

Use of CUP University’s Logo within your Assignment

Use of the CUP logo is not permitted on assignments. The CUP logo is for CUP University’s documents and only for the use of the University’s staff.

7.0 TESTS/EXAMINATIONS

- You should be seated in the exam room by the official start time for each exam. Rooms are usually opened for entry 10 minutes prior to this time.
- You must go to the exam room and time allocated to the class you are **enrolled** in. If there is a need to change, you must apply at the University’s Central office at least five days in advance.
- All bags / papers (including pencil / spectacle cases / Mobile phones and other electronic devices) are to be turned off and left at the end of the room, nearest to the door. Examination stationery is supplied unless advised. You are not permitted to use your own stationery, even as scrap paper.
- Use of dictionaries in examinations is not permitted.
- No food or drink is permitted during examinations.
- Admittance to exams is by Student ID card which are to be placed on the top of the desk nearest the aisle at all times during the exam where the supervisor can easily read it. Remove from wallet or billfold.
- Once seated you may write your name and Student ID number on the exam answer booklet.
- At the commencement of the exam, reading time may be allowed (if so, it will be stated on the paper). **During reading time, NO WRITING, highlighting or marking is allowed.** This means no writing during reading times.
- No talking or communicating in any way with others is permitted, except to the supervisor (raise your hand).

- Only writing implements are allowed on desks during the exam unless specified on the exam sheet. Pencil cases are not permitted on desks.
- Make sure your name is on the front of the exam answer booklet. No extra time is allowed to do this after the exam time is finished.
- Write as legibly as you can. Do not use pencil. Use a blue or black pen only.
- Please ensure mobile phones are switched off and placed in your bag at the end of the room, nearest the door.
- No student shall be allowed to enter the room without obtaining the permission of the supervisor.
- No student shall be permitted to leave the room without obtaining the permission of the supervisor and handing in his or her script.
- If you are found with any additional material this is considered to be a dishonest practice and a breach of the rules relating to the conduct of examinations. Any dishonest practice occurring in the submission of work will result in disciplinary action, which could result in exclusion from any programme within CUP University.
- You must stay seated until **all** papers are collected.
- If an existing medical condition or extenuating circumstances are likely to affect your ability to sit an examination under these conditions you must apply, in writing to the Programme Leader, at least seven (7) days prior to the examination date.

7.1 Credit Recognition and APL

Credit Recognition is a way of acknowledging the courses you have already been assessed in. These are compared against your new courses to see if they match.

Credit Recognition application forms are available from Student Central office. There is an administration charge per application. Please ensure you enclose certified copies of evidence of course content to support your application.

All credit recognition must be verified before the programme begins.

If you are applying for credit entirely on the basis of previously assessed courses from another education provider or another School or Faculty within CUP University, then follow the **Credit Recognition** procedures. If you are applying (at least partly) on the basis of work experience or other unassessed work, follow the **Assessment of Prior Learning (APL)** procedures. Charges will apply to both cross credits and APL.

Cross Credits

Check the course prescriptions, full details are available from Student Central office to find out which credit recognition you will be applying for.

Bring all your original academic records and course outlines to this meeting (overseas qualifications must be TNQAB certified before your application can be considered). If you do not wish to wait for the meeting, move to the next step.

Complete an application form and pay the fee.

Assessment of Prior Learning (APL)

You may be coming to CUP University with skills, knowledge, attitudes and values which have not been formally assessed. APL offers you the means by which these can be assessed and given credit towards your programme.

7.2 Advice Regarding Credit Recognition and APL Approvals

You will be advised in writing of the success or otherwise of your application. You may be given preliminary confirmation of the result of your application within a short time frame, but the official confirmation will only come when the results are approved by the Programme Committee, which meets approximately two weeks after the end of each semester for that purpose.

7.3 Results and Academic Records

We recommend that you keep a record of your results and check them against the official results published on notice boards. It is the student's responsibility to ensure results are recorded correctly. Do not leave queries until it may be too late to fix problems in time for graduation. Academic results are sent out each semester. An academic transcript of your grades will be prepared by the Registry on receipt of the appropriate form (available from CUP University's Student Central office) and a small cost recovery charge.

7.4 Grading Systems

CHRIST'S UNIVERSITY in PACIFIC - CURRICULUM AND ASSESSMENT AUTHORITY (CUP-CAA)

CUP-CAA issues the official statements of results to students. It is a cumulative record of all results for the student. Christ's University in Pacific is undertaking the 15.0 grading system for all students. Results for units in transferred to and attained from CUP University studies are reported and follow the following grading system.

Numerical Score	Letter Grade	Grade Points	Achievement Level
90 – 100	A ⁺	15.0	Excellent
85 – 89	A	14.0	Outstanding
80 – 84	A ⁻		
75 – 79	B ⁺	13.0	Above Average
70 – 74	B	11.0	
65 – 69	B ⁻		
60 – 64	C ⁺	9.0	Average
55 – 59	C	7.5	
50 – 54	C ⁻		
40 – 49	D	5.0	Below Average
Below 40%	F	0.0	Failing

To pass a course where there is a final examination, students must obtain at least 35% in that examination.

8.0 PROGRAMME REGULATIONS & POLICIES

The regulations of CUP University apply to all School of Information Technology students. The provisions of the General Disciplinary Statute and the General Academic Statutes are particularly important.

8.1 Attendance

Any students missing the **first two weeks** of any course will not be permitted to continue with the course. Each student's attendance and progress will be monitored throughout the programme. If lack of progress through poor attendance or other factors causes concern, counselling with the Programme Leader will be arranged. It is the student's responsibility to catch up on any work missed during absence. You should email or phone Student Central to explain your absence, so that your lecturers can be told.

8.2 Special Assessment Circumstances (SAC)

Students who, **due to circumstances beyond their control**, miss a test, exam or an assignment deadline or consider their performance in a test, exam or assignment to have been adversely **affected**, should complete the form available from the Student Central Office.

Within any semester, a student may have only **one SAC per course**.

SAC assessments may not be deferred by more than one semester, (i.e. an SAC in Semester 1 must be completed by the time the same assessment is due in Semester 2). Summer School may be included as a semester for these purposes.

When requesting an SAC for an assignment, the SAC must be submitted (along with work completed to date) within the time frame of the extension requested i.e. if the Doctor's Certificate is for one (1) day, then the SAC and work completed must be submitted within one (1) day.

8.3 Special Assessment Circumstances – Definitions

1. "Affected" means influenced in some way. For time constrained items such as tests, examinations, and presentations this may include the inability to attend any or all of the assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
2. "Factors beyond the control of the Student" means any circumstance or situation, which the student could not have reasonably prevented, including sickness or injury to the student, or bereavement.

8.4 Special Assessment Circumstances – Process

1. The application with all appropriate documentary evidence shall be submitted by the student to the Student Central Office. This must be no later than 5 working days after the due date of the summative assessment. Appropriate documentary evidence such as a medical certificate must be dated within 24 hours or one working day of the due time of that assessment item.

2. The appointed committee member shall decide the validity of each application. To be considered valid, the application shall be capable of being verified as bona fide and must be supported by such evidence as the appointed person shall require.
3. If the student is dissatisfied with the decision, the student may request that the Programme(s) Committee reconsider the decision.
4. The Programme(s) Committee may:
 - a) agree to further consideration; or
 - b) hold the application pending completion of the rest of the assessment items in the course; or
 - c) decline to consider the application further.
5. If (c) applies, the application shall be returned to the student, who may appeal to the Academic Board Appeals Committee.
6. If either (a) or (b) apply, the Programme(s) Committee shall select the method to be used to determine the mark or grade to be awarded. Under normal circumstances the methods are:
 - a) extension of the relevant deadline for completion;
 - b) completion of the assessment or an equivalent assessment at another time;
 - c) completion of an alternative form of assessment.
7. The result shall be notified to the student in writing.

8.5 Misconduct or Dishonest Work in Assignments/Assessments

Students are reminded that CUP University School of Computer Science maintains high ethical standards.

If a student engages in dishonest practice in the preparation or submission of any work, this will be deemed as misconduct. This includes taking additional material into an assessment test, the copying of another student's work for an assignment or not giving appropriate recognition of sources of material. Students may not submit work for assessment if this work has been previously submitted in the same or another course.

If a complaint of misconduct is received, the Programme Leader will investigate the complaint. If a case is established the procedure outlined in the Student Disciplinary Statute will be followed, or the Programme Leader may refer the matter to the Head of School.

Penalties which may be awarded range from an oral or written warning to suspension from the course or exclusion from the programme and/or CUP University.

9.0 EXAMPLES OF ACADEMIC MISCONDUCT ARE:

9.1 Plagiarism

Plagiarism is the presentation of the (unpublished or published, including on the Internet) thoughts, ideas, writings, inventions or work of another person or other persons without proper acknowledgement and includes copying of the whole or part of the work of another, whether directly copying or summarising another's work, and

using experimental results obtained by another. It is the act of taking and using another's work as one's own without proper acknowledgement (referencing) and includes:

- a) copying the work of another student
- b) directly copying any part of another author's work
- c) summarising or paraphrasing another author's work without referencing
- d) using experimental results obtained by another without referencing

This includes items from books, journals, magazines, and the internet. If you have any questions or are in any way unclear on what is or is not acceptable, then contact your lecturer for that course.

9.2 Cheating

Cheating is any fraudulent or dishonest response or practice in relation to any item of assessment, including any action which may otherwise defeat the purpose of the assessment. For example, this includes copying from others for an individual assessment event or bringing notes to a closed book exam.

The above summative assessment offences (plagiarism and cheating) represent misconduct and a breach of CUP University's rules and policies.

9.3 Exclusion from Programme

There are provisions to exclude students from programmes because of insufficient progress (passing less than half the credits taken over two years),

9.4 Change of Course or Programme

Students who request a change of course or programme after approval of enrolment will incur a penalty fee.

9.5 Refunds & Withdrawals

The policy regarding withdrawals and refunds for courses longer than 12 weeks is specified in the Enrolment & Fees Policy.

9.6 Evaluations

The student evaluation of quality, "SEQUAL", will independently and systematically enable students to evaluate courses and teaching. Evaluations are confidential.

9.7 Testimonials

Verbal references only will be given. Students need to advise lecturers of the details regarding such references.

10.0 COMPUTER LABORATORY RULES

You will be provided with a username and a directory for storing files, as well as access to a range of software in our computer labs (your username should be the same in each lab where you work). Inform your lecturer immediately if the equipment is faulty. We aim to educate and prepare students for careers in the computer industry. Professional and ethical behaviour is expected of our students, just as it would be in a work situation. These rules are needed to make it possible for a large number of people to co-operate in using the laboratories. Breaches of the rules may lead to penalties ranging from loss of access to labs, to exclusion from the programme. Please comply with the spirit as well as the letter of these rules.

1. Don't do anything that will interfere with the normal operation of the equipment, other users, and networks.
Do not password-protect files, otherwise virus checkers may be impeded.
2. Respect the laws of copyright. No private material is to be used on CUP University equipment. No copying of CUP University software is permitted.
3. Do not copy files or applications into your directory from outside your directory or vice versa without specific permission from a lecturer. This applies to files in another directory, or any portable medium.
4. Do not use anyone else's username or directory, and don't let others use yours.
5. Don't send unwanted or offensive mail. Messages should be brief and related to your programme of study.
6. Keep your own directory tidy and uncluttered. Delete unwanted files, sub-directories, and mail.
7. Never eat or drink in computer labs or classrooms except from water bottles with seals. Help keep labs tidy by using the paper recycling and rubbish bins provided.
8. Computer labs that do not have a class running in them may be used by any of our students. If a class is in progress and you wish to use a spare terminal, you **must** ask the lecturer in charge. In this case, you may **not** use the printer without permission.
9. School of Information Technology labs may only be used for class work. You may not surf the Internet, play games, and access social networking sites etc, in these labs unless it is part of your class work. You may not take lab furniture outside.
10. Cell phones must be switched **off** during all lab and classroom teaching sessions.
11. Students **MUST NOT PHYSICALLY CONNECT** personally owned laptops or other computer equipment to the CUP University network. (Wireless access is available)

Access to the School of Information Technology Open Labs:

- All CUP University students may use the School of Computer Science Open Labs during supervised hours.

All students will be required to sign the following statement:

"I have read the rules and regulations in the handbook, and I agree to abide by them. Furthermore, with regard to the use of computer resources I understand that I am only allowed to use these resources for work that I have been given to do by my lecturers. I may not have any files present in my directory other than those I have been specifically instructed to create. I also understand that the use of any technique to hide files or restrict access to files by lecturers and technicians is prohibited and that assignments I produce for my course work may undergo a software plagiarism check."

11.0 PROGRAMME STRUCTURE

MAJOR IN COMPUTER & INFORMATION SCIENCE

Full time students who are consistently taking four courses per semester can complete his/her Computer and Information Sciences (B.CIS) Programme in 3 consecutive years. Part time students can complete the B.CIS in more than 3 years.

BACHELOR OF COMPUTER AND INFORMATION SCIENCE Level 7 RECOMMENDED COURSE SEQUENCES								
YEAR ONE LEVEL 5	S-1	COURSE CODE	COURSE TITLE	CREDIT	S-2	COURSE CODE	COURSE TITLE	CREDIT
Certificate & Diploma		CBTh 510	Old Testament Survey	15		CBTh 520	New Testament Survey	15
		CMT 511	Linear Algebra I	15		CCIS 524 (L-6)	Network Fundamental	15
		CAS 512	Academic Skills	15		CCIS 525	System Analysis & Design	15
		CCIS 513	Programming	15		CCIS 526 (L-6)	Web Development	15
YEAR TWO LEVEL 6	S-1	COURSE CODE	COURSE TITLE	CREDIT	S-2	COURSE CODE	COURSE TITLE	CREDIT
Advanced Diploma		CBL 610	Greek Language	15		CRM 620	Research Methodology	15
		CMT 611	Probability	15		CCIS 624	Cyber Security Technologies	15
		CCIS 612	Information Technology Infrastructure	15		CCIS 625	Webserver Technical	15
		CCIS 613	Network Systems & Administration	15		CCIS 626	Database Design	15
YEAR THREE LEVEL 7	S-1	COURSE CODE	COURSE TITLE	CREDIT	S-2	COURSE CODE	COURSE TITLE	CREDIT
Bachelor		CRD 710	Research Development	25		CRD 720	Research Development	25
		CCIS 711	Information Security Management	15		CCIS 724	Advanced Data Communication & Network	15
		CCIS 712	Network Design and Implementation	15				
		CPM 713	Project Management	15		CCIS 725	Network Security	15
						CCIS 726	Practical Malware Analysis	15

KEY:

- Blue Courses – Compulsory Courses
- Black Courses – Core Courses

12.0 COURSE DESCRIPTION

The following information is correct at the time of printing but is subject to change. Full prescriptions for the courses are available.

Certificate of Attainment (level 5)

CBTh 510 Old Testament Survey

A chronological overview of the Pentateuch and Israel's history from Joshua to Malachi including the authorship, purpose, and major characters of each book. The student will learn a broad outline of each book. Special attention is given to the days of creation, the Patriarchs, the events of the Exodus, and the Tabernacle.

CMTH 511 Linear Algebra I

The study of Vectors in 2-Space and 3-Space. An introduction to vectors from a geometric point of view. The norm of a vector and vector arithmetic. The dot product and vector projection and the use of the dot product in determining the angle between any two vectors. The cross product and Lagrange's Identity. Lines and Planes in 3-Space.

CAS 512 Academic Skills

This is a foundation unit that addresses academic essay writing skills relevant to business and economic issues. The unit is designed to develop basic student proficiencies such as information collection, analysis and evaluation, and logical reasoning skills. Through the analysis of ethical issues, this unit teaches students to research: reference using the APA style; analyse data; develop an argument; and write an academic essay.

CCIS 513 Programming

To introduce students to the basic principles of designing and developing small computer programs within the context of programming language.

Diploma (level 5)

CBTh 520 New Testament Survey

This course provides a general knowledge of the New Testament books of the four Gospels and Acts through Revelation. Students learn the author, theme, content, and distinctive features of each book.

CCIS 524 Network Fundamental (L-6)

To provide students with a good working knowledge of the concepts of Networking and Data Communications fundamentals.

CCIS 525 Systems Analysis & Design

To enable students to analyse simple and complex information systems, model business and systems requirements, and document design solutions using appropriate methods, tools, and standards. To enable students to design and document simple and complex solutions using object oriented analysis and design modelling techniques.

CCIS 526 Web Development (L-6)

To provide the students with knowledge of advanced concepts of the Internet and website design and development

Advanced Diploma (level 6)

CBL 610 Greek Language

This course lays the foundation for the skills necessary to read and properly interpret the Greek New Testament. Students will be required to memorize the most common vocabulary and paradigms, including first, second, and third declension nouns, the personal pronouns, present and aorist participles, and the most common tenses of the indicative mood.

CMTH 611 Probability

Provides an introduction to a branch of statistics that deals with the study of chance. Delivers access to a range of techniques for modeling and analyzing probability problems in real-life settings.

CIS 612 Information Technology Infrastructure

To provide the students with the knowledge of the concepts of data communication and networking.

CCIS 613 Network Systems and Administration

To provide students with an insight into various local area network configurations.

CRM 620 Research Methodology

It is designed to equip students with the training necessary for research. It supports student to gain in-depth understanding and be keenly aware of:

- the nature and scope of research in various fields,
- be able to effectively organise,
- structure and manage a research project.

It also designs to equip students with the necessary training both to be able to assess the academic research and literature in any academic fields and to prepare the student to do thesis.

CCIS 624 Cyber Security Technologies

Addresses security technology and systems; basic cryptography and public key infrastructure, physical security, logical security, access controls, securing networks, network operations, systems, databases and applications,

mobile and wireless security, web-services security, and security strategies for e-commerce. The intrinsic relationship between security technologies, ethics, legal and regulatory requirements, forensics and fraud, business strategy, and risk management is addressed.

CCIS 625 Web Server Technical

Web Servers have rapidly evolved from being useful additions to an organisation's network to being essential parts of its information structure. Web Servers can now make organisations of any size more productive, responsive, and dynamic. To realize this potential, students need to know how to design, develop, configure and maintain the infrastructure of an Internet / Intranet website.

CCIS 626 Database Design

To apply the principles of data management with database technology.

Bachelor (Level 7)

CRD 710 & CRD 720 Research & Development

This is a compulsory task for senior students to fulfil before they achieve their first degree (Bachelor). To provide students with the opportunity to research, select, integrate, and apply a range of techniques and technology in the solution of a complete realistic problem.

CCIS 711 Information Security Management

A holistic view in how information security is managed in an organisation, examining its relationship with laws, ethics, culture, standards. Includes the examination of the frameworks, processes, and measures as well as practical problems involved in building secure operational environments for businesses and individual users. Develops the ability to design secure information technology environments.

CCIS 712 Network Design and Implementation

To provide students with an insight into various large network technologies

CPM 713 Project Management (Compulsory course)

To provide a comprehensive understanding and practical knowledge of the application of Project Management Principles, Themes, Processes and Techniques.

CCIS 724 Advanced Data Communication

To provide the students with knowledge and application of latest development in data communications and networking.

CCIS 725 Network Security

Discusses methods and techniques to identify, describe and recognize security threats, evaluates solutions related to securing the enterprise including networks, systems and applications, and reviews methodologies aimed at the prevention and detection of security breaches.

CCIS 726 Practical Malware Analysis

To give students an insight into the fundamental concepts of malware analysis, the knowledge needed to understand the security risks of malware infections and the mitigation mechanisms required to be implemented and managed for securing IT infrastructure.

Note: *Not all courses are offered every semester; please refer to the semester timetable for scheduling information.*

13.0 SCHOOL OF COMPUTER SCIENCE: COMPUTER & INFORMATION DIVISION

Acting Head of School - Computer Science: Mr Paula Latapu

- BSc (Computing Science and Information System) USP, Fiji
- Diploma in Computer Science (TIHE)
- PG.Dip.FIT (Postgraduate Diploma in Forensic IT) CUP, Nuk., Tonga
- MFIT Hons., (Master of Forensic Information Technology with Second Class Honours) CUP, Nuk., Tonga
- (Doctoral candidate) CUP, Nuk., Tonga

Lecturer: Mr 'Osai Malupo Jr

- B.A (Computer Information Technology) CUP, Tonga
- PG.Dip.FIT (Postgraduate Diploma in Forensic IT) CUP, Nuk., Tonga
- M.FIT.Hons. (Master of Forensic IT with First Class Honours) CUP, Nuk., Tonga

Lecturer: Mrs Vaikoloa 'Ale

- Diploma Level 6 in Information Technology, Tupou Tertiary Institute, Nuk., Tonga
- Bachelor in IT, Whitireia Institute, Auckland, New Zealand

Assistant Lecturer: Albert Cocker

- B.Sc. (Computing Science and Mathematics), University of the South Pacific, Suva, Fiji

Lecturer: Mr Siosiu Folau

- B.Sc. (Computer Science & Information System) USP, Suva, Fiji
- Master of Engineering (Science & Technology), Huazhong University, Wuhan, China

Tutor: Mr Sione Toamotu Taufu

- Cert., & Dip., (Networking & Cyber Security) CUP University, Nuk., Tonga.
- B.CIS (Bachelor of Computer & Information Science) CUP University, Nuk., Tonga.

Tutor: Mr Tikisinali Vete (Vava'u Campus)

- Cert., & Dip., (Networking & Cyber Security) CUP University, Nuk., Tonga.
- B.CIS (Bachelor of Computer & Information Science) CUP University, Nuk., Tonga.