### CONTACT DETAILS

Business Central is your first point of contact for student enquiries at Sydney and Wollongong.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:business-enquiries@uow.edu.au">business-enquiries@uow.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUSINESS CENTRAL SYDNEY</strong></td>
<td><strong>BUSINESS CENTRAL WOLLONGONG</strong></td>
</tr>
</tbody>
</table>
| **Address**            | **Level 8**  
                          | **The Gateway Building**  
                          | **1 Macquarie Place**  
                          | **Sydney NSW 2000**  
                          | **Level 1**  
                          | **Building 40**  
                          | **Northfields Avenue**  
                          | **Wollongong NSW 2522** |
| **Telephone**          | +61 2 9266 1300 or  
                          | 1300 727 622  
                          | +61 2 4221 4478  
                          | +61 2 4221 3257 |
| **Fax**                | +61 2 9266 1399  
                          | +61 2 4221 3257 |
| **Opening Hours During** | **Monday to Thursday: 0900 to 2100**  
                          | **Monday to Thursday: 0830 to 1900**  
                          | **Friday: 0900 to 1730**  
                          | **Friday: 0830 to 1700** |
| **Opening Hours Out of Session** | **Monday to Friday: 0900 to 1730**  
                          | **Monday to Friday: 0900 to 1700**  
                          | **Saturday*: 0900 to 1700**  
                          | **Saturday*: 0900 to 1700** |
| **Note to Sydney Students** | **Students and visitors to the Sydney CBD Campus **MUST** **carry Identification Cards provided **AT **ALL TIMES** whilst in the building.**  
                          | **Sydney students wishing to study in the evening from Monday to Thursday must enter the building before 1900.**  
                          | **Sydney students wishing to study on Saturday must enter the building before 1500.** |

You will be advised if an access card will be issued for the weekend intensive subjects that you are enrolled in and when the card will be available for collection. You will be required to complete an application form and will be issued with an access card if the application is approved.

* Building access on Saturdays for students without an access card is available between the hours of 0900 and 1700 with entry up until 1500.
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1. PURPOSE OF THIS HANDBOOK

This handbook provides important information to help you to succeed in your studies at Sydney Business School, University of Wollongong. As well as information about services for students at both the Sydney CBD and the Wollongong campuses, the handbook also highlights important University rules, policies and practices which you need to understand and comply with. Please read carefully and ask if there is anything you wish to clarify.

Students enrolled in a research degree should refer to the Faculty of Business HDR Handbook which can be accessed at: http://business.uow.edu.au/businessresearch/handbookandpolicies/UOW092952.

The information contained in this handbook is correct at the date of publication, however may change. Check the following website for the most current information: http://sydneybusinessschool.edu.au/current/student-handbook/index.html.

This handbook should be read in conjunction with the University rules which are available online at: http://www.uow.edu.au/about/policy/rules/index.html.
2. FACULTY OF BUSINESS VISION, MISSION AND VALUES

Our Vision
To be a world-class, accredited business faculty.

Our Mission
To advance business-related knowledge internationally through innovative research, quality teaching and the promotion of responsible leadership and sustainable business practices. In so doing, our aim is to contribute to a better society and stronger economy.

Our Values
The Faculty of Business values:

- A global orientation and outlook across our teaching and research.
- Innovative, rigorous and original business-related research of high quality and broad impact.
- Fostering a supportive environment for our students and staff.
- High quality teaching and learning programs valued by students and organisational stakeholders for their relevance to the needs of industry and the community.
- A stimulating, inclusive and encouraging experience for students that allows them to pursue and achieve their goals.
- Excellence in all we attempt to achieve through attention to quality and continuous improvement.
3. **SUCCEEDING AT SYDNEY BUSINESS SCHOOL, UNIVERSITY OF WOLLONGONG**

Welcome to Sydney Business School! We are glad you have chosen to study a postgraduate degree with us and we look forward to seeing you succeed in your studies. The Sydney Business School is the postgraduate school of the Faculty of Business at the University of Wollongong, offering its programs in Wollongong and at Circular Quay in Sydney.

As signatories to the United Nations Principles of Responsible Management Education, we promote the values of global social responsibility and responsible leadership across all our programs. We also emphasise the importance of applying theory to practice and how theory applies in different contexts. We hope you learn and develop your skills during your time at Sydney Business School.

### 3.1 Our Expectations

Undertaking postgraduate study represents a serious investment of time and money. To make the most of your investment, it is important that you take your studies seriously.

You are expected to attend all classes conducted (lectures and tutorials). Attending class gives you a better understanding of relevant theory and its application, greater clarity about assignment requirements, and helps you prepare for exams. Students who attend lectures and tutorials usually learn more and perform better in assignments and examinations. You are required to sign the class register at each lecture and/or tutorial. You should only sign for yourself. Students who are found to sign for someone other than themselves will be in breach of general student misconduct and appropriate action will be taken.

We expect that you will come well-prepared to all your classes, having read the relevant readings and thought about the issues being discussed. We expect that you will be on time or early, that you will listen to presentations, ask questions, take part in discussions, and not use your phone or other technology during class, unless as part of an official classroom activity. We also expect that you will behave respectfully to each other and to all members of staff, both in class and out of class, both face to face and online. See also Student Conduct in Section 4.8.

### 3.2 Support

Taking advantage of the support available is the smart way to ensure you do well in your studies and will be well positioned to benefit from your studies in your current or future employment. The roles of the different academic staff and the support available are outlined in more detail below.

#### 3.2.1 Academic Support

**Lecturer**

Your Lecturers will help you understand and apply relevant theory, set and mark assignments and exams. Lecturers will assist you with subject content, reading materials, assessment tasks and feedback on assignments. The name of your Lecturer and contact details are listed on your subject outlines. Lecturers are available for consultation outside of class time so that you can discuss anything related to your subject or your assignments. Our academic staff allocate time each week to support students and provide academic guidance. Please make good use of this time – it is there to help you.

For details of consultation times, visit [http://sydneybusinessschool.edu.au/current/academic-advice/index.html](http://sydneybusinessschool.edu.au/current/academic-advice/index.html). It is not necessary to make an appointment to see Lecturers during these consultation hours; however it is helpful to email your enquiry to the Lecturer prior to your meeting. If you are unable to attend during these consultation times, you can contact the relevant academic staff member via telephone or email to make alternative arrangements.

**Tutor**

In some courses, there are tutorials that help you to apply in practice the theory and knowledge learned in lectures. The tutorial leader may be the Lecturer or another member of staff with expertise in the subject area.

**Subject Coordinator**

The Subject Coordinator has responsibility for developing and reviewing the subject content and assessment. Subject Coordinators also review requests for academic considerations and appeals. For general subject related matters, you must seek advice from your Lecturer first.
Course Director

The Course Director, in consultation with the Head of School, is responsible, for the development, maintenance and review of each course and its curriculum. You can meet the Course Director for advice on matters relating to your course structure, subject substitution and credit for prior learning. Go to http://sydneybusinessschool.edu.au/current/directors/UOW170194 to identify your Course Director.

Head of Students

The Head of Students is responsible for advice and approval of course transfers and articulations, credit for prior learning, cross-institutional study, enrolling in excess credit points in a Trimester, taking leave of absence, course progress requirements, issues with graduation, serious academic consideration, complaints, grievances and appeals. The Head of Students is located in Business Central (Building 40 at Wollongong Campus and Level 8 at the Sydney CBD Campus). To make an appointment with the Head of Students go to http://sydneybusinessschool.edu.au/current/UOW152790.html or call +61 2 4221 4478 (Wollongong) or +61 2 9266 1300 (Sydney) or visit Business Central.

Dean

The Dean is responsible for the overall academic, research and business development of the Sydney Business School.

Executive Dean

The Executive Dean is responsible for the overall academic, research and business development of the Faculty of Business.

If you are unsure which staff member is the most appropriate for you to speak to, contact Business Central at Wollongong or Sydney or email business-enquiries@uow.edu.au.

3.2.2 Library

The University of Wollongong Library at Wollongong and Sydney is available to help with your information needs. The Library holds a significant number of required texts, recommended readings, and a wide range of business related books, as well as extensive online databases, journals, newspapers and eBooks. For more information, see www.library.uow.edu.au.

We strongly recommended that you complete the online tutorials StartSmart – Essential Academic Information Skills and Stay Smart - Researching Assignments. For information on these and other self-help tutorials, see http://www.library.uow.edu.au/tutorials/index.html. Completing these tutorials early will help you do well in all your assignments as they help you to identify relevant sources to deepen your understanding and acknowledge sources correctly. This will help you use your time efficiently in preparing your assignments and meet the required postgraduate standards for each subject.

It is compulsory for all new Sydney students to attend a Library Orientation Seminar. You should also attend a scheduled Advanced Research Seminar before completing your first research assignment.

If you would like individual help from a Librarian, you can book a free one-on-one consultation, using the Make a Booking link for Wollongong http://www.library.uow.edu.au/index.html or for Sydney, email sydneycampus-library@uow.edu.au.

Library Rules

You must wear your current Student ID card on your lanyard.

Usage of computers:

- Computers are provided for use by current students and staff of the University of Wollongong only.
- You may use them for course related research and study purposes.
- They are not to be used for recreational purposes.
- If you wish to have a discussion with other students please do so in low voices or book a group study room.

In the library each of the following are not permitted:

- Eating, drinking or smoking. To prevent spillage and damages to the furniture and devices, food or drink is NOT to be consumed in the Library or Computer Labs. Students will be liable to pay for any damages caused.
- Use of mobile phones. All phones must be switched off or turned to vibrate while you are in the Library. If you need to take a call, walk outside.
- Unsupervised children.
- Tampering with hardware and/or software configurations.
• Downloading, copying or communication of copyright protected material (such as music, videos and software).
• Carrying with you any printed or photocopied textbooks as this is a serious breach of the Australian Copyright laws.
• Any use of games.
• File transfer (FTP) of files not related to study.
• ANY access to offensive, obscene or pornographic material.
• Making anonymous or fake postings to email or newsgroups.
• Harassment of other network users.
• Attaching other equipment in the Computer Lab/Library i.e. laptop computers etc.
• Posting any ads on the notice boards. You must obtain approval from Sydney CBD Campus staff first.

Any violation of the rules will incur penalties ranging from the barring of your email account for a period of time, to disciplinary review. Issues relating to copyright will be reported to the Campus Manager, Dean of the School and Copyright Officer. In the event of such a review, the full range of disciplinary sanctions may be brought against you. These include loss of all computer access privileges, charging for all usage at commercial rates, dismissal from the University and legal action. Violation of some of the above rules may constitute a criminal offence.

Additional notes:
• Waiting users have the right to use computers left unattended for more than 15 minutes.
• Keep the noise level to a minimum. This is a quiet study space, not a group discussion area.
• Report any misuse of these facilities immediately to staff. These are your resources. Malfunctions, problems and downtime inconvenience you.
• Your use of these computing facilities may be monitored to ensure compliance with the above rules.
3.2.3 Learning Development

Learning Development offers a range of free services to all enrolled students to improve their academic performance and English language proficiency. There are number of workshops available including: essay and report writing, critical reading for assignments, effective referencing, study skills and exam preparation. Given that the semesters are only short, you need to learn quickly what is required when studying in an Australian university and to develop your academic capacities. For more details, please see http://sydneybusinessschool.edu.au/current/academic-support/index.html.

Individual consultations are also available to discuss a student’s academic work – appointments are essential. This can be face-to-face, online, Skype, or by telephone. Please bear in mind that this is a teaching service, not a proof reading service.

For individual consultations at the Sydney CBD Campus, students can contact Joanne Dearlove on dearlove@uow.edu.au.

For individual consultations at the Wollongong Campus, students can contact Leanne Emmett on +61 2 4221 3977 or email lemmett@uow.edu.au.

For any other information regarding Learning and Development, please contact the Learning Development Head, Dr Alisa Percy, via email at alisa@uow.edu.au.

3.2.4 English Language Support

If English is not your first language, we encourage you to practise your English not only in class but at every opportunity – at break times, meal times and off campus. The more you practise, the more you will benefit from your time in Australia.

The Faculty of Business offers an English Language Program for international students which aims to enable students to upgrade their English Level from IELTS 6.5 to IELTS 7.0. This will assist students seeking employment with a multinational or Australian company and/or Australian Permanent Residency. For further details, visit http://sydneybusinessschool.edu.au/current/academic-support/elp/index.html.

3.2.5 Peer Support

UOW’s Peer Assisted Study Sessions (PASS) Program is available for some subjects in both Sydney and Wollongong. In this free award-winning program, students who have previously successfully completed a subject and been trained in peer support, hold weekly group sessions with current students. More information is available at http://www.uow.edu.au/student/services/pass/index.html. Students who attend PASS regularly have consistently been shown to achieve higher results than those who do not attend. PASS is also a great way to connect with other students studying the same course.

Students at Wollongong and Sydney also have the opportunity to access Peer Academic Coaches (PACs) from the Learning Co-op held in the UOW Libraries: http://www.uow.edu.au/student/services/learning-coop/index.html. PACs are senior students who have performed well in their studies and are able to assist all students on a range of academic issues, coach students to enhance their study skills, share useful resources and motivate students to succeed at university.

All students can benefit from a PAC coaching consultation. Whether students have a specific question or would like to talk to a successful student on how to develop necessary university skills, a PAC can cater for a range of academic abilities and skills. A PAC is not a proof reading service; rather a PAC will assist students to develop independent learning skills to help students discover solutions for themselves.

Peer mentors are also available to new international students in both Sydney and Wollongong. Business International Peer Mentoring (BIPM) program focuses on supporting incoming international students by pairing them with International Peer Mentors. International Peer Mentors are experienced UOW business students who can share their knowledge and experience, and aim to build confidence in their mentees to adjust to both university life and life in Australia. This program provides an opportunity to meet other students, as well as develop a greater understanding of Australian culture, and other cultures.

Being mentored involves regular one-to-one informal meetings on campus with an International Peer Mentor throughout the trimester, and can be arranged around the availabilities of the mentee and mentor. To be assigned a mentor or for more information about the program, please contact one of the following:

Wollongong Campus: sean_lu@uow.edu.au
Sydney CBD Campus: bipm-sydney@uow.edu.au
3.2.6 Career Development and Employment Advice

The University of Wollongong’s Careers Central team can help you to improve your employability by enhancing the quality of your resume, practising your interview techniques and developing your LinkedIn profile. For more information on available workshops and individual consultations, see www.uow.edu.au/careers and here: http://sydneybusinessschool.edu.au/current/career-support/index.html. To book appointments please go to https://careerhub.uow.edu.au/.

The Sydney Business School offers an online career development tool CareerSmart to all full-time students free of charge. This helps to identify the careers most likely to bring you success and satisfaction, and to suggest actions to take to work towards your career goals. To register, go online to the Careers website and register online at http://www.uow.edu.au/careers/careersmart/index.html.

Many of our courses provide an option for you to undertake an industry-related project. This project provides the opportunity to investigate a real business problem in a local organisation as part of your course of study. The resulting project can be an important part of your portfolio when applying for the next position in your career.

3.2.7 Student Support Advisers

Student Support Advisers (SSAs) can advise on a wide range of questions such as where to get help in the University, study problems, grievances and appeals, administrative procedures such as leave of absence, withdrawing from subjects or courses and study load information.

SSAs can also assist with a wide range of issues such as life in Australia, cultural adjustment, making friends, accommodation, legal and financial matters, and assistance in critical incidents or emergencies. They can also advise on who can help in relation to visas or dealing with the Department of Immigration and Border Protection. Additional information for international students is provided in Section 6.

Postgraduate study can be stressful. If your studies are affected by any negative circumstances, discuss with one of the SSAs who may suggest a course of action and possibly make a referral to Counselling (see below) if appropriate.

For further information regarding the services provided by Student Support Advisers, please see http://www.uow.edu.au/student/services/SSA/. For contact details, please see http://business.uow.edu.au/about/contacts/UOW151085.

Student Support Advisers are located in Building 40 at the Wollongong main campus. A Student Support Adviser also makes regular visits to the Sydney CBD Campus. Please refer to the Sydney Business School student support page for dates of visits http://sydneybusinessschool.edu.au/current/general-support/index.html.

3.2.8 Counselling

The University offers a free and confidential counselling service to all students to assist with personal, work or study related difficulties. The counsellors can assist you with a wide range of personal difficulties such as family or relationship issues, communication problems, loneliness, lack of confidence, stress, anxiety, depression, bereavement, grief and adjusting to another culture. Please refer to the following website for more information http://www.uow.edu.au/student/services/cs/index.html.

Counselling is available Monday to Friday at Wollongong and University Counsellor Patty Malak visits the Sydney CBD Campus every Wednesday during session. To make an appointment, please email Patty at pmalak@uow.edu.au.

3.2.9 Legal Support

UOW’s Student Legal Clinic provides free confidential legal advice to current students of UOW. The service is provided by Carter and Ferguson Solicitors. Appointments are conducted at Carter and Ferguson’s Wollongong Office, located at 1/81 Market Street, Wollongong. For more information, please visit http://www.uow.edu.au/student/legaleclinic/index.html.

Sydney CBD Campus students can also contact Student Legal Clinic in Wollongong via Skype. Redfern Legal Centre also provides confidential legal information, advice and advocacy to international students. More information can be found here http://rlc.org.au/our-services.
3.2.10 Disability Service

The Disability Liaison Officer (DLO) provides advice on resources at the University for assisting students with disabilities. Students commencing courses are advised to contact the Disability Liaison Officer prior to the beginning of their first session of study. For further information, visit: http://www.uow.edu.au/student/services/ds/ or call +61 2 4221 3445.

To register with the Disability Liaison Officer, you will need to provide a recent specialist assessment which provides advice to the University on the type of assistance you may require in order to pursue your studies. The DLO can advise students on the forms of assessment acceptable to the University.

The Student Support Adviser (SSA) – see Section 3.2.7 - is able to act as a link between the student, Disability Services and relevant academic staff to ensure the student is supported through their study.

3.2.11 Woolyungah Indigenous Centre (WIC)

The Woolyungah Indigenous Centre (WIC) at the Wollongong Campus provides academic and personal support for Aboriginal & Torres Strait Islander students. For further information call +61 2 4221 3776, email wic-enquiries@uow.edu.au, or visit http://www.uow.edu.au/wic/.

3.2.12 Religious Services and Parents’ Facilities

Prayer spaces are available on Level 9 in Sydney and Building 50 in Wollongong. For further information, see http://www.uow.edu.au/future/international/apply/prearrival/index.html.

A parents room is available at the Wollongong Campus for the use by students and staff requiring a place to attend to specific needs of young children and to meet the needs of nursing mothers. The room is located on the ground floor of UniCente in Building 11. A baby feeding room is also available on level 8 at the Sydney CBD Campus. Please see staff at Business Central Sydney (Level 8) for directions.

3.2.13 Student Representatives

Student representatives are elected in March/April of every year by students to represent them to the faculty on a wide range of issues. Student representatives can raise issues or concerns directly with the Faculty of Business and also contribute to faculty committees. For further information about Student Representatives, see: http://www.uow.edu.au/student/representation/.

3.2.14 Textbooks

You will need a copy of the required textbook for each subject. You can purchase textbooks from the UOW UniShop at the Wollongong campus, online from http://unishop.uow.edu.au/books/home.do or at the Sydney CBD Campus in Weeks 1 or 2 of each trimester. Dates will be confirmed prior to session commencement. You will receive a 5% discount if you purchase your textbooks at the Sydney CBD Campus.

Textbooks delivered to the Sydney CBD Campus have free postage. If ordering online from the UniShop, in order not be charged for postage, you must indicate a ‘pickup’ option. Also, you should indicate that you are a Sydney Business School student and that you wish to collect your books from the Sydney CBD Campus. Textbooks mailed to residential addresses will be charged a $5 postage fee.

Australian copyright laws state that you must not photocopy or scan more than 10% or one chapter of a book. If you copy more than this, you are breaking the law and will be personally liable for copyright infringement.

If you are found in possession of a copied textbook, this will be treated as general misconduct and penalties can be severe. For further details of the University’s Student Conduct Rules, see http://www.uow.edu.au/about/policy/UOW058723.html. Please refer to: http://www.library.uow.edu.au/copyright/ for more information on copyright. Questions regarding textbooks and copyright legislation should be directed to the Sydney Business School Librarian.
3.2.15 Clubs and Societies
Sydney CBD Campus Clubs and Societies promote sport and social activities at the Sydney CBD Campus. The campus currently has a soccer team and has had teams actively involved in badminton, chess and similar activities. You can also start a new team. If you would like to take part in an active team or start a new one, please email Emily Mackey on emily_mackey@uow.edu.au. There are also numerous clubs and societies at Wollongong. To find out more, click on https://clubs.uow.edu.au/.

The Centre for Student Engagement run events and activities at Wollongong and Sydney to connect students, the campus and the community and you are likely to pick up some important skills on the way. Events include networking events, seminars, BBQs, trips, seasonal activities and more. Students will be informed about these events during session. More information at http://unicentre.uow.edu.au/unilife/index.html.

Link to academic and general support services can be found on Student Support section on the Sydney Business School Current Students website at http://sydneybusinessschool.edu.au/current/index.html.

3.2.16 Introduction to MS Excel
Excel is an extremely powerful tool that has many applications in the business world. An Excel workbook is available to students which includes some of the features of Excel. The workbook will give students some knowledge and familiarity of its capabilities, jargon and basic features. Help, Google and on-line courses can all be used to enhance the knowledge of students using Excel. To obtain a copy of the Excel workbook, please see the Business Central team at the Sydney CBD Campus or Wollongong Campus.

3.2.17 UOWx
UOWx connects students with valuable co-curricular activities that are offered at the University of Wollongong and Sydney Business School. The personal and professional development that students gain through these activities is formally recognised through the UOWx Record and Award.

With UOWx, students can:
- Expand their knowledge, skills and networks by getting involved
- Exemplify their development by adding their involvement to their UOWx Record
- Excel by making a significant contribution and receive the UOWx Award

To find out more about UOWx and to get involved, please visit; https://www.uow.edu.au/student/life/uowx/index.html

3.3 Stay connected
As well as checking your UOWmail and SOLSMail messages (see below), keep in touch with Sydney Business School updates on Facebook, LinkedIn and our UOW YouTube Channel https://www.youtube.com/user/uownow. Download the MyUOW app for Apple or Android at http://www.uow.edu.au/student/life/myuow/index.html.

Throughout the year, the Sydney Business School organises events to which we invite alumni and corporate partners as well as current students. Attend these events to enhance your experience at the School and to increase your network.

3.4 Looking ahead
The Sydney Business School has a strong reputation with employers and we are keen to continue our association with you when you graduate. We have a network of alumni across the world who keep in touch and provide input on relevant developments in the workplace, employer expectations, emerging trends and opportunities. We encourage you to make the most of your UOW Alumni Network throughout your career.
4. PRACTICAL INFORMATION FOR YOUR STUDY

4.1 Completing your Degree successfully

If you are enrolled full time, you must follow the recommended sequence of subjects for your degree. You will be provided with a study sequence at orientation and this is also available at http://sydneybusinessschool.edu.au/current/subject/index.html.

You need to enrol in all subjects for the calendar year, according to the recommended sequence. This will ensure a place in the relevant subject, as all classes have limited quotas.

If you deviate from the recommended study sequence or fail any subject, it may take longer to complete your degree and/or you may have to enrol in subject/s at another campus. If you experience difficulties, you should discuss subject enrolments with your Course Director.

4.2 Dates and Timetables

Sydney Business School delivers subjects over three trimesters. A summer session may also be offered. Dates are listed at http://sydneybusinessschool.edu.au/current/dates/index.html.

Subjects are scheduled either on a weekly basis or delivered in intensive mode over five days usually on Fridays and Saturdays. Intensive subjects are designed to limit the time that part time students need to take off work.

You should regularly review the timetable close to the commencement of Trimester, as often class times may change. The Sydney Business School subject timetable is located at http://sydneybusinessschool.edu.au/current/sydney-and-wollongong/index.html.

4.3 Trimester Dates

<table>
<thead>
<tr>
<th>KEY EVENT</th>
<th>TRIMESTER 1</th>
<th>TRIMESTER 2</th>
<th>TRIMESTER 3</th>
<th>SUMMER 2017/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of Session</td>
<td>06 February 15</td>
<td>15 May</td>
<td>21 August</td>
<td>27 Nov 2017</td>
</tr>
<tr>
<td>End of Session</td>
<td>28 April</td>
<td>04 August</td>
<td>16 November</td>
<td>12 Jan 2018</td>
</tr>
<tr>
<td>Study Recess</td>
<td>17-21 April</td>
<td>24–28 July</td>
<td>30 October-03 November</td>
<td>No study break</td>
</tr>
<tr>
<td>Inter trimester break</td>
<td>01-12 May</td>
<td>07–18 August</td>
<td>-</td>
<td>25 Dec 2017-02 Jan 2018</td>
</tr>
</tbody>
</table>

Some courses allow students to enrol in subjects offered by other UOW academic units, subject to the approval of the Head of Students or Course Director. If you choose to complete elective subjects at Wollongong Campus which are offered by other academic units, remember that these subjects will be delivered on Autumn, Spring and Summer timetables. See dates at http://www.uow.edu.au/student/dates/.
### 4.4 Orientation and Enrolments

<table>
<thead>
<tr>
<th>KEY EVENT</th>
<th>TRIMESTER 1</th>
<th>TRIMESTER 2</th>
<th>TRIMESTER 3</th>
<th>SUMMER 2017/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sydney</td>
<td>Wollongong</td>
<td>Sydney</td>
<td>Wollongong</td>
</tr>
<tr>
<td>Orientation and enrolment of new postgraduate students</td>
<td>31 Jan – 01 Feb</td>
<td>02-03 February</td>
<td>09-10 May</td>
<td>11-12 May</td>
</tr>
<tr>
<td>Last day to add a subject via the web</td>
<td>17 February</td>
<td>26 May</td>
<td>01 September</td>
<td>01 December</td>
</tr>
<tr>
<td>Last day to add a subject with academic approval (<a href="http://sydneybusinessschool.edu.au/current/tutorials/index.html">students must apply to ‘amend academic record’ after this date</a>)</td>
<td>24 February</td>
<td>02 June</td>
<td>08 September</td>
<td>08 December</td>
</tr>
</tbody>
</table>

### 4.5 Adding or Withdrawing Subjects

You are responsible for managing your enrolment in subjects, ensuring any changes are made by the requisite deadlines. If you add or withdraw a subject/s after the last date listed, you will lose any fees paid and/or receive a fail grade on your academic record.

If your course has tutorials (see your orientation package), you must enrol in one tutorial for each subject. Tutorial classes are filled on a first come first serve basis. For tutorial enrolment refer to tutorial enrolment dates on SOLS. Further information about enrolling in tutorial groups is found using the SOLS Tutorial Enrolment Link [http://sydneybusinessschool.edu.au/current/tutorials/index.html](http://sydneybusinessschool.edu.au/current/tutorials/index.html).

The ‘Show My Timetable’ option that appears on the main Tutorial Enrolment screen will allow you to view all the tutorial groups that you are currently enrolled in. Note that this link only shows tutorial groups, it does not include lecture information.

You may enrol in subjects offered at either Sydney or Wollongong. However, if you choose to complete some subjects at a different campus, remember that you will have to travel to that campus to attend all classes and also examinations.

Note: variation of enrolment including enrolling in subjects at another campus may affect Sydney CBD Campus students who are entitled to receive the International student Bursary. Please seek advice via Business Central before varying your enrolment.

### 4.6 Withdrawal

<table>
<thead>
<tr>
<th>KEY EVENT</th>
<th>TRIMESTER 1</th>
<th>TRIMESTER 2</th>
<th>TRIMESTER 3</th>
<th>SUMMER 2017/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to withdraw from a subject without financial penalty (CENSUS DATE)*</td>
<td>26 February</td>
<td>04 June</td>
<td>10 September</td>
<td>11 December</td>
</tr>
<tr>
<td>Last day to withdraw from a subject without academic penalty - subject deleted from record. <em>(FAIL grade will be recorded if subject withdrawn after this date)</em></td>
<td>17 March</td>
<td>23 June</td>
<td>29 September</td>
<td>22 December</td>
</tr>
</tbody>
</table>

* Without incurring FEE-HELP debt; to receive a refund for upfront payments and International student fees credited if withdrawn by this date
### 4.7 Examinations

<table>
<thead>
<tr>
<th>KEY EVENT</th>
<th>TRIMESTER 1</th>
<th>TRIMESTER 2</th>
<th>TRIMESTER 3</th>
<th>SUMMER 2017/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam period</td>
<td>22–28 April</td>
<td>29 July–04 August</td>
<td>04–16 November</td>
<td>TBC*</td>
</tr>
<tr>
<td>Release of results</td>
<td>10 May</td>
<td>16 August</td>
<td>30 November</td>
<td>25 January 2018</td>
</tr>
</tbody>
</table>


You must check your personal exam timetable on SOLS. Details will not be displayed or distributed by Lecturers. All details of exams including locations and times will be available on SOLS. It is your responsibility to view your personal exam timetable and advise the University immediately of any clashes in exam times.

If you cannot access exam details on SOLS for the subject/s you are studying, contact Business Central at Wollongong or Sydney immediately as this may indicate a problem with your enrolment.

### 4.8 Student Conduct

As stated in UOW’s Student Conduct Policy ([http://www.uow.edu.au/about/policy/UOW058723.html](http://www.uow.edu.au/about/policy/UOW058723.html)), UOW is committed to providing a safe, equitable and orderly environment for the University community, and expects each member of our community to behave responsibly and ethically. Students must treat each other and members of staff with respect at all times, face to face and online, regardless of each other’s faith, culture, country, gender, sexual orientation or disability. Breaches of this policy will be treated seriously.

You should ensure that you have a current UOW Student ID Card, and that you carry the card with you when on campus. You are required to wear your Student ID at all times while on the Sydney CBD Campus. Business School lanyards are available to students free of charge from Business Central Sydney on Level 8.

Mobile phones must be turned off during class and when using the Library.

No eating in seminar rooms or meeting rooms. Bottled water is permitted in seminar rooms and meeting rooms. No food or drink is permitted near PCs or in the Library.

Dress code: You are expected to wear appropriate and respectful clothing when you are on University premises. At the Sydney CBD Campus, thongs (flip-flops), slippers, singlets or shorts are not acceptable.

UOW has a smoke-free workplace policy available at [http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow058720.pdf](http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow058720.pdf). This means that you must not smoke in or near any University building at Wollongong or Sydney.

### 4.9 UOWmail

On enrolment, you will be given a UOWmail account on the Microsoft Office365 service. You can access your UOWmail account via the Current Students portal. Your email address is your username (usually two or three letters followed by two or three numbers) followed by @uowmail.edu.au. This is a lifetime account that stays active beyond graduation from the University of Wollongong. Further information is available at [http://www.uow.edu.au/its/uowmail/about/index.html](http://www.uow.edu.au/its/uowmail/about/index.html).

UOW staff will use UOWmail (along with SOLSmail) as the main method of communication so make sure you check your account regularly.

Please remember that your Lecturers receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely fashion, we ask that you observe basic standards of professional communication. A few tips to help you:

- Please ensure you include full name and Student ID number.
- Use your UOW email address to send emails to UOW staff. Emails from non-UOW email addresses may be trapped by the UOW Junk Mail manager and may not be delivered. Your Lecturers have the discretion not to respond to emails sent by students from a non-UOW email account due to potential privacy issues.
- Identify the subject code of the subject you are enquiring about in the email header, as your Lecturer may be involved in more than one subject. Add a brief, specific header after the subject code where appropriate.
- Check whether your question is addressed elsewhere, e.g. in the subject outline or on the subject Moodle site.
• Is it something that is better discussed in person or by telephone? If so, check consultation times and/or schedule an appointment.
• Address your Lecturer appropriately by name (and formal title if you do not yet know them).
• Use full words, correct grammar and correct spelling.
• Avoid ‘text-speak’ abbreviations or slang.
• Be respectful and courteous.

A guide to eLearning ‘Netiquette’ is available at http://www.uow.edu.au/student/elearning/netiquette/. The basic principles of Netiquette also apply to email communication.

Academics will normally respond within 1-2 days. If the matter is urgent, you may wish to telephone the Lecturer whose contact details are given in the subject outline or available from Business Central.

4.10 Student Online Services (SOLS)
All University of Wollongong students have access to SOLS (Student OnLine System), which is used for the following:

- Subject enrolment and withdrawal
- Access to online subject resources on Moodle
- View assessment and final marks awarded throughout the Trimester/Session and final marks
- View examination timetable
- Apply for Academic Consideration
- View fee information
- Tutorial enrolments
- Student forms
- Print enrolment record
- Application to graduate
- View SOLS messages received

To access SOLS, visit the website http://www.uow.edu.au/student/index.html or use the MyUOW app which can be downloaded from http://www.uow.edu.au/student/life/myuow/index.html. If this is your first time using the UOW system, click on http://getstarted.uow.edu.au/index.html.

The University uses SOLSMail to communicate important messages. You must ensure that your postal address and contact telephone numbers are current in SOLS. Please note that you must list the address where you are actually living, not the address of a post office box, your agent, or the university address.

You are strongly encouraged to access SOLSMail at least once each week. A SOLSMail message will automatically appear on the screen after log in if the University has sent you a SOLSMail. Students will be notified through UOWmail when a SOLS message is sent.
4.11 Computer Facilities

Several Computer Labs are available to you at Wollongong and Sydney. At Wollongong, Student Computer Labs are located on Level 2 of Building 40 in rooms 40.230, 40.232 and 40.233. Student Computer Labs are also located on Level 1 of Building 17. These labs feature break-out spaces for collaborative work as well as lounge areas and open plan computer spaces. IT Service Centre staff are on hand to answer questions and provide expert Student IT Support. Further information including opening hours is available at http://www.uow.edu.au/its/studentlabs/.

IT support staff can assist students with equipment and software. They can also help with student difficulties such as creating an account, expired accounts and forgotten passwords. You are encouraged to manage your own user account for email and Internet, including resetting expired or forgotten passwords. Please visit http://www.uow.edu.au/its/accounts/index.html#password.

At Sydney CBD Campus, Computer Labs are available for your use on Levels 9 and 18 (when not being used for teaching purposes). The Computer Labs provide students with access to email, Internet, software, and a black and white laser printer. A colour printer is available in the Library on Level 8 and outside the Computer Lab on Level 18.

For assistance contact Business Central Sydney on Level 8. Alternatively, call UOW’s Information Management and Technology Services (IMTS), using the free phone on Level 8 at Business Central Sydney, on extension 3000.

4.12 UOW Internet Services

The University of Wollongong has both a wired and wireless network available to all students at Wollongong and Sydney CBD Campus with an active UOWmail account.

More information about the network, including, how to connect and frequently asked questions, is available at http://www.uow.edu.au/its/network/index.html.

4.13 Printing and Photocopying

Information on prepaid printing and photocopying can be found at http://www.uow.edu.au/its/prepaidprint/. Students can charge their Student ID cards online and printing/photocopying costs incurred are then deducted from the credit amount.
4.14 Finding your Way around Campus

WOLLONGONG

Campus maps can be found at [http://www.uow.edu.au/about/campusmap/index.html](http://www.uow.edu.au/about/campusmap/index.html). If you are unable to find a particular seminar room or Lecturer’s office, please ask at Business Central Wollongong. You might also like to download the Lost on Campus app which has maps for most Australian universities [https://apps.uow.edu.au/ios/lost-campus](https://apps.uow.edu.au/ios/lost-campus).


SYDNEY CBD

Seminar room locations within the Sydney CBD Campus are as follows:
Level 8 – Seminar Rooms 1, 2, and 3
Level 9 – Seminar Rooms 4 and 5. Computer Lab 1 and Student Resource Room
Level 18 – Seminar Rooms 6, 7, 8, 9. Computer Lab 2

Other facilities include:
- Library on Level 8
- Study Space: breakout rooms on Level 8 and meeting rooms on Levels 9 and 18
- Student Lounge on Level 8: kitchenette, hot/cold water, fridge, microwave, vending machines and ample seating areas

If you are unable to find a particular seminar room or Lecturer’s office on campus please ask at Business Central Sydney on Level 8.

There are a number of parking locations close to Sydney CBD Campus on Pitt Street, Macquarie Street and Reiby place. Charges apply.

4.15 How to obtain a Travel Concession Pass

Eligible domestic students can apply for a student concession Opal travel card. Eligibility criteria and other information can be found here [http://www.uow.edu.au/transport/concessions/](http://www.uow.edu.au/transport/concessions/). Domestic students who do not meet the eligibility criteria for a Concession Opal card and international students will need an Adult Opal card to use public transport.

If you have questions, please contact Business Central at Sydney or Student Central (Building 17) at Wollongong.
### 4.16 Key Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Website</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning and Development</td>
<td>Leanne Emmett (Wollongong Campus)</td>
<td>Information on individual consultations and workshops can be found here:</td>
<td><a href="mailto:lemmett@uow.edu.au">lemmett@uow.edu.au</a></td>
<td>+61 2 4221 3977</td>
</tr>
<tr>
<td></td>
<td>Ms Joanne Dearlove (Sydney CBD Campus)</td>
<td><a href="http://sydneybusinessschool.edu.au/current/academic-support/index.html">http://sydneybusinessschool.edu.au/current/academic-support/index.html</a></td>
<td><a href="mailto:joanne_dearlove@uow.edu.au">joanne_dearlove@uow.edu.au</a></td>
<td>+61 2 8536 2000</td>
</tr>
<tr>
<td>English Language Program</td>
<td>Barbara Kelman</td>
<td><a href="http://sydneybusinessschool.edu.au/current/academic-support/index.html">http://sydneybusinessschool.edu.au/current/academic-support/index.html</a></td>
<td>To register for the program, please contact Business Central</td>
<td>+61 2 4221 4478</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Wollongong Campus)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+61 2 9266 1300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Sydney CBD Campus)</td>
</tr>
<tr>
<td>Admission Enquiries and Conditions of</td>
<td>Uniadvice</td>
<td><a href="http://www.uow.edu.au/future/">http://www.uow.edu.au/future/</a></td>
<td><a href="mailto:future-students@uow.edu.au">future-students@uow.edu.au</a></td>
<td>1300 367 869 or</td>
</tr>
<tr>
<td>Offer</td>
<td>Careers Central</td>
<td></td>
<td></td>
<td>+61 2 4221 3218</td>
</tr>
<tr>
<td></td>
<td>Careers Central provides general career advice and runs a Global Workplace Practice Program:</td>
<td><a href="http://www.uow.edu.au/careers/wlp/gwp900/index.html">http://www.uow.edu.au/careers/wlp/gwp900/index.html</a></td>
<td><a href="mailto:gwp-enquiries@uow.edu.au">gwp-enquiries@uow.edu.au</a></td>
<td>+61 2 4221 3325</td>
</tr>
<tr>
<td></td>
<td>(Sydney CBD Campus)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course and Subject Enquiries</td>
<td>Academic staff</td>
<td>Academic consultation times:</td>
<td><a href="mailto:imts@uow.edu.au">imts@uow.edu.au</a></td>
<td>+61 2 4221 3775</td>
</tr>
<tr>
<td></td>
<td>Academic consultation times:</td>
<td><a href="https://businessfaculty.uow.edu.au/consultations/">https://businessfaculty.uow.edu.au/consultations/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For consultation times, students can also refer to their subject outlines:</td>
<td><a href="https://businessfaculty.uow.edu.au/outlines/">https://businessfaculty.uow.edu.au/outlines/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Account and IMTS Student Support</td>
<td>IMTS Student Support</td>
<td><a href="http://www.uow.edu.au/its/">http://www.uow.edu.au/its/</a></td>
<td><a href="mailto:imts@uow.edu.au">imts@uow.edu.au</a></td>
<td>+61 2 4221 3775</td>
</tr>
<tr>
<td><strong>Internet Access Problems</strong></td>
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<tr>
<td><strong>Fee Enquiries</strong></td>
<td>Student Central</td>
<td><a href="http://www.uow.edu.au/student/finances/">http://www.uow.edu.au/student/finances/</a></td>
<td><a href="mailto:student-fees@uow.edu.au">student-fees@uow.edu.au</a></td>
<td>+61 2 4221 3927</td>
</tr>
<tr>
<td><strong>Library and Research Assistance</strong></td>
<td>Wollongong Campus</td>
<td><a href="http://www.library.uow.edu.au/">http://www.library.uow.edu.au/</a></td>
<td><a href="mailto:uow-library@uow.edu.au">uow-library@uow.edu.au</a></td>
<td>+61 2 4221 3545 +61 2 4221 3548</td>
</tr>
<tr>
<td></td>
<td>Sydney CBD Campus</td>
<td><a href="http://sydneybusinessschool.edu.au/current/academic-support/index.html">http://sydneybusinessschool.edu.au/current/academic-support/index.html</a></td>
<td><a href="mailto:sydneycampus-library@uow.edu.au">sydneycampus-library@uow.edu.au</a></td>
<td>+61 2 9266 1312</td>
</tr>
<tr>
<td><strong>Personal Problems/ Counselling</strong></td>
<td>University Counsellor (Wollongong Campus)</td>
<td><a href="http://www.uow.edu.au/student/services/cs/">http://www.uow.edu.au/student/services/cs/</a></td>
<td>Drop in to UOW Counselling Services located in Building 11, Level 2 or call:</td>
<td>+61 2 4221 3445</td>
</tr>
<tr>
<td></td>
<td>University Counsellor Patty Malak (Sydney CBD Campus)</td>
<td><a href="http://sydneybusinessschool.edu.au/current/counselling/index.html">http://sydneybusinessschool.edu.au/current/counselling/index.html</a></td>
<td><a href="mailto:pmalak@uow.edu.au">pmalak@uow.edu.au</a></td>
<td>+61 2 4221 3445</td>
</tr>
<tr>
<td><strong>Student Support Adviser</strong></td>
<td>Ann-Marie Smith (Wollongong Campus)</td>
<td><a href="http://www.uow.edu.au/student/services/SSA/contact/">http://www.uow.edu.au/student/services/SSA/contact/</a></td>
<td><a href="mailto:ams@uow.edu.au">ams@uow.edu.au</a></td>
<td>+61 2 4221 4714</td>
</tr>
<tr>
<td></td>
<td>Tina Edney (Fridays) (Sydney CBD Campus)</td>
<td></td>
<td><a href="mailto:tedney@uow.edu.au">tedney@uow.edu.au</a></td>
<td>+61 2 8763 6006</td>
</tr>
<tr>
<td><strong>Subject Information and Timetable</strong></td>
<td>Subject Outlines</td>
<td><a href="https://businessfaculty.uow.edu.au/outlines/">https://businessfaculty.uow.edu.au/outlines/</a></td>
<td>See subject outline for details</td>
<td></td>
</tr>
<tr>
<td><strong>International Student Contacts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Information and</strong></td>
<td>Student Central</td>
<td><a href="http://www.uow.edu.au/student/international/">http://www.uow.edu.au/student/international/</a></td>
<td><a href="mailto:askuow@uow.edu.au">askuow@uow.edu.au</a></td>
<td>+61 2 4221 3927</td>
</tr>
<tr>
<td></td>
<td>Note: Please see Business Central staff at the Sydney CBD Campus or Wollongong Campus before contacting Student Central</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Sydney Business School Personnel

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Grace McCarthy</td>
<td><a href="mailto:gracemc@uow.edu.au">gracemc@uow.edu.au</a></td>
<td>+61 2 4221 4880</td>
</tr>
<tr>
<td>Chief Operating Officer</td>
<td>Michael Grainger</td>
<td><a href="mailto:michael_grainger@uow.edu.au">michael_grainger@uow.edu.au</a></td>
<td>+61 2 4298 1243</td>
</tr>
<tr>
<td>Sydney CBD Campus Manager</td>
<td>Melek Nazenin</td>
<td><a href="mailto:melek_nazenin@uow.edu.au">melek_nazenin@uow.edu.au</a></td>
<td>+61 2 9266 1314</td>
</tr>
<tr>
<td>Team Leader (Business Central Wollongong)</td>
<td>Susan Branch</td>
<td><a href="mailto:susan_branch@uow.edu.au">susan_branch@uow.edu.au</a></td>
<td>+61 2 4221 5589</td>
</tr>
</tbody>
</table>
5. IMPORTANT UNIVERSITY POLICIES

5.1 Assessment

The method of submitting assignments and collecting marked assignments is stated in the subject outline. An assignment cover sheet must be attached to each piece of written assessment. This cover sheet can be downloaded from http://sydneybusinessschool.edu.au/current/assignment-cover-sheet/index.html. You must retain a hard or soft copy until after the completion of the Trimester.

Assessment work must be handed in by the date and time listed under each assessment task. Assessed work handed in late will be penalised. For further information, please refer to Subject Outlines: https://businessfaculty.uow.edu.au/outlines/.

If you are unable to complete an assessment due to illness or other serious unplanned situation, you may be eligible for academic consideration (please refer to Section 5.7).

5.2 Academic Integrity and Plagiarism

You are responsible for submitting your own original work for assessment, without plagiarising or cheating, complying with the university’s Academic Integrity Policy http://www.uow.edu.au/about/policy/UOW058648.

Collaboration between students during the preparation of subject assessment tasks or case studies is only permitted if explicitly stated in the Subject Outline.

It is essential to give appropriate credit to authors for their ideas. Failure to give credit within the established procedures is called plagiarism. Whether plagiarism is deliberate or unintentional, the University will impose penalties, which can be very severe, and even include expulsion from the University.

The use of information provided on websites established for the purpose of providing assessment task solutions can constitute a breach of the Academic Integrity Policy. Similarly, the provision of information to such sites can be regarded as aiding others to commit plagiarism. Requesting information about assessment solutions from current or previously enrolled students may also be interpreted as intent to commit plagiarism. All such activities should be avoided as they potentially represent student academic misconduct and hence may incur a penalty. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement.


Turnitin is a service used by UOW as a tool to educate students about the importance of correct citations and referencing techniques in addition to identifying if students have copied or reused the work of others. See your subject outlines for more detailed information about Turnitin. New students should attend the Turnitin information session, which is part of the Library session held during orientation. See your Lecturer or the Sydney Business School Librarian if you are unsure about subject Turnitin submission requirements.
5.3 Referencing

You must reference all sources used to develop ideas in your assignments, including (but not limited to): journal articles, websites, podcast, images, statistics, government publications, and newspaper/magazine articles, regardless of whether the assignment includes direct quotations or extracts from these sources.

You must use the UOW Harvard system of referencing in all your assignments at Sydney Business School. It is your responsibility to ensure that you are familiar with the UOW Harvard system of referencing and that you use it correctly.

For more information and examples of how to use the UOW Harvard system, see [http://uow.libguides.com/refcite](http://uow.libguides.com/refcite) and click on Author-Date (Harvard). New students should attend the scheduled Learning and Development Referencing workshops. For further referencing assistance, you can make an appointment with Learning Development:

- Students at the Sydney CBD Campus should make an appointment with the Sydney Business School Learning and Development Lecturer Joanne Dearlove on dearlove@uow.edu.au.

- Students at the Wollongong Campus can access Learning Development support though the Learning Co-op. For individual consultation appointments students can contact Leanne Emmett on +61 2 4221 3977 or email lemett@uow.edu.au.

5.4 Examinations


Check your personalised exam timetable on SOLS. This will tell you the date, time, room and your seat number in the room for each exam.

You must provide your Student ID card, driver’s licence or passport as you enter an exam room. No extra time will be allocated if you miss the beginning of the exam so make sure you arrive at least 10 minutes before the start time and with the correct identification.

You will not be permitted to enter the exam room if you arrive after the first 30 minutes of the exam. Students who arrive after this time will be referred to the Subject Coordinator. You must obey any instruction given by the exam supervisor. You must not communicate with anyone other than the exam supervisor or examiner, in any form including but not limited to spoken, written, visual, electronic or telephonic communication.

You will not be permitted to leave the exam room before the first 30 minutes of the exam or during the last 10 minutes of the exam. All exam papers must be returned to the exam supervisor before leaving the exam room. Removal of the exam paper from the exam room will be considered a breach of the University's Examination Rules.
5.5 Authorised Materials

You are permitted to bring the following items for each exam:

- student identification card or other form of identification (current driver’s licence or a current passport)
- pens, pencils, erasers, rulers and other drawing instruments
- purses, wallets, keys, glasses cases, contained in a clear zip-lock bag no larger than A4 size and stored under the desk
- small electronic devices, including mobile phones, which must be powered off, contained in a clear zip-lock bag no larger than A4 size and stored under the desk
- water, in a clear plastic bottle with a lid and with the label removed
- lollies (but no chocolates or nuts), without a wrapper and stored in a clear zip-lock bag
- hats and other head coverings, following an inspection by an exam supervisor before the exam commences. A student wearing clothing that obscures their face or ears may be asked to remove that clothing in private and before an exam supervisor of the same gender.

Exam supervisors shall check permitted items at their discretion during the exam.

5.6 Unauthorised Materials

You are not permitted to bring the following materials into an exam room:

- watches (analog or digital) are not permitted to be worn in exams
- bags including carry bags, backpacks, shoulder bags and brief cases
- large (i.e. will not fit into a clear A4-sized zip lock bag) electronic devices, including but not limited to tablets and laptops
- calculator cases or covers
- opaque pencil cases
- blank paper

**IMPORTANT**: If any of these items are found in your possession during the exam, the matter will be treated as a breach of the University's Examination Rules.

If any of your subjects requires the use of a calculator in the exam, ensure that your calculator has been approved for use at UOW before your exam. See [http://www.uow.edu.au/student/exams/calculators/index.html](http://www.uow.edu.au/student/exams/calculators/index.html) for further information. Exam supervisors check calculators during the exam to ensure compliance with University requirements.

5.7 Student Academic Consideration Policy

Academic consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond your control which significantly impair your ability to complete an assessment task on or by the due date or to progress academically in a subject relevant to your course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances. Applications might, for example, request an extension of time to submit an assessment task or a supplementary examination.

The University applies strict criteria to the granting of academic consideration. Before applying on SOLS, you should carefully read the information about academic consideration on http://www.uow.edu.au/student/exams/consideration/ and the University’s Academic Consideration Policy on http://www.uow.edu.au/about/policy/UOW058721. This explains the evidence required to support your application. This supporting documentation must be either scanned and uploaded online on http://www.uow.edu.au/student/central/academicconsideration/UOW201179.html, or presented either at Business Central in Sydney or at Student Central in Wollongong (Building 17), or posted in. Once the documentation has been verified, the academic consideration application is sent to the Subject Coordinator. You can generally expect to get a response through SOLS within 5 working days after verification.

Note that you should apply for academic consideration in advance or on the due/scheduled date of the assessment task. You cannot apply for academic consideration after completing and submitting an assessment task, including an examination, or once grades have been declared for that subject. In these circumstances, you should consult with the Head of Students or lodge a grievance following the Faculty’s grievance procedures.

5.8 Release of Results

Marks awarded for individual assessment tasks will be available in SOLS during the Trimester. The overall mark and grade awarded for each subject are released approximately 2 weeks after the last examination date for that Trimester. You should not approach staff to ask about examination results or overall results achieved for the subject.

5.9 Performance Level (Subject Completion Requirements)

To pass a subject, you must achieve an overall mark of at least 50%, submit all assessment tasks for the subject and achieve at least 50% in the final examination or assessment as specified in your Subject Outline.

The grades of performance and associated ranges of marks are listed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>85% to 100%</td>
</tr>
<tr>
<td>Distinction</td>
<td>75% to 84%</td>
</tr>
<tr>
<td>Credit</td>
<td>65% to 74%</td>
</tr>
<tr>
<td>Pass</td>
<td>50% to 64%</td>
</tr>
<tr>
<td>Fail</td>
<td>0% to 49% (unsatisfactory completion)</td>
</tr>
<tr>
<td>Technical Fail</td>
<td>A Technical Fail grade allocated in instances if you fail to achieve the minimum performance Level for at least one assessment item in the subject as a whole as stated in the Subject Outline.</td>
</tr>
</tbody>
</table>

Information about the University’s Grade Descriptors, is available at http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow194941.pdf.

5.10 Graduation

The University holds its graduation ceremonies for the Faculty of Business in July and December each year at the UOW main campus. In order to attend the ceremony, you must apply to graduate on SOLS. Further details of how to apply and application closing dates can be found at http://www.uow.edu.au/student/graduation/.

5.11 Awards with Distinction

To receive an award "with Distinction" at UOW, you must meet the requirements stated in the General Course Rules (www.uow.edu.au/about/policy/UOW058680).
5.12 Progression to other Degrees
After completing one qualification, you may apply for admission to another degree at Sydney Business School, including our MBA program, providing you meet the entry requirements for the second degree and receive academic approval. Our Course Directors will be able to assist you if you wish to explore this further.

If you wish to complete further study in another faculty at UOW, please contact the relevant academic unit.

5.13 Coursework Student Academic Complaints Policy
The Faculty of Business aims to provide a fair, equitable and productive learning environment for all its students. The University’s Coursework Student Academic Complaints Policy available at http://www.uow.edu.au/about/policy/UOW058653 seeks to support the achievement of this goal by providing a consistent process for resolving student academic grievances.

If you have a grievance about the result of an assessment, you should, in the first instance, attempt to informally resolve this grievance with your Lecturer. If you believe you can justify that the Lecturer has been unable to resolve your grievance, you can complete a Coursework Student Academic Review/Complaint form which can be downloaded from http://sydneybusinessschool.edu.au/current/forms/index.html. This form outlines the process that students need adhere to in order to lodge an appeal. You must lodge any appeal / grievance within 10 working days of the release of results for the assessable work or final mark.

5.14 Course Progress Requirements
Students at the University of Wollongong must meet the University’s Course Progress requirements as set out in the University’s Course Progress Policy - http://www.uow.edu.au/about/policy/UOW058679. The University seeks to identify and provide assistance to students who are experiencing difficulties with their studies. This process offers students remedial assistance and is intended to prevent a decline in performance and results.

You must pass more than 50% of credit points attempted in a study period to satisfy course progress requirements. If you do not pass more than 50% of the credit points attempted in any study period (excluding Summer session) you course status will change to Referral. You should discuss with the Head of Students to identify how you can improve and what assistance may be of benefit. For further information on course progress requirements and all course status stages, please see http://www.uow.edu.au/student/cp/UOW103726.

5.15 Student Misconduct
Student academic misconduct includes but is not limited to: plagiarism, taking unauthorised material into an examination room and other forms of cheating or misconduct in breach of the University’s General Course Rules. To review the General Course Rules go to http://www.uow.edu.au/about/policy/UOW058680. These cases are investigated appropriately and students are given the opportunity to respond to the allegations. Students found guilty of academic misconduct may incur a penalty for misconduct such as deduction of marks awarded for the assessment or a fail grade awarded for the relevant assessment task or subject.

The University’s Rules for Student Conduct and Discipline can be downloaded from the website: http://www.uow.edu.au/about/policy/students.

5.16 Credit for Prior Learning
To find out if you are eligible for credit on the basis of previous studies completed, please seek initial advice from your Course Director or Head of Students. Approval of credit, and the amount of credit awarded, varies depending on the content of qualifying subject(s) completed, the date of study, and relevance to the course in which you are enrolled. For more details please see http://www.uow.edu.au/future/credit/.

5.17 Taking a Break from the University
Students, who have completed their first Trimester of study in their current course, can apply to take leave for up to 12 months by submitting an application for a Leave of Absence. A leave of absence is where the University temporarily ‘pauses’ your study for an approved period of time. You can apply for a Leave of Absence by completing the form which can be found on http://www.uow.edu.au/student/forms/UOW008135 under ‘Taking a Break from Study’.  

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Additional note to international students: When you are on leave of absence the University notifies Department Immigration and Border Protection that you need a Leave of Absence and the circumstances surrounding your leave. In certain circumstances your student visa may remain valid. However, as in all cases, you should contact Department of Immigration and Border Protection for any questions relating to your individual student visa.

5.18 Withdrawing or Changing Courses

If you are thinking of withdrawing or changing your course, you are strongly encouraged to first discuss this with the Course Director or Head of Students. If you still intend to withdraw from your course, you need to withdraw by the date listed in see Section 4.6.

International students should always refer to the UOW International student website: http://www.uow.edu.au/student/international/withdraw/ to find out the procedures to follow, should you wish to withdraw from your course. If you wish to transfer to another course, you should seek advice from the relevant Course Director or Head of Students who will provide advice on any credit or exemptions that may be granted for previous subjects completed, along with subject selection and recommended sequence of study.

5.19 Student Fees

You can view a statement of fees outstanding, check payment deadlines and pay your fees on SOLS.


For course fees for international students, please see http://www.uow.edu.au/student/finances/UOW008306.

If you experience difficulties in paying your fees, speak to Business Central staff at Sydney or Wollongong. You should do this before your fees are due. You may be eligible for an instalment plan. For further information, please refer to http://www.uow.edu.au/student/finances/UOW119013. If you do not pay your fees on time, the University will cancel your enrolment.

Fee-Help is a loan given to eligible domestic fee-paying students to pay part or all of their tuition fees. For further information, see http://www.uow.edu.au/student/finances/UOW119211 or http://studyassist.gov.au/sites/StudyAssist/ or call 1800 020 108.

Additional note for international students: International students will be reported to Department of Immigration and Border Protection for non-payment of fees. This may lead to the cancellation of your student visa. More information about international student fees can be found at http://www.uow.edu.au/student/finances/UOW008306.
5.20 University Policies

Information on the following University policies can be found at the websites below:

<table>
<thead>
<tr>
<th>POLICY</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Progress Policy</td>
<td><a href="http://www.uow.edu.au/about/policy/UOW058679">http://www.uow.edu.au/about/policy/UOW058679</a></td>
</tr>
<tr>
<td>Higher Degree Research (HDR) Student Academic Complaint Form</td>
<td><a href="http://www.uow.edu.au/about/policy/UOW058652">http://www.uow.edu.au/about/policy/UOW058652</a></td>
</tr>
<tr>
<td>Student Academic Consideration Policy</td>
<td><a href="http://www.uow.edu.au/about/policy/UOW058721">http://www.uow.edu.au/about/policy/UOW058721</a></td>
</tr>
<tr>
<td>Student Health Assessment and Leave Policy</td>
<td><a href="http://www.uow.edu.au/about/policy/UOW060720">http://www.uow.edu.au/about/policy/UOW060720</a></td>
</tr>
</tbody>
</table>

If the information you seek is not located in any of the above policy documents, please go to http://www.uow.edu.au/about/policy/students/ for a comprehensive list of all student related policy documents.
6. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

Sydney Business School is proud of its international students and alumni. There are a number of important conditions to be aware of. If you have any questions, please talk to our Head of Students or Student Support Adviser.

6.1 Student Visa Information

It is your responsibility to ensure that you understand your visa conditions and that you comply with them. The University will monitor your enrolment and notify Department of Immigration and Border Protection of any breaches. Department of Immigration and Border Protection may cancel your student visa if you are found to have breached your visa conditions.

Your responsibilities:

   a) Complete your course within the timeframe set by your COE.
   b) Make satisfactory course progress (achieve satisfactory results).
   c) Remain with your Original Education Provider for the first 6 months of study.
   d) Maintain current Overseas Student Health Cover.
   e) Notify the University of any change of address.
   f) Pay tuition fees on time.

The above list is a guide only and is not intended as a comprehensive list of all student visa conditions. It should not in any circumstances be relied upon as a substitute for legal advice. You should familiarise yourself with the specific conditions on your visa.

6.2 Appropriate Study Load for International Students

International students are required to complete their course within the timeframe set on their Confirmation of Enrolment (COE). Study loads vary in different programs – please see the Head of Students if you have any queries or want to change from what was approved for your visa.

The timeframe on a student's COE can be altered only under very restricted circumstances, with approval and evidence provided to the University. These circumstances are compassionate or compelling circumstances, implementation of a specified intervention strategy, approved reduce study load or if an approved deferment or suspension of study has been granted. For more information, please refer to the International Student web site:

http://www.uow.edu.au/student/international/ or see the Head of Students or Student Support Adviser.

If your COE will expire before you complete your course, apply for a new COE via SOLS. A new COE will not automatically be issued to you; you may need to explain why you have not been able to complete your course within the timeframe of your original COE. For further information on COE, please go to:


6.3 Work Restrictions

Information about work rights for international students at UOW can be found at


6.4 Remain with your original Provider for the First 6 Months of Study

Students are required to remain with their original provider for the first 6 months of study of their principal course. The term 6 months is equivalent to two trimesters. If there is a reason you may be unable to fulfil this requirement you must apply for a letter of release. For more information, see


6.5 Maintain current Overseas Student Health Cover (OSHC)

Students must maintain adequate health insurance arrangements for the duration of their visa. OSHC can assist international students to meet the costs of medical and hospital care if needed when in Australia. OSHC will also pay

### 6.6 GWP900 International Workplace Practice - Subject available only to International Students

This is an informative subject designed to meet the employment aspirations of international students to undertake work in Australia. This subject has been designed to help International Students to understand employer requirements, use career management tools, communicate effectively and work collaboratively. Upon completion of the subject, students may also be eligible for a post-session internship, where they can apply discipline specific knowledge in a practical work setting.

Places in this subject are limited. GWP900 is a postgraduate elective subject and will be available to international students who meet the criteria as follows:

1. Studying at either Wollongong or Sydney CBD Campus.
2. Undertaking a Masters degree (12 or 16 subjects) at Sydney Business School where the subject is an approved elective.
3. At the time of enrolment in GWP 900, have completed minimum 36 credit points of their Masters degree.
4. Eligible to work in Australia while studying GWP 900.
5. Are enrolled in the following courses:
   - Master of Business Administration (MBA)
   - Master of Applied Finance (MAF)
   - Master of Business (MBus)
   - Master of International Business (MIB)
   - Master of Professional Accounting Advanced
   - Master of Business Administration Advanced.

Students who are not enrolled in the above degrees should speak with their Course Coordinator or Head of students to confirm their eligibility. For assistance contact [gwp-enquiries@uow.edu.au](mailto:gwp-enquiries@uow.edu.au).

6. Students who have completed or are eligible to enrol in COMM900/ACCY945 will be excluded from enrolling in this subject.

7. FREQUENTLY ASKED QUESTIONS

7.1 How do I enrol in subjects and tutorial classes?
As part of the compulsory student Orientation, our professional services staff will assist you with your initial enrolment. Enrolments are processed on SOLS.
At Orientation, you will be given a study sequence which lists the subject you are to enrol in each Trimester. Students who are enrolled in subjects that have tutorial classes scheduled will also be required to enrol in a tutorial class on SOLS. Tutorial classes are not open for student enrolment until after orientation.

7.2 Where do I find information about my subjects?
Information about each subject is available on the subject Moodle site which you can access through SOLS. On the Moodle site you will find the Subject Outline which includes details about the content of each subject, the required textbook and other readings, the assessments and their due dates, the rooms and times for each class, and contact details for the Lecturer and Subject Coordinator. Subject outlines can also be found online at https://businessfaculty.uow.edu.au/outlines/.

7.3 How do I find information on the time and location of my classes?
Please refer to the timetable on SOLS for your seminar and tutorial room locations and timetable. Subject timetable can also be found online at http://www.uow.edu.au/student/timetables/info/index.html.

7.4 What are lectures and tutorials?
Lectures are formal classes in which Lecturers present course material to all students enrolled in a given subject. Lectures commence in Week 1 in each Trimester immediately following orientation week.

Tutorials are classes of usually 20-30 students in which students discuss material from lectures and readings and take part in exercises where they apply theory in practice.

7.5 What are subject codes?
All subject codes at the University of Wollongong are alpha-numeric. This means that they have either 3 or 4 letters followed by 3 numbers. The numbers in the subject code signify the Level of study. Codes starting with an 8 or a 9 signify a postgraduate subject.

7.6 What are credit points?
Credit points are gained by successful completion of subjects. Most subjects are worth 6 credit points. If you have completed some subjects at another tertiary institution, credit may be deemed to be specified or unspecified.

Specified credit is credit for a specified subject or subjects listed in a schedule and are granted on the basis of satisfactory completion of a subject or subjects at an approved tertiary institution, where UOW deems that other subject to be substantially similar and at a similar Level.

Unspecified credit is credit granted on basis of satisfactory completion, at an approved tertiary institution, of a subject or subjects not substantially corresponding to a specific UOW subject but appropriate in terms of the UOW Course and Course Learning Outcomes.

7.7 What are learning outcomes?
Course Learning Outcomes are the outcomes we expect you to achieve by the time you finish your course. For example, a learning outcome might state: 'Students will be able to communicate effectively orally and in writing’. Assessment tasks in your course will test your ability to meet these learning outcomes and highlight areas where you can improve.
Subject Learning Outcomes are specific to a subject. For example, a subject learning outcome might state: ‘Students will be able to justify the selection of creative and innovative processes, techniques, methodologies and models for the development of entrepreneurial opportunities’. Assessments in that subject will test the student’s ability to achieve this, and again, will highlight areas where you can improve.

7.8 What is the purpose of assessments?

Assessments have two main purposes. The first is to enable you to demonstrate that you have achieved the learning outcomes at the appropriate standard for the postgraduate degree you have enrolled in.

The second is to enable you to assess your own progress in your degree. Take the time to read the feedback provided by your Lecturer to understand where you can improve. See your Lecturer in consultation time, attend workshops, or contact Learning Development or the Library, to learn more about how to do well in assessments.

7.9 Can I receive credit for previous studies completed?

Your previous study, work experience and training may count as credit towards your degree. The maximum amount of external credit based on a completed course at the same or higher Level is 50% of the credit point value of the UOW course. The policy on this can be found at http://www.uow.edu.au/future/credit/forms-and-policies/UOW189823. To complete an application form, please visit http://www.uow.edu.au/student/forms/index.html and submit it with certified copies of transcripts of the relevant postgraduate Level study completed to Business Central.

7.10 What are core and elective subjects?

Core subjects are compulsory and common to all students in the same study program. In some programs, e.g. in the MBA Advanced) students can choose from several elective subjects in addition to their core subjects. Course Directors can assist students with selection of appropriate elective subjects.

7.11 What are pre-requisites and co-requisites?

Some subjects have prerequisites. A pre-requisite is a subject which must be completed before enrolling in the next Level of subject e.g. completing Supply Chain and Operations Management (OPS 908) before progressing to Strategic Supply Chain Management (OPS 918) in the Master of Science Logistics.

A co-requisite is a subject that must be taken at the same time as another subject.

7.12 Are there any deadlines I need to be aware of?

All students should familiarise themselves with the key dates in each trimester. For example, there are deadlines relating to enrolment in a subject, withdrawal from a subject to avoid either financial or academic penalties being imposed, and payment of fees. Please see section 4.3 of this handbook for key dates.

For each subject, there are deadlines for assignments and marks are deducted for late submission. Assignment due dates are listed in each subject outline.

7.13 What is plagiarism and why is it important for me to understand what it means?

Plagiarism means using someone else’s ideas without acknowledging the source. There are penalties for plagiarising so you must be aware of what it means and how to avoid it. More information can be obtained from: http://www.uow.edu.au/student/services/ld/students/UOW021315.

7.14 What is copyright and how does it affect me?

Staff and students must comply with copyright law. It is important that you are aware of what you can copy and how much you can copy. More information can be obtained from http://www.library.uow.edu.au/copyright/.
7.15 Where can I get help with my studies?

The University provides a number of services for students experiencing difficulties or requiring assistance with their studies. Please see Section 3 in this handbook for details.

7.16 What are consultation hours?

Lecturers allocate time each week for academic guidance and discussions with students. Make the most of this time to clarify any questions you have about course content, reading materials, assessment tasks or feedback on assignment. Please refer to the subject outline for your Lecturers’ consultation hours or see [http://businessfaculty.uow.edu.au/consultations/](http://businessfaculty.uow.edu.au/consultations/).

7.17 Where can I find my program of study?

Programs of Study (Study Sequences) can be found on the subject management page: [http://sydneybusinessschool.edu.au/current/subject/index.html](http://sydneybusinessschool.edu.au/current/subject/index.html). Students should refer to the sequence of the year and Trimester of their enrolment. Note: students who commenced their studies with credit for all 800-Level subjects should refer to the relevant sequences. Further questions regarding the Program of Study should be directed to postgraduate Course Directors: [http://sydneybusinessschool.edu.au/current/directors/index.html](http://sydneybusinessschool.edu.au/current/directors/index.html).
# 8. STUDENT TIMETABLE

<table>
<thead>
<tr>
<th>Session/Trimester:……….</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 – 09:30</td>
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<td>09:30 – 10:30</td>
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9. AWARDS AND RANKINGS

Globally Ranked EMBA and #3 MBA Program in Australia

The Sydney Business School’s EMBA program was one of only two Australian programs ranked in Tier 1 of the Global EMBA rankings by the London-based CEO Magazine in its annual EMBA and MBA Rankings for 2016. CEO Magazine ranked the Sydney Business School's MBA program No. 3 in Australia for 2016.

4-Star Business School

The QS ranking system for business schools, QS Stars, has ranked the Sydney Business School as a Four Star Institution in 2015, with 5 stars being awarded in the categories of Facilities, Internationalization and Diversity.

QS MBA Ranking 2016/2017

The Sydney Business School's MBA was ranked as superior, being above the threshold level for both employability and research excellence.

QS Top 200 Business School

The Sydney Business has been ranked 22nd in the Asia-Pacific region by QS in the 2014/2015 QS Global 200 Business Schools Report. Of the 12 Australian institutions featured in the list, the Sydney Business School placed 4th for employability and 7th overall. This is a good indicator of our reputation within the international market for graduates sought after by global employers.

3 Palmes – Excellent Business School

For the fourth year, the Sydney Business School has achieved a 3 Palmes of Excellence rank by Eduniversal in its 2016 business schools ranking.

Eduniversal 2017 Rankings

Sydney Business School's Masters degrees have received global and regional ranks in the Eduniversal 2017 Rankings. These include:

- Ranked 47th in the world
  Master of Science in Logistics

- Ranked in the top Oceania 10
  Master of Science (Project Management)

- Ranked in the top Oceania 20
  Master of Professional Accounting,
  Master of Business Administration (Advanced),
  Master of Business - International Business
  Master of Business - Marketing

- Ranked in the top Oceania 30