

Independent MBA Business School

STUDENT ORIENTATION Trimester 3, 2023



A very warm welcome to our New Students from the UBSS Staff.

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Today's Topics

- Welcome message
- Introduction to UBSS
- Living in Australia
- Living in Sydney
- Our Sydney CBD Campus
- Facilities and Resources
- Support Services
- Skills Development
- Important Procedures
- Wellness
- Compliance
- Policies and Procedures
- Graduation
- Social Media



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Welcome Message



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Student success at UBSS is supported by a world class team of mostly PhD specialised academics and student support staff.

We are committed to students seeking to build or further their business leadership and accounting careers, based on an international education with an Australian experience, leading edge innovation and digital technology for those who want to be job ready when they graduate.

Set in the heart of Sydney's education precinct, UBSS Sydney CBD Campus offers students more than world class education. It is also surrounded by a bustling, cosmopolitan, inner city dining and shopping experience, only metres from a major train station hub. With multiple bus routes also accessing the campus, students are assured of safe and reliable transport options. We look forward to welcoming you and supporting your career success.



Emeritus Professor Greg Whateley *FIML FACR FCSR* Deputy Vice Chancellor Vice President (Academic)

Introduction to UBSS



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UBSS is a nationally recognised business school and higher education provider of undergraduate and postgraduate programs that prepare you for the challenges of the global business marketplace.

Undergraduate Programs

Bachelor of Accounting

Bachelor of Business

Postgraduate Programs

Master of Business Administration (MBA)

Major in Accounting Major in Entrepreneurship Major in IT Management



Source: The Australian Government Department of Education and Training Quality Indicators for Learning and Teaching - <u>gilt.edu.au</u>

Introduction to UBSS



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UBSS Mission

UBSS launches careers for the entrepreneurs of the future

UBSS Motto

"Launch Your Career"

UBSS Values

Delivering the Bachelor of Business, Bachelor of Accounting and MBA with an Australian experience

Providing a learning environment for the entrepreneurs of the future

Providing a high level of student support and care to deliver a quality learning space

Providing access to cutting edge online and classroom education technology for all students

Ensuring academic excellence & free intellectual Inquiry

UBSS Governance

UNIVERSAL BUSINESS SCHOOL Sydney | Melbourne | Adelaide

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UBSS is a member of Group Colleges Australia (GCA), a consortium of educational institutions based in Australia.

The **GCA Board** and the **GCA Executive Management Team** have ultimate responsibility for UBSS performance and operations as an accredited higher education provider.

Overview of UBSS is managed by the **UBSS Senior Executive** in association with the **UBSS Academic Senate**.

Governance and Leadership https://www.ubss.edu.au/about-us/?tab=Governance





UBSS Registration

UBSS is registered as a higher education provider in Australia by the Tertiary Education Quality and Standards Agency (TEQSA). The Tertiary Education Quality and Standards Agency (TEQSA), registers all Australian institutions, including government and private universities, that offer courses at the higher education (tertiary level) and accredits their courses for delivery in Australia and/or offshore locations.

CRICOS is the Commonwealth Register of Institutions and Courses for Overseas Students. CRICOS registration means that UBSS is authorised by the Australian government to enrol international students in its courses.

When you attend university or an approved higher education provider, you can get a FEE-HELP loan to pay all or part of your tuition fees (for Australian citizens and some special New Zealand visa holders only).

Registration and Accreditation https://www.ubss.edu.au/registration-and-accreditation/



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Australian Government Tertiary Education Quality and Standards Agency





Key UBSS Staff



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Emeritus Professor Greg Whateley Deputy Vice Chancellor Vice President (Academic)

greg.whateley@ubss.edu.au



Assistant Professor Jotsana Roopram Deputy Dean – Student Experience, UBSS jotsana.roopram@ubss.edu.au



Associate Professor Richard Xi Deputy Program Director (Postgraduate Program) richard.xi@ubss.edu.au



Associate Professor Wayne Smithson Program Director -

Bachelor of Accounting and Bachelor of Business wayne.smithson@ubss.edu.au

Living in Australia



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"Australia is a stable, democratic and culturally diverse nation with a highly skilled workforce and one of the strongest performing economies in the world." <u>https://www.ubss.edu.au/living-in-australia/</u>

Global Recognition

Safe Environment

Growing Destination

Cost of Living

Work







Multicultural Society

Living in Australia

While living in Australia there are also a couple of important things to keep in mind:

Emergency Contacts: Triple Zero (000) is only to be used in a life threatening or critical situation when contacting the Police, Ambulance or Fire Services. Calls to Triple Zero (000) are FREE.

International Student Safety: <u>https://www.safeworkaustralia.gov.au/</u> <u>covid-19-information-workplaces/industry-information/public-transport</u>

Beach Safety: https://www.healthdirect.gov.au/beach-safety

Overseas Student Health Cover: <u>https://oshcaustralia.com.au/en</u>

Legal Advice: <u>http://www.study.sydney/live/support-services</u>







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Living in Sydney



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"With a population of over four million people, Sydney is the largest city in Australia, the hub of social events, close to many tourist attractions and an ideal place to experience the Australian culture and lifestyle." <u>https://www.ubss.edu.au/living-in-sydney/</u>







Living in Sydney



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Places to Explore

"Famed as a world-class city, Sydney's warm, sunny climate and its strong economy guarantee its place as the most popular choice for students moving to Australia."

Check out our UBSS website to see the different places around Sydney you can start exploring.

https://www.ubss.edu.au/living-in-sydney/





Cost of Living

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, on the UBSS website we have prepared an specific section so you can find more information about this. https://www.ubss.edu.au/living-in-sydney/ 12

Our Sydney CBD Campus



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The UBSS Sydney CBD campus is situated in the World Square precinct:

Level 10, 233 Castlereagh Street Sydney NSW 2000 Australia

https://www.ubss.edu.au/our-Sydney-campus/





"The CBD is your campus"





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Our Sydney CBD Campus













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Our Sydney CBD Campus



Security

Health

UBSS Sydney CBD Campus has 24/7 security cameras to ensure your safety on campus.

DO NOT leave your belongings unattended anywhere.



For all health related matters you can visit the Sydney CBD Medical Centre across the street from the UBSS Sydney CBD campus.

Telephone: + 61 2 9268 0133 Address: 242 Castlereagh street, Sydney NSW 2000

First Aid



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Five First Aid Officers Sydney Campus Pedram Layegh, Jotsana Roopram

One First Aid Officer Melbourne Campus TBA

First Aid Kit Adelaide Campus Emma Tran

Senior First Aid Officers

Jotsana Roopram – Level 10

First Aid Kit Location

Level 10 – Student Services Level 11 – DVC Office





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Hygiene on Campus

1. Cover your mouth and nose when you sneeze or cough.

The flu virus can travel through the air when a person coughs or sneezes. When you cough or sneeze you should:

- * Turn away from other people
- * Cover your mouth and nose with a tissue or your sleeve
- * Use disposable tissues rather than a handkerchief (which could store the virus)
- * Put used tissues into the nearest bin, rather than a pocket or handbag
- * Wash your hands, or use an alcohol hand rub, as soon as possible afterwards.

2. Wash your hands



Wet your hands, then apply soap



2 Lather vigorously for 15–20 seconds



3 Rinse with water





Australian Government

Department of Health

Hygiene on Campus



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Students are to keep bathrooms clean and tidy. Consider others – **clean up after yourselves.**

Student toilets are located on Level 10 and Level 11



Paper towel is to go in the bin provided.

All sanitary items **MUST** go in the bins provided.





Campus Evacuation Procedure

Evacuation Plans are posted on every floor near the lifts and in every room. Levels 10 & 11, 233 Castlereagh Street, Sydney



<u>Fire Wardens</u> <u>Sydney Campus</u> Jason Whitfield, Sumera Qasim, Richard Xi and Jotsana Roopram.

<u>Fire Wardens Melbourne Campus</u> Cyril Jankoff

<u>Fire Wardens Adelaide Campus</u> Ashok Chanda



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Our Sydney CBD Campus

UBSS Student Central

Easy access to all your student resources. https://www.ubss.edu.au/student-central/

Facilities and Resources

All your campus facilities and resources explained. https://www.ubss.edu.au/our-sydney-campus/



Facilities & Resources - Moodle



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24/7 online

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments.

Facilities & Resources - Moodle



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Moodle will give you access to:

- Subject outlines
- Readings and recordings
- Submission of assignments
- Grades and marks

Moodle can be accessed through your Student Central found on the UBSS website. <u>https://www.ubss.edu.au/student-central/</u>

Facilities & Resources - myGCA



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Welcome to myGCA Connec Please Log into your account.		
UBSS wil	IMPORTANT NOTICE UBSS will be offering a 20% COVID-19 discount on all tuition fees at UBSS for T1, 2021.	
	Username	
	Username	
	Password	
Connect	Password	
Ť	LOGIN	
	Remember Me	
	Forgot Password?	For Support Enquries, please Click Here

24/7 online

myGCA Connect enhances the entire student experience with user-friendly online educational tools that streamline and automate everyday tasks, and provides a collaborative ecosystem for students.

Facilities & Resources - myGCA



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myGCA will give you access to:

- Your student information (please make sure your contact details are up-to-date)
- Academic Certificates and academic progress
- Support Services (leave, deferment and study load applications among other services)
- Financial Status (make tuition fee payments online)
- Subject selection and timetables and much more.

myGCA can be accessed through your Student Central found on the UBSS website. https://www.ubss.edu.au/student-central/

Facilities & Resources – Office 365

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Current UBSS students have full access to the Microsoft Office 365 platform, which includes:

- Webmail
- Teams
- Word
- Excel
- PowerPoint

myGCA can be accessed through your Student Central found on the UBSS website. https://www.ubss.edu.au/student-central/

Access Microsoft 365 from portal.office.com



Facilities & Resources – elibraries



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Complete and optimized research solution.

To access the UBSS e-Libraries, log into your myGCA account. The e-Libraries can be accessed from anywhere in the world, at any time. All you need is an internet connection.

https://www.ubss.edu.au/e-libraries/



Facilities & Resources – Communication



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Effective communication between UBSS and students is VERY important.

Like all large educational institutions in Australia, UBSS uses technology to communicate with students. There are 5 main ways of communicating with you:

- 1. myGCA Bulletin: bulletins are sent out so you don't miss anything important. They will automatically appear once you log into your myGCA account.
- 2. GCA Webmail: all students have an email account (<u>studentID@studentmail.gca.edu.au</u>).
- 3. SMS to mobile: text messages are sometimes sent for urgent messaging.
- 4. UBSS Mobile App: we might send you notifications via your UBSS Mobile App, so make sure you download it.
- 5. TV Monitors: these are placed all over campus to provide you with student information and occasionally some "words of wisdom".
- 6. Online Surveys: we like to hear from you. Through our online surveys we manage student satisfaction and feedback.

GCA Support Staff





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STUDENT SERVICES DEPARTMENT Phone: 1300 422 422 Email: <u>studentservices@gca.edu.au</u> Chat: <u>www.ubss.edu.au</u> Or contact us via the UBSS Mobile App



Madilina Tresca

Learning Support Coordinator Madilina.Tresca@ubss.edu.au



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UBSS Mobile App

Via the UBSS App students are able to:

- Check their timetables and schedule
- Book appointments with UBSS staff
- Live chat
- Follow up on UBSS events
- Check available courses
- Gain access to the "Student Central"
- View Frequently Asked Questions (FAQs)
- View Policies and Procedures

UBSS Mobile

The Official App of UBSS, UBSS Mobile provides access to a range of key information, services and programs in the palm of your hand.





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New Features Everything UBSS has to offer is now available to you with a few taps of your phone, from personalised timetables to virtual queuing and more. It's all part of our student-centric approach to streamlining your experience with us at UBSS. Student Central My Personal earning resources No Cassar 855 Digital restrictions, face Quantitutive (MAC004 A) 8.00.444 all be transitioned neetings. Please Loinwoo Strongy Game 8 30 AM

New improved features include:

- Access to MyGCA Connect
- Digital student card

IMPORTANT:

Upcoming events & important dates to be communicated <u>ONLY via the app</u>



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CQ Queue Management System

UBSS utilises the <u>CQ Queue Management System</u> which allows students to:

- Take virtual tickets to join the Student Services queue
- Receive notifications when their ticket is about to be called
- Book appointments to see UBSS staff.



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State-of-the-Art Online Education Facilities

Lecture Studios live broadcast of a lecture room for a richer and more advanced online student experience. All Lecture studios feature the following technologies:

- High definition automatic tracking cameras.
- High quality dual-channel wireless microphones.
- Dual interactive whiteboards.
- Dual display screens for more effective classroom management.
- Wireless presenter remotes.



Skills Development



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Centre for Entrepreneurship

https://www.ubss.edu.au/centre-for-entrepreneurship/

Welcome to the Centre for Entrepreneurship (CFE) - disrupting the higher education agenda. Where students have an immediate exposure to highly acclaimed entrepreneurs and organisations, directly involved in business in Australia.

Skills Development



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The Business Strategy Game (BSG)

What Is The Business Strategy Game?

The Business Strategy Game is an online exercise where class members are divided into teams and assigned the task of running an athletic footwear company in head-to-head competition against companies managed by other class members.

Your company will also compete online against companies managed by other students from world-renowned universities and business schools around the world.

UBSS students have an outstanding performance and recently one group reached #1 in the world!!

Skills Development



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Capstone Project

https://www.ubss.edu.au/centre-for-entrepreneurship/

"It is a multi-faceted project that serves as a culminating academic and intellectual experience for students."


Important Procedures – Subject Selection



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Log into your myGCA account **today** and select your subjects. Visit the UBSS website for more information on **Subject Selection** and **Courses**. <u>https://www.ubss.edu.au/subject-selection</u> <u>https://www.ubss.edu.au/courses/</u>

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Step 3: Click on Subject Selection

Important Procedures – Credit and Recognition of Prior Learning



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Credit and Recognition of Prior Learning is where you receive recognition for previous study where that study is the same as the course you are going to be doing.

To be eligible for Recognition of Prior Learning (RPL), some conditions need to be met. The previous study must have:

- 1. Same/similar content
- 2. Same/similar duration
- 3. Same/similar level of institution, i.e higher education/university or vocational education at an appropriate level of study.
- 4. Application must be made by end of Week 2 of the beginning of your first trimester of study.
- 5. Granting credit for courses that are unrelated to the course for which you are enrolled will not receive the same amount of credit as a related course.

Important Procedures – Credit and Recognition of Prior Learning

How to apply for Recognition of Prior Learning?

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Credit is granted for students on an individual basis; based on the UBSS Credit and Recognition of Prior Learning

Step 3: Click on Support Services and then "Credit and Recognition of Prior Learning".

Policy found here: <u>https://www.ubss.edu.au/policies-and-procedures</u>



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Important Procedures – Paying your Tuition Fees



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BPAY – the preferred payment option for UBSS



Pay with BPAY - no merchant fees apply!

You have selected to make a payment		
e below for payment options: ick here to view the invoice(s).		
Pay with BPAY	NO MERCHANT FEES - SAVE \$20+ PER SUBJECT	🖈 Preferred
Contact your bank or financial institution to cheque, savings, debit, credit card or trans S No merchant surcharge fee O Funds received in 1-2 business days	make this telephone or internet banking payment from your ction account.	NO PROCESSING FEES
Pay with Bank Transfer	NO MERCHANT FEES - SAVE \$20+ PER SUBJECT	
Pay with PayPal Account	MERCHANT FEES APPLY - EXTRA \$20+ PER SU	JBJECT
Pay with PayPal using a Credit Card	MERCHANT FEES APPLY - EXTRA \$20+ PER SU	JBJECT
 Pay with Credit/Debit Card 	MERCHANT FEES APPLY - EXTRA \$20+ PER SU	JBJECT

Important Procedures – Paying your Tuition Fees



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How to make a payment?

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Step 3: Click on Financial Status

Step 4: On you Account Summary click on Make Payment or Payment and Receipt details and follow instructions.





PAY YOUR FEES

If you do not pay your fees ...

- > You will not have access to your MyGCA account
- You will not have access to our online course materials on Moodle
- You cannot take exams
- > The system will not record your attendance when you swipe your card
- > You may be non compliant with the conditions of your student visa
- You may be reported to debt collectors

Important Procedures – Medical Leave



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Apply for Medical Leave via MyGCA / **Student Services Online / Support Services / Approved Leave** When you visit your Doctor ask for a medical certificate.

Doctors are registered with the Australian government and will have a Medicare Provider Number.



UPLOAD YOUR MEDICAL CERTIFICATE and other documents where applicable.

You must keep the original of all medical documents. DHA may wish to view the document.



Important Procedures – Refund & Cancellation

The Refund and Cancellation Policy is outlined in your Offer Letter.

For more details refer to:

GCA Refund Policy https://www.gca.edu.au/Uploads/files/GCA%20Refund%20Policy%20v12%202019.pdf

Information on Student Tuition Protection Scheme https://www.ubss.edu.au/tuition-protection-service/



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Wellness



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At UBSS we focus on all aspects of student wellness which includes wellbeing and safety including sexual assault and sexual harassment.

Any form of For more information see the following policies: Critical Incident Policy - <u>https://www.ubss.edu.au/media/4516/crit_inc_004.pdf</u> Sexual misconduct Prevention and Response Policy - <u>https://www.ubss.edu.au/media/4528/sexualmiscon_005.pdf</u>

Wellbeing and Safety Policy

- https://www.ubss.edu.au/media/4510/mental-health002.pdf

Student Code of Conduct

https://www.ubss.edu.au/media/4052/student-code-of-conduct.pdf

UBSS has a dedicated Wellness Committee and Support Officers they are the first point of contact if you feel unsafe.

Madilina.Tresca@ubss.edu.au Emma.Tran@ubss.edu.au

https://www.ubss.edu.au/media/4274/wellness-committee-membership-January-2023.pdf

Counselling



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Are you having personal problems? Do you need to talk to someone?

GCA suggests ...

The Sydney University Psychology Clinic Level 2, Building F (M02F), 94 Mallett Street Camperdown NSW 2050

Phone: (02) 9114 4343

Information on The Sydney University Psychology Clinic https://www.sydney.edu.au/brain-mind/our-clinics/psychology-clinic.html OR Contact Overseas Student Health Cover (OSHC) Refer Slide 11 or call Lifeline 13 11 14 Beyond Blue 1300 22 4636









End of trimester holidays are listed on your Academic Calendar available on the UBSS Student Central website. https://www.ubss.edu.au/academic-calendar/

If you would like to apply for holidays during your regular study periods you will need to **apply for a deferment** (3 month leave). For more information about this, please see **our Deferment Policy.** <u>https://www.ubss.edu.au/policies-and-procedures/?tab=Policies%20and%20Procedures</u>

Please send all Deferment enquiries to Madilina.Tresca@ubss.edu.au

Places of Worship



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There are no prayer rooms on campus.

Please refer to the **UBSS Student Handbook** for places of worship in the Sydney CBD.



Compliance (DHA)



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Department of Home Affairs (DHA)

DHA deals with:

- Students visas
- Student visa holders monitoring

DHA is interested in:

- Your academic progress
- Where you live (via your myGCA account)
- Your employment





Australian Government

Department of Home Affairs

Compliance (DHA)



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You choose to apply to the Australian government for a student visa and agree to follow certain rules & conditions to keep your visa – this is called <u>compliance</u>

- Achieve over 50% for all your subjects.
- Pay tuition fees on time.

Academic and non-academic intervention strategies are available to you. For more details refer to: **Policies & Procedures** located on the UBSS website. <u>https://www.ubss.edu.au/policies-and-procedures/</u>

What are your rights at work?

Know your rights

There are some things you should find out from your employer as soon as possible. This includes:

- your pay rate
- whether you're full-time, part-time or casual (this affects your hours of work, pay rate and leave entitlements)
- your hours of work
- what your job duties will be
- whether there's an award or registered agreement that covers your job (this affects your pay rate, hours of work and other entitlements)
- if there's a probation period for your job.

Know your responsibilities

You have responsibilities as an employee. These include performing the duties of your job, being punctual and reliable, and following any workplace policies, procedures, and health and safety rules.

A new job can give you a lot of opportunities - try to make the most of it. Check with your employer to see how you're performing and look for ways to improve how you work.

For more information on your rights and responsibilities at work, visit the website:



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Academic Integrity



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Academic Integrity is valued at UBSS.

Academic misconduct at UBSS is overseen by the **ACADEMIC INTEGRITY COMMITTEE** that will apply penalties and sanctions for misbehavior.

Please ensure you are familiar with the **ACADEMIC MISCONDUCT POLICY** located on the UBSS website:

https://www.ubss.edu.au/policies-and-procedures

These are some forms of Academic Misconduct

Plagiarism	Reproducing the work of someone else without attribution. When a student submits their own work on multiple occasions this is known as self-plagiarism .	
Collusion	Working with one or more other individuals to complete an assignment, in a way that is not authorised.	
Copying	Reproducing and submitting the work of another student, with or without their knowledge. If a student fails to take reasonable precautions to prevent their own original work from being copied, this may also be considered an offence.	
Impersonation	Falsely presenting oneself, or engaging someone else to present as oneself, in an in-person examination.	
Contract cheating	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.	
Data fabrication and falsification	Manipulating or inventing data with the intent of supporting false conclusions, including manipulating images.	

Policies and Procedures



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You can find all UBSS Policies and Procedures on our website.

https://www.ubss.edu.au/policies-and-procedures

UBSS STUDENT CODE OF CONDUCT

This is the Standard of behaviour UBSS expects of everyone.

UBSS reserves the right to suspend or expel any student who in any way breaches the Student Code of Conduct or any of the associated College Rules.

UBSS Student Code of Conduct PolicyUBSS Grievance and Appeals Policy (Academic) Policyhttps://www.ubss.edu.au/media/1454/ubss-student-code-of-conduct.pdf

ACADEMIC GRIEVANCES

Students are able pursue academic grievances related to:

- Student Academic Progress
- Assessment
- Curriculum
- Awards in a course of study

https://www.ubss.edu.au/media/1338/grievance-and-appeals-policy-academic-revised.pdf

Unique Student Identifier (USI)



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What is the Unique Student Identifier (USI)?

To commence studies with UBSS, the Australian government requires all students to have a Unique Student Identification (USI) number. The USI will create a single government identifier for your entire tertiary education journey wherever you study in Australia. This will help simplify information management for students, education providers and the Australian government.

For students who will graduate after 1 January, 2023 the Australian government requires all students to have a Unique Student Identification (USI) number. The USI will create a single government identifier for your entire tertiary education journey wherever you study in Australia. This will help simplify information management for students, education providers and the Australian government.

What do you need to do?

You will need to read and accept the <u>(USI) Terms and Conditions</u> to use the USI portal. Select the appropriate option below to either supply your previously obtained USI or apply for a new USI.

If you don't have your USI yet, apply for one today at: www.usi.gov.au

Graduation



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All UBSS Graduations are held at the Sydney Opera House – one of Australia's best know landmarks.



https://www.sydneyoperahouse.com/

UBSS Graduation Ceremonies are available for viewing on the UBSS website. Enjoy!

Https://www.ubss.edu.au/ubss-graduations/







Social media is a very important part of the UBSS student experience. We strive to provide our students with high-quality, relevant and useful content at UBSS.

We provide daily content related to Business, Entrepreneurship, Management and UBSS related news.

We invite all students to like and follow our social media accounts, including Facebook, Instagram, LinkedIn and YouTube.





UBSS on Youtube



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The multimedia age is here and video technology has become a very important tool for motivating, engaging and instructing students and customers alike.

Feel free to subscribe and follow our video content on the UBSS Australia channel on Youtube. Content related to UBSS events, general business, entrepreneurship and management is regularly uploaded.









Another excellent channel to subscribe and follow on youtube is MBA TV. MBA TV is especially dedicated to MBA students.

MBA TV uploads videos weekly, focusing on MBA related content such as course and subject introductions, study tips and advice and other MBA related information to help students during their MBA studies.







If you have any questions please contact Ms. Madilina Tresca <u>Madilina.Tresca@ubss.edu.au</u>

Thank you and **Welcome to UBSS!!**

www.ubss.edu.au