UNIVERSAL BUSINESS SCHOOL
Sydney | Melbourne | Adelaide

Independent MBA Business School

Welcome to the Undergraduate Orientation

Today's Topics

- ◆ Overview
- ◆ Commitments
- ◆ Undergraduate Programs
- ◆ Subject Selection
- ◆ Subject Exemptions
- ◆ Our objective – to assist you in being "work ready"
- ◆ Capstone
- ◆ Academic Integrity

OVERVIEW

Trimester Timetable Structure

- Overview Summer Trimester Structure
- 6 weeks
- 2 sessions per unit each week
- Note: There will be a break over the Christmas period

Introduction to UBSS

Undergraduate Programs

UBSS undergraduate courses open doors to global opportunities. To enrol in a bachelor's degree program in Australia, you must have completed high school or an equivalent qualification in your home country.

Bachelor of Business

Graduates will learn skills in strategic management, leadership, innovation and entrepreneurship delivered through an integrated range of subjects that support successful personal and business development.
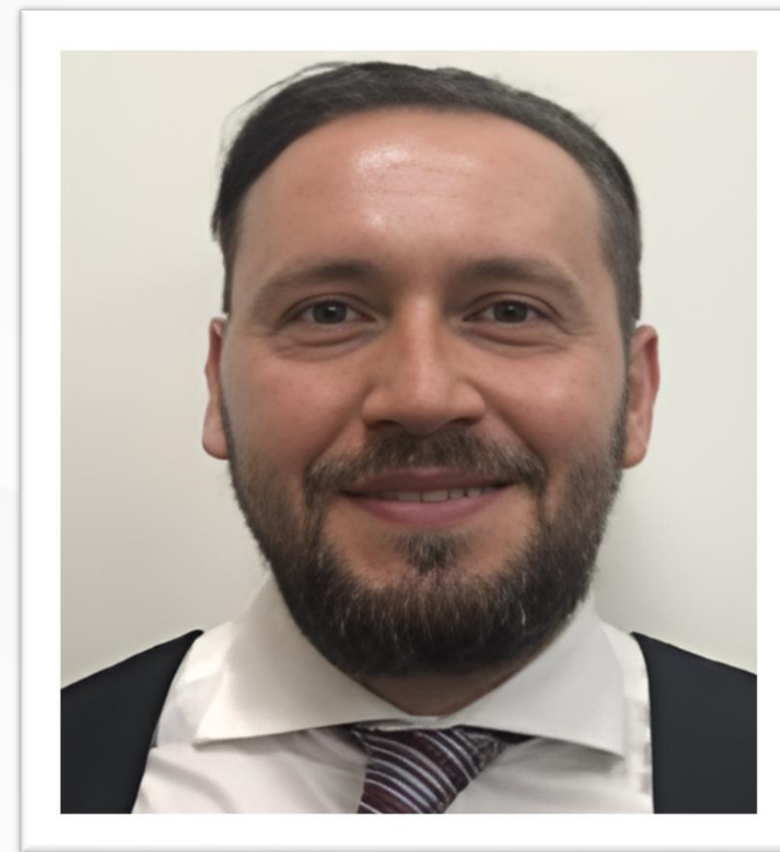
Bachelor of Accounting

Learn skills from specialised academics and industry professionals across business accounting, IT for accounting, business communication, taxation law, corporate accounting and more.

Our Key UBSS Staff (Undergraduate)
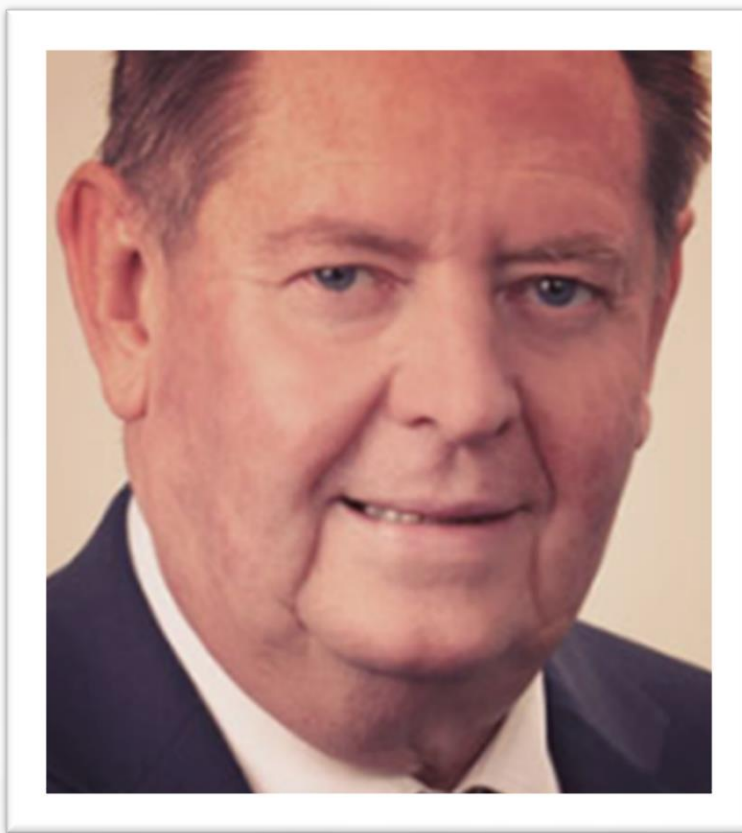
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Professional Accreditations

Our Commitment

It is the School's objective to prepare you to be work ready in the business world after completion of your degree.

This means we need a commitment from you!

Your Commitments

- Attend all classes. Attendance records are taken each week and will be monitored.

- Complete and submit all assessments.

- Be respectful and attentive in class.

- Participate in class – asking questions is key to learning.

- Undertake at least 3 hours study outside of the face-to-face teaching hours for **each** subject.

- Buy the textbook for your subject as identified in the subject outline.

- Use the e-library.

UNDEGRADUATE PROGRAMS

Undergraduate Courses

Bachelor of Business

Graduates will learn skills in strategic management, leadership, innovation and entrepreneurship delivered through an integrated range of subjects that support successful personal and business development. The course is designed to consider the challenges faced by businesses and expose students to the concepts and theories that explain how the business world operates. Practical application of these theories in the form of business simulated games, group work and individual projects will be integral to your learning experience.

Bachelor of Accounting

Learn skills from specialised academics and industry professionals across business accounting, IT for accounting, business communication, taxation law, corporate accounting and more. A fast-track option is available provided students enrol in twelve (12) subjects per year (includes Optional trimester). International students must enrol in a full-time study load across the three trimesters to ensure they complete within their CoE period.

Assessments

◆ **There are a minimum of 3 assessments for each subject, typically**
- Group or Individual Assignment (typically Week 5)
- Class assessments or quizzes
- Class participation

◆ **Assessments**
- All grade reviews are to be referred to **your lecturer** in the first instance
- On/line quiz are held in class and there are **no resists** for these invigilated assessments

Subject Outlines

◆ Unit outlines provide you with information about the unit you are enrolled in for the trimester

◆ It is important you read this for each unit for which you are enrolled

◆ It will be in the first section of the Moodle page

Subject Outlines contain information about:

Assessments

- Details of each week study
- Textbooks
- Information on readings in the e-learning data base

MOODLE

◆ The Moodle database provides you with access to majority of the subject information including:

- Weekly Lecture slides
- Practice Question and Answers
- Advice from the Lecturer
- Readings placed there by your Lecturer
- Unit Outline

◆ Please ensure you open the Moodle site for each subject, if you do not, you will not be formally registered in the course.

MOODLE

Moodle will give you access to:

- Subject Outlines

- Readings and Lecture recordings

- Submission of assignments

- Grades and Marks

- E-library

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

Subject Selection: Bachelor of Accounting

◆ Note for this summer trimester, there are only a limited number of subjects offered for each course.

◆ For Bachelor of Accounting

- BAP12 Accounting for Business
- BAC 21 Quantitative Methods
- BBM265 Organisational Behavior
- BAP 53 Corporate Finance

Subject Selection: Bachelor of Business

◆ Note for this summer trimester there are only a limited number of subjects offered for each Course

◆ For Bachelor of Business

- BAP12 Accounting for Business
- BAC 21 Quantitative Methods
- BBM265 Organisational Behavior

Course Structure Accounting

◆ Year 1

- Advanced Business Communication
- Principles of Accounting
- Quantitative Methods
- Accounting for Business
- Business Economics
- IT for Accountants
- Organisational Behaviour
- Corporate finance

Course Structure Accounting

◆ **Year 2**

- Business Law

- Management Accounting

- Stakeholder Value and Ethics

- Issues in Financial Reporting

- Company and Associations Law

- Dimensions of the Knowledge Society

- Accounting Information Systems

- Taxation Law and Practice 1

Course Structure Accounting

◆ **Year 3**

- Taxation Law and practice 2
- Cost Management
- Innovation and Entrepreneurship
- Corporate Accounting
- Auditing And Assurance
- Financial Statement and Investment Analysis
- Financial Accounting Theory
- Capstone

Course Structure Bachelor

◆ **Year 1**

- Advanced Business Communication
- Principles of Accounting
- Quantitative Methods
- Accounting for Business
- Business Economics
- Marketing Fundamentals
- Cross Cultural Management
- Management Principles

Course Structure Bachelor

◆ Year 2

- Business Law
- Organisational Behaviour
- Operations Management
- Project Management
- Dimensions of the Knowledge Society
- Management Information Systems
- Marketing Management
- Risk Management

Course Structure Bachelor

◆ **Year 3**

- Strategic Management

- Team Leadership and Change Management

- Innovation and Entrepreneurship

- International Business Management

- E-Business Management

- Corporate Entrepreneurship, Leadership and Sustainability

- Ethics and Social Responsibility

- Capstone

Subject Selection

Log into your MyGCA account **today** and select your subjects.

Visit the UBSS website for more information on **Subject Selection** and **Courses**.

https://www.ubss.edu.au/subject-selection https://www.ubss.edu.au/courses/

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

Subject Exemptions

Review the subjects in your degree to see if you potentially have any possible subject exemptions

In order to obtain an exemption for one or more subjects, you must:

- Identify the subjects, you believe you are entitled to receive exemption.
- Complete the online submission and upload it to the correct area, if unsure, make an appointment to see Student Services to seek assistance.
- Provide supporting evidence that you have undertaken prior study in that subject.

Subject Exemptions

◆ You must provide evidence so that this can be assessed properly

◆ If the documents are copies, they must be certified as true records, or the originals must be sighted

◆ You can only apply for exemptions in **your** *first trimester*

Please note:

- You cannot ask for exemptions for 3rd year Units unless you have completed a similar subject with an Australian Higher Education provider
- The **maximum** exemptions you may be entitled to are 12 Subjects. This will depend on the previous Subjects you have successfully completed

◆ Please complete *Within 2 weeks* of the commencement of the trimester

- Applications in **Week 1** and Decisions in **Week 2** of trimester

Being Work Ready

◆ Our objective at UBSS is to assist you to become work ready

◆ Your journey to become work ready starts today

- Take some time to sit down and plan your career and your pathway program for completing your degree

- Choose your Subjects with your career plan in mind

◆ Being work ready means:

- Learning current business theory and practices

- Applying these at a domestic and global business community level

- Developing your skills in the practical application of these theories and   practices to real life business situations

- Developing both academic and business networks

Business Networks

◆ Developing a business network is essential in today's business world to achieve a successful career

◆ UBSS has an association with the Institute of Managers and Leaders (IML)

◆ IML has a student membership program which provides a number of benefits to student members

◆ The program provides student membership for a limited number of students

- Use of nationally accredited post nominals, which can be used on your resume, communication materials
- Access to the IML Internship program
- Young Leaders Recognition program
- AIM Leadership matters program on-line

Business Networks

◆ UBSS also has an association with the Australian Computer Society (ACS)

◆ ACS has a student membership program which provides a number of benefits to student members
- Access to the materials on the ACS Website
- Invitation to networking events

◆ Free Student Memberships are available to **all** UBSS students

LEARNING SUPPORT
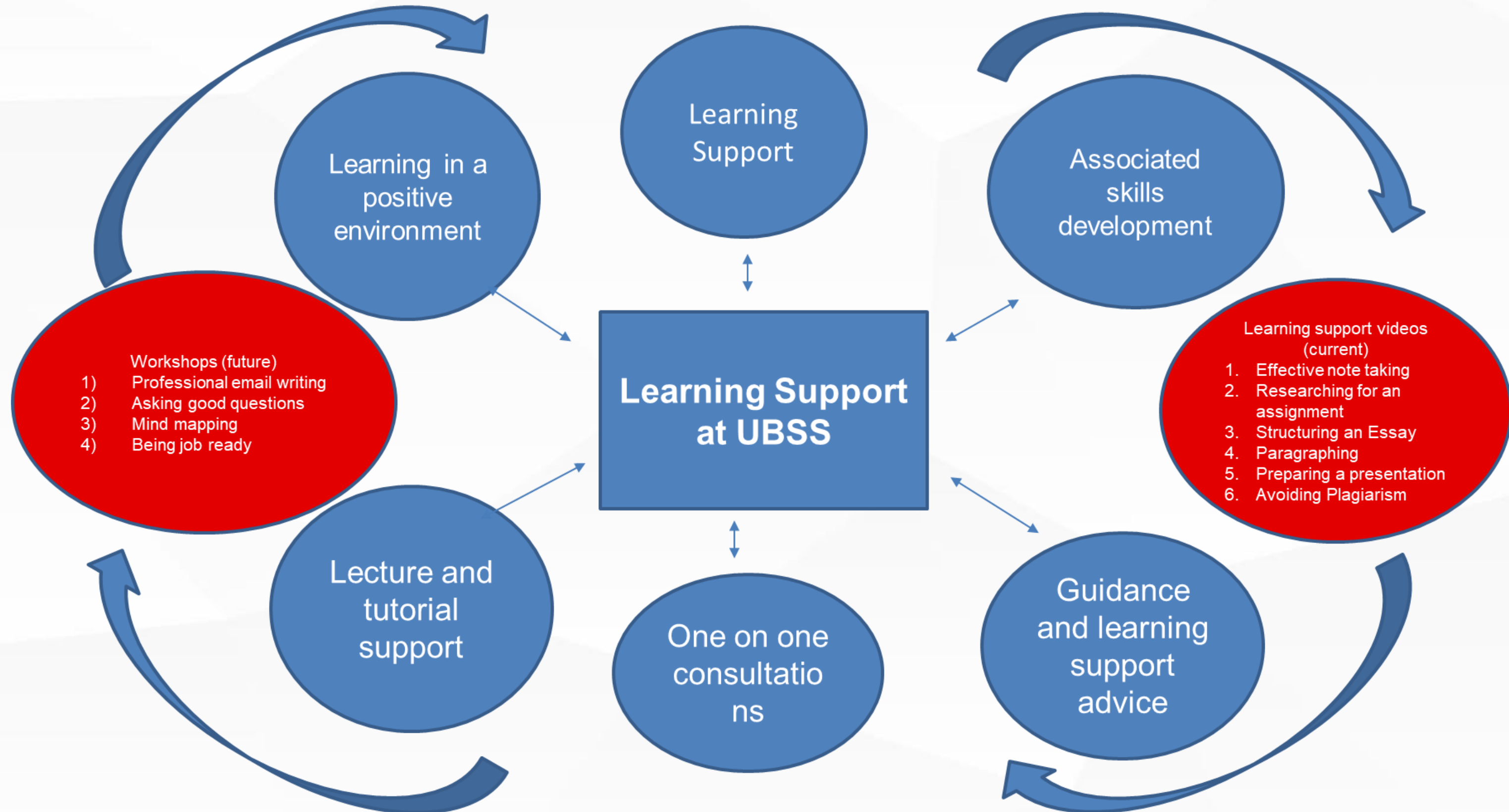
Satisfactory Academic Progression

- Attend all lectures.

- Commit to the Subject.

- Submit assessment on time and complete all assessments successfully.

- Sufficient effort and time are essential.

- Read the UBSS policy on Satisfactory Academic Progress.

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Academic Learning Support

◆ Academic support is available on daily basis through:

- Your Lecturer in the **first instance**

- **Your Academic Learning Support Coordinator**

- Your Program Director

- And myself as Assistant program Director

◆ If you need to discuss your academic progress, please make an appointment through the UBSS App.

Academic Learning Support

Focus areas for this team include –

- Assisting students with their learning and associated skills development;

- Providing individual advise and guidance to students on a range of matters academic;

- Providing individual consultation with students as required;

- Providing lecture and tutorial support as required;

- Assisting with bookings as required;

- Working co-operatively with the campus staff to create a positive and welcoming environment; and taking an active role in hybrid and face to face supervision.

Learning Support Coordinator

The Learning Support Coordinators have developed workshops to assist you in your learning.

Workshop 1	Effective note taking	https://www.youtube.com/watch?v=c_Tbsuz_yjM
Workshop 2	Researching for an Assignment	https://www.youtube.com/watch?v=SDpDcHHN8Ag
Workshop 3	Structuring an Essay	https://www.youtube.com/watch?v=EnVBqfRiBBg
Workshop 4	Paragraphing	https://www.youtube.com/watch?v=Ws1hClJstpI
Workshop 5	Preparing a Presentation	https://www.youtube.com/watch?v=OYb8qBjrruk
Workshop 6	Avoiding Plagiarism	https://www.youtube.com/watch?v=Kl3-LKnmK7M

Course Structure Prerequisites

◆ Check the course structure of the Bachelor of Business and Accounting.

◆ Follow the proper sequence of subjects as some subjects have pre-requisites.

◆ Ensure that you choose first year Subjects <u>only</u> in your first trimester.

◆ Note for this summer trimester there are only a limited number of subjects offered for each Course.

CAPSTONE – Experiential Learning

- ◆ The Business Simulation Game (BSG) is used as a focal point to develop real life work scenarios
- ◆ You must pass this final year subject to obtain your Degree
- ◆ The teams are required to present an overview of the organisation's performance in the BSG
- ◆ Presentations are done in a Board Room environment to lecturers and externals who have both extensive academic and commercial experience
- ◆ Students are challenged and coached on dealing with real life scenarios across a number of critical business operations and functions

ACADEMIC INTEGRITY

Academic Integrity

- 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.

Academic Integrity

ACADEMIC INTEGRITY is the expectation that students uphold the values of honesty, fairness and responsibility in their studies.

◆Plagiarism in assessments will be managed by lecturers by checks with Turnitin.

◆Turnitin also reviews potential instances of AI.

PENALITIES WILL BE APPLIED AS FOLLOWS:

Degree of similarity (Turnitin)	Penalty	AIC formally advised
20%	No action	
20% to 50%	50%	Yes
Greater than 50%	100%	Yes
Contract Cheating	100%	Yes
Use of AI without appropriate referencing	100%	Yes

Word Documents – Digital Footprints

◆ Word documents have a feature which highlights various features of the document including:

- The author

- The time of the last update

- The time taken to complete the document

- The last, in particular, can identify the amount of time to complete the assessment

- If the time is relatively quick in relation to the expected, then it implies possibly "*a cut and paste*" answer was used

Word Documents – Digital Footprints

Online Quizzes

- Assessment quizzes completed on Moodle provide two areas which are used by lecturers to detect academic misconduct.
- A link to Turnitin for similarity.
- A report on the response history on each question for each student.
- The lecturers use this to monitor the time taken to complete each question and the quiz in total.

Quizzes – Monitoring Information

moodle.ubss.edu.au/mod/quiz/reviewquestion.php?attempt=52907&slot=1

Turnitin ID: 2014397153

x

Comment:

Make comment or override mark

Response history

Step	Time	Action	State	Marks
1	15/02/23, 10:50	Started	Not yet answered	
2	15/02/23, 11:01	Saved: The three type of financial management decisions are INVESTMENT DECISION, FINANCING DECISION AND DIVIDEND DECISION.	Answer saved	
3	15/02/23, 11:12	Saved: Three types of financial decision is : Investment decision, Financing decision, dividend decision	Answer saved	
4	15/02/23, 11:20	Attempt finished	Complete	
5	**15/02/23, 11:57**	**Manually graded 0.5 with comment: Wayne Smithson**	**Complete**	**0.50**

Online Assessment – Digital Recognition

- UBSS can identify the IP address being used by students completing assessments
- The IP address is unique to the computer access point on the internet
- If two students use the same computer at the same time, it can be proven that the students colluded on the assessment.
- This means that if other identification methods indicate that there is a potential collaboration between students, this is a potential issue of academic misconduct and penalties will apply.

Guidelines for Online Assessment

Copied and pasted answer for a question from another student	**Zero marks**
Copied information from within the course resources	**Acceptable IF an open book assessment Will be marked lower because lacking application (As a guide 10% off each question)**
Sourced information from outside course material e.g. Google	**Plagiarism/cheating/AI sites - zero marks for exam**

Policies and Procedures

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

COLLEGE 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 College Code of Conduct or any of the associated College Rules.

UBSS Student Code of Conduct Policy

UBSS Grievance and Appeals Policy (Academic) Policy

ACADEMIC GRIEVANCES
Students are able pursue academic grievances related to:
- Student Academic Progress
- Assessment
- Curriculum
- Awards in a course of study