

# STUDENT ORIENTATION

## Trimester 2, 2024



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

# Today's Topics

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



# Welcome Message



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 Melbourne's education precinct, UBSS Melbourne 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 the centre of Melbourne. With multiple tram 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.

We will have a full onsite presence in Trimester 2, 2024.



Emeritus Professor Greg Whateley  
Deputy Vice Chancellor  
Chief Executive Officer

# Introduction to UBSS

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.

## Our Programs

Bachelor of Accounting

Bachelor of Business

Master of Business Administration (MBA)

*Accounting*

*Entrepreneurship*

*IT Management*



Source: The Australian Government Department of Education and Training Quality Indicators for Learning and Teaching - [qilt.edu.au](http://qilt.edu.au)

# Introduction to UBSS



## **UBSS Mission**

UBSS launches careers for the entrepreneurs of the future

## **UBSS Motto**

"International Education with an Australian Experience"

## **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



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.



**Australian Government**  
**Tertiary Education Quality  
and Standards Agency**

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/>

# Key UBSS Melbourne Staff



**Emeritus Professor Greg Whateley**  
Deputy Vice Chancellor  
Chief Executive Officer  
[Greg.Whateley@ubss.edu.au](mailto:Greg.Whateley@ubss.edu.au)



**Associate Professor Tom O'Connor**  
Acting Executive Dean  
Program Director - Postgraduate  
[Tom.Oconnor@ubss.edu.au](mailto:Tom.Oconnor@ubss.edu.au)



**Associate Professor Seán O'Hanlon**  
Campus Director  
Melbourne CBD Campus  
[Sean.Ohanlon@ubss.edu.au](mailto:Sean.Ohanlon@ubss.edu.au)



**Associate Professor Mordechai Katash**  
Associate Program Director - Undergraduate  
[Mordechai.Katash@ubss.edu.au](mailto:Mordechai.Katash@ubss.edu.au)



# Key UBSS Melbourne Staff



**Assistant Professor Gabrielle Whateley**  
Learning Support Co-ordinator  
[gabrielle.whateley@ubss.edu.au](mailto:gabrielle.whateley@ubss.edu.au)



**Assistant Professor Marcella O'Connor**  
Learning Support Co-ordinator  
[marcella.oconnor@ubss.edu.au](mailto:marcella.oconnor@ubss.edu.au)



**Assistant Professor Olena Yershova**  
Learning Support Co-ordinator  
[olena.yershova@ubss.edu.au](mailto:olena.yershova@ubss.edu.au)



**Assistant Professor Rosetta Privitelli**  
Learning Support Co-ordinator  
[rosetta.privitelli@ubss.edu.au](mailto:rosetta.privitelli@ubss.edu.au)

# Learning staff roles

The **Facilitator** will be responsible for:

- Delivering the tutorial materials
- Invigilating in-class assessments for their subject cohort
- Mark all assessments

The **Learning Support Coordinator** will be responsible for:

- Supporting students' academic growth and success
- providing tailored learning assistance

07 Dec 2023



Share



## The Important and Emerging Role of 'The Facilitator'

As part of the return to campus in T1, 2024 - **facilitators** will be engaged, at both Melbourne and Adelaide campuses, to deliver the tutorial elements of both postgraduate and undergraduate subjects.

# Learning Support Coordinator

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

<b>Workshop 1</b>	Effective note taking	<a href="https://youtu.be/c_Tbsuz_yjM">https://youtu.be/c_Tbsuz_yjM</a>
<b>Workshop 2</b>	Researching for an assignment	<a href="https://www.youtube.com/watch?v=SDpDcHHN8Aq">https://www.youtube.com/watch?v=SDpDcHHN8Aq</a>
<b>Workshop 3</b>	Structuring an essay	<a href="https://youtu.be/EnVBqfRiBBg">https://youtu.be/EnVBqfRiBBg</a>
<b>Workshop 4</b>	Paragraphing	<a href="https://youtu.be/Ws1hCIJstpl">https://youtu.be/Ws1hCIJstpl</a>
<b>Workshop 5</b>	Preparing a presentation	<a href="https://www.youtube.com/watch?v=OYb8qBjrruk">https://www.youtube.com/watch?v=OYb8qBjrruk</a>
<b>Workshop 6</b>	Avoiding Plagiarism	<a href="https://youtu.be/Kl3-LKnmK7M">https://youtu.be/Kl3-LKnmK7M</a>

# Living in Australia

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

*Global Recognition*

*Growing Destination*

*Multicultural Society*

*Safe Environment*

*Cost of Living*

*Work*



# 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:** <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/public-transport>

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

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

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



# Living in Melbourne

“Melbourne is the capital city of Victoria and one of the southern hemisphere’s largest business, cultural, sporting and recreational cities. People living in Melbourne enjoy a safe city, affordable healthcare, world-class education, reliable infrastructure, business opportunities and a healthy environment”

<https://liveinmelbourne.vic.gov.au/discover>



**Study Melbourne Hub:** <https://www.studymelbourne.vic.gov.au/study-melbourne-hub>

# Living in Melbourne

## Places to Explore

Melbourne's unique climate has something for everyone – summers that are warm, autumns that are moderate, winters that are cool, and springs that are sunny and bright. There are also great activities to enjoy.

<https://liveinmelbourne.vic.gov.au/discover/things-to-do-in-melbourne>



**Cost of Living** - Rent (or other accommodation), utilities, groceries, restaurants and transport. Students should be aware that the costs of studying in Australia will depend on your education provider, the level of study you choose and your study location in Australia.

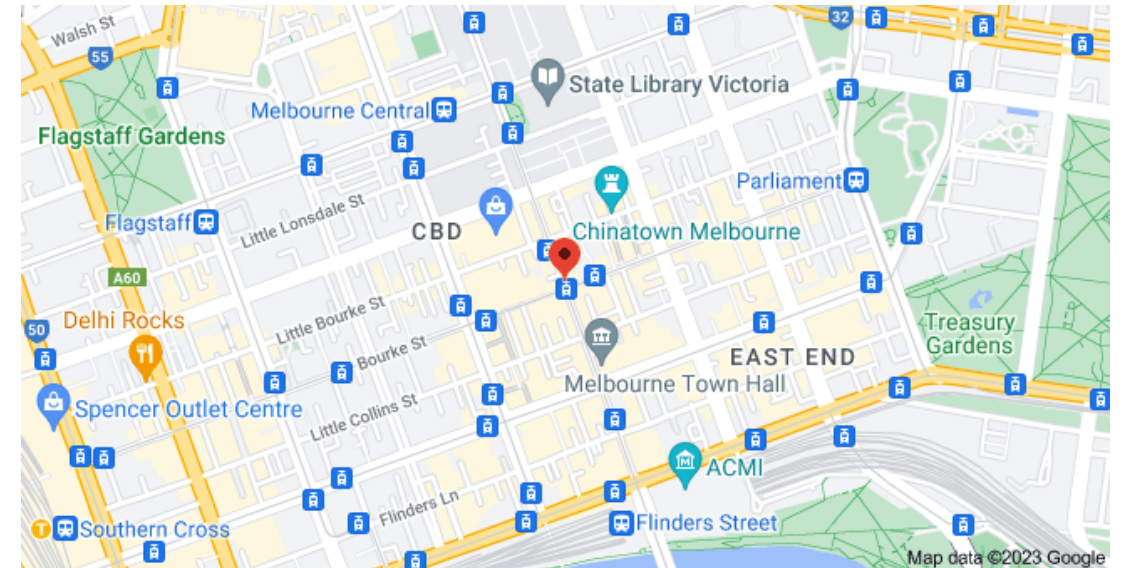
<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

# Our Melbourne CBD Campus

The UBSS Melbourne CBD campus is in the heart of the Melbourne CBD, at the intersection of Bourke Street and Swanston Street

Level 2, 222 Bourke Street  
Melbourne VIC 3000  
Australia

“The CBD is your campus”





# Our Melbourne CBD Campus



## Security

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

DO NOT leave your belongings unattended anywhere.

## Health

For all health related matters you can visit the nearest medical centre, **Swanston Street Medical Centre**.

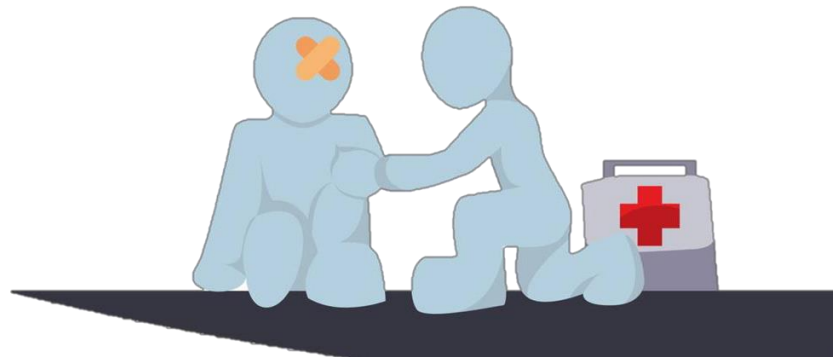
Telephone: +61 3 9205 7500

Address: Level 3, 255 Bourke Street Melbourne VIC 3000



# First Aid

There are First Aid Officers on campus.



# 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



1 Wet your hands, then apply soap



2 Lather vigorously for 15–20 seconds



3 Rinse with water



4 Dry your hands afterwards with a clean towel



Australian Government

Department of Health

# Hygiene on Campus

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



Paper towel is to go in the bin provided.

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



WE'RE  
COVID  
SAFE

We have a  
COVID-19 Safety Plan  
and are committed to  
keeping you safe.

1.5m  
Physical distancing

Hygiene and cleaning

Record keeping

Wellbeing of staff and customers

> HELPING BUSINESS GET BACK TO WORK

Provide feedback on this business  
at [nsw.gov.au/covid-feedback](https://nsw.gov.au/covid-feedback)

NSW  
GOVERNMENT

# Places of Worship

There are no prayer rooms on campus. Please visit the link below to find places of worship near the campus.

[https://www.melbourne.vic.gov.au/sitecollectiondocuments/melbourne\\_city\\_map.pdf](https://www.melbourne.vic.gov.au/sitecollectiondocuments/melbourne_city_map.pdf)



Bahá'í



Buddhism



Christianity



Hinduism



Islam



Judaism



Shinto



Sikhism



Zoroastrianism



Taoism

# Sexual Assault & Sexual Harrassment

UBSS prides itself on creating a safe environment for the student community. If an incident were to occur on the premises during class hours inform your teacher and/or contact the following Staff-

Emeritus Professor Greg Whateley, Provost - UBSS Melbourne Campus  
[Greg.Whateley@ubss.edu.au](mailto:Greg.Whateley@ubss.edu.au)

Assistant Professor Gabrielle Whateley  
Assistant Professor Marcella O'Connor  
Assistant Professor Olena Yershova  
Assistant Professor Rosetta Privitelli

[Gabrielle.Whateley@ubss.edu.au](mailto:Gabrielle.Whateley@ubss.edu.au)  
[Marcella.Oconnor@ubss.edu.au](mailto:Marcella.Oconnor@ubss.edu.au)  
[Olena.Yershova@ubss.edu.au](mailto:Olena.Yershova@ubss.edu.au)  
[Rosetta.Privitelli@ubss.edu.au](mailto:Rosetta.Privitelli@ubss.edu.au)

## GCA Sexual Misconduct Prevention and Response Policy

[https://www.gca.edu.au/Uploads/files/GCA%20Sexual%20Misconduct%20Prevention%20and%20Response%20Policy%20v1\(1\).pdf](https://www.gca.edu.au/Uploads/files/GCA%20Sexual%20Misconduct%20Prevention%20and%20Response%20Policy%20v1(1).pdf)

# Counselling

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

GCA suggests ...

Contact [Overseas Student Health Cover \(OSHC\)](#) [Refer Slide 11](#) or call

Lifeline 13 11 14

Beyond Blue 1300 22 4636

# Campus Evacuation Procedure

There is an Evacuation plan in place. In the unlikely event of an emergency follow the instructions of your lecturer and leave in an orderly manner.






# Facilities & Resources - myGCA

→ ↻ isis3.isis-systems.com.au/login.aspx

Welcome to myGCA Connect  
Please Log into your account.

**IMPORTANT NOTICE**  
UBSS will be offering a 20% COVID-19 discount on all tuition fees at UBSS for T1, 2021.




Username

Password

**LOGIN**

Remember Me  
[Forgot Password?](#)      For Support Enquiries, please [Click Here](#)

 Group Colleges Australia Pty Ltd  
CRICOS Provider Number 02571D, ABN 11 085 429 732  
All information within myGCA Connect is COMPANY CONFIDENTIAL as per your agreement

**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



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 - Moodle



UBSS Student Central

Easy access to all your student resources.

<https://www.ubss.edu.au/student-central/>

**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

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.

<https://www.ubss.edu.au/student-central/>

# Facilities & Resources – Office 365

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

- Webmail
- Teams
- Word
- Excel
- PowerPoint

Students can use these applications via the web, or they can download and install the full copy of Office onto their own personal PC / Mac.

Access Office 365 from **portal.office.com**

BYOD- Make sure you have your own device as there are no computers for student use on campus. **Ensure that your technology is up to date.**



# Facilities & Resources – e-libraries

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



**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 ([studentID@studentmail.gca.edu.au](mailto:studentID@studentmail.gca.edu.au)).
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.

# Unique Student Identifier (USI)



## 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 [\(USI\) Terms and Conditions](#) 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](http://www.usi.gov.au)**



# Support Services

## GCA Support Staff

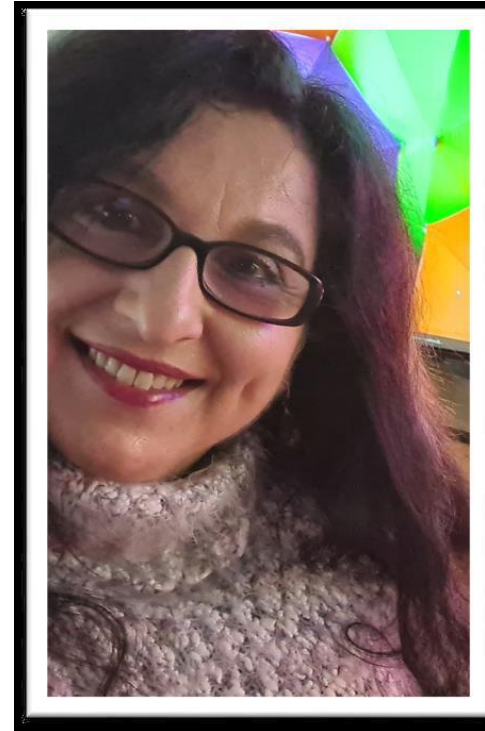
### STUDENT SERVICES DEPARTMENT

Phone: 1300 422 422

Email: [studentservices@gca.edu.au](mailto:studentservices@gca.edu.au)

Chat: [www.ubss.edu.au](http://www.ubss.edu.au)

Or contact us via the UBSS Mobile App



**Madilina Tresca**

Manager, Academic Administration

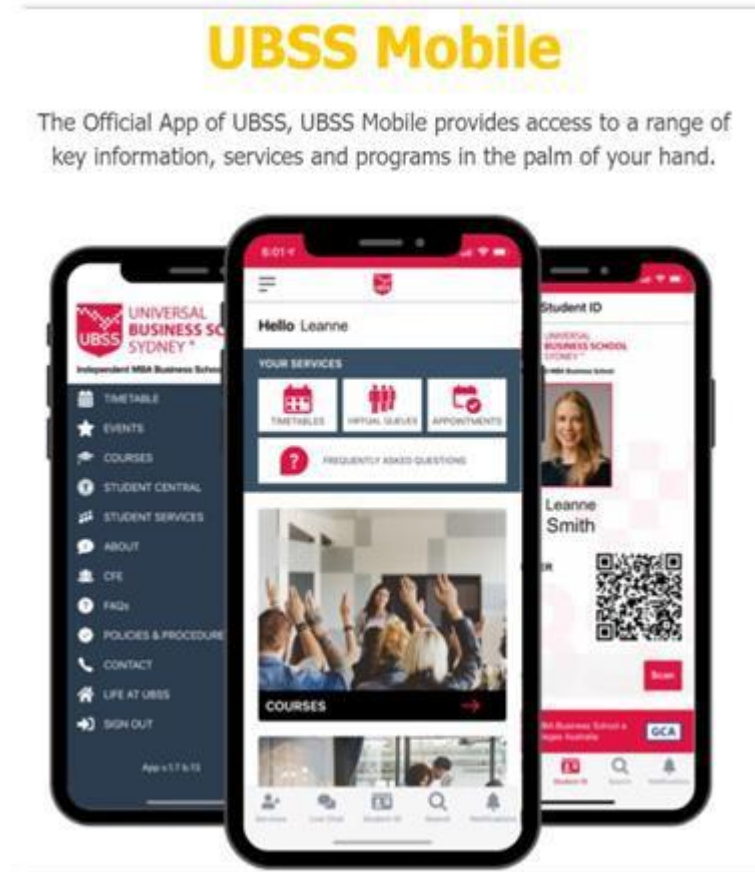
[Madilina.Tresca@ubss.edu.au](mailto:Madilina.Tresca@ubss.edu.au)

# Support Services

## UBSS Mobile App

**Via the UBSS App students are able to:**

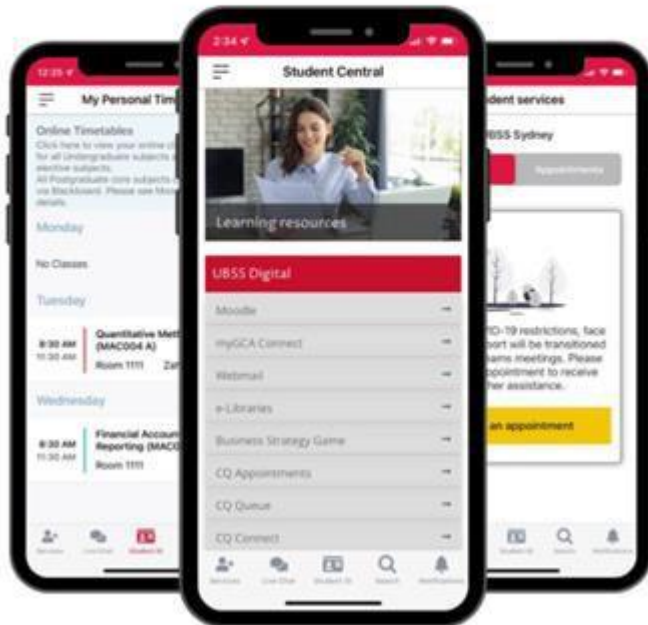
- Check their timetables and schedule
- Book appointments with UBSS staff
- Live chat
- Follow up on UBSS events
- Check available courses
- Gain access to the “Student Central”
- View Frequently Asked Questions (FAQs)
- View Policies and Procedures



# Support Services

## 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.



New improved features include:

- Access to MyGCA Connect
- Digital student card

**IMPORTANT:**

Upcoming events & important dates to be communicated ONLY via the app

# Support Services



## DIGITAL STUDENT CARD

UBSS digital ID can be used to scan for attendance using QR code or NFC (tap & go) technology.



## VIRTUAL APPOINTMENTS

Virtually book from a list of available staff and receive an online meeting link & appointment reminders.



## LIVE CHAT

Get instant answers to any questions or concerns via our customer support team.

**Download today!**



# Support Services

## CQ Queue Management System

UBSS utilises the [CQ Queue Management System](#) 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.

# Important Procedures



## Student Identification

You will have access to the digital student ID card on the UBSS Mobile App.  
You will have a QR code.

**Please download your UBSS Mobile App today.**

<https://www.ubss.edu.au/ubss-mobile/?tab=Overview>

# Important Procedures – 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

# Important Procedures – Credit and Recognition of Prior Learning

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

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

Credit is granted for students on an individual basis; based on the UBSS Credit and Recognition of Prior Learning Policy found here: <https://www.ubss.edu.au/policies-and-procedures>

# Important Procedures – Paying your Tuition Fees



BPAY – the preferred payment option for UBSS




## Pay with BPAY – no merchant fees apply!

You have selected to make a payment.

See below for payment options.

[Click here](#) to view the invoice(s).

<input checked="" type="radio"/> Pay with BPAY	<b>NO MERCHANT FEES - SAVE \$20+ PER SUBJECT</b>	★ Preferred
 Contact your bank or financial institution to make this telephone or internet banking payment from your cheque, savings, debit, credit card or transaction account.		NO PROCESSING FEES
\$ No merchant surcharge fee		<input type="button" value="Select"/>
🕒 Funds received in 1-2 business days		
<input type="radio"/> Pay with Bank Transfer	<b>NO MERCHANT FEES - SAVE \$20+ PER SUBJECT</b>	
<input type="radio"/> Pay with PayPal Account	<b>MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT</b>	
<input type="radio"/> Pay with PayPal using a Credit Card	<b>MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT</b>	
<input type="radio"/> Pay with Credit/Debit Card	<b>MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT</b>	

# Important Procedures – Paying your Tuition Fees

## 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.

# IMPORTANT! 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 sit assessments
- You will be non compliant with the conditions of your Student VISA
- Your CoE will be cancelled and the DHA will be informed
- You may be reported to debt collectors

# Important Procedures – Medical Leave

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.

## Approved Leave

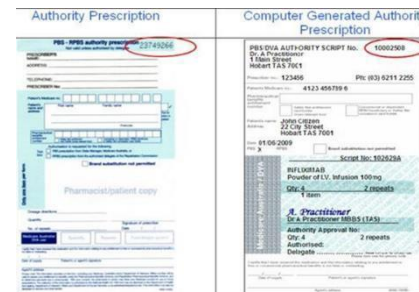
If you wish to take time off from your current study period, you may be able to apply for a leave of absence. If you are an international student with a student visa, you will be subject to student visa conditions and ESOS requirements.

To lodge an application for approved leave, click the Apply Now button.

Apply now

**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/>

# Holidays



**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**.  
<https://www.ubss.edu.au/policies-and-procedures/?tab=Policies%20and%20Procedures>

Please send all Deferment enquiries to [Madilina.Tresca@ubss.edu.au](mailto:Madilina.Tresca@ubss.edu.au)

# Compliance (DHA)

## 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

**Important:** Group Colleges Australia / UBSS have a legal responsibility to report students who do not meet the DHA requirements.



**Australian Government**  
**Department of Home Affairs**



# Compliance (DHA)

**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 compliance**



- Achieve over 50% for all your subjects.
- Pay tuition fees on time.
- Achieve a minimum of 80% attendance.

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

# 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:

<https://www.fairwork.gov.au/find-help-for/young-workers-and-students>



# 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 <b>self-plagiarism</b> .
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.

## About Epigeum

***Academic integrity underpins all aspects of a student's studies and is also vital to success in future careers.***

- ***EPIGEUM*** – This free and interactive academic integrity course is a **compulsory** component of your program that **must** be successfully completed before the submission of the first assessment in Trimester 2 2024.
- The course is available on Moodle and consists of 4 modules. There are unlimited attempts available to complete the 2-hour course and the pass mark is 100%.
- This is a zero-credit course that will appear on academic transcripts.
- The module covers topics such as academic integrity - with examples of breaches of academic integrity, exploring best practice and addressing key issues such as AI.



### Epigeum Academic Integrity course - 4 modules

**Module 1:** What is academic integrity?

**Module 2:** How do I show academic integrity in my preparation?

**Module 3:** How do I show academic integrity in my work?

**Module 4:** How do I deal with more complex situations?

# Policies and Procedures

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

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

## **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

# Social Media

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 Australia



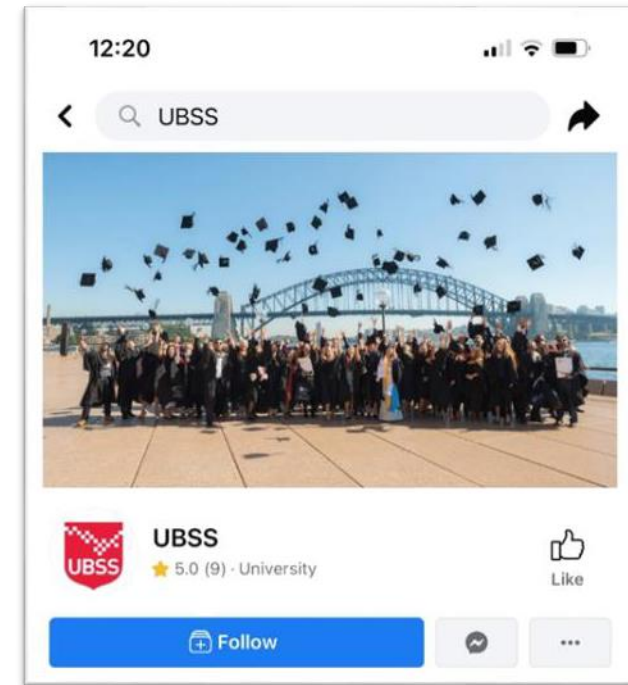
UBSS Australia



UBSS Sydney



UBSS Australia

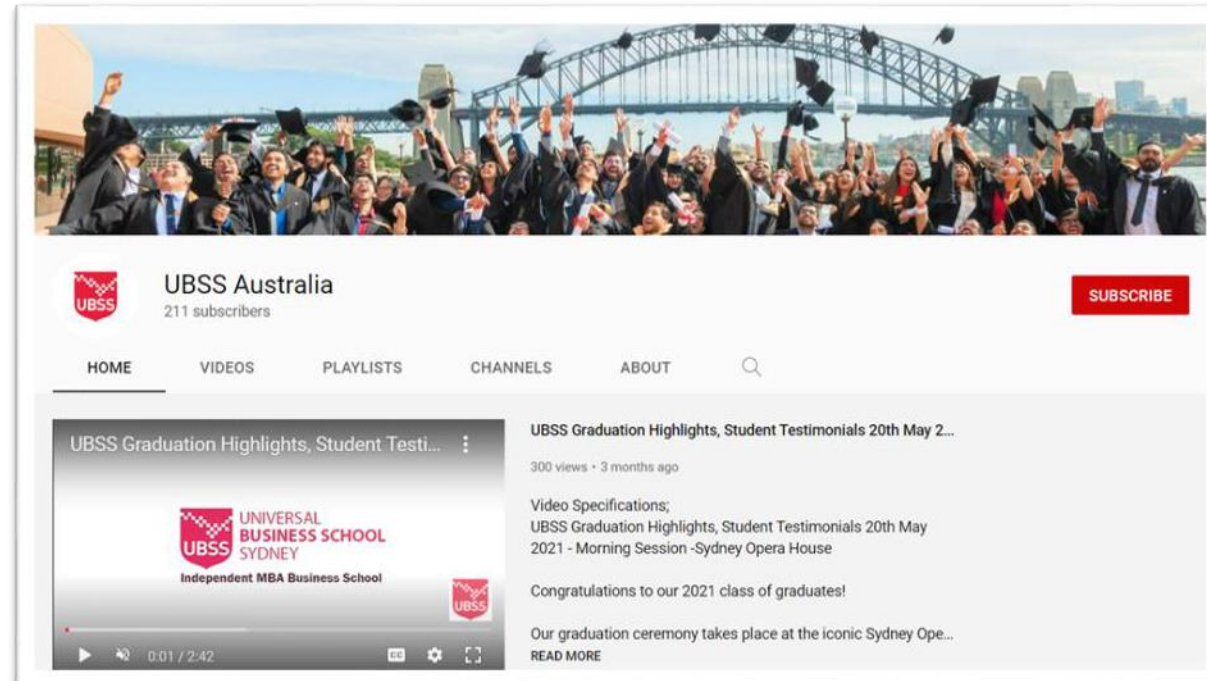


# UBSS on Youtube



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.



**If you have any questions please contact the Learning Support team:**

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

Don't forget to download your UBSS Mobile App and follow us on Social Media