

STUDENT GENERAL ORIENTATION - Sydney campus Trimester 2, 2024



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

Today's Topics

UNIVERSAL
BUSINESS SCHOOL
Sydney | Melbourne | Adelaide
Independent MBA Business School

- Welcome message
- Introduction to UBSS
- Living in Australia
- Living in Sydney
- Our Sydney 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 Adelaide's education precinct, UBSS Adelaide Campus offers students more than world class education. UBSS Adelaide Campus is located within the TAFE SA Regency campus. 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.

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 - gilt.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**.



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/







Key UBSS Staff





Emeritus Professor Greg Whateley
Deputy Vice Chancellor
Chief Executive Officer
Greg.Whateley@ubss.edu.au



Associate Professor Tom O'Connor
Acting Executive Dean
Program Director - Postgraduate
Tom.Oconnor@ubss.edu.au



Associate Professor Jotsana
Roopram
Deputy Dean (Academic)
Campus Director, Sydney CBD campus
Jotsana.roopram@ubss.edu.au



Associate Professor Wayne Smithson
Program Director - Postgraduate
Wayne.smithson@ubss.edu.au

Key Sydney campus Staff



Associate Professor Richard Xi Associate Program Director, MBA Richard.xi@ubss.edu.au



Wajeeha Butt Senior Postgraduate Admin. Coordinator Wajeeha.butt@ubss.edu.au



Independent MBA Business School

Pedram Layegh
Duty Manager, Sydney CBD campus
Pedram.Layegh@ubss.edu.au



Naweed Matin
Student Services Officer, Sydney CBD campus
naweed.matin@ubss.edu.

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.

Workshop 1	Effective note taking	https://youtu.be/c_Tbsuz_yjM
Workshop 2	Researching for an assignment	https://www.youtube.com/watch?v=SDpDc HHN8Ag
Workshop 3	Structuring an essay	https://youtu.be/EnVBqfRiBBg
Workshop 4	Paragraphing	https://youtu.be/Ws1hClJstpl
Workshop 5	Preparing a presentation	https://www.youtube.com/watch?v=OYb8qBjrr uk
Workshop 6	Avoiding Plagiarism	https://youtu.be/KI3-LKnmK7M

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 Sydney

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







Living in Sydney

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.

Our Sydney CBD Campus

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

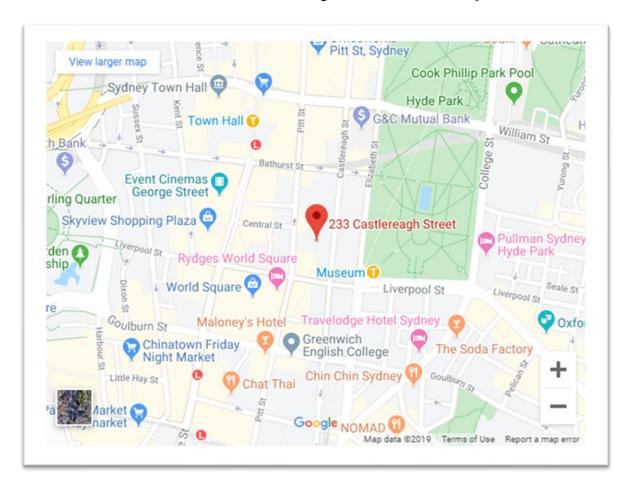
Level 10, 233 Castlereagh Street Sydney NSW 2000 Australia

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





"The CBD is your campus"



Our Sydney CBD Campus



Security

UBSS Sydney 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 Sydney CBD Medical Centre.

(4 minute walk from the campus)

Telephone: + 61 2 9268 0133

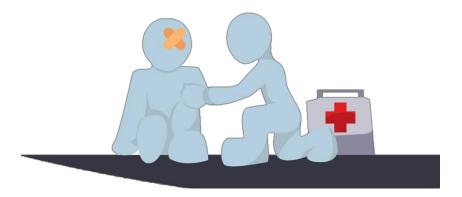
Address: 280 Pitt Street, Sydney NSW 2000

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











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.



Places of Worship



There are no prayer rooms on campus.

Please visit the link below to find places of worship near the campus.

https://maps-sydney.com/maps-sydney-city/sydney-cbd-map



Zoroastrianism





Judaism

Wellness



At UBSS we focus on all aspects of student wellness and creating a safe environment for all students. UBSS has a dedicated Wellness Committee and support staff who are the first point of contact if you feel unsafe.

If an incident were to occur on the premises during class hours, inform your lecturer/facilitator and/or contact the following staff:

Associate Professor Jotsana Roopram – Campus Director, Sydney CBD campus <u>Jotsana.Roopram@ubss.edu.au</u>

Wilhelmina Woortman – Learning Support Coordinator, Sydney CBD campus Wilhelmina.Woortman@ubss.edu.au

Sexual misconduct Prevention and Response Policy – https://www.ubss.edu.au/media/5080/gca-sexual-misconduct-prevention-and-response-policy-v6.pdf

Wellbeing and Safety Policy - https://www.ubss.edu.au/media/5177/wellbeing-and-safety-policy-v6.pdf

Counselling



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

GCA suggests the following:

Contact Overseas Student Health Cover (OSHC)

https://oshcaustralia.com.au/en

or

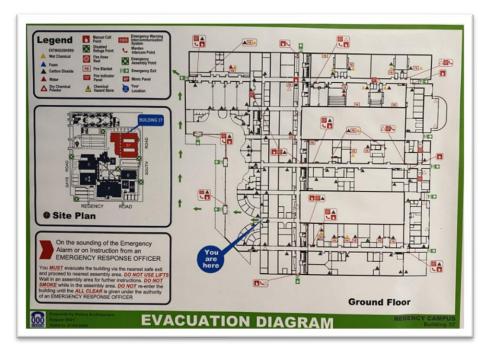
call Lifeline on 13 11 14 or

Beyond Blue on 1300 22 4636

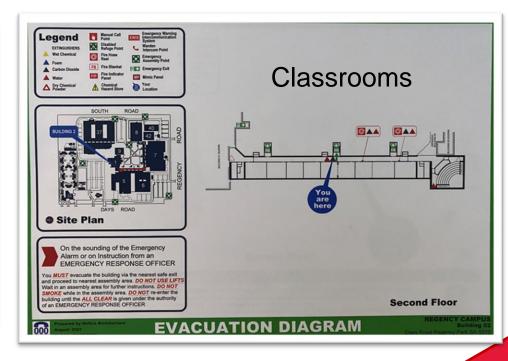
Campus Evacuation Procedure



Admin Office







Facilities & Resources - myGCA



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	Welcome to myGCA Connect Please Log into your account.					
	UBSS will be offering a	IMPORTANT NOTICE 20% COVID-19 discount on all tuition fe	ees at UBSS for T1, 2021.			
	my GCA Connect	Username Username Password Password LOGIN Remember Me Forgot Password?	For Support Enquries, please Click Here			
	Group Colleges Australia Pty Ltd CRICOS Provider Number 02571D. ABN 11 All information within myGCA Connect is	I 085 429 732 COMPANY CONFIDENTIAL as per your agreer	ment			

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-todate)
- 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 the UBSS app or 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 – elibraries



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 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).
- 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 <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



UBSS Mobile App

Via the UBSS App students are able to:

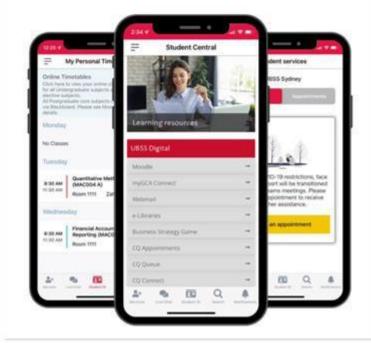
- Check their timetables and schedule
- Book appointments with UBSS staff
- Live chat
- Follow up on UBSS events
- Check available courses
- Gain access to the "Student Central"
- View Frequently Asked Questions (FAQs)
- View Policies and Procedures

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. POLICES & PROCES W LIFE AT ORDS



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.

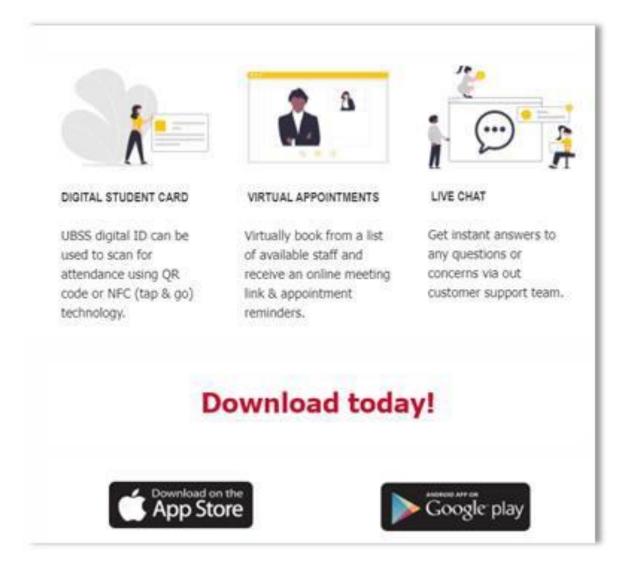


New improved features include:

- Access to MyGCA Connect
- Digital student card

IMPORTANT:

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







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/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





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:

- 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.
- 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 & 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. <u>Click here</u> to view the invoice(s).		
Pay with BPAY	NO MERCHANT FEES - SAVE \$20+ PER SUB.	JECT ★ Preferred
Contact your bank or financial institution to cheque, savings, debit, credit card or transact No merchant surcharge fee Funds received in 1-2 business days	make this telephone or internet banking payment from your ction account.	NO PROCESSING FEES Sefect.
Pay with Bank Transfer	NO MERCHANT FEES - SAVE \$20+ PER SUB.	JECT
Pay with PayPal Account	MERCHANT FEES APPLY - EXTRA \$20+ P	ER SUBJECT
Pay with PayPal using a Credit Card	MERCHANT FEES APPLY - EXTRA \$20+ P	ER SUBJECT
Pay with Credit/Debit Card	MERCHANT FEES APPLY - EXTRA \$20+ P	ER SUBJECT

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

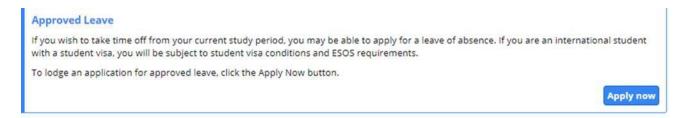
Important Procedures – Medical Leave



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.



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%20v1 2%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

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.



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 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.	



About Epigeum

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

- <u>EPIGEUM</u> This <u>free</u> 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

Policies and Procedures



Support For Students Policy

UBSS is committed to ensuring its students are provided with the support and resources required to assist them to be successful in their studies.

Please make sure you visit our website and take a look at the Support for Students Policy located under the "About Us" section and "Policies and Procedures" section. This policy outlines all the support mechanisms UBSS offers students so they can successfully complete their studies at UBSS.

Support for Students Policy: https://www.ubss.edu.au/media/5147/ubss-support-for-students-policy-v1.pdf

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



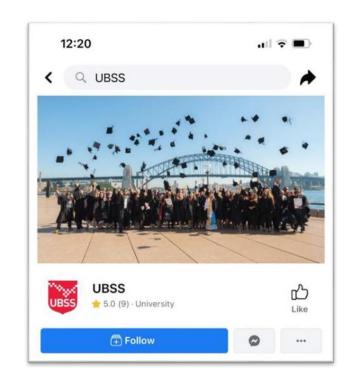
UBSS Australia



UBSS Sydney



UBSS Australia



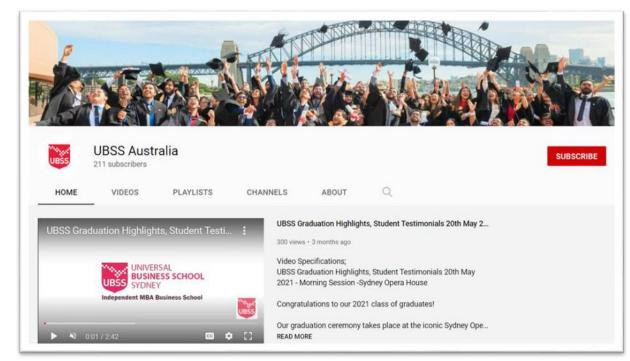
UBSS on Youtube



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 Coordinator:

Wilhelmina Woortman (Tuesdays to Thursdays)

Wilhelmina.Woortman@ubss.edu.au

Thank you and

Welcome to UBSS!!

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



