

STUDENT ORIENTATION

Undergraduate Programs

Trimester 3 2024

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

“We acknowledge the Gadigal people of the Eora Nation, the traditional custodians of this land and pay respects to the Elders both past and present.”

Welcome to The undergraduate Bachelor of Accounting and Bachelor of Business Orientation

*Associate Professor
Wayne Smithson MBA, CPA, **FILM**,*

Today's Topics

- ◆ Overview
- ◆ Commitments
- ◆ The Bachelor of Accounting and Bachelor of Business Programs
- ◆ Choosing your Subjects
- ◆ Subject Exemptions
- ◆ Our objective – to assist you in being “work ready”
- ◆ Capstone
- ◆ Academic Integrity

Associate Professor Wayne Smithson



- ◆ Program Director – Undergraduate programs
- ◆ Over 40 years of commercial experience
- ◆ Over 15 years of academic experience
- ◆ Associate Member Securities Institute of Australia
- ◆ Certified Practising Accountant (CPA)
- ◆ Fellow of Institute of Managers and Leaders (FIML)

**Associate Professor Wayne
Smithson**
Program Director
(Undergraduate Program)
Wayne.Smithson@ubss.edu.au

Introduction to UBSS

- ◆ This is a business school offering Higher Education and Degree qualifications
- ◆ Our commitment:
 - We will prepare you to be work ready in the business world in your respective discipline
 - It is the College's objective to have you work ready by completion of your degree
- ◆ This means we need a commitment from you!



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

Your Commitment

- ◆ 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 text book for your subject as identified in the subject outline
- ◆ Use the e-library

Assessments

- ◆ There are a minimum of 3 assessments for each subject, typically
 - Group or Individual Assignment (typically Week 10)
 - 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

- ◆ Subject outlines provide you with information about the subject you are enrolled in for the trimester
- ◆ It is important you read this for each subject 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
 - Text books
 - Information on readings in the e-learning data base

Moodle

- ◆ The Moodle database provides you with access to the majority of the subject information including:
 - Weekly Lecture slides
 - Practice Question and Answers
 - Advice from the Lecturer
 - Readings placed there by your Lecturer
 - Subject Outline
- ◆ Please ensure you open up the Moodle site for each subject, if you do not you will not be formally be registered in the course

Moodle

Moodle will give you access to:

- ◆ Subject Outlines
- ◆ Readings and Lecture Recordings
- ◆ Access and 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/>

Satisfactory Academic Progression

- ◆ You must attend all Lectures
- ◆ You must commit to the Subject
- ◆ You must successfully **complete all** assessments
- ◆ Please Read the UBSS policy on satisfactory Academic Progress

Academic Support

- ◆ Academic support is available on a daily basis through:
 - Your Lecturer in the **first instance**
 - Your **Academic Learning Support** coordinator
 - Myself as program Director
- ◆ I am on campus on Monday to Thursday
- ◆ If you need to discuss your academic progress please make an appointment through the UBSS App I am available

Course Structure pre requisites

- ◆ 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 only in your first trimester

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

◆ *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

- ◆ *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 Business

◆ *Year 1*

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

Course Structure Business

◆ *Year 2*

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

Course Structure Business

- ◆ *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 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 on-line 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 Subjects 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

Subject Selection

- ◆ Lodge your selection form online
- ◆ Subject selection:
 - When you access myGCA go to Subject Selection in the menu
 - You will be have a list of specific Subjects to choose from
 - Choose the Subjects that are available that most suit you

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
- At Sydney the LSC is Wilhelmina Woortman

wilhelmina.woortman@ubss.edu.au

07 Dec 2023



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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=SDpDcHHN8Aq
Workshop 3	Structuring an essay	https://youtu.be/EnVBqfRiBBg
Workshop 4	Paragraphing	https://youtu.be/Ws1hCIJstpl
Workshop 5	Preparing a presentation	https://www.youtube.com/watch?v=OYb8qBjrruk
Workshop 6	Avoiding Plagiarism	https://youtu.be/Kl3-LKnmK7M

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

Professional Accreditations



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 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.

- ◆ Plagiarism in assessments will be managed by lecturers by checks with Turnitin.
- ◆ Turnitin also reviews potential instances of AI.

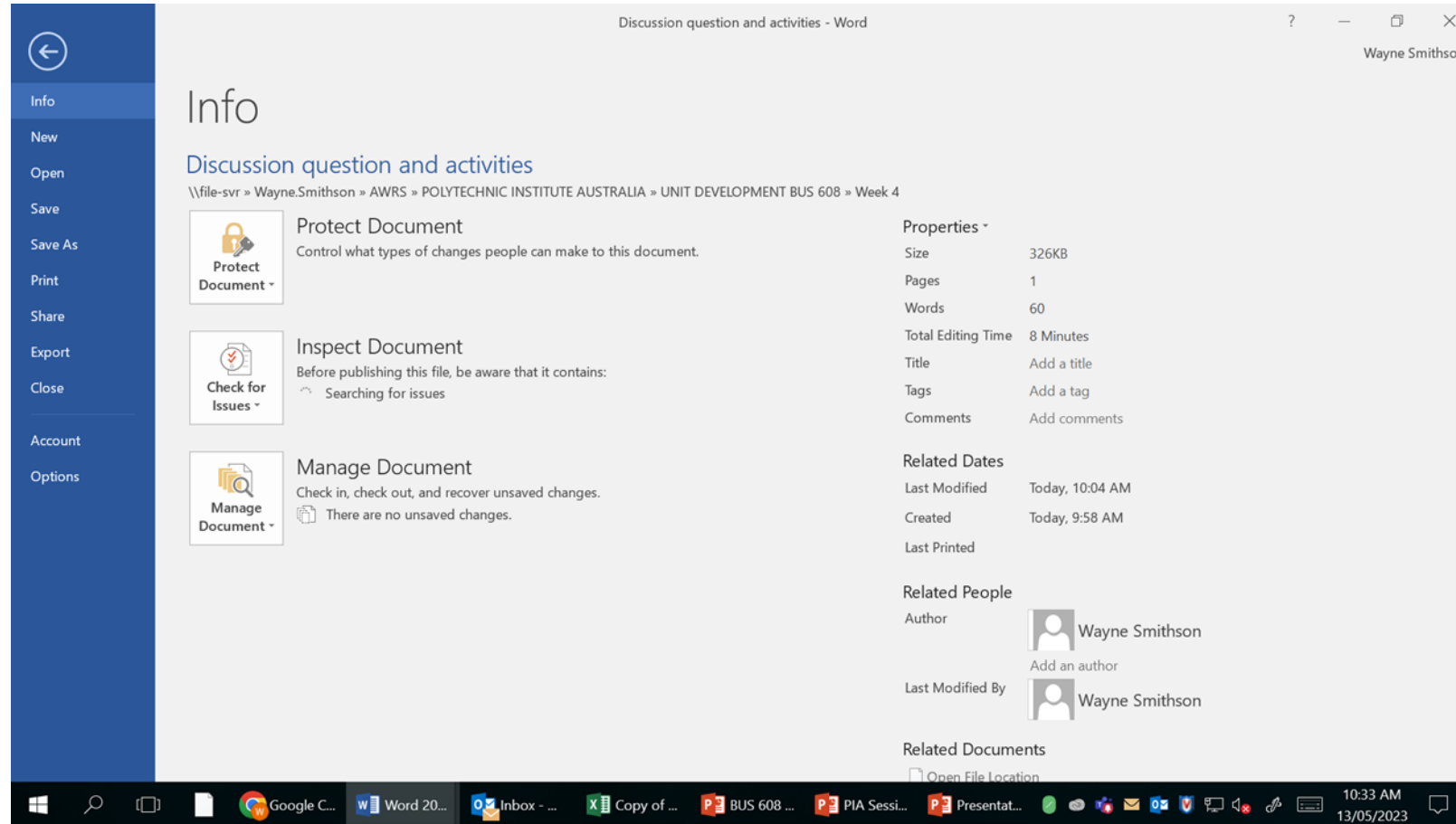
Penalties will be applied as follows:

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

Digital footprints in Word documents



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

Comment:
[Make comment or override mark](#)

Response history

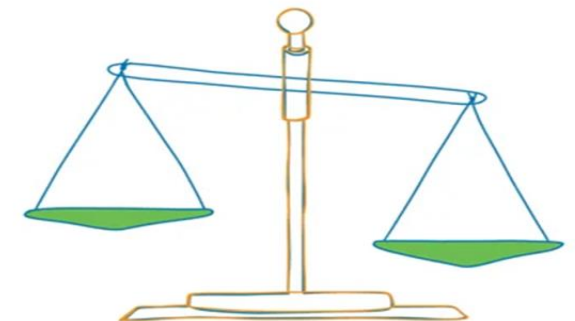
Step	Time	Action	State	Marks
1	15/02/23, 10:50	Started	Not yet answered	
2	15/02/23, 11:01	Saved: The three type of financial management decisions are INVESTMENT DECISION, FINANCING DECISION AND DIVIDEND DECISION.	Answer saved	
3	15/02/23, 11:12	Saved: Three types of financial decision is : Investment 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 assessments:

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.

<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

All the Best in your Studies and Welcome to UBSS

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

