



UNIVERSAL
BUSINESS SCHOOL

Sydney | Melbourne | Adelaide

Independent MBA Business School

STUDENT ORIENTATION

MASTER OF BUSINESS ADMINISTRATION

TRIMESTER 3, 2024

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



Welcome to the Master of Business Administration Orientation

Today's Topics

- ◆ Overview
- ◆ Commitments
- ◆ The Master of Business Administration Program
- ◆ MBA Subject Selections
- ◆ Learning Support
- ◆ Academic Integrity

OVERVIEW



Introduction to UBSS

Postgraduate Programs

UBSS MBA is an internationally recognised program that builds leadership and specialized skills through real-world challenges and expert mentorship. Focus on areas like corporate strategy, financial management, and business law, with options to specialize in entrepreneurship, accounting, or IT management.

Master of Business Administration (MBA)

- Major in Accounting
- Major in Entrepreneurship
- Major in IT Management

Why Study MBA at UBSS?

We assist, help, guide, and support you in achieving your goals including:

- Developing management skills and building up business expertise
- Gaining the knowledge and skills to develop your ability to prepare, create, and build your own business
- Advancing your professional career and pursuing your new career development
- Expanding business and professional network

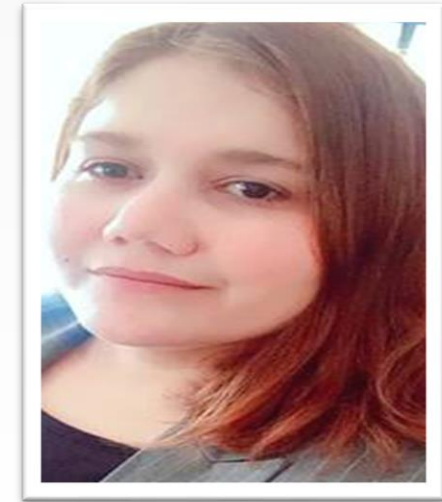
Our Key UBSS Staff



Associate Professor Tom O'Connor
Acting Executive Dean UBSS
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Associate Professor Richard Xi
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Professional Accreditations



COMMITMENT



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.

MASTER OF BUSINESS ADMINISTRATION



UBSS Master of Business Administration Program

Entrepreneurial Focus

- We provide the learning environment for the entrepreneurs of the future.
- We offer specially designed entrepreneurship subjects for students interested in creating their own business.
- We also allow students to experiment and test their entrepreneurship skills through our Strategic Business Simulation Game.

MBA Study Load

Three trimesters a year

A preferable model we recommend for your study load: **3 + 3 + 2**

Example: Trimester 1: 3 subjects

Trimester 2: 3 subjects

Trimester 3: 2 subjects

Take and complete the core subjects first before moving to a major

Master of Business Administration Program Structure

8 Core subjects + 8 specialized major subjects = 16 subjects (MBA degree)

Core Subjects (8) – All Students:

MCR001 Economics (Online)

MCR003 Management Attributes & Skills (Online)

MCR007 Project Management (Online)

MCR008 Corporate Strategy (Online)

MCR002 Organizational Behaviour (F2F)

MCR006 Financial Management (F2F)

MCR004A Accounting Systems & Processes (F2F)

MCR009 Business Law (F2F)

Master of Business Administration Program Structure

Entrepreneur major subjects (8) – all F2F

MCR005 Clients and Markets

MCR010 Innovation & Commercialization

MHR001 Managing Workplace Relations

MHR002 Leading Innovation & Change

MCR011 Strategic Business Simulation

MCR012 Entrepreneurship Research Report

MKT001 Brand Development

MKT002 Marketing New Products

Master of Business Administration Program Structure

Accounting major subjects (8) – all F2F

MAC001A Financial Accounting & Reporting

MAC002 Accounting Information System

MAC003 Management Accounting

MAC004 Quantitative Methods

MAC005 Audit and Assurance

MAC006 Adv. Financial Accounting & Reporting

MAC007 Strategic Management Accounting

MAC008 Taxation Law

Master of Business Administration Program Structure

IT Management major subjects (8) – all F2F

MIT101 Business Analysis and Programming

MIT102 IT Networks and Cyber Security

MIT103 Managing Digital Transformation

MIT104 Information System In Practice

MHRIT002 Leading Innovation and Change in IT

MCRIT010 Innovation and Commercialization in IT

MCRIT011 IT Strategic Management

MCRIT012 IT Industry Research Project

MBA SUBJECT SELECTION



MBA 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

MOODLE

Moodle will give you access to:

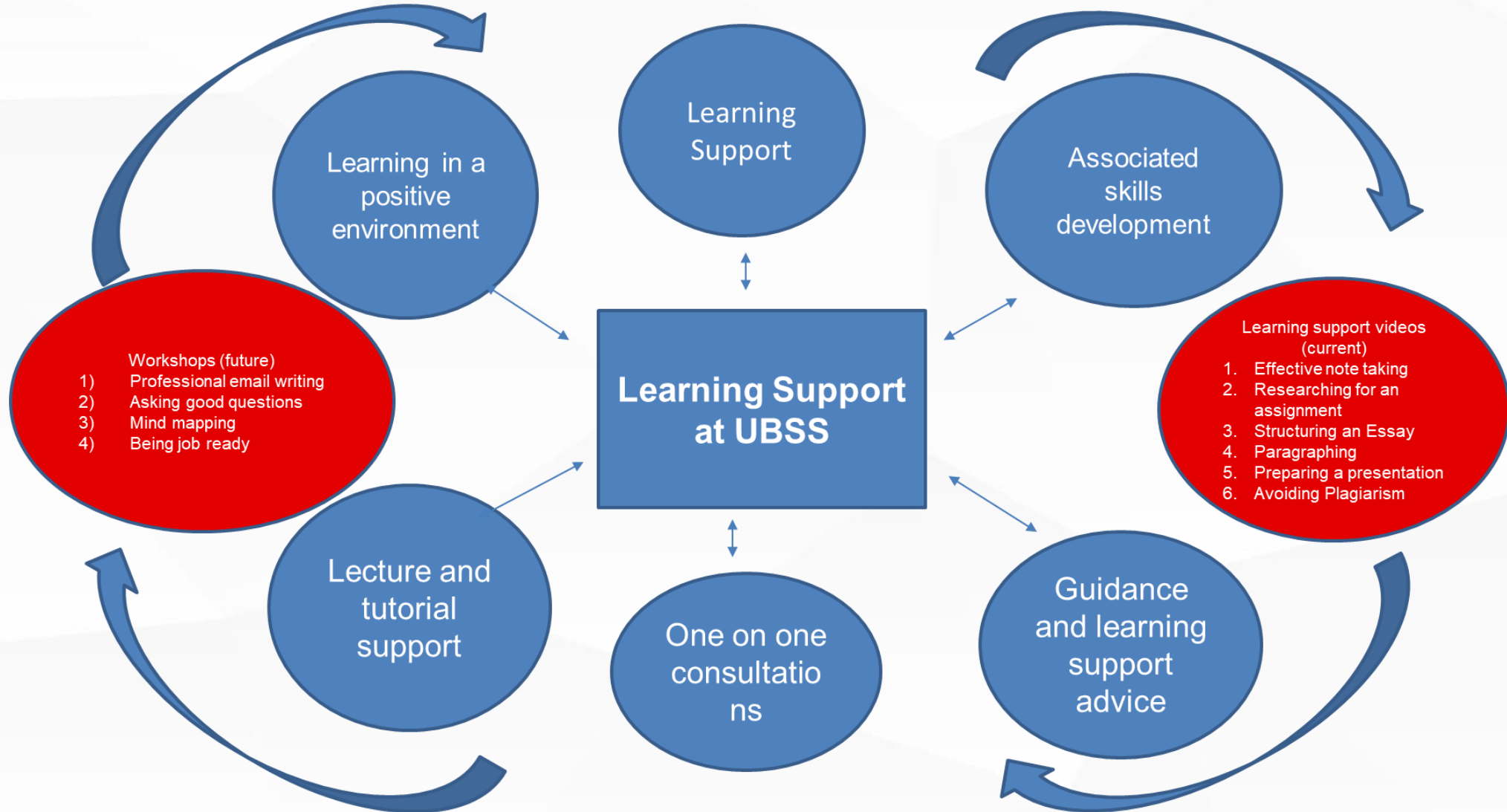
- Subject outlines
- Readings and recordings
- Submission of assignments
- Grades and marks

Moodle can be accessed through your Student Central found on the UBSS website.

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

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.

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=Ws1hCljstpl
Workshop 5	Preparing a Presentation	https://www.youtube.com/watch?v=OYb8qBjrruk
Workshop 6	Avoiding Plagiarism	https://www.youtube.com/watch?v=KI3-LKnmK7M

Non-Academic Support Services

Manage:

- Non-academic issues/query and deferment, reduce study load, credit transfers etc.

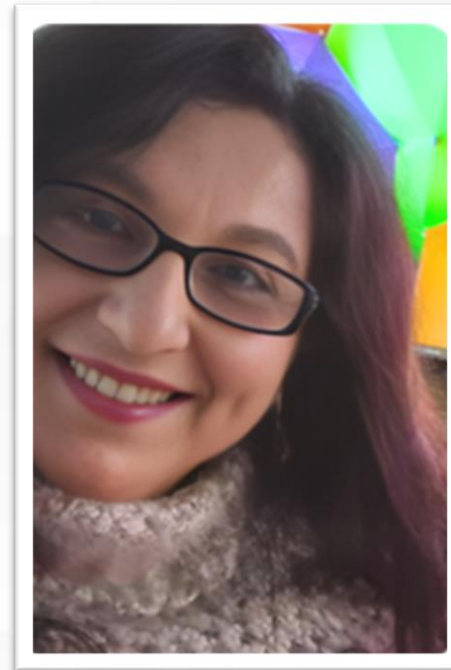
STUDENT SERVICES DEPARTMENT

Phone: 1300 422 422

Email: studentservices@gca.edu.au

Chat: www.ubss.edu.au

Or contact us via the UBSS Mobile App



Madilina Tresca
Manager, Academic
Administration
Madilina.Tresca@ubss.edu.au



Credit Transfer

- A maximum of **eight** (8) subjects may be awarded to MBA candidates with recently completed graduate or honors studies from a recognized tertiary institution that are directly relevant to core or specialized subjects.
- Applications must be submitted by the end of **2nd week** of your **first** trimester.
- **Our Admissions Centre** processes all applications.
- Enquiries: info@ubss.edu.au
- Phone: 1300 422 422

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.





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?



Thank you
and
Welcome to
UBSS!!