UNIVERSAL BUSINESS SCHOOL
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STUDENT ORIENTATION

Master of Business Administration

Trimester 1, 2025

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

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Welcome to the Postgraduate Orientation

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Today's Topics

- Overview
- Commitments
- Master of Business Administration
- Subject Selection
- Subject Exemptions
- Our objective – to assist you in being "work ready"
- Student Success
- Academic Integrity

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OVERVIEW

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Introduction to UBSS

Master of Business Administration (MBA)

Fully accredited, industry-focussed and internationally recognised, the **UBSS MBA** is more than a piece of paper. Your MBA journey develops leadership qualities and specialised skills to give you a competitive advantage in the global business marketplace.

Build core skills across corporate strategy, project management, financial management, economics, financial accounting and reporting, business law and more. As a working professional, you need more than theory.

Keep your finger on the business pulse with real-world business challenges and simulations with mentoring from leading industry experts. Build your personalised MBA and choose a specialisation in **Entrepreneurship, Accounting or IT Management.**

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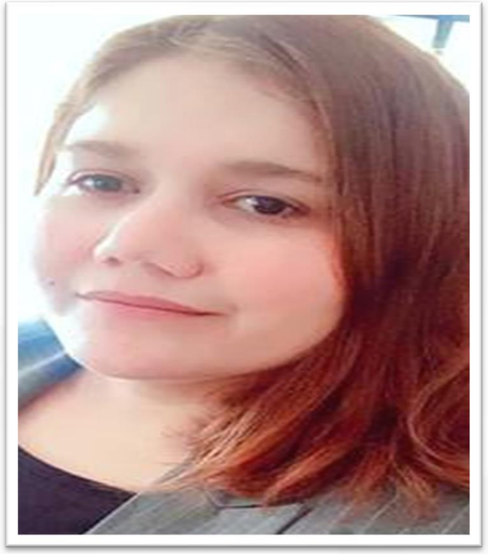
Our Key UBSS Staff (Postgraduate)

Associate Professor Wayne Smithson
Programs Director
Wayne.smithson@ubss.edu.au



Wajeeha Butt
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Professional Accreditations

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COMMITMENT

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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!

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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.

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MASTER OF BUSINESS ADMINISTRATION

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Why Study an MBA?

- Management skills
- Developing business expertise
- Starting your own business
- Competitive advantage
- Career Advancement
- Job security

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UBSS MBA

Entrepreneurial Focus

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

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MBA 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)

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MBA – Major in Entrepreneurship

Entrepreneur major subjects (8) – all F2F

MCR005 Clients and Markets

MCR010 Innovation & Commercialization

MHR001 Managing Workplace Relations

MHR002 Leading Innovation & Change

MKT001 Brand Development

MKT002 Marketing New Products

MCR012 Entrepreneurship Research Report

MCR011 Strategic Business Simulation

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MBA – Major in Accounting

Accounting major subjects (8) – all F2F

MAC001A Financial Accounting & Reporting

MAC006 Adv. Financial Accounting & Reporting

MAC003 Management Accounting

MAC004 Quantitative Methods

MAC005 Audit and Assurance

MAC002 Accounting Information System

MAC007 Strategic Management Accounting

MAC008 Taxation Law

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MBA – Major in IT Management

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

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MBA – Suggested 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

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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

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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.

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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/

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Subject Selection

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Subject Selection

myGCA Connect

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

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SUBJECT EXEMPTIONS

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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.

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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.
  - The deadline for Credit Transfer applications is Census Date.

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OUR OBJECTIVE – TO ASSIST YOU IN BEING “WORK READY”

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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

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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

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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

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STUDENT SUCCESS

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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 Student Success Manager**
  - Your Program Director

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

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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.

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Student Success Manager

The Student Success Manager has 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=Ws1hCIJstpI
Workshop 5	Preparing a Presentation	https://www.youtube.com/watch?v=OYb8qBjrruk
Workshop 6	Avoiding Plagiarism	https://www.youtube.com/watch?v=Kl3-LKnmK7M

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ACADEMIC INTEGRITY

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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.

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Academic Integrity

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

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- 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

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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

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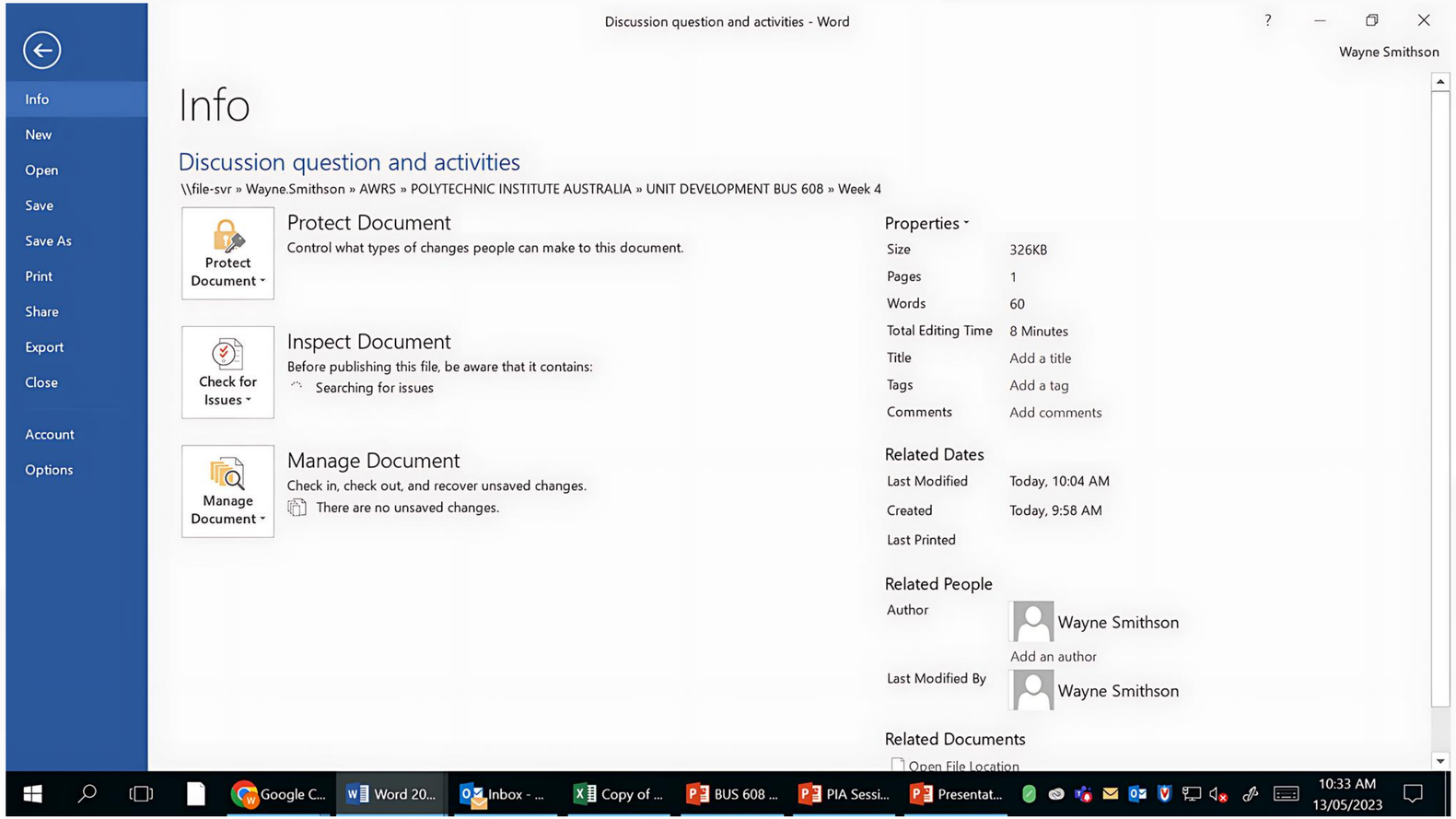
Word Documents – Digital Footprints



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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.

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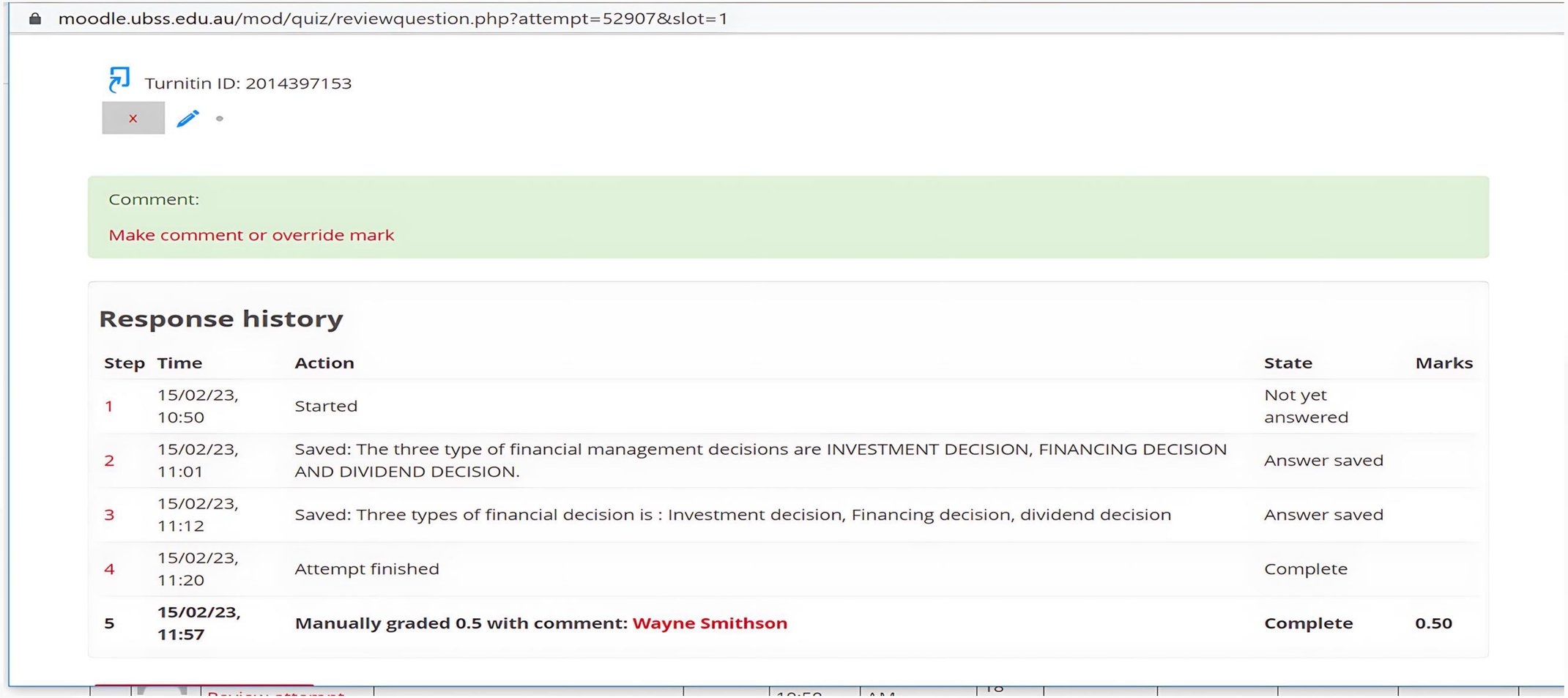
Quizzes – Monitoring Information



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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.

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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**

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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

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Thank you and Welcome to UBSS!!