every economic decision has a moral consequence
Pope Benedict XVI
The Objects of The University of Notre Dame Australia are:

a) the provision of university education within a context of Catholic faith and values; and
b) the provision of an excellent standard of –
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.
## Contents

- **Welcome to the School of Business** .............................................. 3
- **Contact Us** ............................................................................. 4
- **Goals of the School of Business** ........................................ 4
- **Ethical Conduct** ............................................................................... 5
- **Students’ Expectations of Staff** ............................................. 7
- **Staff of the School of Business** ............................................. 8

### Who to Contact
- Regarding Your Progress or Your Course ........................................ 9
- About Personal Issues or Problems ........................................... 9
- Regarding Fees Issues ...................................................................... 9
- Student Log-on .................................................................................. 9
- Advanced Standing ........................................................................... 9

### How to Enrol in Units throughout Your Course
- Unit Enrolment .................................................................................. 10
- How to choose units .......................................................................... 10
- How to add and withdraw from a unit ........................................... 10
- Changing your degree or major ..................................................... 11
- Leave of Absence ............................................................................. 11
- Forms ................................................................................................ 11
- Course Duration ............................................................................... 11

### Table 1: Key Student Administration Forms

### Undertaking a Unit
- Unit Outlines .................................................................................. 13
- Attendance .......................................................................................... 13

#### Study Materials
- Textbooks ......................................................................................... 13
- Library materials ............................................................................... 13
- Orientation tours of the Library ..................................................... 13

#### Assignments
- Cover sheets ..................................................................................... 13
- Due dates ............................................................................................ 13
- Assignment requirements ............................................................... 14
- Referencing .......................................................................................... 14
- Plagiarism ........................................................................................... 14

### Examinations
- **Final Examinations** ................................................................. 15
- **Deferred Examinations** ............................................................. 15

### Business Internship
-........................................ 16

### Allocation of Grades
-........................................ 17-18

### Table 3: Grading Allocation

### School Life
- **Mass Times** ................................................................................... 20
- **Student Association** ................................................................. 20
- **The Business Society** ................................................................. 21
- **Volunteering within the University** ........................................ 21

### Scholarships
-........................................ 22

### Prizes
-........................................ 23-24

### Blackboard Learnit
-........................................ 25
I am delighted to extend a warm welcome to the School of Business. Our School is an exciting and vibrant community that fosters the development of reflective individuals with a capacity for high professional and ethical standards, underpinned by academic excellence.

The School of Business emphasises three main points of difference:

First, we are a small business school with a focus on excellence in teaching. This equates to smaller class sizes, excellent pastoral care and a unique community atmosphere. Our undergraduate focus ensures student learning is scaffolded by essential business foundation units prior to the undertaking of specialisation subjects. We also offer a number of excellent post-graduate qualifications.

Secondly, we believe that learning needs to be as authentic as possible. All our undergraduate students must undertake an internship at a relevant workplace prior to Graduation. An internship is also an option for postgraduate students. Internships provide our students with the opportunity to implement theoretical knowledge within a practical setting and expose them to a variety of workplace practices. Our lecturing staff build upon our authentic learning model by ensuring a strong practical focus, with many also involved in the professional and corporate world. In addition, our degrees are accredited by numerous professional associations.

Lastly, and perhaps most importantly, we have chosen to ensure that the study and practice of values is an integral part of how we teach business. Whilst most of our students must undertake an ethics unit as part of the University's Core Curriculum, we also ensure that business ethics and global responsibility underpin all our teaching. While undertaking their degree, students are encouraged to become actively involved in either community service and/or service learning in the hope that such a commitment to their community becomes truly transformational.

I encourage you to participate fully in the School of Business community and would welcome any questions you may have.

Professor Chris Doepel PSM
Dean, School of Business, Fremantle

Phone: (08) 9433 0932
Email: chris.doepel@nd.edu.au
Contact Us

School of Business Address: Second Floor, Building ND42 (Hotel Fremantle)  
Corner Cliff and High Streets  
Fremantle WA 6160

Postal Address:  
PO Box 1225  
Fremantle WA 6959  
Tel: (08) 9433 0905  
Fax: (08) 9433 0640

Email Address (General Enquiries): fremantle.business@nd.edu.au

Office Hours: Monday - Friday, 8.30am - 5.00pm

School of Business Website:  

The University of Notre Dame Australia Website:  
http://www.nd.edu.au/

Link to Campus Map

Goals of the School of Business

The School of Business strives to achieve the following goals in educating undergraduate and postgraduate students. The School of Business aims to ensure that its students:

- Have a solid grounding in the theories underlying business provided in a practical context
- Are thoroughly prepared for employment, ensuring they can:
  - communicate effectively both orally and in writing,
  - create, evaluate and use statistical and financial information,
  - be computer-skilled and literate,
  - have industry exposure;
- Are able to identify and appreciate the ethical dimensions of business and the application of Catholic values to these issues;
- Are prepared for the leadership positions that they may assume in their career, encouraging them to contribute positively to organisations and to society;
- Possess a breadth of understanding across major fields of business and a depth of understanding in at least one significant field; and
- Are able to continually learn and critically engage with the emerging literatures and research in business.
Ethical Conduct

University Code of Conduct
All Business students, both on Fremantle and Sydney campuses and students from other academic disciplines undertaking Business Units, are required to act in accordance with the ethical and academic obligations outlined in the University’s Code of Conduct.

Student Honour Code
The School of Business imposes a further Student Honour Code, detailing behaviour and expectations of you as a student, enrolled in a course offered by the School of Business.

In accordance to University Statutes and General Regulations, the ethical obligations of a student in the School of Business are extended to include the following:

- To treat all students and staff of the University and members of the community with whom they come into contact as a student with courtesy and respect.
- To use the resources and property of the University honestly, with care and in accordance with any University or School Regulations and guidelines.
- To comply with any instructions issued in connection with examinations and other forms of assessment and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.

Additional professional and ethical behaviour expected of students may be detailed in the Course Regulations.

Staff Members’ Expectations of Students
The School of Business Staff Members’ expectations of you as a student are centred on three fundamental principles: Honesty, Respect and Diligence.

Honesty
Students will:
- Be truthful in all interactions with the University, including requesting deferments, special consideration, leave of absence, etc.
- Not plagiarise by observing the University’s policies on original work and academic honesty.

Respect
Students will demonstrate respect to all with whom they interact, including peers and staff by:
- Displaying courtesy to others and respecting different views.
- Not engaging in any behaviour that may be regarded as either racist or sexist.
- Not engaging in any other form of discriminatory behaviour.
- Not interrupting or being disruptive in lectures, workshops and tutorials.
- Not engaging in any behaviour that represents bullying towards a fellow student or staff member.
- Being punctual in attending all classes and meetings.

Diligence
Students will benefit most from:
- Attending all classes and tutorials unless prevented by special circumstances.
- Fully preparing for classes as advised by the instructor.
- Submitting all assignments on time, as requested and to their best possible standard.
- Participating in class discussions and other teaching activities as advised by their instructors.
- When undertaking group work, by fully participating in such a way that all group members make an equal contribution.
Expected Classroom Behaviour Standards

As a student you are expected to demonstrate appropriate classroom behaviour. Repeated occurrences of inappropriate classroom behaviour will result in your being asked to leave the classroom.

Below are some examples of inappropriate activities in the classroom:

- Using mobile phones for conversation or texting. Mobile phones must be off or switched to silent.
- Using computers and other portable devices for any use other than taking notes or undertaking a required class activity.
- Talking to other students unless specifically requested to do so.
- Interjecting frequently or disrespectfully or otherwise disrupting behaviour.
- Eating or drinking (water is permitted).
- Recording a class without first obtaining the instructor’s permission.
- Listening to any music devices.
- Arriving late or leaving early.
- Throwing any object.
Students’ Expectations of Staff

As a student, you have specific rights and expectations with respect to how University staff members treat you. You should expect:

- Teaching staff to be punctual and well prepared for all lectures, seminars and tutorials.
- Teaching staff to be available during advertised consulting hours.
- Punctual return of assignments and other submitted work. This will depend on the number of students undertaking the unit and the extent of work. As a guideline simple tutorial assignments should be returned the following week while major semester papers should be returned within three weeks.
- Sufficient feedback on assignments and submitted work to understand why a particular mark was awarded and how the work could be improved.
- Administrative requests to be handled effectively and expeditiously.
- Student progress and treatment to be handled in accordance with the University’s statutes and regulations.
- Emails and phone calls to be returned within three working days.
- Information concerning student performance in class to be only provided to those who have an authorised right to such information.
- To be treated fairly and equitably and with the respect afforded to an adult student.

However, you will appreciate that University staff have many demands placed upon them and that they have a right to privacy. Consequently, you should not expect:

- To call teaching staff at home or on their mobile phones unless they specifically request such contact.
- To contact teaching staff outside of normal working hours.
- To interrupt staff members when they are in conversation with another student or staff member.
- Instantaneous replies to emails.
- To tolerate behaviour in class that is disruptive, disrespectful or in violation of the Student Honour Code.

If you believe you are not receiving what you believe you should expect from a staff member you should contact the Dean of the School of Business. Likewise, University staff who feel that students are not adhering to the Student Honour Code are required to report such behaviour to the Dean.
# Staff of the School of Business

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td></td>
<td>9433 0905</td>
<td><a href="mailto:Fremantle.Business@nd.edu.au">Fremantle.Business@nd.edu.au</a></td>
</tr>
</tbody>
</table>

## Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leanne van der List</td>
<td>Senior Administrative Officer</td>
<td>9433 0918</td>
<td><a href="mailto:Leanne.vanderlist@nd.edu.au">Leanne.vanderlist@nd.edu.au</a></td>
</tr>
<tr>
<td>Anita Unwin</td>
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</tr>
<tr>
<td>Angela Ifkovich</td>
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</tr>
</tbody>
</table>

## Academic Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Chris Doepel</td>
<td>Dean</td>
<td>9433 0932</td>
<td><a href="mailto:Chris.Doepel@nd.edu.au">Chris.Doepel@nd.edu.au</a></td>
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<tr>
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<tr>
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<td><a href="mailto:Vikki.Baldwin@nd.edu.au">Vikki.Baldwin@nd.edu.au</a></td>
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<tr>
<td>Caterina Crucitti</td>
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<td>9433 0907</td>
<td><a href="mailto:Caterina.Crucitti@nd.edu.au">Caterina.Crucitti@nd.edu.au</a></td>
</tr>
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<td>Mike Fazey</td>
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<td><a href="mailto:Mike.Fazey@nd.edu.au">Mike.Fazey@nd.edu.au</a></td>
</tr>
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<td>9433 0915</td>
<td><a href="mailto:Peter.Gall@nd.edu.au">Peter.Gall@nd.edu.au</a></td>
</tr>
<tr>
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<td>Senior Lecturer</td>
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<td><a href="mailto:Jane.Harrison@nd.edu.au">Jane.Harrison@nd.edu.au</a></td>
</tr>
<tr>
<td>Evelyn Hogg</td>
<td>Senior Lecturer</td>
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<td><a href="mailto:Evelyn.Hogg@nd.edu.au">Evelyn.Hogg@nd.edu.au</a></td>
</tr>
<tr>
<td>Prof George Kailis</td>
<td>Professor of Management</td>
<td>9433 0960</td>
<td><a href="mailto:George.Kailis@nd.edu.au">George.Kailis@nd.edu.au</a></td>
</tr>
<tr>
<td>Gerry Kelly</td>
<td>Coordinator of Finance</td>
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<td><a href="mailto:Gerry.Kelly@nd.edu.au">Gerry.Kelly@nd.edu.au</a></td>
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<tr>
<td>Prof Greg Moore</td>
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<td><a href="mailto:Greg.Moore@nd.edu.au">Greg.Moore@nd.edu.au</a></td>
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<tr>
<td>Prof Derek Parkin</td>
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</tr>
<tr>
<td>Clare Rossiter</td>
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</tr>
<tr>
<td>Matt Tilling</td>
<td>Coordinator of Accounting</td>
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<td><a href="mailto:Matthew.Tilling@nd.edu.au">Matthew.Tilling@nd.edu.au</a></td>
</tr>
<tr>
<td>Annette Watkins</td>
<td>Coordinator of Public Relations</td>
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<td><a href="mailto:Annette.Watkins@nd.edu.au">Annette.Watkins@nd.edu.au</a></td>
</tr>
</tbody>
</table>
Who to Contact

Your first point of contact regarding a unit query is the designated lecturer of the unit. If you still have any questions or concerns you should then liaise with your Course Coordinator. Academic staff are available to meet with students during their consultation hours. The Unit Outline, provided by each lecturer on Blackboard Learnt, will provide details of such hours. Availability times are also posted outside lecturer’s offices. If you require a consultation with your lecturer at a time outside of their normal hours, you must contact the lecturer by email.

Regarding Your Progress or Your Course

If you would like to discuss any aspect of your course enrolment or are finding yourself experiencing difficulties, your first point of contact is the School of Business Student Support Officer, Anita Unwin (anita.unwin@nd.edu.au). Please send Anita an email with your query/concern and if required, she will arrange a consultation with you.

About Personal Issues or Problems

The staff at Notre Dame are available to assist you in your studies as well as any personal issues that may arise. Student Services is well equipped with resources to aid you with any personal issues, including a counselling service. The Student Services Office is located in Building ND7.

Fees Issues

All matters relating to fees should be directed to the Fees Office located in Building ND7.

Student Log-on

New students will be given instructions on how to access the computer network on a USB that is provided on enrolment day. Students who are unable to attend enrolment day should contact the IT Help Desk to obtain their log-on code. All students have an email account at Notre Dame which should be accessed at least twice a week, as it is the medium used by the School of Business to relay information to its students. You will miss important information if you do not check this email. To find out more information please contact the IT Help Desk on 9433 0777 or email Student.it@nd.edu.au. Refer to the Student USB for log-on procedures.

Advanced Standing

Applications for Advanced Standing must be received in your first semester of study. Contact the School of Business Student Support Officer, Anita Unwin (anita.unwin@nd.edu.au), for further information.
# How to Enrol in Units throughout your course

## Unit Enrolment

For all new students, including those who have completed the Foundation Year, this takes place at an enrolment session prior to the start of semester. Students are notified of these dates once they accept their offer.

Continuing students enrol for the coming year annually in **September**. A notice is sent by both Student Administration and the School advising students of the process, dates and penalties associated with enrolment.

## How to Choose Units

Regulations for your degree can be found on the web. These include an overview of majors available (where applicable) and the units required to complete your degree.

Students may request a Course Planner which will help with the recommended order and semester offering of units for each course. It is important to note that deviation from a course plan may result in additional time to complete your course. Students may from time to time need to deviate due to timetable clashes or a repeat of a unit. In these circumstances a student should meet with the Student Support Officer (Anita Unwin, anita.unwin@nd.edu.au) to discuss options and alternatives available to them.

For those students that require selection of a major, it is recommended that you meet with the Discipline Co-ordinator to discuss the challenges ahead, work opportunities and any questions you might have. A list of Discipline Co-ordinators can be found on page 8. Alternatively, you may also contact the Student Support Officer.

## How to Add and Withdraw from a Unit

Students may complete an initial enrolment and wait to add elective units at a later date. Selection may depend on the timetable or unit offerings being released.

Students may also wish to withdraw from a unit during the Semester due to timetable clashes or to reduce their work load.

To add and/or withdraw from units, you must complete and sign a *Change of Enrolment Form*. Students should remember to submit forms before the deadline to avoid financial and academic penalties, particularly when withdrawing from units.

The Standard Unit Financial and Academic Penalty Dates apply to units that run for the standard semester or term duration and include:

- Semesters 1 and 2
- Winter and Summer Terms

To determine the Census and Academic Penalty Dates please refer to the web calendar or Business School notice board.

The Non-Standard Financial and Academic Penalty Dates apply to units that do not run for the standard semester or term duration.

- Short intensive units run in semester

To find out the Census and Academic Penalty Dates please contact the School running the unit.
Changing your Degree or Major

During the course of your studies, you may decide to change your original plan. Students are able to change their majors and or degrees by completing a *Change of Course Form*. All students should contact the Student Support Officer in the **NEW** school when changing degrees or their Discipline Co-ordinator if a change of major. Please note that University deadlines exist, so a Change of Course for example, will be actioned towards the end of semester once exams are finalised and up until the first week of semester start. You can find more information on these dates on the web.

Leave of Absence

If for any reason it is necessary for you to be absent from the University for an extended period of time (a semester or more), you must complete a *Leave of Absence Form*. The Student Support Officer or Course Coordinator are available to discuss your application with you if you have any questions or concerns. Students are allowed a maximum of 4 semesters on a leave of absence.

If you require a short leave of absence during a Semester (one to two weeks), you may apply by contacting the Associate Dean at least 2 weeks prior to the required leave time.

Forms

Throughout your studies at the University you will be required to fill out many types of forms, most of which you can find on the web under ‘Current Students > Student Administration and Fees > Fremantle Campus > Resources and Forms.’ [Link to Forms]

Course Duration

Depending on the course you are undertaking, the maximum duration can vary. Please refer to the regulations governing your degree for details. The regulations are available on the University website.
<table>
<thead>
<tr>
<th>What do you want to do?</th>
<th>Timing</th>
<th>Form</th>
<th>Available from</th>
<th>Lodge with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a new unit or withdraw a unit from your enrolment</td>
<td>Withdrawal – For standard semester long units there is a financial penalty after Week 3 and academic penalty after Week 10. The dates are different for non standard length units and you should check the website to find the relevant dates.</td>
<td>Change of Enrolment Form</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Apply for advanced standing/credit transfer/ recognition of uncredentialled experience</td>
<td>Students are expected to apply for advanced standing before the end of their first semester of studies. A penalty will apply for late applications.</td>
<td>1. Application for Advanced Standing - Exemption from a unit or units 2. Application for Advanced Standing - Unit and credit transfer from an incomplete course 3. Application for Advanced Standing - Recognition of prior experience or work-based learning</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Enrol in a unit at another University</td>
<td>Check the deadlines with host university and discuss with Associate Dean</td>
<td>Cross-Institutional Enrolment Form</td>
<td>SoB/UniWeb/StuAd</td>
<td>StuAd</td>
</tr>
<tr>
<td>Enrol in some units at the Sydney Campus</td>
<td>Discuss with Fremantle and Sydney Course Coordinators</td>
<td>Cross-Campus Enrolment Form</td>
<td>SoB/StuAd</td>
<td>SoB (Fremantle)</td>
</tr>
<tr>
<td>Change to another campus permanently</td>
<td></td>
<td>Change of Campus</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Audit a unit</td>
<td>Anytime</td>
<td>Application for Admission for Audit Enrolment</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Defer an examination</td>
<td>No more than three working days after the set examination</td>
<td>Application for Deferred or Irregularly Scheduled Examination and Statutory Declaration plus relevant documentation e.g. medical certificate</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Apply for a leave of absence</td>
<td>Any time prior to semester commencement</td>
<td>Leave of Absence</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Request assistance due to a disability or medical condition</td>
<td>Anytime</td>
<td>Request for Assistance</td>
<td>DSO/SS/SoB</td>
<td>DSO</td>
</tr>
<tr>
<td>Special circumstances that impact study</td>
<td>No more than five calendar days after the assessment deadline or examination</td>
<td>Special Consideration Application Form plus relevant documentation e.g. medical Certificate</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Change your course of study</td>
<td>Discuss with your course coordinator(s)</td>
<td>Change of Course</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Withdraw from University</td>
<td>Financial and Academic Penalty dates apply</td>
<td>Amendment to Student Record</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Change your address or contact information</td>
<td>Anytime</td>
<td>Amendment to Student Record</td>
<td>SoB/UniWeb/StuAd</td>
<td>StuAd</td>
</tr>
<tr>
<td>Change your name</td>
<td>Anytime</td>
<td>Change of Name Form plus supporting documentation, e.g. Marriage certificate</td>
<td>SoB/UniWeb/StuAd</td>
<td>SoB</td>
</tr>
<tr>
<td>Apply to graduate</td>
<td>Deadlines apply</td>
<td>Application to Graduate</td>
<td>SoB/UniWeb/StuAd</td>
<td>StuAd</td>
</tr>
</tbody>
</table>

Key:
SoB = School of Business (ND42)
UniWeb = University Website
StuAd = Student Administration (ND7)
DSO = Disability Services Officer
SS = Student Services (ND7)
Undertaking a Unit

Unit Outlines

The Unit Outlines set out the course content, weekly teaching program, texts required and assessment structure. Electronic copies of Unit Outlines are available on Blackboard Learnit (see page 24 to understand the function of this learning environment).

Attendance

Attendance at lectures, tutorials and workshops is mandatory in all units, unless otherwise stipulated by the Unit Coordinator. If you are unable to attend a class due to illness, you must contact your lecturer or tutor prior to the commencement of class (You may only attend tutorials you have selected).

Failure to attend at least 85% of lectures, seminars and/or tutorials in each unit may be grounds for failure, regardless of results in assignments, exams or personal circumstances. Refer to Unit Outlines for specific requirements for your units.

Study Materials

Textbooks
This information is displayed on the Co-op Website and Notre Dame website.

Library materials
New students will be issued with a Student ID card at Enrolment Day, which will provides access to the library, photocopying and printing. Students are required to present their Student ID card at examinations and when collecting assignments from the School of Business Reception.

Orientation tours of the Library
Orientation tours of the Library are held during the first weeks of Semester and on Enrolment Day. For more information you can contact the Library on (08) 9433 0710.

Assignments

Cover sheets
When you submit an assignment, you must:
1. Staple an Assignment Cover Sheet to your assignment (available online or at the School of Business Reception).
2. Complete all of the required information on the Cover Sheet and the Assignment Receipt.
3. Refrain from using plastic sleeves when submitting assignments.
4. Students must present their assignment at the School of Business Reception to be date-stamped and signed. The receipt will be returned to you for your records.
5. Submit your assignment in the School of Business Assignment Box located next to the Reception area.
6. Retain an electronic copy and/or photocopy of your assignment.
7. For some units, assessment items may be submitted electronically via Blackboard Learnit. Please confirm your assignment submission requirements with your Tutor/Lecturer.

Due dates

Assessment items must be lodged by 4.00pm on the due date (unless otherwise stated on your Unit Outline), with an Assignment cover sheet attached. Assignment extensions will only be considered under extenuating circumstances. If you have trouble meeting the due date you must discuss the matter with your lecturer BEFORE the due date. If illness is a factor, a medical certificate must be produced and provided to your Unit Coordinator.
Assignment requirements
It is a requirement that you type your assignments. Typed pages should:

- be in 1.5 line spacing
- have a 4 cm left margin
- be printed on one side of each page only

Consult your Unit Outline for specific assignment requirements.

Referencing
There are several styles of referencing used in academia. The American Psychological Association (APA) 6th Edition is used in the School of Business. It is vital that you make yourself familiar with this referencing guide, as plagiarism may result in University suspension or termination. Link to APA Referencing Guide

Plagiarism
The University seriously regards any acts of dishonesty in assessment. Dishonesty may constitute plagiarism, collusion, re-submission of previously marked work in different units or copying and theft of other students work. You may not copy the work of another person or have any other person write your work, assist you in your research and writing or do your research and writing for you. Plagiarism is defined in the University’s policy as “to take and use as one’s own (the thoughts, writings, inventions, etc, of another person); copy (literary work, ideas, etc) improperly or without acknowledgement; pass off the thoughts, work, etc, of (another person) as one’s own”.

Plagiarism amounts to academic dishonesty and will be viewed as serious misconduct by this University, resulting in penalties. You are permitted to discuss ideas with other students but when it comes to writing the answers, the work must be all your own, unless it is clearly a group assignment, acknowledged as such by the Unit Coordinator.

Any student found plagiarising will have their assessment reviewed in line with General Regulation 8.3 and the University Policy: Academic Misconduct (Plagiarism). These documents are also available on the University website.
Examinations

Final Examinations

All final examinations are held during the official examination period after the conclusion of the teaching semester. Students must be available to sit exams during the whole exam period specified by the University. Travel overseas or pre-booked holidays WILL NOT be accepted as a reason for an application for deferred exam. The examination timetables are published on the University website at the commencement of the academic year.

Deferred Examinations

If a student wishes to defer an examination due to circumstances beyond their control, they must complete the Application for Deferred or Irregularly Scheduled Exam and Statutory Declaration Form (available on the University website or the School of Business Reception). An individual Statutory Declaration must be completed for each unit for which deferred assessment is being requested. Supporting documentation MUST accompany the application.

Please note that when presenting a medical certificate as supporting documentation, the Centre’s/Practice’s stamp MUST be applied.

The original, fully completed and signed Application for Deferred or Irregularly Scheduled Exam and Statutory Declaration, plus the supporting documentation, must be submitted to Student Administration within three working days of the relevant scheduled examination. Applications received after this time will usually not be considered. Approval for such application is not guaranteed. Deferred examinations will not be granted on the grounds that a student mistook the time or venue of an examination. It is the student’s responsibility to check their examination timetable and any changes prior to the event.
Business Internship

The Business Internship unit, BS390, is a compulsory component of all business degrees and must be completed prior to Graduation. It is generally undertaken by students in the second semester of their second year (preferred) or in the first semester of their third year. Being an experiential unit, it has a mandatory class component and affords industry work experience to develop students’ workplace knowledge, professionalism, application of discipline-related theory, communication and interpersonal skills.

The Business Internship unit is organised in three discreet, yet interlocking, phases:

1. **Workplace Preparation**: Includes seminars by recruitment experts covering topics to prepare students for the process of seeking employment.

2. **Workplace Insights**: Incorporates presentations by industry leaders sharing insights into their industries and key attributes they seek in graduate employees.

3. **Business Practicum**: Four weeks, (150 hours), professional work experience is required. This is generally undertaken in one organisation, but may be split between two organisations if preferred.

Experiential learning and professional reflective practice are seen as important components of the unit. To replicate the experience of seeking employment, students are expected to locate and negotiate their own internship placement on conclusion of the class component.

**Prerequisite**: Minimum of 300 credit points (12 completed units) with at least four units relevant to your major area of study. All first year units need to have been completed.

FAQ’s regarding the Business Internship program can be found [here](#).
Allocation of Grades

The following definitions of grades are used by the University.

**High Distinction (HD) (80% - 100%)**  
Awarded to a Student who achieves the highest level of academic achievement expected of a Student at a given Unit level. Requires evidence that the Student has:
- undertaken the required core work for the Unit at the highest level;
- completed considerable additional work in wider areas relevant to the Unit; and
- has demonstrated the acquisition of an advanced level of knowledge/understanding/competencies/skills.

**Distinction (D) (70% - 79%)**  
Awarded to a Student who completes high quality work which shows the Student generally works at a level beyond the requirements of the assessment exercise. Requires evidence that the Student has:
- undertaken all of the required core work for the Unit at a high level; and
- undertaken considerable additional work in wider areas relevant to the Unit; and
- demonstrated superior knowledge, understanding, competencies, and skills.

**Credit (C) (60% - 69%)**  
Awarded to a Student who completes work at a proficient standard. Requires evidence that the Student has:
- undertaken all of the required core work for the Unit; and
- undertaken additional work in wider areas relevant to the Unit; and
- demonstrated a sound level of knowledge/understanding/competencies/skills.

**Pass (P) (50% – 59%)**  
Awarded to a Student who has:
- undertaken the required core work for the Unit; and
- demonstrated at least an adequate level of knowledge/understanding/competencies/skills required for meeting Unit objectives; and
- satisfactorily completed essential assessment exercises.

**Non-Graded Pass for Satisfactory Performance (NGP) (Not normally assigned a mark)**  
Only available in a Unit that is assessed as an undifferentiated pass/fail and a mark would not normally be assigned. The mark may encompass any level of achievement from satisfactory performance through to outstanding performance (i.e. scores from 50 to 100).  
Awarded to a Student who has:
- achieved mastery of the Unit content; and
- satisfactorily completed Unit requirements or contractual requirements where these form a prerequisite or condition of passing, or continuing with, a program of study.
- A Unit assessed as NGP will not be included in the calculation of the Grade Point Average.
- Where a Student does not achieve satisfactory performance in a Non-Graded Pass Unit, a Fail (F) or Fail due to Non-Completion (FN) grade will be recorded.
- No mark will be recorded with a grade of NGP.
Conceded Pass (CP) (48% or 49%)
Only awarded to a Student by the Board of Examiners where:
- School Regulations make a specific provision for the award; and
- the Student achieves the mark of 48% or 49%.
- The University does not recognise a Conceded Pass as an achievement of the prerequisite requirements for another Unit.

Fail (F) (0% - 49%)
Awarded to a Student who has:
- submitted all pieces of assessment (and has sat the final examination) and achieved a mark between 0% - 49%; and/or
- been unable to demonstrate satisfactory academic performance in a Unit.

Fail due to Non-Completion (FN)
Awarded to a Student who has:
- not submitted all pieces of assessment (and has not received an exemption); and/or
- not sat the final examination for a Unit; and/or
- failed to meet all requirements for a final grade, including not achieving attendance requirements as may be outlined in School Regulations and Unit outlines.
- Any mark may be designated as a Fail due to Non-Completion.
- Where School Regulations permit, a Student may receive a “FN” grade if they do not successfully pass each piece of continuous assessment, including the final examination, within a Unit and still achieve a passing grade overall for the Unit provided that the Unit outline clearly specifies this potential.

Withdrawal with Fail (WF)
Awarded to a Student who has withdrawn from a Unit after the Academic Penalty Date of the Unit.
Table 3: Grading Allocation

<table>
<thead>
<tr>
<th>Grade Title</th>
<th>Grade Code</th>
<th>Mark</th>
<th>Level of Performance/and or attendance (used to determine academic status)</th>
<th>Understanding of the subject matter</th>
<th>Skill development</th>
<th>Interpretative and analytical ability and intellectual initiative</th>
<th>Achievement of the objectives of the Unit</th>
<th>Standard of academic literacy</th>
<th>Recording of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>80 - 100</td>
<td>Exceptional Performance</td>
<td>Comprehensive understanding</td>
<td>Mastery</td>
<td>Extremely high level of ability and initiative</td>
<td>All objectives achieved</td>
<td>Ability to communicate findings and knowledge of a very high standard</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>70 - 79</td>
<td>Excellent</td>
<td>Very high level of understanding</td>
<td>Partial development</td>
<td>Very high level of skill development</td>
<td>All objectives achieved</td>
<td>Ability to communicate findings and knowledge of a high standard</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>60 - 69</td>
<td>Good</td>
<td>High level of understanding</td>
<td>Partial development</td>
<td>High level of ability</td>
<td>Some objectives not fully achieved</td>
<td>Ability to communicate findings and knowledge at an acceptable standard</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50 - 59</td>
<td>Satisfactory</td>
<td>Adequate understanding</td>
<td>Adequate level of ability</td>
<td>Failure to achieve some (minor) objectives</td>
<td>Failure to achieve key objectives</td>
<td>Ability to communicate findings and knowledge below an acceptable level</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Conceded Pass</td>
<td>CP</td>
<td>48 - 49</td>
<td>Satisfactory</td>
<td>Adequate understanding</td>
<td>Partial development</td>
<td>Adequate level of ability</td>
<td>Failure to achieve some (minor) objectives</td>
<td>Ability to communicate findings and knowledge below an acceptable level</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Non-Graded Pass</td>
<td>NGP</td>
<td>NA</td>
<td>Satisfactory</td>
<td>Satisfactory understanding</td>
<td>Satisfactory development</td>
<td>Satisfactory level of ability</td>
<td>All key objectives</td>
<td>Ability to communicate findings and knowledge below an acceptable level</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>0 - 49</td>
<td>Unsatisfactory</td>
<td>Inadequate understanding</td>
<td>Failure to develop relevant skills</td>
<td>Insufficient evidence of ability</td>
<td>Failure to achieve key objectives</td>
<td>Ability to communicate findings and knowledge below an acceptable level</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Fail due to Non-Completion</td>
<td>FN</td>
<td>0 - 100</td>
<td>Unsatisfactory</td>
<td>Did not submit one or more pieces of continuous assessment and/or did not sit the final exam</td>
<td>Did not achieve objectives of the Unit</td>
<td>Did not achieve objectives of the Unit</td>
<td>NA</td>
<td>NA</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Withdrawal with Fail</td>
<td>WF</td>
<td>No Mark</td>
<td>Unsatisfactory</td>
<td>Withdraw from the Unit after the Academic Penalty Date of the Unit</td>
<td>Did not achieve objectives of the Unit</td>
<td>Did not achieve objectives of the Unit</td>
<td>NA</td>
<td>NA</td>
<td>Grade will be shown on Academic Transcript</td>
</tr>
<tr>
<td>Research in Progress</td>
<td>NP</td>
<td>No Mark</td>
<td>Research is continuing</td>
<td>Supervised Research/Dissertation/Honours has been undertaken in that Semester and is continuing</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Grade will be shown on Academic Transcript</td>
<td></td>
</tr>
</tbody>
</table>
School Life

Mass Times
Mass is held at the University's Holy Spirit Chapel, which located across from St Teresa’s Library in ND8. Weekly mass times are as follows:

- Monday 12.35pm
- Tuesday 8:30am
- Wednesday 12.35pm
- Thursday 12.35pm
- Friday 8.30am
- Sunday 6.00pm

Mass and Chaplaincy activities are open to students of all faiths.

Wednesday School Masses - Throughout the thirteen weeks of each semester, one Mass each week is hosted by one of the Schools or Divisions of the University. This occurs during the regular 12.35pm Mass time and is usually on a Wednesday. You are invited to attend to celebrate mass with us.

Student Association
The Student Association is run by a committee of elected students who plan student functions, keep students in the loop as to what is happening around the University and in the world whilst encouraging community-building.

Objects of the Association
The objects of the Student Association, a not-for-profit organization, shall be to:

- to foster and promote the mission of the University;
- promote the well being and interests of the students of the University;
- further the common interest of the students of the University;
- provide for and encourage communication among enrolled students in matters of common interest;
- provide extra-curricular activities for the general well-being of students;
- represent students whenever such representation is necessary or desirable, and to provide a recognised means of communication between the students and the University authorities;
- cooperate with anybody or organisation having kindred aims;
- provide, conduct or manage educational, cultural, sporting, welfare,
- recreational or commercial facilities or activities intended for the benefit directly or indirectly, of students;
- accommodate and provide for any type of amenities or facilities for enrolled students;
- help students achieve their full social and spiritual potential;
- reach beyond the University boundaries and contribute effectively to the wider community; and
- Further the common interest of students at the University generally.

The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.
The Business Students' Society

The Business Students' Society comprises representatives from the student body of the School of Business. The Society aims to represent and work for the students within the School. Throughout the year a number of events will be run by the Society that all School of Business students are welcome to attend. Should you be interested in joining the Society or would like further information please email fremantle.businessssociety@nd.edu.au or phone Student Services on (08) 9433 0587 and ask for the Business Society.

Volunteering within the University

Service is a large part of what makes The University of Notre Dame Australia unique. There are always opportunities to get involved in helping the community. The Notre Dame Volunteer Network (NDVN) is an opportunity for students and staff to participate in service opportunities. This embodies the Objects of our University in building community and using Catholic social teaching as a foundation for service to others. To sign up to the network, fill out the form on the University website and forward it to fremantle.ndvn@nd.edu.au. If you would like more information or a hard copy of the form, visit Student Services (ND9) or phone 9433 0145.
The School of Business is fortunate in being affiliated with a large number of businesses and organisations that sponsor scholarships and prizes for its students. Scholarships and prizes are worth striving for. They promote excellence in academic achievement and look great on a new graduate’s resume.

The following Scholarships are awarded annually to eligible School of Business Students.

**The Mannkal Economic Education Foundation Scholarships**

To be eligible for a Mannkal Scholarship, applicants must:

- have an appropriate academic background - BS100 Economics is recommended (ordinarily, the applicant will be in their 3rd year of study, equivalent full time);
- be enrolled in the Unit BS 391;
- complete an application form including a summary of their proposed research project/activities to be submitted to the Dean of the School of Business;
- have their application submitted by the first Friday in January of the year in which the Scholarship is awarded;
- be prepared to commit to a major academic piece of work; and
- be eligible for consideration to attend the Liberty and Society Conference or an equivalent conference.

**Ernst & Young Scholarship**

The purpose of the Ernst & Young Scholarship is to recognise the highest achieving Accounting major students, providing up to two scholarships of $3,000 each to support course fees, in addition to paid vacation work experience at Ernst Young for the recipient (s). The Scholarship shall be awarded to the following:

1. The highest achieving students (no greater than two) enrolled in a Bachelor of Commerce (major in Accounting and/or double major in Accounting and Finance) with the highest cumulative grade point average over their first year of study, determined in January of their second/penultimate year, who successfully passes the Ernst & Young Assessment Centre; or
2. The highest achieving students (no greater than two) enrolled in a Bachelor of Laws/Bachelor of Commerce (majoring in Accounting and/or double Major in Accounting and Finance) with the highest cumulative grade point average over their first three years of study within their Bachelor of Commerce units, determined after completion of their third year, who successfully passes the Ernst & Young Assessment Centre.

The School of Business, Fremantle, will review student results (after one year of single degree or three years of double degree) and will provide a shortlist of five recommended candidates to Ernst & Young in January; Ernst & Young hosts an Assessment Centre for all candidates in February and will select two for the $3,000 scholarship then.
Some of the prizes that are awarded annually to School of Business Students are listed below.

**Australian Human Resources Institute (AHRI) BS370 Human Resource Policy Prize**
- The prize is awarded to the highest performing student enrolled in the unit BS370 ‘Human Resource Policy’ whose degree program enrolment is either a Bachelor of Commerce (majoring in Human Resource Management), a Bachelor of Human Resource Management, or a Bachelor of Behavioural Sciences.

**Australian Human Resources Institute (AHRI) BS374 Strategic Workforce Issues Prize**
- The prize is awarded to the highest performing student enrolled in the unit BS374 ‘Strategic Workforce Issues’ whose degree program enrolment is either a Bachelor of Commerce (majoring in Human Resource Management), a Bachelor of Human Resource Management, or a Bachelor of Behavioural Sciences.

**Australian Human Resources Institute (AHRI) BS573 Human Resource Management Prize**
- The prize is awarded to the highest performing post-graduate student enrolled in the unit BS573 ‘Human Resource Management’ whose program enrolment is either a Graduate Certificate of Human Resource Management or a Master of Business (with a specialisation in Human Resource Management).

**Australian Marketing Institute Prize for the Emerging Marketer of the Year**
- The prize is awarded to the student enrolled in either a Bachelor of Commerce (major in Marketing) or a Bachelor of Marketing and Public Relations, with the highest grade point average after completion of their final year of study.

**Chartered Accountants Australia New Zealand (CAANZ) Prize in Auditing**
- The prize is awarded to the highest performing student enrolled in the third year unit BS311 ‘Accounting for Corporate Entities’.

**Chartered Accountants Australia New Zealand (CAANZ) Prize in Accounting for Corporate Entities**
- The prize is awarded to the highest performing student enrolled in the third year unit BS313 ‘Auditing’.

**CPA Australia Prize in First Year Accounting**
- The prize is awarded to the highest performing student enrolled in the first year unit BS110 ‘Accounting’.

**CPA Australia Prize in Second Year Accounting**
- The prize is awarded to the student enrolled in a Bachelor of Commerce (major in Accounting and / or double major in Accounting and Finance) with the highest grade point average for their second year of study after completion of that year. Students are expected to have completed sixteen (16) units in total to be considered eligible.

**CPA Australia Prize in Accounting for the Highest Achieving Graduating Student**
- The prize is awarded to the student enrolled in a Bachelor of Commerce (with a major in Accounting) with the highest grade point average after completion of their final year of study.
Economic Society of Australia Prize for the Highest Performing First Year Economics Student

- The prize is awarded to the highest performing student enrolled in the first year unit BS100 ‘Economics’.

Financial Services Institute of Australia Prize in Financial Statement Analysis

- The prize is awarded to the highest performing student enrolled in the unit BS327/527 ‘Financial Statement Analysis and Valuation’ over the period of an academic year.

The Governance Institute of Australia

- The prize is awarded to the highest performing student enrolled in the third year unit BS340 ‘Company Law’

Institute of Public Accountants (IPA) Prize in Accounting for Corporate Entities

- The prize is awarded to the highest performing post-graduate student enrolled in the unit BS5163 ‘Accounting for Corporate Entities’.

Institute of Public Accountants (IPA) Prize in Post-Graduate Taxation

- The prize is awarded to the highest performing post-graduate student enrolled in the unit BS5153 ‘Taxation’.

MOSAIC Community Care Inc Postgraduate Prize in Not-for-profit Leadership and Management

- The prize is awarded to the student who achieves the highest final mark, at Distinction level or better, of all students enrolled in any of the following: BS595, BS596, BS597, or BS598.

The Office of the Auditor General's Prize in Accounting Theory

- The Prize shall be awarded to the highest performing student enrolled in the unit BS312 Accounting Theory OR BS5164 Accounting Theory.

The Tax Institute (TTI) Prize in Taxation

- The prize is awarded to the highest performing student enrolled in the unit BS245 ‘Taxation’.

The WA Sports Federation Prize for Sport and Recreation Management

- The prize is awarded to a School of Business student who has performed well and made a significant contribution to the community through their service to, and leadership in, sport and recreation during their enrolment in their first year HPE1503 Sport and Recreation Management Industry Internship unit.

The Dean’s Award – Postgraduate and Undergraduate

- These awards recognize a student at each level of study who has the highest Grade Point Average (GPA) for the preceding calendar year. The conditions for the award allow for part-time students to be considered by taking into account units studied earlier that aggregate to a full-time equivalent load.
**Blackboard Learnit**

The Blackboard Learnit Learning Environment is a commercial e-learning environment that the University has a license for. All units are setup in Learnit allowing you to access all relevant unit documents via Blackboard Learnit.

Learnit can be accessed from anywhere around the world by entering your log-on username and password (same as required for your webmail). Learnit allows you to view instructional content, collaborate with peers and evaluate your own academic performance and learning resources in order to achieve your educational objectives, anywhere, anytime.

Lecturers are required to upload unit information such as unit outlines, assignment requirements and additional reading material.

If you are experiencing difficulties using Learnit, do not hesitate to contact the School of Business administrative staff. Alternatively, you may ask for help at the IT Helpdesk, located in St Teresa’s Library (ND7), email Student.it@nd.edu.au or call (08) 9433 0777.

Please include the following details in your email to the IT Help Desk:
- Unit Code and/or Unit Name
- The problem
- Attach screen capture of the error message if applicable/possible
- The exact course link where the problem occurs