



REGULATIONS: SCHOOLS OF BUSINESS FREMANTLE AND SYDNEY

Purpose:	These School Regulations apply to all students in the courses and units offered by the Schools of Business at the University of Notre Dame, Australia.
Responsible Executive:	Executive Dean, Business
Responsible Office:	Schools of Business
Contact Officer:	Executive Dean
Effective Date:	1 January 2010
Modification History:	Created: January 2008, modified December 2008; modified February 2010

1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations

These School of Business Regulations apply to all students enrolled in the courses offered by the Schools within the National College of Business and, as far as is appropriate, to those students enrolled in units which are offered through the School of Business. These Regulations should be read in conjunction with the University's *General Regulations* and specific Course Regulations.

1.2 Course Regulations

In addition to these School of Business Regulations, all of the courses in the School of Business have specific regulations which apply to all students enrolled in these courses.

1.3 Interaction of Regulations

In the event of inconsistencies between different sets of regulations, the order of priority of enforceability is as follows:

1. General Regulations
2. Campus Regulations
3. Research Degree Regulations
4. School Regulations
5. Course Regulations

1.4 Interpretation

The words and phrases contained in this provision are to be interpreted in the following way throughout the School of Business Regulations, unless otherwise provided for herein:

"(the) School Committee" – shall have the same meaning as that given to it in the University Statutes.

"(the) Course Coordinator" – shall mean that person designated by the Dean to be the person in charge of a course and who shall be responsible to the Dean for the overall coordination of the course.

"(the) Unit Coordinator" – shall mean that person designated by the Dean to be the lecturer in charge of a unit and who shall be responsible to the Dean for the overall coordination of teaching and assessment in the unit.

1.5 Amendment of Regulations

- 1.5.1 All proposals for amending these School Regulations must be forwarded by the Executive Dean to Academic Council for consideration and to the Vice Chancellor for approval.
- 1.5.2 Unless otherwise specified, amendments to these School Regulations will be deemed to be binding on all students enrolled in units or courses offered by the School as soon as they are approved by the Vice Chancellor.
- 1.5.3 Where the Dean is satisfied that such amendments to these School Regulations will affect an existing student(s) of the School in an unreasonable, prejudicial or discriminatory manner, the Dean may take such steps as are reasonably necessary to avoid or minimise the unreasonable, prejudicial or discriminatory consequences impacting on the existing student(s).

2. GOVERNANCE OF THE SCHOOL OF BUSINESS

2.1 Dean of a School

- 2.1.1 Subject to the University Statutes, the Dean of the School on the Fremantle Campus is the senior executive and academic officer primarily responsible for the welfare of a School on that Campus and on the Broome Campus.
- 2.1.2 Subject to the University Statutes, the Dean of the School on the Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of a School on that particular campus.

2.2 Associate/Assistant Dean of a School

Subject to the University Statutes, the Associate Dean/Assistant Dean of a School assists the Dean with the day-to-day operations of the School with particular responsibility for the oversight of academic programs and student care.

2.3 School Committee

- 2.3.1 In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus and a School Committee on the Sydney Campus (the 'Schools Committees').
- 2.3.2 The School Committees shall each hold a minimum of two meetings per year, at which meetings the following rules shall apply:
- (a) The Dean of the School (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the School Committee.
 - (b) A quorum consisting of 50 per cent of fulltime and fractional academic staff of that School must be present for there to be a quorum.
 - (c) Members of the School Committee will be given notice that a meeting is to be held five working days before it is held.
 - (d) If a meeting is to be cancelled, a minimum of 24 hours notice will normally be given.
 - (e) Members shall be notified of meeting details prior to the meeting. Such notice may be in writing, orally or electronically.
 - (f) The Dean of the School shall appoint a person to record and retain minutes of each meeting.
- 2.3.3 The Dean shall have regard to the views and determinations of the School Committee; however, the role of the School Committee is advisory to the Dean only and the Dean may act contrary to the advice of the School Committee.
- 2.3.4 Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Provost of the issues involved.

3. ADMISSIONS

3.1 Special Requirements for Admission

Special requirements for admission (if any) to a course offered by the School of Business shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.

3.2 Courses and Quotas

- 3.2.1 The courses of the School of Business are set out in the School of Business Course Regulations.
- 3.2.2 Pursuant to the General Regulations and the University Policy: *Course Quotas*, the total intake of first year students admitted to a course in a on a particular Campus may be limited.

3.3 Specific Conditions of Enrolment in Units of a Course

- 3.3.1 Special conditions of enrolment (if any) in units of a course offered by the School of Business shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.
- 3.3.2 The Dean of a School (or delegate) may impose enrolment conditions on a student based on specific course or unit requirements.
- 3.3.3 The conditions that may be imposed on a student include, but are not limited to:
- (a) the meeting of special requirements of admission;
 - (b) achievement of a passing grade in a prerequisite unit;
- 3.3.4 That a student may enrol in a particular unit only if:
- (a) the student also enrolls in a co-requisite unit at the same time, should a co-requisite be specified; or
 - (b) the student previously achieved a passing grade in the co-requisite unit.
- 3.3.5 The Dean of a School (or delegate) may permit a student to enrol in a unit without having satisfied the conditions listed in 3.3.3 and 3.3.4 if the Dean of a School is satisfied the student has demonstrated sufficient knowledge to undertake the unit concerned.

3.4 Enrolment Deadlines

- 3.4.1 Enrolment deadlines for undergraduate and postgraduate units are those proclaimed by the Registrar.
- 3.4.2 Enrolment deadlines for non-standard undergraduate and postgraduate units are determined by the Dean of a School and advised to the Registrar for publishing on the University's web site.

4. ACADEMIC PROGRESS

4.1 Attendance and Absence

- 4.1.1 A student who is absent from a unit without the approval of the Course Coordinator or Unit Coordinator for more than 15 percent of its scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline may receive a Fail (F) grade for the unit.
- 4.1.2 Arrival at any teaching period more than 10 minutes after the commencement of the class may be deemed to constitute absence.
- 4.1.3 Full time attendance at all scheduled practicums/internships/fieldtrips, including necessary briefing sessions, is compulsory.

4.2 Student Progress

- 4.2.1 A student who fails to complete all of a particular year of her or his prescribed course may be permitted, at the discretion of the Dean of the School, to proceed to the next year of the course provided that the appropriate prerequisites are met and agreement can be reached on how the missing requirements will be completed.
- 4.2.2 A student will not be permitted to undertake placements, practicums or internships unless the prerequisite units have been successfully completed.
- 4.2.3 A Dean may recommend to the Provost for approval any change to a course regulation for an individual student.

4.3 Graduation

Eligibility for graduation in the courses offered by the School of Business requires successful completion of all required credit points and course conditions as detailed in the Course Regulations.

4.4 Degrees with High Distinction or Distinction

- 4.4.1 In accordance with the General Regulations, undergraduate courses offered by the School of Business are eligible to be awarded with Distinction or High Distinction.
- 4.4.2 In accordance with the General Regulations, all postgraduate degrees offered by the School of Business are eligible to be awarded with Distinction or High Distinction.

4.5 Degrees with Honours

- 4.5.1 An undergraduate student may be admitted to an undergraduate degree with Honours in the School of Business (where available) subject to satisfying entry requirements detailed in relevant Course Regulations.
- 4.5.2 In accordance with the General Regulations, degrees with Honours awarded within the School of Business (where available) are detailed in Course Regulations.

5. ASSESSMENT AND EXAMINATIONS

5.1 Unit outline

A student will be provided with a unit outline at the commencement of a unit in which he/she is enrolled in a particular semester/term. The unit outline will provide the details of the unit including specified learning outcomes, assessment schedule and required texts (if any).

5.2 Assessment

- 5.2.1 Assessment criteria for each unit are approved by Academic Council and are contained in the unit outline of each unit.

- 5.2.2 Participation in and completion of all prescribed assessment for a unit is a precondition for a student being eligible to pass a unit.

5.3 Conceded Pass

In accordance with the General Regulations, the grade of "Conceded Pass (CP)" may be awarded to any student enrolled in a course or unit offered by the School of Business.

5.4 Extensions on continuous assessment items (excluding examinations)

- 5.4.1 A student may apply in writing before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Dean (or delegate) setting out the grounds for the application. Such application must be accompanied by appropriate supporting documentation, such as a medical certificate.
- 5.4.2 The Dean (or delegate) has the discretion to approve or dismiss the application for extension.
- 5.4.3 If the Dean (or delegate) approves the application for extension, the Dean (or delegate) will set a new due date, "the extended due date".
- 5.4.4 If the Dean (or delegate) does not approve the application for extension, the Dean (or delegate) will impose the penalty for late submission or non-submission of continuous assessment.
- 5.4.5 A student may apply directly to the Dean in the case of requests for extension on multiple assessment items in multiple units for a given semester.

5.5 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)

- 5.5.1 If a student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:
- The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), but 10 percent per calendar day of the mark the student would have obtained will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).
 - No piece of assessment will be marked or awarded a grade if the piece of assessment is submitted more than five days after the due date (or extended due date if applicable) and the student will be awarded a mark of "0" and grade "F" for that piece of assessment.
- 5.5.2 The Dean of the School (or delegate) retains discretion to waive or modify the penalties imposed as listed above if the student can establish to the satisfaction of the Dean (or delegate) that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.
- 5.5.3 The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

5.6 Remarking of pieces of continuous assessment

- 5.6.1 If the Dean of the School permits a remarking of the piece of assessment, the following procedures will apply:
- The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
 - The person undertaking the remarking will recommend to the Dean a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to any marking guidelines or criteria produced by the original marker.
 - The person undertaking the remarking will provide a written recommendation to the Dean (or delegate) as soon as is practicable giving an assessment of the piece of assessment and the recommended mark and grade.
 - The final mark and grade to be awarded for the piece of assessment will be determined by the Dean (or delegate) based on the person undertaking the remarking recommendations.
 - The Dean will advise the Unit Coordinator of the outcome of the remark and if necessary, the Unit Coordinator will amend the student's assessment record.

5.7 Supplementary assessment

- 5.7.1 Supplementary assessment is provided to facilitate course completion.
- 5.7.2 Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to assist students to complete requirements for their qualification, and is thus available for units undertaken in the final year of study only.
- 5.7.3 The Dean (or delegate) is responsible for determining eligibility for supplementary assessment guided by advice from the Course Coordinator as to whether, given the student's marks for the unit and the nature of the unit, it is possible for the student to achieve a passing standard through supplementary assessment.
- 5.7.4 The form and type of supplementary assessment is at the discretion of the Dean (or delegate), who will ensure that academic standards are maintained.

5.8 Referencing

In the absence of any notification to the contrary, a student enrolled in units offered by the School of Business must use the *Style and Referencing Guide: College of Business* for referencing pieces of assessment (Harvard style or footnoting).

5.9 Assessment Coversheets

A student is required to attach a University Cover Sheet to every piece of continuous assessment on which they must declare that the work is all their own, that they have retained an electronic copy of the work, that the work has not been previously submitted for any other unit or at any other tertiary institution, and the total word count (excluding footnotes and bibliography) of the assessment.

5.10 Examinations

- 5.10.1 Internship units are exempt from examination as approved by Academic Council.
- 5.10.2 All other units will have a final invigilated examination unless specifically exempted by Academic Council.

6. ETHICAL OBLIGATIONS OF STUDENTS

6.1 Code of Conduct

All students are obligated under the University's *Code of Conduct* to act in accordance with the ethical and academic obligations.

6.2 Honour Code

- 6.2.1 The School of Business may impose a further Honour Code on students detailing behaviour and expectations of the student enrolled in a course offered by the School of Business.
- 6.2.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Business include the following:
 - (a) 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;
 - (b) To use the resources and property of the University honestly, with care and in accordance with any University or School Regulations and guidelines;
 - (c) To comply with any instructions issued in connection with the use of the University Library; and in particular, not to steal, deface, destroy or conceal from other students any library materials; and
 - (d) To conduct themselves fairly and honestly in connection with examinations and other forms of assessment; and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.
- 6.2.3 Additional professional and ethical behaviour expected of students may be detailed in Course Regulations.

7. SPECIAL REQUIREMENTS RELATING TO INTERNSHIPS

- 7.1 A student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon the student's capacity to undertake an internship/practicum/field trip, to complete that internship/practicum/field trip, or to complete

it at the assigned agency. Failure to disclose may result cancellation of enrolment or disciplinary action being taken against the student.

- 7.2 Upon receipt of such information, the Dean of the School will determine what (if any) steps need to be taken to appropriately balance the rights, interests and obligations of all affected parties, including (but not limited to) the student concerned, the University and the agency.

8. FIELD TRIPS

- 8.1 Where applicable, a student participating in field trips conducted as part of a course in the School of Business must adhere to the requirements of the Guideline: *Field Trips* approved by Academic Council.
- 8.2 Unless alternative arrangements are approved by the Dean of the School, each student is required to participate in field trips organized for particular units. Failure to do so will result in the awarding of an Fail due to Non-Completion (FN) grade for the unit, regardless of the total marks otherwise accumulated.
- 8.3 Each student will be provided with a copy of the University's *Code of Conduct for Field Trips*. The Code of Conduct form attached to the *Code of Conduct for Field Trips* must be signed and returned to the Administration Officer in the School prior to the first such trip in any given semester.
- 8.4 Each student must complete and return a Bio-data and Emergency Contact form to the Administration Officer in the School prior to the first field trip in any given semester.
- 8.5 A staff member organising or supervising a field trip must complete a *Field Trip Risk Assessment* prior to departure on the field trip, and submit this to the Dean of the School.

9. SCHOOL POLICIES

- 9.1 School of Business policies are binding on all students enrolled in courses or units within the School of Business.
- 9.2 School policies must be approved by a majority of the members of the School Committees and endorsed by the Executive Dean.
- 9.3 School policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

10. PRIZES AND AWARDS

(Please note that the prizes listed in Appendix A are only available to students of the Fremantle Campus)

- 10.1 In accordance with General Regulations, a student in the School of Business may be eligible for the awards and prizes listed in Appendix A of these Regulations.
- 10.2 Awards and prizes offered within the School of Business may be presented at an annual event organized by the School of a particular Campus.
- 10.3 A student who is pending graduation may be eligible for consideration of an award or prize of the School.

APPENDIX A: SCHOLARSHIPS, PRIZES AND AWARDS CRITERIA **SCHOOL OF BUSINESS, FREMANTLE CAMPUS**

Australian Human Resources Institute (AHRI) Prize in Strategic Human Resource Management Policy

- The AHRI Prize in Human Resource Management consists of one year's fully-paid membership to AHRI or another prize of a different amount to be determined by negotiation with AHRI.
- The Prize shall be awarded to the following:
 - The highest performing School of Business student enrolled in the unit BS370 'Human Resource Policy' whose degree program enrolment is either a Bachelor of Commerce (majoring in either Human Resource Management) or a Bachelor of Human Resource Management;
- The prize shall be presented annually by a representative of AHRI at the School of Business annual prize giving ceremony held in March of each year.

Australian Human Resources Institute (AHRI) Prize in Workplace Issues

- The AHRI Prize in Human Resource Management consists of one year's fully-paid membership to AHRI or another prize of a different amount to be determined by negotiation with AHRI.
- The Prize shall be awarded to the following:
 - The highest performing School of Business student enrolled in the unit BS374 'Strategic Workforce Issues' whose degree program enrolment is either a Bachelor of Commerce (majoring in either Human Resource Management) or a Bachelor of Human Resource Management;
- The prize shall be presented annually by a representative of AHRI at the School of Business annual prize giving ceremony held in March of each year.

Australian Human Resources Institute (AHRI) Prize in Highest Achieving Human Resource Management Post-Graduate Student

- The AHRI Prize in Human Resource Management consists of one year's fully-paid membership to AHRI or another prize of a different amount to be determined by negotiation with AHRI.
- The Prize shall be awarded to the following:
 - 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);
- The prize shall be presented annually by a representative of AHRI at the School of Business annual prize giving ceremony held in March of each year.

Australian Institute of Management (AIM) Prize in Highest Achieving Graduating Management Student

- THE AIM Prize consists of payment by the Australian Institute of Management for a \$500.00 AIM training credit voucher, one year's membership to AIM to the value of \$200.00, access to AIM career counselling to the value of \$200.00 plus a book voucher to the value of \$100.00. These vouchers and values are subject to change and may be of other amounts to be determined by negotiation with AIM.
- The Prize shall be awarded to the following:

- The student enrolled in a Bachelor of Commerce (major in Management), with the highest grade point average after completion of their final year of study.
- To be eligible for this prize, students must be enrolled in full-time study with degree completion within three years of initial enrolment date if undertaking either a single or double major. Should a student be enrolled in a Bachelor of Commerce, majoring in more than two majors (one of which must be Management), then degree completion must occur within four years from initial enrolment date in order to be eligible. In addition, students must be eligible for graduation within the same year that the prize shall be decided. Determination of the prize recipient will occur no later than December of the year prior to the annual prize giving ceremony.
- The prize shall be presented annually by a representative of AIM at the School of Business annual prize giving ceremony held in March of each year.

Australian Marketing Institute (AMI) Prize in Emerging Marketer of the Year

- THE AMI Prize for the Marketer of the Year consists of one year's complimentary professional membership of the Australian Marketing Institute to the value of \$340.00. The Prize shall be awarded to the following:
 - 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.
 - To be eligible for this prize, students must be enrolled in full-time study with degree completion within three years of initial enrolment date if undertaking either a single or double major. Should a student be enrolled in a Bachelor of Commerce, majoring in more than two majors (one of which must be Marketing), then degree completion must occur within four years from initial enrolment date in order to be eligible. In addition, students must be eligible for graduation within the same year that the prize shall be decided. Determination of the prize recipient will occur no later than December of the year prior to the annual prize giving ceremony.
- The prize shall be presented annually by a representative of AMI at the School of Business annual prize giving ceremony held in March of each year.

Australian Taxation Office Prize for the Highest Performing Business Student (Combined) in Taxation and Auditing

- The ATO Prize in Taxation and Auditing consists of payment by the Australian Taxation Office for a sum of \$1,000.00 or a cheque for another amount to be determined by negotiation with CPA Australia.
- The Prize shall be awarded to the following:
 - The highest performing undergraduate student with a combined result in second year BS245 'Taxation' and third year BS313 'Auditing'.
- The prize shall be presented annually by a representative of CPA at the School of Business annual prize giving ceremony held in March of each year.

Certified Practising Accountants (CPA) Australia Prize in Accounting (Best First Year Student)

- THE CPA Prize in Accounting consists of payment by Certified Practising Accountants Australia for a sum of \$500.00 or of a cheque for another amount to be determined by negotiation with CPA Australia.
- The Prize shall be awarded to the following:
 - The highest performing student enrolled in the first year unit BS110 'Accounting'.

- The prize shall be presented annually by a representative of CPA at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Certified Practicing Accountants (CPA) Australia Prize in Accounting (Best Second Year Student)

- THE CPA Prize in Accounting consists of payment by Certified Practicing Accountants Australia for a sum of \$750.00 or of a cheque for another amount to be determined by negotiation with CPA Australia.
- The Prize shall be awarded to the following:
 - 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.
- The prize shall be presented annually by a representative of CPA at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Certified Practicing Accountants (CPA) Australia Prize for the Highest Achieving Graduating Accounting Student

- THE CPA Australia Prize for the Highest Achieving Graduating Accounting Student consists of a prize by CPA Australia to the value of \$1000.00 which includes entrance fee to CPA Australia (valued at \$138), one year's membership to CPA Australia (valued at \$330) and the balance in cash (\$532 subject to change) or a cheque for another amount to be determined by negotiation with CPA.
- The Prize shall be awarded to the following:
 - 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.
 - To be eligible for this prize, students must be enrolled in full-time study with degree completion within three years of initial enrolment date, if majoring in Accounting only. Should a student be enrolled in a Bachelor of Commerce, double majoring in Accounting and Finance, then degree completion must occur within three and a half years from initial enrolment date in order to be eligible for this prize. In addition, students must be eligible for graduation within the same year that the prize shall be decided. Determination of the prize recipient will occur no later than December of the year prior to the annual prize giving ceremony.
- The prize shall be presented annually by a representative of CPA Australia at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Chartered Institute of Management Accountants (CIMA) Prize in Managerial Accounting and Control

- THE CIMA Prize in Managerial Accounting and Control consists of payment by the CIMA for a sum of \$250.00 or of a cheque for another amount to be determined by negotiation with CIMA Australia.

- The Prize shall be awarded to the following:
 - The highest performing student enrolled in the third year unit BS310 'Managerial Accounting and Control'.
- The prize shall be presented annually by a representative of CIMA at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Chartered Secretaries Australia (CSAUST) Prize in Company Law

- The Chartered Secretaries Australia Prize in Company Law consists of a one year subscription to the Australian journal 'Keeping Good Companies' plus a Myer gift voucher. The value of the prize in total will be for the sum of up to \$300.00 or of another amount to be determined by negotiation with CSAUST Australia.
- The Prize shall be awarded to the following:
 - The highest performing student enrolled in the third year unit BS340 'Company Law'.
- The prize shall be presented annually by a representative of the Chartered Secretaries Australia at the School of Business annual prize giving ceremony held in March of each year.

Economic Society of Australia Prize in the Highest Performing First Year Economics Student

- The Economic Society of Australia Prize in the Highest Performing First Year Student in Economics consists of payment by the Economics Society of Australia for a sum of \$150.00 or of a cheque for another amount to be determined by negotiation with the Society.
- The Prize shall be awarded to the following:
 - The highest performing student enrolled in the first year unit BS100 'Economics'.
- The prize shall be presented annually by a representative of the Economic Society of Australia at the School of Business annual prize giving ceremony held in March of each year.

Edmund Rice Institute for Social Justice Prize for the Highest Performing Student in Business Ethics

- The Edmund Rice Institute for Social Justice Prize for the Highest Performing Student in Business Ethics consists of a book voucher to the value of \$250.00 from the Coop Bookshop. These vouchers and values are subject to change and may be of other amounts to be determined by negotiation with the Edmund Rice Institute.
- The Prize shall be awarded to the following:
 - The highest performing School of Business student enrolled in the first year unit ET100 'Ethics'.
- The prize shall be presented annually by a representative of The Edmund Rice Institute for Social Justice at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Financial Services Institute of Australasia (FINSIA) Prize in Financial Statement Analysis and Valuation

- The FINSIA Prize in Financial Statement Analysis and Valuation consists of payment by FINSIA of a cheque for a sum of \$250.00 or a cheque of another amount to be determined by negotiation with FINSIA.
- The Prize shall be awarded to the following:
 - The highest performing student enrolled in the unit BS327/527 'Financial Statement Analysis and Valuation' over the period of the academic year.
- The prize shall be presented annually by a representative of FINSIA at the School of Business annual prize giving ceremony held in March of each year.

Institute of Chartered Accountants in Australia (ICAA) Prize in Auditing (NEW)

- The ICAA Prize in Accounting consists of payment by the ICAA for a sum of \$500.00 or a cheque for another amount to be determined by negotiation with the ICAA.
- The Prize shall be awarded to the following:
 - The highest performing student enrolled in the third year unit BS311 'Accounting for Corporate Entities'.
- The prize shall be presented annually by a representative of ICAA at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Institute of Chartered Accountants in Australia (ICAA) Prize in Auditing

- The ICAA Prize in Accounting consists of payment by the ICAA for a sum of \$500.00 or a cheque for another amount to be determined by negotiation with the ICAA.
- The Prize shall be awarded to the following:
 - The highest performing student enrolled in the third year unit BS313 'Auditing'.
- The prize shall be presented annually by a representative of ICAA at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

MatchPoint Consulting Prize in Strategic Marketing

- The MatchPoint Consulting Prize consists of payment by MatchPoint Consulting for a sum of \$300.00 or a cheque for another amount to be determined by negotiation with MatchPoint Consulting.
- The Prize shall be awarded to the following:
 - The highest performing undergraduate student enrolled in the third year unit BS350 'Strategic Marketing'.
- The prize shall be presented annually by a representative of MatchPoint Consulting at the School of Business annual prize giving ceremony held in March of each year.

National Institute of Accountants (NIA) Prize in Accounting for Corporate Entities

THE NIA Prize in Accounting for Corporate Entities consists of one year's fully paid membership to NIA (ie, Membership plus joining fee) or another prize of a different amount to be determined by negotiation with NIA, in addition to one year's membership to the NIA.

- The Prize shall be awarded to the following:
 - The highest performing post-graduate student enrolled in the unit BS5163 'Accounting for Corporate Entities'.
- The prize shall be presented annually by a representative of NIA at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

National Institute of Accountants (NIA) Prize in Post-Graduate Taxation

The NIA Prize in Accounting for Corporate Entities consists of one year's fully paid membership to NIA (ie, Membership plus joining fee) or another prize of a different amount to be determined by negotiation with NIA, in addition to one year's membership to the NIA.

- The Prize shall be awarded to the following:
 - The highest performing post-graduate student enrolled in the unit BS5153 'Taxation'.
- The prize shall be presented annually by a representative of NIA at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Office of the Auditor General

- The Office of the Auditor General's Prize consists of payment by the OAG for a sum of \$300.00 or a cheque for another amount to be determined by negotiation with OAG.
 - The Prize shall be awarded to the following:
 - The highest performing student enrolled in the unit BS312 Accounting Theory OR BS5164 Accounting Theory.
- The prize shall be presented annually by a representative of OAG at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Taxation Institute of Australia (TIA) Prize in Taxation

- The Taxation Institute of Australia Prize in Taxation consists of a voucher to TIA events as offered to the recipient by the TIA which may be utilised over a period of two years from the awarding prize date. The total value of this prize will be up to \$1000.00 or as determined by negotiation with the TIA Australia.

- The Prize shall be awarded to the following:
 - The highest performing second year student enrolled in the unit BS245 'Taxation'.
- The prize shall be presented annually by a representative of the Taxation Institute of Australia at the School of Business annual prize giving ceremony held in March of each year.

WA Sports Federation Student Prize

- The WA Sports Federation Student Prize consists of payment by the WASF for a sum of \$100.00 or of a cheque for another amount to be determined by negotiation with WASF.
- The Prize shall be awarded to the following:
 - The 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. As this unit has a non-graded pass the result will be determined by the Internship Coordinator of the School of Health Sciences and the School of Business' Coordinator of the Sport and Recreation Management degree.
- The Prize shall be presented annually by a representative of the WA Sports Federation at the School of Business annual prize giving ceremony held in March of each year.

Disabilities Services Commission (Not-For-Profit Leadership & Management) Scholarships

- The Disabilities Services Commission Scholarships consists of either eight (8), full course fee remission only up to the value of \$6000.00 per recipient, for enrolment in up to four (4) post-graduate units within the Graduate Certificate of Not-For-Profit Leadership & Management **OR** sixteen (16) fifty percent (50%) fee-remission only scholarships for enrolment in up to four (4) post-graduate units within the Graduate Certificate of Not-For-Profit Leadership & Management to the value of \$3000.00 per scholarship **OR** a combination of both full and 50% fee remission scholars as deemed appropriate. Payment shall be made by way of credit to the recipient's University of Notre Dame Australia Fee account. Should the cost of full fee-remission or fifty percent fee remission for four units within the stipulated course amount to more than the allocated \$6000.00 **OR** \$3000.00 respectively, then the recipients shall be responsible for the balance. Should the cost of full fee remissions or fifty percent fee-remission for four units within the stipulated course amount to less than \$6000.00 or \$3000.00 respectively, the recipients shall **NOT** be entitled to the balance remaining.

The Scholarships shall be awarded to the following:

- The highest achieving students who are currently employed, or intend to be employed within the social services sector or government arena, who can demonstrate:
 - A strong commitment to the sector;
 - Previous or intended contributions to the sector; and
 - High level intended outcomes (both personal and professional) once he or she has completed the course.
- The prize shall be presented annually by a representative of the Disabilities Services Commission at the School of Business annual prize giving ceremony held in March of each year.

Ernst and Young Scholarships (Undergraduate Accounting)

- The Ernst and Young Scholarships consists of two, one year, undergraduate fifty percent (50%) fee-remission only scholarships for enrolment in up to eight (8) third year units (Bachelor of Commerce) or up to eight (8) fourth year units (Bachelor of Laws/Bachelor of Commerce) to the value of \$5,000 per scholarship. Payment shall be made by way of credit to the recipient's University of Notre Dame

Australia Fee account. Should the cost of fifty percent fee-remission for a full year of study (eight units or less at half-fee) amount to more than the allocated \$5,000, then the recipients shall be responsible for the balance. Should the cost of fifty percent fee-remission for a full year of study (eight units or less at half-fee) amount to less than \$5,000 the recipients shall NOT be entitled to the balance remaining.

The Scholarships shall be awarded to the following:

- 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 two years of study, determined after completion of their second year. Students are expected to have completed at least sixteen (16) units in total to be considered eligible, or twelve (12) units in total if student(s) commenced study at initial enrolment as a mid-year intake **OR**
- The highest achieving students (no greater than two) enrolled in a Bachelor of Laws/Bachelor of Commerce (majoring in either Accounting OR 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. Students are expected to have completed at least fourteen (14) commerce units excluding BS390 Business Internship, to be considered eligible. Recipients from this category will be eligible for 50% fee-remission for a full-year of study for up to eight units only, irrespective of the considered full-time study load of the double degree program.
- The prize shall be presented annually by a representative of Ernst & Young at the School of Business annual prize giving ceremony held in March of each year.
- Students awarded the prize shall have their names inscribed on an Honour board established for the purpose of recording recipients of the award. This Honour board shall be displayed in a prominent location within the School of Business.

Mannkal Economic Education Foundation Scholarship

- The Mannkal Foundation Scholarship is an annual scholarship to the value of \$5000.00 for a single student or \$7000.00 in total, if awarded to a team of two students. The Scholarship monies will cover:
 - Unit enrolment fees for the economic unit BS391 'Individual Directed Research',
 - Registration, travel and accommodation costs for the Liberty and Society Conference held by the Centre for Independent Studies in Sydney may be awarded on the proviso that the student is deemed eligible for this conference by the Centre for Independent Studies. If deemed eligible for registration, the conference must be attended in the same year as the awarding of the scholarship.
 - The balance of the monies paid by cheque to the student(s) to support their research activities over the remainder of the academic year.
- The total value of this prize will be up to the value of \$5000.00 for a single student or \$7000.00 for a student team, comprising of no more than two students, or of another amount to be determined by negotiation with the Mannkal Economic Education Foundation.
- The Scholarship shall be selected by the Dean of the School of Business (and or delegate) in consultation with Ron Manners, Chairman of the Mannkal Economic Education Foundation. The scholarship will be awarded from Mannkal Scholarship applications received prior to 4.00pm on the first Friday of January of each year. To be eligible for the Scholarship, students must:
 - Be in their third year of study (or equivalent if part-time);
 - Be enrolled in the unit BS391 'Individual Directed Research';

- Complete and submit the official Mannkal Scholarship application form to the School of Business by no later than 4pm on the first Friday of January of each year;
 - Be prepared to commit to a major academic piece of work, specialising in an approved area of economics;
 - Be eligible to attend the Liberty and Society Conference, or an equivalent conference, in the same academic year as the Scholarship is awarded;
 - Be prepared to submit and present a report based on their research to the Mannkal Economic Education Foundation.
- The prize shall be presented annually by a representative of the Mannkal Economic Education Foundation at the School of Business annual prize giving ceremony held in March of each year.
 - Students awarded the prize shall have their names inscribed on an honour board established for the purpose of recording recipients of the award. This honour board shall be displayed in a prominent location within the School of Business.

Roy & Amy Galvin Family Scholarship

- The Scholarship is to provide tuition assistance to a first year student in the School of Business, Fremantle. The value of the Scholarship is the tuition fee only of the recipient's first academic year, up to a maximum of \$7500.00. These monies shall be paid in two instalments after the census dates in first and second semesters to the Fees Office to be offset against the recipient's tuition fees.
- The Scholarship shall be awarded in to the following:
 - A student who has applied for and accepted an offered full-time place within an undergraduate program within the School of Business, Fremantle.
 - Students must be an Australian citizen or permanent residence, with final selection considering:
 - Personal qualities;
 - Academic record;
 - Contribution to school;
 - Community services;
 - Recommendations by schools and employers;
 - Admission interview; and
 - Tertiary Entrance Rank (TER).
- The Scholarship recipient must remain enrolled in their Business course for both first and second semester, maintaining 'good standing' status at the completion of their first semester in order to remain eligible.
- A scholarship is valid for the equivalent of one year full time study. If in any year, there are no applicants of sufficient merit, no scholarship will be awarded. The recipient is selected by the Manager of the Admissions Office, Fremantle.
- A recipient of a Roy & Amy Galvin Family Scholarship cannot hold this award in conjunction with another scholarship awarded by the University of Notre Dame Australia.
- The prize shall be presented annually by a representative of the Galvin family at the School of Business annual prize giving ceremony held in March of each year.

- Students awarded the prize shall have their names inscribed on an Honour board established for the purpose of recording recipients of the award. This Honour board shall be displayed in a prominent location within the School of Business.

Full details of the Roy & Amy Galvin. Scholarships are available at <http://www.nd.edu.au/scholarships/business.shtml>

T.A.S. Scholarship

The purpose of the Scholarship is to enable graduates from Catholic Secondary Schools in Western Australia to undertake a Bachelors Degree in the discipline of Commerce. The Scholarship is directed towards assisting students whose educational opportunities are limited due to financial or economic hardship, by meeting the cost of their course tuition fees.

- The Scholarship shall be provided for the duration of a three year Bachelor of Commerce degree or upon approval by the Dean, for a three and a half year degree in some instances.
- The value of the Scholarship will be the annual tuition fees for the recipient in the Bachelor of Commerce.
- No money shall be paid directly to the recipient.
- The Scholarship will be awarded by the Selection Committee to the applicant on the basis of:
 - Academic merit
 - Financial need
 - Personal circumstances or background which warrant special consideration for the T.A.S. Scholarship fund.

Full details of the T.A.S. Scholarship are available at <http://www.nd.edu.au/scholarships/business.shtml>

Please note that selection of prize winners is at the discretion of the Dean of the School of Business. Other prizes may become available during the academic year. Information pertaining to these will be made available via the School of Business Fremantle campus web page.