

Welcome to Semester 1 (Terms 1 and 2), 2011

Message from the Dean



The Faculty of Business and Enterprise offers:

- Commerce and business education of national and international standing.
- Programs which are supported by Swinburne's 'Professional

Learning Model' to equip students with the skill sets needed by today's employers.

- A unique portfolio of innovative, relevant and practical graduate programs that are designed to fulfil the professional career needs of students.
- Research that is focused on making a major contribution to our understanding of the business world and to professional practice within it.

The Australian government conducts annual assessments of teaching and learning quality in all Australian universities and we continually rank well in those assessments. In fact, we are one of only two business schools in Victoria to achieve the top ranking three years in a row!

The Faculty of Business and Enterprise focuses on quality and results like these are not surprising. Students get to know their teaching staff and teaching staff get to teach in a warm and intimate atmosphere that many other universities are unable to provide. We are very proud of our high teaching standards and I am sure you will benefit greatly from having teachers who truly care about your education.

I hope you have a great semester with us.

Prof Mike Donnelly
Dean, Faculty of Business and Enterprise

Important information 2011 Teaching Periods

In 2011 a Semester is a 12-week period, and a Term is a 6-week period

Teaching Period	Official Title	Teaching Period Start Date	Teaching Period End Date	Teaching Period Census Date	Academic Penalty Date
0	Summer Term	4 January 11	11 February 11	14 January 11	28 January 11
1	Semester 1	28 February 11	27 May 11	31 March 11	29 April 11
2	Term 1	28 February 11	8 April 11	18 March 11	25 March 11
3	Term 2	11 April 11	27 May 11	6 May 11	13 May 11
4	Winter Term	20 June 11	29 July 11	8 July 11	15 July 11

Important dates for Semester 1 (Term 1 and 2), 2011

Tuesday 4 January	Summer Term Commences
Wednesday 26 January	Australian Day public holiday
Thursday 3 February	Information Session (RACV Club, Melbourne)
Monday 7 February	Progress review hearings commence
Thu 24 Feb – Fri 25 Feb	Postgraduate Orientation
Friday 25 February	Progress review hearings conclude
Saturday 26 February	Publication of summer term results. Block mode classes for Postgraduate Accounting commence
Monday 28 February	Semester 1 and term 1 classes commence
Friday 4 March	Last day to add a unit of study for semester 1
Monday 14 March	Labour Day public holiday (normal classes as scheduled, Faculty administration office closed)
Wednesday 16 March	Employment Fair (Hawthorn Town Hall 12.00pm – 3.00pm)
Thursday 31 March	Final day to withdraw from a semester 1 unit of study or take LOA without receiving a financial penalty
Thursday 21 April	Semester 1 Classes break for mid semester/Easter
Thursday 28 April	Classes resume
Tuesday 26 April	ANZAC Day public holiday
Friday 29 April	Final day to withdraw from a semester 1 unit of study without receiving an academic penalty
Saturday 30 April	Publication of term 1 examination results
Friday 6 May	Final day to withdraw from a term 2 unit of study without receiving a financial penalty
Friday 27 May	Semester 1 and term 2 classes conclude
Friday 3 June	Semester 1 examination period commences
Monday 13 June	Queens Birthday public holiday
Friday 17 June	Semester 1 and term 2 examination concludes
Monday 20 June	Winter term commences
Saturday 2 July	Publication of semester 1 and term 2 results
Friday 8 July	Final day to withdraw from a winter term unit of study without receiving a financial penalty
Friday 15 July	Final day to withdraw from a winter term unit of study without receiving an academic penalty
Monday 18 July – Fri 29 July	Progress review hearings
Saturday 13 August	Publication of winter term results

Give us FEEDBACK!

We need your feedback or comments as to whether this publication works for you. Let us know what can be improved or removed by writing to the Faculty of Business and Enterprise, AGSE, Student Administration Office or email us at agse@swin.edu.au



A Your ADMINISTRATIVE Program Coordinators:

Accounting Accounting Leadership	Ms Anita Orr	03 9214 8688	aorr@swin.edu.au
Master of Business (MBA)	Ms Roslyn White	03 9214 8511	rwhite@swin.edu.au,
Master of Management (Strategic Foresight) Human Resource Management Master of Business (Social Investment and Philanthropy)	Mr John Hegarty	03 9214 5895	jmhegarty@swin.edu.au
Master of Entrepreneurship and Innovation (MEI) Marketing Marketing Leadership International Business International Business Leadership	Ms Kitty Fan	03 9214 5687	kfan@swin.edu.au

Student Admin – We are here to help!

The Postgraduate Student Administration Office is located on the first level of the AGSE Building (Room AGSE107)

Contact us via

Telephone: (03) 9214 5554

Facsimile: (03) 9819 2117

Email: bepg@swin.edu.au

Web: www.swinburne.edu.au/business

Office hours

Monday to Thursday: 9.00am–5.00pm

Friday: 9.00am–3.30pm

Note that we will be extending our hours between Monday 28 February and Friday 4 March:

Monday to Thursday: 8.30am–6.00pm

Friday: 8.30am–5.00pm

Swinburne BOOKSHOP services

The bookshop sells a range of goods including texts and references, novels, second-hand books and stationery. Regular trading hours are listed below, during teaching period breaks and rush periods additional or reduced hours will be advertised on the Bookshop notice boards.

Regular trading hours

Monday-Thursday (Until 16 April): 8.30am–7.30pm

After 16 April: 8.30am–6.00pm

Friday: 8.30am–5.00pm

Location

Level 2 Student Union (UN) Building
John Street, Hawthorn (above the Courtyard Café)

Further information <http://bookshop.swin.edu.au/>

D DIARY 2011 – FREE!

Get your free diary from the Swinburne Student Amenities Association (SSAA), located TA103, corner Wakefield and John Street.

E EMAIL – it's your responsibility!

Actively check your messages – don't miss out on important information! The University's preferred means of communication with you is via your Swinburne email address ie. studentID@student.swin.edu.au

If you wish to redirect your Swinburne email to an alternative email contact, please follow the instructions on redirecting emails on our website: www.swinburne.edu.au/chdets/login.php

Need to amend your ENROLMENT?

If you have changed your mind about your unit of study selection or wish to alter your award within a nested program, come along to a scheduled enrolment session:

After Hours

Monday 28 February to Thursday 3 March

Time: 4.30 pm–5.45 pm

Room: Postgraduate reception, AGSE foyer

OR – Amend your enrolment as follows:

- Check the census dates of the subjects you wish to amend on your Confirmation of Enrolment
- Submit an Amendment to Enrolment form before the census date to Student Administration Office or fax it to 9819 2117

Students who wish to add a unit of study or downgrade their Award must do so prior to their second class. **Thursday 31 March** is the last date students can withdraw from semester 1 units without incurring financial penalties. All amendments to enrolments must be submitted at the Faculty Administration. Notification by email is not sufficient; neither is verbal nor written advice to your Program Director or Subject Convenor. Amendment to Enrolment forms can be downloaded from www.swin.edu.au/studentforms

Changing your timetable

The day after you amend your enrolment you must access Allocate+ to timetable your new unit(s) of study. As timetable options may be extremely limited you must be prepared to timetable yourself into available places. You cannot attend a class unless you have enrolled and been allocated into that specific class.



ADDING Units of Study

Friday 4 March is the deadline for adding units of study for all postgraduate students (*subject to certain requirements being met*)

B BLACKBOARD: Access your subjects online!

Go to: www.mysubjects.swin.edu.au

Enter your:

User name (your student number) and

Password (date of birth as DDDMMYY)

Fees must be paid in order to log into Blackboard. Please contact your Subject Convenor in the first instance if you are unable to access any of your subject material. If you experience any future problems, please email LTSHELP@swin.edu.au

C CONVENORS List

Please refer to our website: www.swinburne.edu.au/business/current-students/index.htm

CONTACT us if... you have moved or changed mobile or email address

Always be on top of what's happening at Swinburne by updating personal details online at: www.swinburne.edu.au/corporate/registrar/student/Person_Details_Amend.pdf

COMPUTER Late Lab

Swinburne students can use one of the 45 computers located in the Hawthorn library 24-hours, 7-days a week 'Late Lab' on level 2. You will require a current student ID card to be activated to access the Late Lab. If your card is not activated, access to the lab may be organised at the service desk within the library.

AGSE COMPUTER Lab

AGSE postgraduate students have sole access to the computers located in level 2 of the AGSE building. You will require a current student ID card to be activated to access the lab. Application forms can be obtained from the Postgraduate Student Administration Office (Level 1 AGSE building)



★ View our **EVENTS** calendar

The Faculty runs a number of events throughout the year. For the latest, visit www.swinburne.edu.au/business/events/index.htm

★ **F** Have your Semester **FEES** been finalised?

If you are paying your fees upfront, please refer to your Confirmation of Enrolment for the payment due date. Please note that a \$200 penalty will apply for any late payment. Online fee payments can be made at www.swinburne.edu.au/studentoperations/services/swinlink.html

★ **FEE-HELP**

FEE-HELP enables eligible fee-paying postgraduate students to obtain a loan from the Commonwealth Government to pay all or part of their tuition fees. If you would like more information about the scheme please contact the Faculty Administration Office, or visit: www.goingtouni.gov.au

★ **FREE** use of the Hawthorn Pool!

Swinburne students have free access to the pool facilities at the Hawthorn Aquatic and Leisure Centre, Linda Crescent Hawthorn. The pool is 50 metres in length and heated to a temperature of 27 degrees Celsius – making it perfect for swimming in summer and winter! Just present your current student ID card to the front desk to obtain your pool pass card. For seasonal opening hours check the website www.hawthorn.ymca.org.au

★ **Need a FORM?**

Check our website: www.swinburne.edu.au/studentoperations/forms/higher-education.html

- Amendment to Enrolment
- Leave of Absence
- Withdrawal from Course

are just a few of the forms now available . . .

★ **G** Don't miss out on **GRADUATION!**

In order to graduate, you need to fill in a form to receive your testamur (certificate/award) and/or a letter of completion. This should be done during your final semester of study, before you sit your final exams/assessments and before you receive your results. Application form is available from:

www.swinburne.edu.au/studentoperations/graduation/index.html

Can I graduate after downgrading my award in a nested program?

Yes you may, if you have completed all requirements for the new award.

Giving GIFTS

All unit convenors, semester teaching staff and general administrative staff are not permitted to accept gifts during semester until after final results are released.

H A step ahead of the rest? Think **HONOURS**

Enhance your opportunities with a Master with Honours program. The advanced theoretical and practical skills gained will give you a market edge. Visit www.swinburne.edu.au/business/study-areas/all-courses.htm

I Swinburne **INTERNATIONAL**

Swinburne International can provide assistance to international students with accommodation, health cover, English skills and counselling service. Swinburne International representatives can also offer advice on extending or renewing your visa, scholarships, and social activities for international students.

For more information visit Swinburne International's office, which is located in Swinburne Place West (Level 1) Wakefield Street, Hawthorn 3122, telephone 9214 5159 or 9214 5016.

Or visit the website: www.international.swinburne.edu.au

Office hours

Monday–Friday 9.00am–5.00pm

Student INFORMATION Centre

The Student Information Centre, located on the ground floor, West Building Swinburne Place (off Wakefield Street), is the central point for a broad range of services including the issue of:

- Academic transcripts
- Result certificates
- Status letters
- Student ID cards
- Fee payment

Office hours

Monday–Friday 9:00am–5:00pm
Cashiering hours 9:30am–4:30pm

Extended opening hours will be advertised during peak enrolment periods.

L Need to take some **LEAVE?**

A Leave of Absence (LOA) is a period of approved absence that you can take from your course. You are eligible to apply for LOA for a maximum of one academic year. To be considered for a LOA the appropriate form needs to be completed and must be submitted to the Postgraduate Student Administration Office before census date of the relevant teaching period and have completed at least one year of study in the current program.

Notification by email is not sufficient, neither is verbal nor written advice to the Program Director or Subject Convenors.

A LOA form can be downloaded from the web: www.swinburne.edu.au/studentoperations/forms/higher-education.html

N **NIGHT bus**

A free bus service, departing from outside the AGSE Building, corner John and Wakefield Street is available to take you to your car or local residence after dark.

Operating times

Monday to Thursday 7.10pm–9.40pm

For further enquires please contact SSAA on 9214 5445 or security on 9214 8176

O **ORIENTATION in Semester 1 2011**

All Postgraduate students are expected to attend prior to commencement of study. The program will also offer the opportunity for you to meet the academic and administrative staff and include working in teams, experiential learning, completing assessable piece of work, and roadmaps to the subjects.

Attendance is considered essential for the entire session:

Thursday 24 February 8.30am–3.30pm
Accounting
International Business
Marketing
Global Leadership Program

Friday 25 February 8.30am–3.30pm
Human Resource Management
Master of Business Administration
Master of Entrepreneurship and Innovation
Master of Commerce (Social Investment and Philanthropy)
Master of Management (Strategic Foresight)

R **Postgraduate Studies by RESEARCH**

Interested in undertaking postgraduate studies in business by research? Contact Professor Santina Bertone, Associate Dean of Research, on telephone (03) 9214 5312 or email sbertone@swin.edu.au



RESULTS

Results are available online at:
www.swinburne.edu.au (My.Swinburne)

- Enter your student number and your password
- Click on to my Results
- View your results



RECRUIT Swinburne business students

Solving your recruitment needs since 1963 – Industry-Based Learning

Swinburne provides young talented undergraduates to organisations using an efficient, cost-effective, straightforward system.

Benefits for your business

- Cost effectiveness – there are no hiring costs or recruitment fees
- The average IBL salary is only 70% of a graduate wage
- Access enthusiastic and skilled undergraduate students – a pipeline to secure future employees
- Bring fresh energy, new ideas and perspectives to organisations

Visit www.swinburne.edu.au/business/professional-practice/index.htm



S STUDENT GUIDE... Don't be the last to know!

Access your 2011 Student Guide at:
www.swinburne.edu.au/studentoperations/student-guide/index.html

Your Student Guide will answer many questions you have about your study including information about enrolment fees, policies, your rights and responsibilities, examinations, graduations and other services available to assist you.



SECURITY student ID cards

AGSE students who intend to use the computer labs on weekdays, weekends and public holidays, or conduct syndicate room meetings on weekends will need to have their student ID card activated to gain access to the facilities. Application form can be obtained from the Postgraduate Student Administration reception desk.



SCHOLARSHIPS let you earn while you learn

Most students think scholarships are granted solely on academic merit, but there are a range of scholarships with a range of criteria – there might be one for you. For information on scholarships visit www.future.swinburne.edu.au/scholarships

SPECIAL CONSIDERATION Application

If you require special consideration for work completed during the semester, applications must be lodged **no later than three working days** after the test or due date of the assignment. If you have an ongoing illness, Disability Support Services may be able to offer further assistance.

For further information visit:
www.swinburne.edu.au/stuserv/disability

Special examinations will only be granted if you have complied with all assessment requirements during the semester and are normally held during the special exam period.

Application forms and policies and procedures are available from: www.swinburne.edu.au/studentoperations/forms/higher-education.html

Forms must be accompanied by appropriate supporting evidence. If consideration is sought for a medical reason, **section I** of the form must be completed by a medical practitioner. Lodgement of the form can be no later than close of business on the third working day after the conclusion of the exam or assessment due date.

T Contacting TEACHING staff

Many academics are sessional staff members and therefore you should note the contact information that teachers provide at the commencement of the semester. You can download a Convenors List from: www.swinburne.edu.au/business/agse/current-students/index.htm

Important TIMETABLE Information

Check your Allocate+ timetable on the website:
<http://allocate.swin.edu.au/aplus/apstudent>

Step One: Preference Entry Mode

Friday 21 January (5.00pm) to
Monday 14 February (9.00am)

- Select preferences – remember this is not your final timetable
- Be aware that classes may be cancelled at short notice due to lack of numbers and students may be reallocated to remaining available classes for the subject; full-time students may be removed from evening classes to make room for part-timers.
- Check your Allocate+ timetable prior to first week of classes

Step Two: Allocation Adjustment Mode (Sem 1)

Thursday 17 February (5.00pm)

Allocation Adjustment Mode closes

Tuesday 8 March (9.00am)

Term 2 – Thursday 17 February to
Wednesday 13 April (9.00am)

- Changes to your timetable can now be made
- Once allocation is complete, you must attend classes at the times you are registered for on Allocate+. You may be asked to leave otherwise.
- If you have a valid timetable problem and can't fix it, please contact the Postgraduate Student Administration Office before the start of classes.

Valid timetable problems may include:

- Part-time students unable to allocate to an evening class
- Final semester students who cannot allocate to a mandatory subject
- Students with irreconcilable timetable clashes in compulsory subjects that must be taken in Semester 1.

Faculty Administration staff will try to help with timetable problems where possible, however reasons such as: because of work, long distance to travel or wanting to attend classes with a friend will not be considered as valid reasons and cannot be accommodated.

If you experience technical problems when accessing the Allocate+ system please go to: www.swinburne.edu.au/corporate/registrar/timetable/tstudquery.htm

Don't Forget – full-time students are normally expected to be available to attend classes Monday to Friday between the hours of 8.30am and 5.00pm.

W WITHDRAWING subjects

Census and payment dates are **printed** on your confirmation of enrolment/tax invoice slips. Check these if you need to withdraw from subjects to avoid financial and/or academic penalties.

WWW World Wide Web

Important student information such as timetables, course structures and planners, dates and news and events are frequently updated on our Faculty website: www.swinburne.edu.au/business



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Visit the Faculty of Business and Enterprise website: www.swinburne.edu.au/business

info.comm February 2011