

Welcome to Semester 2 (Term 3 and 4), 2009

Message from the Dean



Our vision is to be Australia's best provider of high quality business-focused degrees offering learning pathways into the professions, with an international reputation for teaching and research in commerce and entrepreneurship.

In recent years, the Australian government has been undertaking annual discipline-based assessments of teaching and learning quality in all Australian universities. We have ranked very well indeed in those assessments. In fact, we are one of only two business schools in Victoria to achieve Band A ranking for three years in a row.

That we figure so well in these external assessments is not surprising. The Faculty of Business and Enterprise is one of the smallest business faculties in Australia. This means 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.

I hope you have a great semester with us!

Prof Ken Heskin

Dean, Faculty of Business and Enterprise

Student Administration We are here to help!

The Faculty Administration Office is located on Level 1 of the AGSE Building, Room AGSE 114

Contact us via

Telephone: (03) 9214 5554

Facsimile: (03) 9819 2117

Email: busheh@swin.edu.au

Web: www.swinburne.edu.au/business

Office hours

Monday–Thursday: 9.00am–5.00pm

Friday: 9.00am–3.30pm

Note that we will be extending our hours between Monday 10 August and Friday 14 August:

Monday–Thursday: 9.00am–6.00pm

Friday: 9.00am–5.00pm

Important information

All classes, lectures and tutorials for languages and marketing units will commence on Monday 10 August, 2009. Tutorials for other disciplines will commence in week two of the semester 2009 Teaching Periods

2009 Teaching Periods

In 2009 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
5	Semester 2	10 Aug 09	6 Nov 09	4 Sep 09	9 Oct 09
6	Term 3	10 Aug 09	18 Sep 09	21 Aug 09	4 Sep 09
7	Term 4	28 Sep 09	6 Nov 09	12 Oct 09	23 Oct 09
0	Summer Term	4 Jan 10	12 Feb 10	15 Jan 10	30 Jan 10

Important dates for Semester 2, 2009 (Terms 3 and 4)

Monday 10 August	Semester 2 classes commence
Friday 14 August	Last day to add a unit of study for semester 2
Sunday 16 August	Swinburne Open Day
Saturday 22 August	Publication of winter term results
Friday 4 September	Final day to withdraw from a unit of student or take LOA without receiving a financial penalty
Tuesday 8 September	Payment due for International students
Monday 21 September	Semester 2 classes break for mid semester
Monday 28 September	Classes resume
Monday 5 October	Publication of provisional examination timetable
Mon 12 Oct – Fri 16 Oct	Course Information week (Degree Planning appointments)
Tuesday 20 October	Graduation ceremony for Faculty of Business and Enterprise students
Thursday 22 October	Publication of final examination timetable
Friday 30 October	Last day for re-enrolment for 2010 programs
Tuesday 3 November	Melbourne Cup Day (office closed)
Friday 6 November	Semester 2 classes concludes
Monday 9 November	Swot vacation
Thursday 12 November	Swot vacation concludes
Friday 13 November	Semester 2 examination period commences
Friday 27 November	Semester 2 examination period concludes
Saturday 12 December	Publication of semester 2 results
Wed 16 Dec – Tue 22 Dec	Special examination period
Friday 18 December	Last day to lodge Last to Complete application
Between Mon 21 Dec – Wed 23 Dec	Local graduation ceremony for International students
Friday 25 December	Swinburne closes for Christmas break
Monday 4 January	Swinburne reopens. Summer term commences. Last date to add a unit of study for summer term
Tuesday 26 January	Australian Day public holiday
Monday 1 February	Progress review hearings
Friday 19 February	Progress review hearings conclude

★ **A ADDING a unit of study**

Friday 14 August is the deadline to add a unit of study (subject to certain requirements).

★ **MyUniASSIST**

Check your Student Learning Entitlement and HECS-loan balances by accessing the myUniassist website. You will need your CHESSN number (Commonwealth Higher Student Support Number) to log in. You'll find your CHESSN on your Commonwealth Assistance Notices (CAN) that was sent to you earlier by Swinburne. Website: www.goingtouni.gov.au

★ **Getting to your ACADEMICS**

In addition to your unit convenors, the next level of academic management can also help with academic or career related queries

Accounting, Economics, Finance and Law

Head of Group
Associated Professor Irene Tempone

Deputy Head of Group (Resources)
Dr Geoff Speight

Deputy Head of Group (Assurance of Learning)
Dr Julie Foreman

Marketing and International Studies

Head of Group
Dr Barbara Evans

Deputy Head of Group (Resources)
Gordon Campbell

Deputy Head of Group (Assurance of Learning)
Simone Battiston

Management and Entrepreneurship

Head of Group
Janice Langan-Fox

Deputy Head of Group (Resources)
Peter Hayward

Deputy Head of Group (Assurance of Learning)
Dr Samir Shrivastava

★ **B BLACKBOARD: Access your units of study online!**

Go to: www.blackboard.swinburne.edu.au
Enter your:

User name (your student number) and
Password (date of birth as DDMMYY)

Unit of study fees must be paid in order to log into Blackboard. Please contact your Unit of Study Convenor in the first instance if you have paid your fees and are still unable to access any of your units of study.

Swinburne BOOKSHOP services

The bookshop sells a range of goods including texts and references, novels, second-hand books and stationery. 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

Mon–Thurs (10 Aug–4 Sep) 8.30am–7.30pm
Friday and other dates 8.30am–5.00pm

Location

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

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

C CHANGE OF ADDRESS – Contact us if you've moved or changed your contact number

Always be on top of what's happening at Swinburne by updating personal details online at: www.swinburne.edu.au/aep/help/general/swinlink.htm

COMPUTER Late Lab

Swinburne students have 24/7 access to one of the 45 computers in the Hawthorn campus library 'Late Lab' on level 2 of the Library building.

Access to the lab may be organised at the service desk within the library.

CONVENORS List

Please refer to our website for the latest: www.swinburne.edu.au/business/currentstudents.html

CONTACTING Tutors

As many tutors are sessional staff, note the contact information they give you at commencement of semester. If you are unable to contact your tutor, contact your unit of study Convenor.

COURSE INFORMATION: am I doing the right unit of study?

Changed the focus of your course? Swapped or added majors and minors? Need advice? Make an appointment for a one-on-one chat with Student Administration staff after **Monday 5 October** to arrange a Course Information Appointment from: **Monday 12 October to Friday 16 October**

Your COURSE STRUCTURE is now available!

Access your course structure at: www.swinburne.edu.au/business/currentstudents.html

STOP PRESS: VERY IMPORTANT INFORMATION

Waiting on Exemptions?

If you are a new student and want to finalise your exemptions you have **2 weeks after your first enrolment session** to apply for any exemptions. You will need to submit your results or evidence of completion from previous qualifications by then, **as exemption applications will not be considered after this.**

Changes to Programs

All students who have commenced their programs from 2007 are required to successfully complete compulsory unit of study HGB0004 Careers in the Curriculum to be eligible to graduate.

CAREERS AND EMPLOYMENT

Careers and Employment offers a range of free services to students:

- Counselling – provides free and confidential individual career counselling
- Jobs – vacation, part or full time graduate employment
- Workshops – assist in career planning and job hunting
- Resume checking services
- Interview practice workshops
- Careers Library – a range of videos and books available for loan.

Further information available at: www.swinburne.edu.au/corporate/careers/

D DIARY 2009 – FREE!

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

E EMAIL – it's your responsibility!

Actively check your messages – don't miss out on important information! Swinburne will communicate with you via your Swinburne email address i.e. UserID@swin.edu.au

To redirect Swinburne emails to your preferred address, follow instructions listed at: www.swin.edu.au/chdets/login.php



★ Need to amend your ENROLMENT?

Come along to a scheduled enrolment sessions:

Stage 3 students

(completed 16 or more units of study)

Monday 10 August

9:00am–11:00am

Location: AGSE114

Stage 2 students

(completed 8 or more units of study)

Tuesday 11 August

9:00am–11:00am

Location: AGSE114

Stage 1 students

(completed less than 8 units of study)

Wednesday 12 August

9:00am–11:00am

Location: AGSE114

Final Amendment to Enrolment Session (all stages)

Thursday 13 August

9:00am–11:00am

Location: AGSE114

Part-time students

Monday 2 March to Thursday 5 March

4:30pm–5:45pm

Location: AGSE114

Remember to access Allocate+ to timetable your new units of study after you've completed your changes. As timetable options can be extremely limited you must be prepared to timetable yourself into places available. **You cannot join a class unless you have enrolled and been allocated into that specific class.**

★ Check out our EVENTS calendar...

The Faculty runs a number of events throughout the year.

Keep up with what's happening by visiting www.swinburne.edu.au/business/events.html

★ Last to complete EXAMS (supplementary assessment)

Final year students who failed only one final year unit of study may be eligible to apply for a supplementary assessment. Applications, together with your degree planner should be lodged with the Faculty Administration Office no later than midday on the fifth working day after publication of results in the final semester.

To apply you must have passed all units of study in the Award, except for the one you are applying for, and made a genuine attempt, presented for and failed that unit of study in the final semester or if the failed unit of study is in the penultimate semester, and it was not in your best interest to repeat the unit in the final teaching period because of administrative or logistical difficulties. A 'genuine attempt' includes fulfillment of all assessment requirements for the unit of study and a mark of 40% or more. **Only one application can be made.**

F Have your semester FEES been finalised?

If you are paying your fees upfront, please refer to your Confirmation of Enrolment letter for the payment due date. **Note: A \$200 penalty applies for late payment.**

Need a FORM?

Check the website first:

www.swinburne.edu.au/studentforms

- Enrolment – Amendment Application
- Leave of Absence
- Withdrawal from Course

are just a few of the forms now available.

FREE use of the Hawthorn Pool!

Swinburne students have free access and use of 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 summer and winter! Please 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

G Giving GIFTS

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

Don't miss out on GRADUATION!

Are you on track to graduate? We recommend making an appointment prior to your final semester with a Student Administrator to check your degree planner to see if you will meet all criteria to graduate.

If semester 1 is your final semester of study, local and International students should submit an Application for Award/Graduation by **17 July 2009** to graduate in semester 2, 2009. Application forms are available from the Student Information Centre or download a form from the web:

www.swinburne.edu.au/corporate/registrar/graduation.htm

H Want to differentiate yourself? Think HONOURS

Consider doing a A063, **Bachelor of Business (Honours)**. Visit the Faculty of Business and Enterprise website for more info: www.swinburne.edu.au/corporate/registrar/student/UG_Honours.pdf

Stage 3 HONOURS level

If you have achieved an overall credit average, and a credit average in the unit of study that you have completed towards your major, you may be eligible to complete some of your stage three major units of study at Honours level. Applications close 2 weeks after commencement of semester one, **Friday 21 August 2009.**

Benefits:

Opportunity to complete more comprehensive and challenging assignments

- A final grade for the unit of study that will be appended with Honours
- Opportunities to network with other high achievers
- A pathway into the *Bachelor of Business (Honours)*

Most stage 3 units of study in Semester two are offered for the Stage 3 Honours.

Download an application form:

www.swinburne.edu.au/business/documents/forms/stage3-app-form-25aug08.pdf

I INDUSTRY-BASED LEARNING – your competitive edge

Industry-Based Learning is an optional unit generally taken during the second half of your degree.

In order to be eligible for IBL registration, students will have completed at least 50% of their program to study. Bachelor of Business students should have completed the equivalent of 12 units or 150 credit points, whilst Bachelor of Business/Bachelor of Arts (Language) students will have completed 16 units or 200 credit points prior to registration.

Local students with a Pass average in the preceding semesters of study can register for IBL placements.

Pathway students who meet the above conditions may register for IBL any time. Students must complete at least one semester of study with the FBE prior to participating in the IBL program at a local level.

Our primary focus is to increase your employability through the benefits of paid industry experience.

Want to know more?

Come along to our IBL information sessions:

Wednesday 16 September 2009

11.30am–12.30pm

AGSE Building

Room 210

OR

Monday 28 September 2009

5.30am–6.30pm

AGSE Building

Room 104

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

important information for Faculty of Business and Enterprise students

L Need to take some LEAVE?

Students can apply for a maximum of one academic year's leave of absence. A Leave of Absence (LOA) is a period of approved absence you can take from your course after completing one academic year of your current degree.

Notification by email, verbal or written advice to Unit of study Convenors is not sufficient.

Complete a LOA form and forward it to Student Admin staff prior to census date **4 September 2009**.

Download a form from:
www.swinburne.edu.au/studentforms

M MATHS and Stats Help Centre

Struggling with your first year Maths or Statistics unit of study? Help is available.

Contact Barbara Leary or Vida Weiss on 9214 8748 or via email: mash@swin.edu.au

SwinMates MENTOR PROGRAM

Are you a local student interested in meeting students from the USA, Italy, Japan, Mexico, Germany, Sweden or somewhere else? Want to know more about a country, culture, or language before you travel or study there yourself?

Become a SwinMate today!

The SwinMates mentor program matches you with an International Education Abroad student here at Swinburne on semester and year long programs. International Education Abroad students are eager to meet Australians and experience Australian culture. In return you gain insights into other cultures and make new friends.

Learn more by visiting:
www.swinburne.edu.au/edabroad
Call 9214 8811
Or email: exchange@swin.edu.au

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 7.00pm–10.00pm

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

O ORIENTATION

Orientation gives you the chance to get a feel for campus life in a relaxed and fun atmosphere and gives you a fabulous introduction to your new campus. Visit:
www.swinburne.edu.au/orientation/hawthorn/

Q Got a QUESTION?

Have you ever wondered about?

- How do I get remote access to Swinburne Network drives?
- What scholarships available for 2009/2010 Swinburne Abroad programs?
- I am struggling, what do I do?
- I need to purchase a laptop/computer – does Swinburne have any arrangements with preferred suppliers?
- What is the difference between deferral and leave of absence?
- If I work and study, which education expenses may be tax deductible?
- How do I change my subjects for next semester?
- Can I organise to sit my exams so that I can go overseas/on holiday?

Answers to these commonly asked questions may be found in **Ask George** website which allows student to search for common answers and submit enquires of their own.

www.swinburne.edu.au/askgeorge

R Check your RESULTS online

Your results are available online at:

www.swinburne.edu.au (MY.SWINBURNE)

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

S 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.swinburne.edu.au/hed/scholarships/index.html

SPECIAL CONSIDERATION

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.** You may also apply for special consideration if you sit an exam and believe extenuating circumstances, such as a serious medical condition, are proven to have adversely affected your performance.

Special examinations will only be granted if you have complied with all assessment requirements during the semester.

Application forms are available from the Faculty Administration Office and must be accompanied by appropriate supporting evidence.

If consideration sought is for a medical reason, then **section E** of the form must be completed by a medical practitioner. Lodgment 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. Swinburne's policies and procedures can be accessed at:

www.swinburne.edu.au/corporate/registrar/ppd

STUDY TOURS – Fast Track Your Career and get an International Experience

www.swinburne.edu.au/business/languages

Scholarships now available!

EUROPEAN UNION

November–December 2009

European Union Business Study Tour is a unique opportunity for students to visit key centres of the dynamic and increasingly integrated European Union.

For further details contact:

Dr Bruno Mascitelli, (03) 9214 5363
bmascitelli@swin.edu.au

Ms Jennifer Maxfield, (03) 9214 5241
jmaxfield@swin.edu.au

Get more information on programs:
www.swin.edu.au/studytours

STUDENT EXCHANGE opportunities

Want to travel overseas whilst completing your degree?

Want to give your resume a competitive edge?

Here's a unique opportunity just for you:

Go on International Student Exchange during your degree!

Where would you like to go?

Canada, China, Denmark, Estonia, Finland, France, Germany, Hong Kong, Hungary, Ireland, Israel, Italy, Japan, Korea, Malaysia, Mexico, Netherlands, Poland, Sweden, Thailand, UK or the USA.

As a Swinburne student you have the opportunity to live and study in another culture, ensuring you get the best of both worlds – see the sights, and gaining Swinburne academic credit at the same time.

Now that's a learning experience you don't want to miss!

Don't sit in class daydreaming about seeing the world – get out there and make it happen!

- Visit www.swinburne.edu.au/edabroad
- Visit the Education Abroad Reference Library, Level 1 Swinburne Place West, Hawthorn
- Talk to a Swinburne Abroad Adviser (Drop-in hours Monday to Friday, 11.00am–2.00pm).

STUDENT GUIDE

Don't be the last to know!

Access your 2009 Student Guide at:
www.swinburne.edu.au/corporate/registrar/welcome.htm

Your Student Guide provides general information for students about facilities and services such as the Bookshop, Concession Fees, Computer Labs, Library, Parking, Student Information Centre, Student ID cards, Academic Support Services, and much much more.

SUMMER/WINTER TERM units of study

Opportunity to speed up, slow down or spread out your studies by enrolling in one or two selected units of study. For further details visit

www.swinburne.edu.au/hed/summer/

T Important TIMETABLE Information

Check your Allocate+ timetable on the website: <http://allocate.swin.edu.au/aplus/apstudent> or go to <http://allocate.swin.edu.au/aplus/aptimetable> for timetables on all units of study offered within Swinburne.

Step One: Preference Entry Mode

Friday 10 July (5.00pm) to
Monday 27 July (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; students may be reallocated to remaining available classes for the unit of study; full-time students may be moved from evening to day-time classes to make room for part-timers
- Check your Allocate+ timetable prior to first week of classes

Step Two: Allocation Adjustment Mode

Thursday 30 July (5.00pm) to
Monday 17 August (9.00am)

Term 4 – 30 July (5pm) to
Friday 2 October (9.00am)

Summer Term – Monday 23 November (5pm) to
Thursday 21 January 2010 (9am)

- 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 will be asked to leave if you are not registered
- See Student Admin before Friday 15 August if you have problems

Valid timetable problems may include:

- Part-time students unable to allocate to an evening class
- Final semester students who cannot allocate to a mandatory unit of study
- Students with irreconcilable timetable clashes in compulsory units of study that must be taken in Semester 2.

Administration staff will try to help with timetable problems where possible, however reasons such as: units of study clash with part-time work commitments, long distance travel or wanting to attend class 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.swin.edu.au/corporate/registrar/timetable/ttstudquery.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 units of study

Census and payment dates are on your Confirmation of Enrolment. Check these if you need to withdraw avoid financial penalty and academic penalties.

Give us FEEDBACK!

Let us know what you think about this publication; whether it works for you or if there are any areas which can be improved. Send your comments in writing to the Faculty of Business and Enterprise, Student Administration Office or email us at bushheh@swin.edu.au



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

The information in this newsletter was correct at the time of production, July 2009
SP0626-19-0709

Info.comm August 2009