

Welcome to Semester 1, 2009

Message from the Dean



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

One important measure of whether we're on the right track is what students say about studying with us. On this measure we're doing very well indeed. Each year, students at the end of their degrees from all around the country are asked to rate their study experiences. And every year we rank on most measures more than 10 percentage points above the national average.

Two years ago, the Federal government undertook its first ever discipline-based ranking of teaching and learning quality, and followed this up with another ranking last year. I'm delighted to say that we are one of the few business faculties to have earned an "A" ranking on both occasions.

What does all this mean for you? It means that when you study business at Swinburne you'll not only receive a first class education, but you can be pretty sure you'll be more than satisfied with the result.

Have a great semester!

Prof David Hayward

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 2 March and Friday 6 March:

Monday–Thursday: 9.00am–6.00pm

Friday: 8.30am–3.30pm

Important information

All classes, lectures and tutorials for languages and marketing units will commence on Monday 2 March, 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
0	Summer	5 Jan 09	13 Feb 09	16 Jan 09	30 Jan 09
1	Semester 1	2 Mar 09	29 May 09	31 Mar 09	1 May 09
2	Term 1	2 Mar 09	9 Apr 09	13 Mar 09	27 Mar 09
3	Term 2	20 Apr 09	29 May 09	4 May 09	15 May 09
4	Winter Term	22 June 09	31 Jul 09	10 Jul 09	17 Jul 09

Important dates for Semester 1, 2009

Monday 26 January	Australian Day public holiday
Monday 9 February	Progress review hearings commence
Friday 13 February	Summer term concludes
Friday 27 February	Progress review hearings conclude
Saturday 28 February	Publication of summer term results
Monday 2 March	Semester 1 and term 1 classes commence
Friday 6 March	Last day to add a unit of study. Office closes at 3.30pm
Monday 9 March	Labour Day public holiday (normal classes as scheduled, Faculty administration office closed)
Friday 13 March	Employment Fair (Hawthorn Town Hall 12.00pm–3.00pm)
Tuesday 31 March	Final day to withdraw from a unit of study or take LOA without receiving a financial penalty
Thursday 9 April	Semester 1 classes break for mid semester/Easter
Monday 20 April	Classes resume
Tuesday 21 April	Graduation ceremony for Faculty of Business and Enterprise students
Friday 1 May	Final day to withdraw from a unit of study without receiving an academic penalty
Mon 4 May – Fri 8 May	Course information week (Degree planning appointments)
Friday 29 May	Semester 1 concludes
Mon 1 June – Thu 4 June	Swot vacation
Friday 5 June	Semester 1 examination period commences
Monday 8 June	Queen's Birthday public holiday
Friday 19 June	Semester 1 examination period concludes
Monday 22 June	Winter term commences
Saturday 4 July	Publication of semester 1 results
Between Tuesday 14 July – Thursday 16 July	Local graduation ceremony for international students
Mon 20 July – Fri 31 July	Progress review hearings
Friday 31 July	Winter term concludes

★ A ADDING a unit of study

Friday 6 March 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)

Mrs Judy Rex

Deputy Head of Group (Assurance of Learning)

Dr Rowan Bedggood

Management and Entrepreneurship

Head of Group

Professor Emeritus Murray Gillin

Deputy Head of Group (Resources)

Mr 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 DDMYY)

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.

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 busheh@swin.edu.au

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

Monday–Thursday	8.30am–7.30pm
Friday	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>

Interested in enrolling in HBG200 Business Communication?

This unit of study is suitable for students remaining in the pre 2009 Bachelor of Business Suite.

An opportunity for students to undertake a research project investigating the diversity of the university community Aims:

- To provide second-language speakers with an opportunity to increase their skills, motivation, independence and confidence in using English by participating in a student-centred developmental program
- To make strategic use of critical thinking activities, communicative language tasks and student-organised meetings to build decision-making confidence
- To guide students to recognise and utilise culturally based practices and standards to fulfil both their short-term and long-term goals

Enrol by downloading and completing an Application to Amend Enrolment Form:

www.swinburne.edu.au/corporate/registrar/student/forms_level3.htm#heforms

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

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.

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 6 April** to arrange a Course Information Appointment from: **Monday 4 May to Friday 8 May**

Your COURSE STRUCTURE is now available!

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

D DIARY 2009 – FREE!

Get your free diary from the Swinburne Student Amenities Association (SSAA), located Level 4, UN Building, John Street.

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

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 2 March
9:00am–11:00am
Location: AGSE114

Stage 2 students

(completed 8 or more units of study)

Tuesday 3 March
9:00am–11:00am
Location: AGSE114

Stage 1 students

(completed less than 8 units of study)

Wednesday 4 March
9:00am–11:00am
Location: AGSE 114

Final Amendment to Enrolment Session (all stages)

Thursday 5 March
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 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 or penultimate semester. 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 1 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!

If semester one 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 **Bachelor of Business (Honours)**. Visit the Faculty of Business and Enterprise website for more info: www.swinburne.edu.au/business

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 13 March 2009.**

Benefits:

- Opportunity to complete more comprehensive and challenging assignments
- A final grade for the subject 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.it.swin.edu.au/centres/HonoursApplicationForm.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 must complete at least one semester of study with the FBE prior to commencing an IBL placement. Australian visa restrictions do not enable overseas students to participate 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:

AGSE Building
Room 104
Wednesday 8 April
12.30pm–1.30pm
OR

AGSE Building
Room 104
Wednesday 8 April
3.00pm–4.00pm

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 **31 March 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:

Barbara Leary: bleary@swin.edu.au

Vida Weiss: vweiss@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 4618

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/

R Check your RESULTS online

Your results are available on line 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 Undergraduate Student Administration Office in the AGSE building 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!

ASIA PACIFIC RIM

June 2009

Hong Kong, Wuhan, Shanghai, Tokyo

Two intensive weeks of lectures and company visits expose students to the cultural, political and regulatory environments which currently constitute Asia.

For further details contact:

Ms Lee Chen (03) 9214 8772

lchen@swin.edu.au

Ms Lynn Pagoda (03) 9214 8147

lpagoda@swin.edu.au

TREVISO PROGRAM

June-July 2009 (to be confirmed)

Study in Italy and enjoy a unique experience in Treviso, one of Veneto's most rapidly developing areas. Learn about the strong cultural ties between Australia and Italy and its potential springboard opportunities to other countries in the European Union.

For further details contact:

Dr Simone Battiston (03)9214 8051

sbattiston@swin.edu.au

Ms Lynn Pagoda (03) 9214 8147

lpagoda@swin.edu.au

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 Lynn Pagoda (03) 9214 8147

lpagoda@swin.edu.au

Get more information on programs:

www.swin.edu.au/studytours

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

Info.comm February 2009

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
- Meet an Education Abroad Advisor at Swinburne International, Hawthorn campus
- Visit the Education Abroad Resource Library, Level 1 Swinburne Place West, Hawthorn.

STUDENT GUIDE

Don't be the last to know!

Download your 2009 Student Guide from: www.swinburne.edu.au/corporate/registrar/studentguide

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/ap timetable> for timetables on all units of study offered within Swinburne.

Step One: Preference Entry Mode

Friday 23 January (5.00pm) to Monday 16 February (9.00am)

- Select preferences – remember this is not your final timetable
- Be aware 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 19 February (5.00pm) to Monday 9 March (9.00am)

Term 2 – 19 February (5pm) to Wednesday 22 April (9.00am)

Winter Term 1 – June (5pm) to Wednesday 24 June (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 6 March 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 1.

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.

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.



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