Southern Cross University

Southern Cross Business School

2013 Course Enrolment Guide

Southern Cross Business School

Doctor of Business Administration

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Welcome

Welcome to Southern Cross University. If you are an experienced professional who would like to improve your professional practice and solve real world problems through research, our Doctor of Business Administration (DBA) is ideal for you.

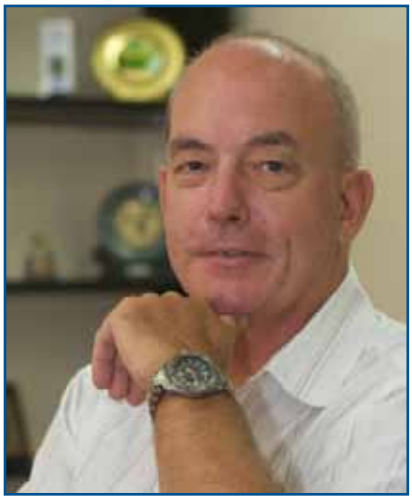
The DBA will challenge and inspire you, and see you become an expert in your area of interest. Undertaking a DBA is an important investment in advancing your career that will open doors to further opportunities. Many Southern Cross University graduates have secured positions of higher standing as a result of completing their DBA. The program is highly regarded in Australia and internationally and has grown to become one of the largest in Australia.

Our graduates consistently provide positive feedback on the quality of support provided by their Supervisor, the DBA liaison team and through the bi-annual DBA symposia and our high candidate completion rate is indicative of this.

Our graduates contribute to their industry and become matter experts by completing their research. They are high caliber professionals who are located all around the world and are leading their organisation to success, working in industry, academic and consultancy.

Our DBA is offered on campus, by distance and at our international collaborating institutions, resulting in a unique international student mix. We are committed to providing the highest level of academic and liaison support and guiding you through every stage of the program.

I encourage you to consider the opportunities that our DBA could open up for you and hope too see you become one of our satisfied and successful graduates.



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How to use this guide

This course enrolment guide has been developed to assist students with unit selection, to facilitate online enrolment and provide advice about important contacts, resources and support services available. It is also a valuable resource containing easily referenced material that no student should be without.

- **Part One** contains course-specific information and sets out the structure of the course, maps suggested or compulsory unit progressions and shows specialisation sequences per study period, if applicable.
- **Part Two** provides helpful information in relation to important dates, useful websites and relevant administrative information including the contact details of specialist staff within the University who are available to assist with specific enquiries.

What to do next

1. Visit the Getting Started website. This site contains the steps needed to:
   - gain access to My Enrolment
   - check student details
   - accept an offer
   - choose a payment option
   - gain access to MySCU and SCU webmail.
2. **Print or download this Course Enrolment Guide** and retain it for reference throughout the duration of the course.
3. Choose units to study using the course structure and unit information provided in this Course Enrolment Guide. Remember to:
   - read this guide carefully as it will recommend units for enrolment in each study period
   - choose units for each Session or Trimester within the academic year and understand where those units fit into the course structure
   - consider using Session 3 (an optional study period) to spread study load, dedicate time to studying units that might need a concentrated effort, or fast track and complete studies earlier.
4. Enrol in units for the **whole year** using My Enrolment.

   Enrolment for 2013 opens on 2 October 2012. Students will receive a notification advising that enrolment is open in their SCU Webmail account. Look out for this email and enrol early.

   SCU requires students to plan their studies in advance and enrol in units for the full academic year. Students self manage their enrolment online in My Enrolment and can change enrolled units, add more units or withdraw from units up until the start of each study period.
5. Check the census date for each unit using My Enrolment.

   Each unit of study (subject) has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes final. After the census date a student cannot enrol or withdraw from units without financial and/or academic liability.

   Census dates can be found in *My Enrolment* under *Study Plans* then *Current Enrolment Including Census Date*.
6. Access the School Student Centre and Unit Learning Site(s) in MySCU.

   A Unit Learning Site is generated for every unit in which a student has an official enrolment.

One week before the start of each study period, the Unit Learning Sites will open. Inside the Unit Learning Site students will find the **Unit Information Guide** and **Study Guide.** It is very important students visit this site regularly – SCU recommends students visit every day during the study period.

7. Check the Class Timetable.

   Internal students will need to check the class timetable to find out when classes have been scheduled for the activities that have been planned for the on-campus units in which they are enrolled.

8. Register for on-campus classes online through My Enrolment*:*
   - Students who enrol in any on-campus units (internal mode), should attend the scheduled on campus classes for the activities listed in the class timetable.
   - Session students must check the class timetable to see whether they need to register into any classes. Classes fill up quickly so register early. Students will receive an email in their SCU Webmail account to advise when registration will open.
   - Trimester students do not register into classes as there is usually only one class to attend.
   - Distance education (university-wide; external mode) and online students do not need to attend classes and will find all the information to start studying in their Unit Learning Site(s).

9. Once students are admitted to their course, enrolled in units and registered into classes, they are ready to start studying. SCU recommends students now visit the Orientation website to find out about scheduled activities, sporting facilities, mentors, counselling services and lots more.

Need assistance?

For assistance with My Enrolment refer to:

- the Demonstration Guides located on the Student Enrolment and Support Services site; or
- contact Student Services on 1800 626 481; or
- email enrol@scu.edu.au

For assistance with course structure and study plan advice, students should contact the School Student Liaison and Support Team. Contact details are listed at the end of Part One in this guide.

Welcome to SCU! We hope you enjoy your studies. Remember, staff are here to help, so don't be afraid to contact us.

Important notice

A student's course is governed by the Award Rules for the year in which they commenced study. It is important students become familiar with the Award Rules for their course, which can be found in the Student Handbook.

If a student is unable to adhere to the structure in place when study commenced, they must consult with a School Student Liaison Officer.

The information contained in this guide is correct at the date of publication. This guide is revised each year.

Part One

Course and Enrolment Information

Please read the 'How to use this guide, on pages v and vi. Candidates are advised to use the recommended study plan and unit progression information in this guide to plan their studies for the entire year. Before enrolling in units, consult the Postgraduate Schedule of Units (SOU) for current unit availability.

This Course Enrolment Guide (CEG) applies to students that are commencing study in 2013. Continuing students, particularly those that are nearing course completion, should adhere to the course structure of the year they commenced study, which is detailed in that year's Student Handbook – see the Student Handbook Archive.

Please contact the Student Liaison Team for study plan assistance (refer to 'School Contacts' located in Part One of this guide). When contacting the Student Liaison Team, please provide student full name, student ID number and any other necessary details.

Abbreviations used in this guide

AS	advanced standing = credit = credit transfer = exemption
CEG	Course Enrolment Guide
CIS	Cross-Institutional Study
EXT	External = University Wide = distance education = correspondence
GPA	Grade Point Average
LOA	Leave of Absence
ONL	Online
SCBS	Southern Cross Business School
SCU	Southern Cross University
SG	Study Guide
SOU	Schedule of Units
SLT	Student Liaison Team
UIG	Unit Information Guide
UW	University Wide

Course overview

The Doctorate of Business Administration (DBA), offered by the Southern Cross Business School, is a coursework and research based management program designed for experienced professionals who would like to improve their professional practice and solve problems through research.

Coursework	Distance	Lismore	Coffs Harbour	Tweed Heads - Riverside
Doctor of Business Administration ^ x	*			*

Key

^ = Full fee paying. Fee-HELP is available for eligible students
X = Available for January (Tri A), May (Tri B) and September (Tri C) intake
** = Refer to Schedule of Units (SOU) for specific availabilities*

2013 Course Rules

Students are advised to consult the 2013 Student Handbook for Specific Award Rules that apply to the DBA and for General Rules Relating to Awards.

The handbook is updated annually, with versions from prior years available for continuing students via the Student Handbook Archive.

Students should refer to the Course structure, Schedule of Units (SOU) and, My study plan, sections of this guide to prepare their study plan. Please use the blank 'My Study Plan', located in Part One of this guide, to map out an overall study sequence for the entire academic year.

The SCBS Student Liaison Team is available to check student's study plans if required.

Unit descriptions

To find out more about the units available to study at SCU during any study period, visit the SCU 2013 Units Search where students may search for units (subjects) by name, code, school or location. Once a unit or list of units has been retrieved, click on the unit name to see a brief description of the unit.

Unit availability

As the unit availabilities may change from study period to study period, students are advised to refer to the Schedule of Units for the most up to date availability and requisite information.

Schedule of Units

The Schedule of Units lists, alphabetically by unit name, all units planned to be taught at SCU in a particular study period, including:

- the unit code;
- the school code;
- the study mode (how the unit is offered). For example Internal - is a lecture-based course of study at a physical campus location, External (EXT), also called distance education or study via correspondence, is an externally delivered course of study which is typically web enhanced.
- Unit availability (where the unit is offered). For example, External units are offered via distance education. Internal units may be offered at Tweed Heads - Riverside.

- non-standard credit points; and
- any requisite (pre, co and anti) conditions of study and enrolment restrictions.

Please check the first three pages of the SOU for availability codes, school codes (SCBS code is 41) and definitions used throughout the SOU.

Requisites

If a proposed unit has a pre-requisite (pre-req), it means the pre-req must be completed prior to undertaking the proposed unit. A pre-req is usually a fundamental unit or units and/or a certain number of Credit Points might be required before undertaking a more advanced unit.

Study mode and location

The mode of study (internal, external) relates to the unit and not the student. As such, students can study a combination of modes in any study period. This is useful where work commitments or personal changes occur. Students should be careful to select the correct study mode and location via the SOU.

Candidature period guide

The time frame in which the DBA must be finished within is:

- 3 years full-time or 6 years part-time

Choose units to study

Students should use the following sections of this Course Enrolment Guide as they apply the DBA to:

- choose the units they wish to study in each trimester or enrolment period;
- determine where those units fit into the course structure;
- check the availability and requisite information of each unit using the Schedule of Units available at http://www.scu.edu.au/scheduleofunits.

Doctor of Business Administration

The Doctorate of Business Administration (DBA) is a coursework and research based management program designed for experienced professionals who would like to improve their professional practice and solve problems through research.

The DBA has a significant thesis component that enables candidates to concentrate and research an area that is professionally and relevant. It also includes postgraduate units that provide a solid theoretical background and training in research design and methodology. All components of the program can be related to an individual's workplace or industry allowing them to make a significant contribution to their profession.

The DBA will help candidates:

- gain expert knowledge by researching an area of your interest
- uncover new information or insights within your profession
- contribute knowledge to, and become an expert in your industry

The DBA is generally completed in 3 years full-time or 6 years part-time and is available internally at Tweed Heads - Riverside and externally, via distance education.

Career opportunities

The Southern Cross University DBA is one of the largest in Australia in terms of overall candidates and graduates and attracts participants from across the Asia-Pacific region.

Specific Award Rules

See the University's Rules Relating-to-Awards, in conjunction with the Specific Award Rules listed in the Student Handbook and below:

8.1 Admission to Candidature

a. An application for admission to candidature in a professional Doctorate shall be made on the prescribed form and lodged at any time for consideration by the Higher Degrees Research Committee.

b. To qualify for admission to candidature, applicants must:

   i. possess a Bachelor's degree with first class Honours or second class Honours, first division, from Southern Cross University; or

   ii. possess a Master's degree from Southern Cross University; or

   iii. possess a qualification which in the opinion of the Higher Degrees Research Committee is the equivalent of (i) or (ii) above; or

   iv. submit such other evidence of general and professional qualifications as will satisfy the Higher Degrees Research Committee that the applicant possesses the educational preparation and capacity to pursue graduate studies;

   and satisfy such additional requirements for admission to the course, if any, as may be prescribed by the Higher Degrees Research Committee.

c. An applicant shall have professional experience as considered acceptable by the Higher Degrees Research Committee.

8.2 Requirements for the Award

a. To be eligible for the award of a professional Doctorate, a candidate shall successfully complete twenty-four (24) units of study and research. At least two-thirds of these units shall require completion of a thesis, or equivalent research project.

b. These units shall be comprised of those in the schedule of units attached to these rules.

c. A professional Doctorate shall be in a field approved by the Higher Degrees Research Committee and listed in the Schedule of Professional Doctorates attached to these rules.

8.3 Progression

a. A candidate shall not normally be permitted to proceed to the Professional Doctorate Thesis unit until having successfully completed any prescribed course work units with at least a Credit average and until having at least a credit grade in the Professional Doctorate Research Proposal unit.

b. A candidate who has successfully completed the Qualitative Research Methods unit (single unit), the Quantitative Research Methods unit (single unit) and Professional Doctorate Research Proposal (double-weighted unit) may exit the professional Doctorate program with a Graduate Certificate in Research Methods.

8.4 Attendance and Duration

a. A candidate shall attend such workshops, seminars, tutorials or courses as prescribed by the relevant Professional Doctorate Coordinator.

b. full-time candidate shall complete the requirements for the professional Doctorate award within a period of no more than three (3) years. Unless the Program Director in consultation with the College Director/School Coordinator in special circumstances otherwise determines a candidate shall not be permitted to complete the requirements of a professional Doctorate award in less than two (2) years. All approved variations must be reported to the Division of Research Higher Degree Research Committee.

c. A part-time candidate shall complete the requirements for a professional Doctorate award within a period of no more than six (6) years. Unless the Program Director in consultation with the College Director/School Coordinator in special circumstances otherwise determines a candidate shall not be permitted to complete the requirements of a professional Doctorate award in less than four (4) years.

d. A candidate may convert from full-time to part-time candidature, and vice-versa, with the approval of the Program Director in consultation with the College Director/School Coordinator, which shall also determine on a pro-rata basis a revised statement of maximum and minimum periods of candidature.

e. Unless the Higher Degrees Research Committee in special circumstances otherwise determines, a candidate shall normally complete the requirements of a professional Doctorate award without interruption from the date of first enrolment.

f. Interruption of candidature shall only be approved to take effect from the commencement of a trimester or session, and will be normally limited to two sessions or trimesters. An application for interruption of candidature must be submitted to the Program Director in consultation with the College Director/School Coordinator for determination prior to the trimester or session for which the interruption is sought.

8.5 Advanced Standing

a. The Higher Degrees Research Committee may grant advanced standing for units successfully completed at this University, at another Australian University, or at other types of tertiary education institutions acceptable to the Academic Board, provided that the Academic Organisational Unit can demonstrate equivalence to the non-thesis units in the Schedule of Units for a professional Doctorate award.

b. Any such advanced standing shall not normally exceed 50 percent of the equivalent unit requirements for a professional Doctorate award. If the advanced standing proposed is more than 50% plus two units it will need to be approved by the Programs Committee.

c. A candidate who has undertaken research work as part of enrolment in a research degree but has not completed that degree may be granted advanced standing (as per 8.5(b)) by the Higher Degrees Research Committee on the basis that the research already completed forms part of a professional Doctorate thesis and has not or will not be used for work towards any other award.

d. Where advanced standing is granted, the Director of Professional Doctoral programs may approve a reduction in the minimum periods of candidature prescribed in Rules 8.4(b) and 8.4(c). The Director of Professional Doctoral programs will forward this approval to the Higher Degrees Research Committee for noting.

8.6 Supervision and Progress Reports

a. Upon enrolment in the research proposal unit for a professional Doctorate award, all candidates shall normally have appointed at least one supervisor, under whose general guidance a thesis shall be completed. The Higher Degrees Research Committee shall have responsibility for the appointment of supervisors and may at any time approve a change of supervisor. Where a candidate's request for a change of supervisor is supported by the Higher Degrees Research Committee, but no other suitable person to provide supervision is available or is willing to be appointed, the Higher Degrees Research Committee may terminate the candidature.

b. A candidate shall pursue the thesis research approved by the Higher Degrees Research Committee under the immediate direction of the supervisor, or supervisors, appointed by the Higher Degrees Research Committee. Candidates shall, as their supervisor may from time to time require, submit drafts of major sections of the written thesis and shall submit to their supervisor a final draft of the written thesis for advice and comments before submission for examination.

c. Candidates shall, through their supervisor, submit in the prescribed form and at the prescribed times progress reports to the Higher Degrees Research Committee.

8.7 Thesis Submission

a. A candidate shall, through the supervisor, give the Higher Degrees Research Committee two (2) months' written notice of intention to submit a thesis and such notice shall be accompanied by the appropriate fee, if any.

b. Three (3) copies of the thesis in a form of temporary binding prescribed by the Higher Degrees Research Committee shall be submitted by the candidate, and these copies may be retained by the University. A thesis shall be approximately 50,000 words although this may vary according to the topic.

c. Three (3) copies of the thesis shall be submitted by the candidate to the Higher Degrees Research Committee by the Director of Professional Doctoral programs with a certificate signed by the supervisor certifying that the candidate's work, including the thesis, is in a form suitable for examination.

d. If the Director of Professional Doctoral programs declines to submit a thesis, the supervisor may appeal to the Higher Degrees Research Committee.

e. If the supervisor declines to certify a thesis is in a form suitable for examination and the Director of Professional Doctoral programs declines to submit the thesis, a candidate may appeal to the Higher Degrees Research Committee.

f. If the appeal is upheld and the thesis forwarded for examination, then the certificate shall be signed by the Chair of the Higher Degrees Research Committee, and neither the supervisor nor the Director of Professional Doctoral programs shall be required to sign it.

g. A thesis shall be prepared in the format prescribed by the Higher Degrees Research Committee.

h. Three (3) copies of the thesis for which the candidate is admitted to a professional Doctorate award shall be deposited with the Higher Degrees Research Committee in a permanent form of binding prescribed by the Higher Degrees Research Committee. Additionally, one unbound copy shall be deposited with the University Library.

i. The copy of the thesis deposited with the University Library will be available for consultation, loan, or copying at the discretion of the University Librarian, unless the University on the application of the candidate determines that it shall not be available

until after the expiry of a period, which period shall not normally exceed two (2) years. The University Librarian shall require each user and recipient of a copy of a thesis to undertake in writing to respect author's rights under the law relating to copyright.

j. A candidate may, when lodging a thesis, state that the thesis contains restricted or confidential information which the candidate does not desire to be disclosed freely, and which may be released to other persons only on the authorisation of the Chair of the Higher Degrees Research Committee, after consultation with the candidate and the Director of Professional Doctoral programs. Where the thesis contains material which the candidate considers should have restricted distribution, the supervisor, the Director of Professional Doctoral programs and the examiners shall be informed which parts are classified. If further precautions are required, for example, more secure transmission than registered post, costs shall be borne by the candidate.

k. Where a candidate states that a thesis contains confidential information which the candidate does not desire to be disclosed freely, or which the candidate is not at liberty to disclose freely, the candidate may, to the extent that it is possible, place that information in an appendix to the thesis. The copy of the thesis deposited in the University Library shall have a notation, authorised by the Chair of the Higher Degrees Research Committee, indicating which parts of the thesis are not included because they contain confidential information, and informing the reader to contact the candidate for further information.

8.8 Thesis Examination

a. On completion of studies during candidature, a candidate shall submit a thesis which shall be prepared in a format prescribed by the Higher Degrees Research Committee and referred to two examiners appointed by Higher Degrees Research Committee. This Committee shall include a member of the academic organisational unit for which a professional Doctorate award has been approved or is under consideration, three (3) members of the Higher Degrees Committee (Research), the Director of Professional Doctoral programs and shall have as an additional member the Pro-Vice-Chancellor (Research).

b. Two examiners shall be appointed by the Higher Degrees Research Committee, at least one of whom shall be external to the University. A supervisor of the thesis shall not also be an examiner.

c. The recommendation of the Director of Professional Doctoral programs, together with the reports of the examiners and any written comments received from the supervisor and candidate, shall be considered by the Higher Degrees Research Committee, which shall have broad discretion to seek additional input as appropriate.

d. Before making a recommendation to the Academic Board, the Higher Degrees Research Committee may require:

   i. a candidate to address any matters raised in the examiners' reports,

   ii. a candidate to address additional issues in the thesis,

   iii. additional input to the examination process, for example, the candidate may be required to undertake a written or an oral examination of the thesis under such reasonable conditions as determined by the Higher Degrees Research Committee, or

   iv. re-examination of the thesis within six months if full-time, or within one year if part-time.

e. The Higher Degrees Research Committee shall:

   i. recommend to the Academic Board that the candidate be admitted to a professional Doctorate degree; or

   ii. recommend to the Academic Board that candidature be terminated.

f. A candidate whose thesis fails re-examination, as conducted under conditions prescribed by the Higher Degrees Research Committee shall have candidature terminated by the Academic Board and shall not be eligible for re-enrolment in the degree in the same topic area.

8.9 Discontinuation of Enrolment and Appeal Processes

a. Notwithstanding other provisions in these Rules, the Higher Degrees Research Committee on behalf of the Academic Board, may discontinue the enrolment of a candidate in less than the maximum time allowed if the Higher Degrees Research Committee is dissatisfied with the progress being made by the candidate.

b. A candidate whose enrolment is discontinued under Rule 8.9(a) may appeal on the prescribed form to the Academic Board Appeals Committee against the discontinuation of enrolment.

c. An appeal to the Academic Board Appeals Committee against discontinuation of enrolment must reach the University within ten (10) working days of the date of sending of official notification.

d. Candidature shall be reinstated if the appeal is successful. A maximum period of time to complete the professional Doctorate will be determined by the Higher Degrees Research Committee.

e. A candidate whose appeal is unsuccessful shall have discontinuation of enrolment confirmed.

8.10 Readmission

a. A candidate whose enrolment is discontinued shall not be eligible to be readmitted until the lapse of one (1) year.

b. A candidate readmitted to the professional Doctorate shall have determined by the Higher Degrees Research Committee the maximum period of time in which the candidate shall be permitted to complete the course.

c. An applicant refused readmission after a period of discontinuation of enrolment may appeal on the prescribed form to the Academic Board Appeals Committee against that decision.

d. An appeal against refusal to be readmitted must reach the University within ten (10) working days of the date of sending of official notification.

DBA course structure

Candidates develop their own thesis topic in consultation with their approved supervisor and the DBA Director.

To qualify for the DBA a total of twenty four (24) units of study and research must be completed. At least two-thirds of these units shall require completion of a thesis, or equivalent research project.

DBA Study Plan Worksheet

The study plan work sheet and unit progression detailed on the following pages will assist students to map their study plan prior to enrolling in units.

Doctor of Business Administration

Study Plan Work Sheet 2013 - All modes

To qualify for the Doctor of Business Administration a total of 24 units must be completed:

- Stage One- Postgraduate Units [4 units within trimester study periods]. Candidates that enter with a Masters degree, or equivalent, are advised to apply for advanced standing for stage one units.
- Stage Two – Research Preparatory Units [4 units within trimester study periods] ; and
- Stage Three - Thesis [an approved program of supervised research equivalent to16 units within time based enrolment periods (EP's)] .

Please Note:
SCU's DBA academic year is based on both trimesters and enrolment periods (EP). There are three trimester study periods in each calendar year and two EPs.

- A trimester is 15 weeks and comprises10 -12 weeks teaching.
- An EP is six months in duration. EP1 runs from 1 January to 30 June. EP2 runs from 1 July to 31 December.

Stage One – Postgraduate Units

A candidate must successfully complete four (4) Postgraduate Units within trimester study periods. Please refer to the Master of Business Administration (MBA) study plan worksheet for a list of available units. These units provide a solid theoretical background and are designed to build on the candidates' professional expertise.

Stage Two – Preparatory Stage Units A candidate must successfully complete 4 preparatory units within trimester study periods. These units introduce candidates to research design, methodologies, tools and the techniques of research and form the candidate's research proposal. Candidates must complete MNG03264 with a credit average to progress to Stage Three.		**2013**		
		A	**B**	**C**
MNG03047	Qualitative Research Methods	✓	✓	✓
MNG03048	Quantitative Research Methods	✓	✓	✓
MNG03264	Doctor of Business Administration Research Proposal #	✓	✓	✓

Stage Three – Thesis A candidate must successfully complete an approved program of supervised research study that is time based and equivalent of 16 units of study. Typically a thesis will review the relevant literature; present the theoretical framework underpinning research; outline research design and methodology; describe the data collection; analyse data; interpret results; and discuss conclusions and implications.		**2013**	
		EP1	**EP2**
MNG89022	Doctor of Business Administration Thesis	✓	✓

NOTE: This document is a guide and may not represent the most current information. Students should refer to the Schedule of Units to confirm unit availability, requisites and enrolment conditions. Units are offered subject to sufficient enrolments.

double weighted unit (24 credit points)

Updated 27 June 2012

Master of Business Administration

Study Plan Work Sheet 2013 – External, by distance education

Students should contact the Student Liaison Team to discuss their DBA study plan before selecting units from the Master of Business Administration Work Sheets.

Core Units - Part A A student must successfully complete all 6 core units		**2013**		
		A	**B**	**C**
ACC00724	Accounting and Finance for Managers		✓	
MNG00716	Strategic Management		✓	
MNG00720	Foundations of Management	✓		
MNG03217	Leading and Managing People			✓
MNG03218	Strategic Information Systems			✓
MKT00720	Marketing Management	✓		
Elective Units - Part B A student must successfully complete any 6 elective units		**2013**		
		A	**B**	**C**
ACC00712	Business Accounting	✓		✓
ACC00713	Corporate Reporting	✓	✓	
ACC00714	Managerial Accounting	✓		✓
ACC00716	Corporate Finance	✓		✓
ACC00717	Taxation Practice	✓	✓	
ACC03043	Corporate Governance	✓		
BUS00747	Critical Issues for Management			✓
ECO00720	Economics for Management	✓		
ISY00740	E-Business for Managers		✓	
LAW00701	Corporations and Securities Law	✓	✓	
LAW00720	Legal Studies	✓		
MKT01760	Tourism Planning Environments		✓	
MKT01762	Contemporary Hotel and Tourism Issues	✓		
MKT01906	International Tourism Systems	✓		
MKT00726	Business to Business Marketing		✓	
MKT00728	Strategies in Marketing Communications			✓
MKT00905	Strategic Marketing of Destinations and Hotels			✓
MNG00704	Human Resource Development		✓	
MNG00723	International Business			✓
MNG00724	Human Resource Management	✓		

MNG00737	Entrepreneurship	✓		
MNG00743	Management of Small Enterprises		✓	
MNG00784	Industry Based Project +	✓	✓	✓
MNG00785	Project Management		✓	
MNG00786	International and Comparative HRM			✓
MNG01720	Organisational Behavior		✓	
MNG03047	Qualitative Research Methods i	✓	✓	✓
MNG03048	Quantitative Research Methods i	✓	✓	✓
MNG03067	Strategic Knowledge Management	✓		
MNG03208	Intellectual Property: Management & Commercialisation			✓
MNG03219	New Venture Creation			✓
MNG03228	Risk Management	✓		
MNG03280	Global Procurement			✓
MNG03281	Logistics Management		✓	
MNG03282	Contract Management in a Global Context	✓		
MNG03390	Sport Marketing in the Global Marketplace		✓	
MNG03394	Sport Governance	✓		
MNG03395	Sports Law		✓	

NOTE: This document is a guide and may not represent the most current information. Students should refer to the Schedule of Units to confirm unit availability, requisites and enrolment conditions. Units are offered subject to sufficient enrolments.

i Course Coordinator approval is required to enroll in MNG03047 Qualitative Research Methods or MNG03048 Quantitative Research Methods

\+ SCBS Director approval is required to enroll in MNG00784 Industry Based Project

It is possible to study the Master of Business Administration internally at the Tweed Heads – Riverside location. Please refer to the 'Master of Business Study plan worksheet – Internal, Tweed Heads Riverside' for unit availability.

Updated 14th June 2012

Master of Business Administration

Study Plan Work Sheet – Internal, Tweed Heads - Riverside

Core Units - Part A A student must successfully complete all 6 core units		**2013**		
		A	**B**	**C**
ACC00724	Accounting and Finance for Managers		✓	
MNG00716	Strategic Management		✓	
MNG00720	Foundations of Management	✓		
MNG03217	Leading and Managing People			✓
MNG03218	Strategic Information Systems			✓
MKT00720	Marketing Management	✓		
Elective Units - Part B A student must successfully complete any 6 elective units		**2013**		
		A	**B**	**C**
ACC00712	Business Accounting	✓		✓
MKT01762	Contemporary Hotel & Tourism Issues	✓		
ACC00716	Corporate Finance	✓		✓
ACC00713	Corporate Reporting	✓	✓	
LAW00701	Corporations and Securities Law	✓	✓	
ISY00740	E–Business for Managers		✓	
ECO00720	Economics for Management	✓		
MNG00724	Human Resource Management	✓		
MNG00723	International Business			✓
MKT01906	International Tourism Systems	✓		
LAW00720	Legal Studies	✓		
ACC00714	Managerial Accounting	✓		✓
MNG01720	Organisational Behavior		✓	
MNG00785	Project Management		✓	
MNG03047	Qualitative Research Methods i	✓	✓	✓
MNG03048	Quantitative Research Methods i	✓	✓	✓
MNG03067	Strategic Knowledge Management	✓		
MKT00728	Strategies in Marketing Communications			✓
ACC00717	Taxation Practice	✓	✓	
MKT01760	Tourism Planning Environments		✓	
MKT00905	Strategic Marketing of Destinations & Hotels			✓

NOTE: This document is a guide and may not represent the most current information. Students should refer to the Schedule of Units to confirm unit availability, requisites and enrolment conditions. Units are offered subject to sufficient enrolments.

i Course Coordinator approval is required to enroll in MNG03047 Qualitative Research Methods or MNG03048 Quantitative Research Methods

Updated 14th June 2012

My Study Plan

Please contact the Student Liaison Team to gain assistance to map DBA study plans (refer to School Contacts later in Part One of this guide).

Enrol in units using My Enrolment

Once students have chosen Stage One - Postgraduate and Stage Two – Research Preparatory units to study they can enrol in those trimester units using My Enrolment:

Open My Enrolment

Within 'My Enrolment' select 'My Study Plans'.

Choose I want to … Enrol in units from the links at the bottom of 'My Study Plans'.

- Students will be presented with the Enrolment: planned units page. Follow the steps described in 'My Enrolment'. Students will be asked to:
  - add a unit to their potential enrolment list
  - choose their preferred attendance mode for the unit
  - choose when and where they want to study the unit
  - confirm their choice.
- Before leaving 'My Study Plans', students should check the enrolment details and census dates for the trimester delivered units they intend to study. Go to 'Current Enrolment' on the left-hand menu bar to ensure each enrolled unit is recorded correctly.

Important:

DBA students can only use My Enrolment in enrolling in MNG03047, MNG03048 & MNG03264. Afterwards they must contact the Student Liaison Team to consult about time based thesis and enrolment patterns.

Pay Unit Fees

Once enrolled in chosen units students are able to access their invoice details via the My Finances menu in My Enrolment. Although fees will not be due until two weeks before the start of the study period, it is strongly recommend that students pay fees immediately as the dispatch of important study materials is dependent upon receipt of full payment.

In 2013 the following fees will apply to students regardless of their chosen study mode (External or Internal):

New Zealand citizens and Australian permanent residents and citizens (Domestic students) - $1910.00 per unit (includes all study materials and textbooks).

Citizens of all other overseas nations (International students) - $2270.00 per unit

Please see 2013-business-law Course fees and Additional fee information.

If fees have been paid and study materials have not been received by the by the start of the study period, please contact the please contact the Student Liaison Team (refer to 'School Contacts' later in Part One of this guide).

FEE-HELP loan

FEE-HELP, an interest-free loan provided by the Commonwealth Government for partial or full payment of tuition fees for all Australian citizens studying a SCBS postgraduate program. The Commonwealth Government will pay a student's tuition fees on his or her behalf and the debt is then transferred to the Australian Taxation Office for later payment through the taxation system when their income is above the nominated minimum threshold. Although no interest is charged for Postgraduate programs, the FEE-HELP debt is CPI indexed (Refer to 'Fees' detailed later in Part Two of this guide).

Fee refunds

Withdrawing from units can have a serious impact on a student's academic record and financial liability after certain dates have passed in the study period (see Key Dates for 2013, detailed in Part Two of this guide). International students studying in Australia must receive written approval from the SCU International Office before they may withdraw from a unit of study.

If a student withdraws from a unit before the start of the trimester and they have not received their study materials package for the unit, the student will receive a full refund of the unit tuition fee.

If a student withdraws after the Census date has passed and before the last date to withdraw without failure, the student will not receive a refund, and the unit will show as a 'withdrawn' on their academic record.

If a student withdraws from a unit after the last date to withdraw without failure, the student will not receive a refund and a grade of 'fail' will appear on their academic transcript.

For further information please see 'Withdrawing from a course or unit' detailed later in Part Two of this guide.

Study materials despatch

Students must pay their unit tuition fees in full to receive their study materials, so it is wise to enrol in units no later than two weeks before the start of the study period. Remember, students can view invoice details online at My Enrolment and print an invoice.

Study materials cannot be mailed to a post office box or to some remote locations. Instead, study material packages are delivered by courier to a street address. Via My Enrolment, each student must provide a suitable street address for courier delivery and should ensure that the package can be signed for on delivery. The inclusion of building and business names along with the floor or level can greatly assist courier delivery, especially in CBD areas.

Please contact the Student Liaison Team (contact details appear at 'School contacts' later in Part One of this guide) where there are unusual or very specific instructions for delivery of study materials or where study packages are to be delivered without a receiving signature.

How to speed things up

Students should use "My Study Plan", located earlier in Part One of this guide to prepare a study plan and select units in advance.

Be aware of the key dates associated with each study period (see Key Dates for 2013, detailed in Part Two of this guide).

To enable students to access all of the resources they need to complete their studies successfully, Internet access is essential - without it, students will be disadvantaged.

Visit My Enrolment to enrol in chosen units and obtain the invoice details online from "My Finances". This will ensure that the study materials order is placed early and that the study materials will be dispatched and should arrive before the study period starts.

To avoid any delays in commencing study, if study materials do not arrive by courier before the start of the study period, please contact the Student Liaison Team (refer to 'School Contacts' later in Part One of this guide) and access the unit Learning Site(s) (located in MySCU) to download the **Unit Information Guide**(s) and **Study Guide**(s) for each unit in the study period. A unit 'Learning Site' is generated for every unit in which a student has enrolled. Students should visit the unit Learning Site(s) at least weekly to gain important communication from Lecturers and Unit Assessors and participate in the MySCU discussion boards with fellow students. (More information about 'MySCU' and 'Learning Sites' can be found later in Part Two of this guide).

Other important information

Symposia

At least twice a year candidates meet in structured doctoral symposia at the SCU Gold Coast campus or at an offshore location. The symposia provide wonderful opportunities to meet other candidates, compare progress, explore different research methodologies, receive advice from experts, confirm examination requirements and network with business leaders. Candidates must attend at least one symposia each year.

MySCU Webmail (the SCU student's email account)

On admission to Southern Cross University, all students are issued with a SCU email account. It is University policy for staff to use student SCU email addresses for all email correspondence. Therefore, it is very important that students access their Webmail account via MySCU on a weekly basis to ensure that important information is not missed. See 'Staying in touch with SCU' in Part Two of this Guide for more details.

Time management

Keeping in mind that study time demands vary from week to week, the material in each unit has been prepared on the assumption that the 'average student' will spend 10 to 12 hours each week studying a unit. In addition, students may have to plan other hours for review or to address special issues with assignments and exam preparation.

School contacts

Students often find email to be the most convenient point of contact with University staff especially for straightforward queries. However, at any time students may telephone, fax or email our academic and professional administrative staff for assistance. Our telephone system has an afterhour's answering machine. We respond to all messages at the earliest possible time, usually within 48 hours.

Student Liaison Team

The Student Liaison Team aims to provide students with a high level of friendly, efficient and professional service and can generally be used as the first point of contact for most queries. If a member of the team does not have the answers, they will refer students to the relevant area within the University or to the appropriate staff member. Student feedback is welcome. If service does not meet expectations or if it exceeds expectations, we would love to know.

Student Liaison Officers typically provide students with the following information and assistance throughout their studies:

- application
- course structure and study planning

- unit selection and enrolment advice
- dispatch of study materials
- general course administration
- support for distance education students
- advanced standing
- special consideration
- leave of absence
- withdrawal from a unit

Operating hours are 9:00 am – 5:00 pm Monday to Friday. During daylight savings Tweed Heads - Riverside operates on Queensland time from 8:00 am – 5:00 pm Monday to Friday.

Postal address	Phone and email	Location
DBA Student Liaison Team Southern Cross Business School Southern Cross University Tweed Heads - Riverside campuses Locked Mail Bag 4 Coolangatta QLD 4225	Ph: +61 7 5506 9364 Fax: +61 7 5506 9301 Freecall:*1800 111 890 or 1800 626 481 and ask for extension 19364 Email: dba@scu.edu.au	Tweed - Riverside Level 3, Room 3.19

Academic staff

Academic staff are available to discuss any questions or issues students may have regarding the specific unit or course content. The Study guide and unit Learning Site will list the academic staff members assigned to your unit and their contact details.

DBA Director has responsibility for the overall coordination, development, review and administration of a course. Please familiarise yourself with the name of the DBA Director.

Unit Assessors have responsibility for the overall coordination, development, review and administration of a unit, providing guidance and assistance related to the unit's content, extension requests and grade allocation.

Lecturers and Tutors have responsibility for conducting lectures and tutorials/workshops and for contacting students at the start of the study period students, usually via their SCU email address and/or MySCU Unit Learning Site(s) notices.

Good luck with your studies. Please give us a call from time to time to let us know how you are progressing.

Part Two

Administrative and General Information

This section of the guide is a summary of administrative and general information relevant to students and their studies. Wherever possible students will be directed to sources of further information and assistance. A comprehensive list of useful websites is located at the end of this guide.

Fees

The cost of attending university will vary and much depends on your program of study. Expenses can generally be broken into three groups: study costs, living expenses and other expenses. This section focuses on study costs or fees and includes important information to remember when enrolling into units of study in a course.

At SCU a student is either a Commonwealth supported student or a fee-paying student, also known as a non-Commonwealth supported student.

Fee-paying students are required to pay full tuition fees for each unit of study.

Undergraduate courses

The University offers very few undergraduate fee-paying courses. Generally, undergraduate courses are Commonwealth-supported for eligible students.

Postgraduate courses

The majority of SCU fee-paying courses relate to postgraduate study and FEE-Help is available to eligible students.

Commonwealth-supported students

Every unit of study undertaken under Commonwealth support has a cost. The Commonwealth Government meets part of that cost and the student pays the other part. This student cost is called the Student Contribution Amount.

At SCU the Student Contribution varies and is determined by the units selected by each student, the discipline category or 'band' of the units studied and the year the student commenced their course of study or degree. To find out exactly which band(s) your unit/s of study belong to visit the University's Fees and Financial Assistance website

Before enrolling in units for the first time, new students must read the 'Information for Commonwealth Supported Students' booklet available from SCU Student Services or at www.studyassist.gov.au

Students complete the request for Commonwealth Support Form (and HECS-Help) from SCU. This is known as an electronic 'Commonwealth Assistance Form' (eCAF), which is completed and submitted electronically via 'My Enrolment'. The eCAF must be completed before enrolment into any units.

The deadline for finalising payment arrangements for each unit of study is the census date.

Commonwealth-supported students can pay for all or part of their Student Contribution upfront or defer payment to the Australian Tax Office (ATO) and repay it later through the Australian tax system when their income is above the nominated minimum threshold.

If the Student Contribution is paid on or before the census date a 10% discount applies for payment of $500 or more.

Domestic fee-paying students

A fee-paying student, also known as a non-Commonwealth supported student, is required to pay full tuition fees for each unit of study in a study period. Eligible fee-paying students can either:

- pay some or all of their tuition fees up front on or before two weeks prior to the start of the study period; and/or
- apply for an Australian Government FEE-HELP loan for some or all of their tuition fees by submitting a 'Request for FEE-HELP assistance form' (eCAF). The Australian Government will pay the amount of the loan to SCU on the student's behalf. A loan fee of 25% applies for undergraduate courses of study. There is no loan fee to a FEE-HELP loan for postgraduate study, enabling courses, units of study with Open Universities Australia and bridging study for overseas trained professionals.

The deadline for finalising payment arrangements via a FEE-Help loan is the census date.

To be eligible to receive a FEE-HELP loan the student must be an Australian citizen or holder of a Humanitarian visa. FEE-HELP is not available to New Zealand citizens or permanent residents.

Students, who wish to access a FEE-HELP loan, must read the 'FEE-HELP information booklet' available from Student Services or at www.studyassist.gov.au. They must also complete and submit an eCAF via 'My Enrolment' and provide their Tax File Number.

Payment of a FEE-HELP loan is deferred to the Australian Tax Office (ATO) and is repaid later through the Australian tax system when the student's income is above the nominated minimum threshold.

Services and Amenities Fee

During 2011, the Commonwealth Government passed legislation that enables Universities to levy an annual capped Services and Amenities Fee to students starting in 2012. In 2013, the capped fee is $273 per student. The Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011 clearly outlines the ways in which these funds can be used by Universities and focuses on essential student services that will support and enrich the student experience.

Eligible students are able to defer their Services and Amenities Fee (SAAF) to the Australian Taxation Office (ATO) by completing a 'Request for SA-HELP Assistance' eCAF in My Enrolment. To be eligible for the SA-HELP loan scheme the student must be an Australian citizen or holder of a Humanitarian visa. SA-HELP is not available to New Zealand citizens or permanent residents. The deadline for finalising payment arrangements via the SA-HELP loan is census date of the study period in which the fee is charged.

Students who wish to access a SA-HELP loan must read the 'SA-HELP information booklet' available from Student Services or at www.studyassist.gov.au and complete and submit the SA-HELP eCAF with a valid Tax File number through My Enrolment.

For more information about the Services and Amenities fee, what it will be used for, fee schedules, payment details, loan schemes available for eligible students and Frequently Asked Questions, please go to the Services and Amenities Fee website.

International on-shore and miscellaneous fee-paying students

International onshore students and miscellaneous fee-paying students are required to ensure that their fees are paid on or before two weeks prior to the start of the study period.

International tuition fee information, including information about unit withdrawal impacts, due dates for student fees and refund rules, is available from the International Office and the SCU Fees and Financial Assistance website.

To contact the International Office:

Phone: +61 2 6620 3876
Email: intoff@scu.edu.au

Remission of Student Contribution Amounts

Where extenuating circumstances exist, students may apply for a remission of the Student Contribution Amount by contacting Student Services.

More information

For more information on University fees or Commonwealth-supported places go to the University's Fees and Financial Assistance website and www.studyassist.gov.au

To contact Student Services:

Phone: 1800 626 481
Email: enrol@scu.edu.au

Other related costs

There are a number of other administrative fees that students may be required to pay at some time during their University life. These may include such things as textbooks, field trips, penalty charges (sanctions) and costs associated with graduation etc.

For further information see Administrative Charges in the Student Handbook.

Income support and the Three-Session Teaching Calendar

The Southern Cross University three-session teaching calendar provides students with the flexibility to spread their full-time study load over three sessions, if they choose. This does not mean that students have to enrol in all three sessions to qualify for income support. There are many combinations of study that satisfy the eligibility criteria for income support. Students will still be able to study a full-time load over Session 1 and 2 and take Session 3 as a break. It is an optional study period. Schools will be offering units during Session 3 that will enable students to accelerate their learning or spread their study load. **Please note**, not all courses offer units in Session 3, students will need to check the Schedule of Units for that study period to see what is available to study.

Centrelink considers students to be full time if they are doing at least 75% of the full-time workload. At Southern Cross University one single weighted unit of study has a HECS loading of 0.125. Students need to demonstrate to Centrelink that they are studying at least 6 single-weighted units over the full teaching calendar)year in order to be entitled to income support.

There is no obligation to study in all three sessions of the Teaching Calendar.

Requirements regarding full-time study can be found on the Centrelink website at http://www.centrelink.gov.au/. Students should discuss their eligibility for income support with Centrelink's Youth and Student Services by telephoning 132490.

Advantages of studying in Session 3

Session-based students are not obliged to study in Session 3; however there are advantages in doing so. Studying in Session 3 can help students to:

- fast track their studies
- dedicate time to studying a unit that might need a concentrated effort
- maintain their study momentum by undertaking a unit or units over the break between the end of Session 2 and commencement of Session 1 the following year
- catch up on failed units so that course progression and completion is not extended
- graduate sooner, if nearing course completion with 4 or less units to complete, consider studying these over session 3;
- negotiate a study plan with their School or College to align with Session 3 unit availabilities that suits individual goals and career aspirations

Please note, not all courses offer units in Session 3.

To find out more about the units available to study during Session 3 visit the SCU Units Search. Here students will be able to search for units (subjects) by name, code, school or campus. Once a unit or list of units has been retrieved, students can also see a description of the unit by clicking on the unit name.

HINT: Prior to enrolling in a unit remember to check the Schedule of Units for any requisite requirements.

Study load for International onshore students

International onshore students must complete their course within the expected duration of study as specified by Standard 9 of the National Code of Practice 2007. This means Southern Cross University must monitor the study load of International onshore students to ensure they complete their course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning. SCU will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

International onshore students are required to complete eight (8) single-weighted units of study each year, or pro-rata if a student commences after the first study period.

Students can study up to twenty-five percent (25%) of their course by online and/or distance learning. Approval to study online or by distance education must be sought from the International Office using a `Unit Approval Request' submitted through My Enrolment. Students undertaking a session or trimester based course must study at least one (1) unit that is not by distance or online in each mandatory study period.

Students studying in sessions

International onshore students who undertake a session-based course must study a minimum of four (4) units in each of the mandatory sessions (Sessions 1 and 2) to satisfy full-time enrolment. In special circumstances this can be varied.

Students not studying four units in each of the two mandatory sessions (Sessions 1 and 2) are required to liaise with an International Student Advisor to map and sign their study plan for each year of study.

Students studying in trimesters

International onshore students who undertake a trimester course are required to enrol in four (4) units per study period or in certain courses they are required to enrol in three (3) units per study period.

All trimesters are compulsory study periods; international onshore students must be enrolled in all study periods while on a student visa. Any variation to the required study load for trimester students must first be discussed with an International Student Advisor.

More information

For more information go to Southern Cross University's International Office website or the Australian Government – Australian Education International website at www.aei.gov.au

To contact Southern Cross University's International Office:

Phone:	+61 2 6620 3876
Email:	intoff@scu.edu.au

Census dates

Each unit of study in a study period at SCU has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes fixed and final. After the census date a student cannot enrol or withdraw from units without significant financial and/or academic liability.

If using the HECS-HELP or FEE-HELP Government loan schemes, the debt for units in the study period is deferred on the census date.

Census dates vary depending on the unit/s in which a student is enrolled. Therefore, it is important that students are aware of the census date for each enrolled unit for a particular study period.

To determine the actual census date for each unit of study, students must check My Enrolment:

- log into My Enrolment
- select *My Study Plans*
- from the menu to the left of the screen select *Current Enrolment*.

Each unit in which a student is enrolled will be displayed with the census date clearly identified.

Commonwealth Assistance Notices (CAN)

A Commonwealth Assistance Notice (CAN) is issued to all Commonwealth Supported, FEE-HELP and OS-HELP assisted students within twenty-eight (28) days past the census date for each unit of study. The CAN shows detailed enrolment information for each unit of study within the relevant study period including upfront student contribution amounts and/or amounts deferred via HECS-HELP, FEE-HELP or OS-HELP. The CAN is available by accessing My Enrolment (use the *My Finance* menu option). It is important to check all the information on your CAN within fourteen (14) days of its release. If you believe the information on the CAN is incorrect, please make a request in writing to enrol@scu.edu.au to have your information corrected.

More information

For more information on census dates or Commonwealth Assistance Notices go to the University's Fee and Financial Assistance website.

Final date to enrol in unit/s

The final date to enrol in unit/s online without approval is the end of Week 2 (Sunday) of each study period. Students wishing to enrol in unit/s after this date will require approval from the relevant School and should submit a Unit Approval Request through My Enrolment stating the reason for the late enrolment. Where approval is not granted, the relevant School will contact the student.

Deferring studies

Students who cannot commence studies in this academic year can defer their studies and secure their place in the following year. However, if a student can commence studies in Session 2 or Session 3 they do not need to defer, they simply enrol in that study period, except for students enrolling into the Bachelor of Psychological Science (Hons) or the Post Graduate Diploma of Psychology who must commence study in Session 1.

Deferment is only available to applicants who have been made a Commonwealth Supported or Hotel School Employer Reserved offer. Deferment is not available for Bachelor of Education (Secondary) graduate entry, Bachelor of Laws graduate entry, Bachelor of Education (4th year upgrade), Bachelor of Psychological Science (Hons), Post Graduate Diploma of Psychology and all one year Honours courses. Deferment is also not available to continuing students (continuing students wishing to take a break from studies should refer to the section 'Leave of Absence').

Students can defer an offer to a course prior to accepting through My Enrolment. To defer an offer once a student has accepted, declined or enrolled in units, please send a request by email to defer@scu.edu.au.

Requests to defer an offer to a course must be submitted by the census date. Southern Cross University does not charge a deferment fee.

For more information about how to defer an offer please download the 'My Offers – Request to Defer your Offer' guide, which is located on the Student Services downloads page under Student Support Material.

Advanced standing – recognition of prior work or study

At Southern Cross University a student's previous work or study experience may help them cut months off their degree.

Students who have completed tertiary study elsewhere, for example TAFE or university, or had work experience at a professional level during the past 10 years, may be eligible for Advanced Standing.

Advanced Standing is also known as Credit for previous study, Exemption, Recognition of Prior Learning (RPL) or Credit transfer.

The amount and type of credit awarded will determine a student's study plan so we recommend, where possible, students apply for advanced standing at the same time as they apply for admission.

International students should apply to be pre-assessed for advanced standing (Credit Transfer) at the time of lodging their application for admission to the International Office.

Students wishing to apply for advanced standing during their studies should submit an application to their School or Shared Services Centre at least one month before the start of the relevant study period. All requests for advanced standing must be completed before the final study period. This will ensure that course completion and graduation are not unnecessarily delayed.

Students should also check that the basis on which they are applying for advanced standing aligns with that stipulated for the course or the relevant School or College. Therefore, if applying for advanced standing solely on the basis of professional level experience it is important to

check with the relevant School or College to ensure that applications for advanced standing are accepted on this basis.

If applying for advanced standing based on previous tertiary study, including study at TAFE, private providers or other universities, please attach the following:

- Transcript/s for completed or partially completed qualification/s (including failures and an explanation of the grading system)
- Detailed course and/or unit outline/s

and where applicable:

- Statement of Attainment for partially completed qualification/s OR Testamur/Certificate for completed qualification/s.

Students who have previously been enrolled at Southern Cross University (SCU) will not generally need to submit their transcript of results but may need to supply copies of unit statements for units completed.

The documents submitted must be originals or certified copies of originals. Non-English documents must be submitted in the original language, accompanied by an authorised English translation. For further guidance download the Certification and Translation Guidelines, this is located on the Advanced Standing website.

To apply for Advanced Standing students should first download and complete the Advanced Standing Application Form.

Be sure to:

- read the form carefully
- print clearly and neatly, in English, using black pen, completing all relevant sections in full
- initial and date any change that you make to the form
- sign and date Part 3, DECLARATION
- photocopy the completed form for your records
- securely attach supporting documents to the form. Individual schools may have particular documents that will be required, if this is the case those documents will be noted in Part One of this guide.

Submit the Application for Advanced Standing together with supporting documents to the relevant School or College, or Shared Services Centre.

It may take from one to four weeks to process and assess an application, depending on the level of assessment complexity and whether complete information and sufficient supporting documents have been supplied.

Students will be notified of the outcome in writing. International students studying in Australia, who have applied and been granted advanced standing following the commencement of the course, are required by the Education Services for Overseas Students (ESOS) Act to acknowledge, in writing, acceptance of the advanced standing granted. The 'Advanced Standing Acceptance Declaration', supplied with the notification of advanced standing, must be signed, dated and returned to the SCU International Office within two calendar weeks of the date of the 'Advanced Standing Notification'. The International Office will then vary the period of study on an International student's Confirmation of Enrolment (CoE).

Students may query the outcome of their Application for Advanced Standing and may appeal any decision except academic judgement. Appeals will be dealt with in accordance with the Student Grievance Policy.

A student who has accepted advanced standing may at any time, apply in writing to the relevant School or College to rescind (withdraw, overturn or cancel) part or all of this credit. Requests to rescind credit will only be approved for sound academic reasons (e.g. the student wishes to undertake the unit, to change direction in their degree or undertake an approved

exchange or study abroad program). Once credit has been rescinded, students will not automatically be re-granted that credit.

Any advanced standing granted or rescinded will affect a student's study plan and the units in which they will need to enrol to complete their course. For study plan and unit sequence advice contact the relevant School or College. International students should consult their International Refund Policy ('Listed in your Acceptance of Offer Agreement') about the refund impacts this may have.

Advanced Standing Search Website

The Southern Cross University (SCU) Advanced Standing Search allows you to see how much advanced standing you may be granted for your previous studies.

More information

For more information go to Southern Cross University's Advanced Standing website.

Class timetabling

Information about class timetables is available from the University's Class and Exam Timetables website. This represents the most up-to-date timetable information for SCU on-campus students and does not apply to external studies.

Students can use the timetables online search facility to check class timetables for the following locations:

- Coffs Harbour
- Gold Coast–Beachside
- Lismore
- Port Macquarie
- Tweed Heads - Lakeside
- Tweed Heads - Riverside

Please continue to check timetables periodically as times may change.

Class registration

Students who elect to enrol in units offered internally must register for classes online. Students will receive an email from Student Services advising when online class registration is open for each study period. All Schools/Colleges use online class registration and students must register for classes through My Enrolment. Please note some students do not register for classes, for example, distance education/external/university-wide students.

It is easier for students to register into their preferred class if they already know the class they wish to take. Therefore, we recommend students review the class timetables for their enrolled units prior to class registration opening and to have alternative classes selected in case their preferred class is already full. This will make online registration easier. Remember – you must be enrolled in the unit before you can register into classes.

There are very few classes that do not register online. However, if a unit has only one class scheduled (i.e. there is no choice about the days students can attend classes), then students will be automatically allocated to that class. Students will see they have been registered into the class when they look at their timetable in My Enrolment.

Where there is a choice of classes (usually for tutorials, workshops or Lab sessions), then students must register for classes online through My Enrolment (use the *My Classes* menu option).

Class registration opens progressively during the week for Schools/Colleges. Please note, units belong to each School; students should ensure that classes are open before they try to register. This is particularly important for students who are studying units across schools.

HINT: the earlier a student registers for classes once class registration opens the greater chance they have of gaining their first preference of class.

For more information about class registration download the Student Services Demonstration Guides: My Classes – Registering in Classes.

Leave of absence

Students can apply for a Leave of Absence for up to one year (12 months) provided they have remained enrolled in at least one unit of study past a given census date. Students can apply for an extended Leave of Absence up to two years (24 months) upon approval from the relevant School.

Applications for Leave of Absence are submitted through My Enrolment.

Students who do not make application for a Leave of Absence will be automatically withdrawn from their course of study where no enrolment is evident after a certain period. Should the student wish to return to study at a later date, they will need to re-apply to the University either directly or via UAC/QTAC and either provide the same supporting documentation as the initial application or evidence of the SCU study prior to withdrawal.

International onshore students are only permitted six (6) months Leave of Absence. All International onshore students considering taking a Leave of Absence must first seek approval from the SCU International Office.

For further information please refer to Rules Relating to Awards in the Student Handbook (see Rule 2.7(a–f)).

Variation to enrolment

A student may vary their original unit enrolment details through My Enrolment. Deadlines exist for enrolment variations and course and unit withdrawals. Changing the mode of study, for example internal (on-campus) to external study (distance education/university wide), and unit substitutions are enrolment variation requests and are subject to the same deadlines.

The dates by which a student must vary their enrolment are set out in the Principal Dates section of the Student Handbook. Enrolment variations after the prescribed dates can affect a student's academic record and financial liability.

International onshore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide). All International onshore students considering varying their enrolment to include external units must first seek approval from the SCU International Office.

Withdrawing from a course or unit

After certain dates in the academic calendar have passed, withdrawing from a course or unit can have a serious impact on a student's financial liability and/or academic record.

Withdrawing from unit/s without incurring a Student Contribution Amount

The final day to withdraw from unit/s without incurring a Student Contribution Amount (SCA) is the census date. Census dates vary depending on the unit/s in which a student is enrolled. Students can check the census date for each enrolled unit through My Enrolment. Each enrolled unit will be displayed with its census date clearly identified. Students who withdraw from unit/s after census date will incur a SCA.

Withdrawing from unit/s without incurring a Fail grade

The final day to withdraw from unit/s without incurring a Fail grade is referred to as the `Withdrawal Without Failure' date. Withdrawal Without Failure will still incur a Student Contribution Amount as the final day to withdraw without incurring this debt is census date. Students who withdraw from unit/s after the Withdrawal Without Failure date will incur a Fail

grade. To check the final day to withdraw without incurring a Fail grade go to the teaching calendar Key Dates published on the SCU Student Services website.

Fee-paying courses

If you are enrolled in a fee-paying course and you withdraw from your course or unit/s after the start of the study period you may be liable for a partial fee. Refer to the University Refund Policy set out in the Rules Relating to Student Fees and Charges in the Student Handbook.

It is the responsibility of each student to be aware of the relevant dates and consequences before withdrawing from a course or unit. Course or unit withdrawal can be done through My Enrolment.

Regulations relating to a course or unit withdrawal are also set out in the Enrolment Rules, which are printed in the Rules section of the Student Handbook.

Students who require further information or assistance should contact Student Services on:

Phone:	1800 626 481
Email:	enrol@scu.edu.au

International on-shore students

International on-shore students should contact the International Office if they intend to withdraw from their course.

Phone:	+61 2 6620 3876
Email:	intoff@scu.edu.au

Further information about unit withdrawal impacts for International students are detailed at www.scu.edu.au/students/fees/index.php/14/

Cross-institutional studies

It may be possible for SCU students to undertake a unit/s of study at another university and have the unit/s credited to their award (course, degree or program).

Students interested in applying for approval to study cross-institutionally at another institution should first discuss their intention with their school. The School may require the application be in writing and accompanied by the unit statement/s for the unit/s a student wishes to study.

Where the request is approved, the School will provide written approval, which will be required by the university that you wish to study at. It is the student's responsibility to organise enrolment at that university. As each university will have different requirements and deadlines, students will need to check these carefully.

On completion of cross-institutional study, the student will need to provide their School with their academic transcript, or a certified copy, attached to a completed Advanced Standing Application form to have the unit/s credited towards their SCU degree. To avoid delays with graduation, please make sure that all applications for advanced standing are submitted as soon as possible after the completion of cross-institutional study.

International on-shore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide), which includes cross-institutional studies. All International on-shore students considering undertaking a unit of study at another university must first seek approval from the SCU International Office.

Students studying at other universities may apply to study cross-institutionally at SCU. Application is made direct to SCU using the University's Direct Application form. Normal admission deadlines apply.

Please note, not all courses allow students to undertake cross-institutional study.

For more information please contact your School Student Liaison Officer (contact details in Part One of this guide) or Student Services:

Phone: 1800 626 481

Email: stuadmin@scu.edu.au

International onshore students should contact Southern Cross University's International Office:

Phone: +61 2 6620 3876

Email: intoff@scu.edu.au

Course transfer

If you are currently admitted to a course at Southern Cross University you may apply for a course transfer to study a different Southern Cross University course. Students can apply to do so by making application online through My Enrolment.

If you are seeking credit transfer (advanced standing) for units in the course that you are transferring to based on similar units you have studied in your current course, please complete an Advanced Standing Application form. You will not have to supply supporting documentation as a copy of your academic record will be accessed to ascertain your eligibility to course and credit transfer.

Students cannot transfer to another course at another University or Higher Education Institute. Instead you must withdraw from the SCU course using My Enrolment and make application to the new institute via their published application process.

Please note students wishing to exit from an SCU course with a lesser award should contact the relevant School or College for further information.

Further information about enrolment issues

Further information or assistance regarding enrolment issues is available by consulting:

- the relevant course and unit entries in the Student Handbook
- the relevant Enrolment Rules in the Rules section of the Student Handbook
- the relevant School or College Student Liaison or Support Team
- a Student Services Enrolment Officer:

  Phone: 1800 626 481

  Email: enrol@scu.edu.au

MySCU

MySCU is a student's point of entry to a range of online services and resources that support study and student life. The portal includes **Unit Learning Sites** and **Information Sites** where students can access resources, communication tools and useful links that are integral to their studies.

Students should regularly check the following location in their browser:

http://study.scu.edu.au

This opens the MySCU student intranet page.

MySCU Information Sites

MySCU information sites contain the Student Centres for each School and are typically online information forums specifically developed to support students studying units offered by a particular school. Following are examples of the information that may be contained within School Student Centres:

- **Notice Board** contains important announcements posted in relation to administrative deadlines, re-enrolment, examinations, upcoming events and internship opportunities, as well as a range of other relevant details.

- **Information** about advanced standing, leave of absence, candidature extension and graduation together with links to other University sites such as Schedule of Units, principal dates, Student Handbook, special consideration and examination, maps, student classifieds and My Enrolment.
- **Textbooks and Timetables -** links students to information about textbooks and timetables for classes and examinations.
- **Course Information** contains links to current course enrolment guides and relevant course related information.
- **Unit Assessor List** for units on offer in each study period.
- **Discussion Board -** an interactive forum that allows students to communicate with staff and/or network with other students.
- **Staff Contacts -** lists School staff and their contact details.
- **Job Opportunities -** provides students with information in relation to employment vacancies and where applicable opportunities for industry scholarships.
- **Important Links** are also provided to the University Co-op Bookshop, Schedule of Units, University Library, Student Services, Academic Skills Development and Counselling Services.

MySCU Learning Sites

A unit Learning Site is a central place to access information, learning resources and activities for each unit of study in which a student is currently enrolled. Within these sites students access essential information on study requirements including the Unit Information Guide, content (that can be presented as text and multimedia formats) and participate in learning activities, such as, online sessions and assessment tasks and interact with teaching staff and fellow students.

The **Unit Information Guide** is important for study as it contains details of the aims, objectives and syllabus of the unit, details of essential readings and textbooks (if applicable) as well as due dates for assessment tasks.

Through Learning Sites students may be provided with access to interactive communication tools to share ideas and content with your teachers and fellow students. For example, students may have access to discussion forums, blogs and wikis, email, instant messaging, recordings of lectures and online class sessions via **Blackboard Collaborate** with live audio, video, text chat and shared, interactive content (e.g. PowerPoint presentations, Excel spreadsheets).

Students will obtain access to MySCU Learning Sites one week prior to the commencement of the study period providing they are enrolled in that unit. Please note Learning Sites will be open to allow students to become familiar with the site and to download information but teaching and online interaction will not occur until the first teaching day of the study period.

If the symbol is displayed to the left of the link to the Learning Site this means the site is not yet available. Where a student cannot see a particular unit listed under Learning Sites they should first check their enrolment status through My Enrolment. If it appears the student is not enrolled in that unit, they should either enrol in that unit or email a variation request to Student Services at enrol@scu.edu.au If a student is enrolled in a unit but still cannot see the Learning Site they should send an email to helpdesk@scu.edu.au

Blackboard Collaborate

The web-based program **Blackboard Collaborate** delivers advanced on-line learning environments for students and lecturers to communicate and collaborate through virtual meeting spaces and classrooms. They can share files, presentations, and applications. If the session is recorded, students can view it afterwards. Blackboard Collaborate is used in many SCU units (both on-campus and external). To use audio in Blackboard Collaborate sessions, students are advised to use a headset with a microphone.

MySCU login details

To access MySCU students will need their account details.

New students

A student's letter of offer provides the information needed to log in to My Enrolment. Please note, new students will need to log in to My Enrolment to access their MySCU account details.

After logging in students should ensure that they click on the MySCU Details tab and record their username and password. This section provides students with access to their study portal. It is separate to My Enrolment.

Continuing students

Continuing student should use their existing username and password. If a student has forgotten their password they should contact the IT Service Desk:

Phone: +61 2 6620 3698

Email: servicedesk@scu.edu.au

Changing your password

Students can change their password by accessing the following link: www.scu.edu.au/changepassword. It is important that students change their passwords regularly.

HINT 1: Commencing/first year students should check MySCU as soon as possible as it will assist their preparedness for university studies.

HINT 2: It is important students read and understand the information contained in the Unit Information Guide.

Textbooks

Prescribed textbook details can be found on the University Co-op Bookshop website www.coop-bookshop.com.au and are also contained in your Unit Information Guide for each unit.

Approximately two to three weeks prior to each study period commencement students can check their prescribed textbook list on the University Co-op Bookshop website. Information regarding prices and availability can also be checked on this site.

Prescribed textbooks can be purchased from on-campus Co-op Bookshops at Coffs Harbour, Lismore and Beachside, or online for delivery to residential addresses.

When searching for textbooks or ordering online students should use the text search facility. Go to the website and find 'Text List Search' in the 'Book Search' drop down menu at the top left. Enter the Southern Cross University campus, relevant study period and unit code/s. Searching or ordering using the `Text List Search' will link automatically to the textbook information a Southern Cross University member of staff has given the University Coop Bookshop and will ensure that the correct books are selected.

Limited copies of required texts are placed on reserve in the University Library.

The University Co-op Bookshop contact details are:

Lismore campus

Online: www.coop-bookshop.com.au

Phone: +61 2 6621 4484

Fax: +61 2 6622 2960

Email: lismore@coop-bookshop.com.au

Coffs Harbour campus

Online: www.coop-bookshop.com.au

Phone: +61 2 6659 3225

Fax: +61 2 6659 3226

Email: coffs@coop-bookshop.com.au

Beachside campus

Online: www.coop-bookshop.com.au

Phone: +61 7 5599 4191

Fax: +617 5599 4568

Email: scubeachside@coop-bookshop.com.au

For further information visit the website: www.coop-bookshop.com.au

Study materials and Books of Readings

Copies of study materials are available online. The Unit Information Guide and Study Guide are available on the MySCU Learning Site for each unit. The Book of Readings, if applicable to a unit, is available on the University Library eReadings website (for online viewing and saving). Some Study Guides and workbooks, if applicable, may also be available on eReadings.

Delays in obtaining study materials may be experienced if you enrol (or vary your enrolment) only a few weeks before the study period commencement date. If study materials are not available one week before the commencement of the study period, students should immediately contact their School or College External Studies Dispatch Officer by email or telephone.

Students can obtain printed copies of study materials using Rapidprint, which is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Your SCU username and password is required.

Hardcopies of study materials are usually only available upon request.

Students in Correctional Centres

If you are currently in a Correctional Centre, please advise the relevant School or College as soon as possible. We are aware that students in Correctional Centres may require Southern Cross University to make special arrangements to ensure access to study materials.

Books of Readings

Books of Readings are often produced by Schools or Colleges to supplement textbooks and are available on the University Library eReadings website. In eReadings study materials are available for students to browse. Students can obtain printed copies using RapidPrint.

RapidPrint is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Credit cards are accepted and any Australia Post charges are added to the cost of the order. Your SCU username and password is required. Distance education (university wide/external) students receive a copy of the Book of Readings in their study materials but are welcome to use the services of RapidPrint, if they wish.

More information

For more information on RapidPrint or to access their printing services go to the SCU RapidPrint website.

School specific arrangements

Where a School has alternative arrangements in place regarding study materials and Books of Readings, students will find specific information in Part One of this guide.

Turnitin

Many assignments at the University will be submitted (through MySCU) to Turnitin, a text-matching system that finds similarities between assignments and other documents such as web pages and academic journals.

Turnitin produces an 'Originality Report', a report identifying sections of text in the submitted assignment which match sections of text in these other documents. Turnitin at SCU is set up so that students can self-check their work before submitting a final copy of their assignment.

For further information see the SCU Turnitin website.

Orientation and transition

The orientation program at Southern Cross University is a four-week program welcoming first-year and returning students to SCU. The program offers essential information to help students start and recommence their university life. This essential information includes course information sessions, academic support sessions and student support information. There is also a comprehensive sport and cultural program and there are opportunities to meet other students and staff in a supportive environment.

To find out more go to the SCU Orientation website.

Beat The Stress Week

`Beat The Stress Week' is an integral part of the Southern Cross University Orientation Program. It showcases support services and associated staff and puts a face to a name. The Beat The Stress Week program includes a festival day, clubs and society's day, informative sessions and workshops, entertainment and much more.

To find out more go to the SCU Orientation website.

Student Health and Support Services

Southern Cross University Student Health and Support Services (SHSS) offer a range of services to encourage academic success and increase a student's enjoyment of study and university life. SHSS provides students with personal assistance including counselling, medical and dental services, disability and equity services, and pastoral care.

The Student Health and Support Services website will assist external students and students on all campuses to locate the services available either on campus or online. The website can be found at www.scu.edu.au/studentsupportservices

The contact details for Student Health and Support Services are:

Counselling

Lismore & Distance Education students:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263
Gold Coast and Tweed Heads:	+61 7 5589 3001
Email:	counselling@scu.edu.au
After Hours:	1300 369 968 (Mental Health Access Line)

Medical

Lismore:	+61 2 6620 3943
After Hours (Lismore):	+61 2 9963 3032

Disability Support

Lismore & Distance Education students:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263
Gold Coast and Tweed Heads:	+61 7 5589 3001

Chaplaincy

Lismore:	+61 2 6620 3943
Coffs Harbour	+61 2 6652 3263
Gold Coast and Tweed Heads:	+61 7 5589 3001

Student Mentoring

All enquiries:	+61 2 6620 3422

Indigenous Australian Student Support

Indigenous Australian Student Support (IASS) provides an extensive service to all Indigenous Australian peoples who are studying at Southern Cross University. The aim of IASS is to provide the highest quality support to Indigenous Australian students within a culturally safe and welcoming atmosphere. The IASS team is made up of a number of specialist staff who are dedicated to supporting Indigenous Australian students throughout their University experience. As a whole, the team is dedicated to developing a sense of scholarship, community and growth amongst staff and students. IASS provides a space for students to get together at an informal social level as well as tutorial rooms and a computer lab for Indigenous Australian student's use. At IASS we welcome Indigenous Australian students, families and local community to drop in and share our space. We acknowledge and respect all Indigenous Australian Elders and encourage them to be part of our support strategies. Their contribution, like yours, is of vital importance to all our learning journeys.

University Library

The Library provides a wide range of services, print and electronic resources to support students in their study and assessment tasks, including distance education students and students with special needs.

Students should visit the Southern Cross University Library website to discover the range of services, online resources and various sources of assistance available.

Library services and resources include:

- **Getting Help**: librarian assistance, finding information, referencing, EndNote and copyright
- **Online Resources**: catalogue, databases, Ebooks, eReadings, journals, past examination papers, and search tools
- **Library Services**: borrowing, document supply and podcasts
- **SCU Library Guides**: subject guides.

Southern Cross University Library contact details are:

Lismore campus (located in Block A)

Freecall:	1800 659 460 or +61 2 6620 3752
Fax:	+61 2 6622 0093
Email:	libdesk@scu.edu.au

Coffs Harbour campus (located in Block E1)

Phone:	+61 2 6659 3232
Fax:	+61 2 6659 3234
Email:	coffslibrary@scu.edu.au

Gold Coast and Tweed Heads (located at Gold Coast Campus)

Phone:	+61 7 5589 3100
Fax:	+61 7 5589 3702
Email:	goldcoastlibrary@scu.edu.au

Academic Skills Development

Academic Skills Development (ASD) at Southern Cross University provides educational support to students, staff and the university as a whole. The team's primary role is to improve the quality of learning by developing students' academic language, learning, critical thinking and numeracy skills as well as providing strategies for effective study.

Academic Skills Development supports internal and external students at all levels of study and have developed a range of resources and support services for students to access. To view these services go to Academic Skills Development website.

Staff are based across three campuses at Lismore, Coffs Harbour and Gold Coast/Tweed Heads.

ASD contact details are:

Website: www.scu.edu.au/academicskills/
Email: academicskills@scu.edu.au

Lismore campus (located in Block A, 3rd Floor)

Phone: +61 2 6620 33386
Fax: +61 2 6620 3523

Coffs Harbour campus (located in Building MLG.9)

Phone: +61 2 6659 3323
Fax: +61 2 6659 3051

Gold Coast and Tweed Heads (Riverside location)

Phone: +61 7 5506 9219
Fax: +61 7 5506 9363

Services for distance education students

Distance education students (external, university-wide) can access all Southern Cross University services in-person at any one of the SCU campus locations. Distance education students can also access SCU information and services via the SCU website, telephone, email, instant messaging, SCU Connect and MySCU.

The University has also established a Student Services freecall number for external students – 1800 111 890.

Information technology support

Information Technology Services (ITS) provides a range of services, information and support to students. Services include computer accounts (access to MySCU, MyEnrolment), internet access, email and calendaring, and computing lab facilities. Information on these services is available online through the MySCU portal (study.scu.edu.au) or SCU Connect (scu.edu.au/scuconnect). SCU Connect is the online point of contact for accessing information on all ITS services and resources. Additionally, general information relating to IT services and facilities can be found at scu.edu.au/it.

IT Support: Students needing IT assistance can contact the ITS Helpdesk online through the MySCU portal (under the Computing & IT tab) and logging a call.

Alternatively, students can phone for assistance between the hours 9 am – 5 pm weekdays on:

Freecall: 1800 111 890

Or directly:

Lismore, Tweed and Gold Coast students	Coffs Harbour students
Phone: +61 2 6620 3698 Email: helpdesk@scu.edu.au	Phone: +61 2 6659 3080 Email: chec.helpdesk@scu.edu.au Website: checit.scu.edu.au

Early engagement and intervention support

Southern Cross University has a whole-of-university approach to early engagement and intervention support for students. Part 3 of Academic Policy relates to student retention and standing and focuses on the first-year experience and to improving student retention and student success, which includes enhancing preparedness for study, enhancing the first year experience, ensuring a quality curriculum and authentic, engaging assessment with timely feedback and clear expectations about standards. Southern Cross University has also implemented formal early interventions and strategies to assist students' better academic performance, where necessary.

Early engagement and intervention support includes:

- appropriate orientation to the social and academic culture of the University
- information about the various forms of assistance and student support services available to students
- targeted intervention and support for those students who have not engaged with their studies or do not pass early assessment items. For example, most Schools or Colleges will require students to undertake an early online orientation assessment or activity that is associated with at least one core unit during the first year. Students who do not participate or struggle with the activity will be contacted and offered appropriate assistance and support to develop the necessary skills to successfully undertake their studies
- opportunities within each course to participate in community-building activities such as peer mentoring schemes
- tracking student progress through the allocation of academic standings based on a student's Grade Point Average (GPA) and implementing appropriate intervention procedures, academic support and learning assistance activities to students who require support.

Students should become familiar with Academic Policy Part 3, Student retention and standing.

For further information refer to the SCU Policy Library - Students or contact the relevant School or College.

Examinations

Final examinations are held at the end of each study period. Not all units require examinations so students should carefully check the assessment requirements of all the units in which they are enrolled. Examination dates are detailed in the Southern Cross University Teaching Calendar.

Examinations are held in many cities and towns throughout Australia and in some countries overseas. If a student is living within 120km of an established Exam Centre they are expected to attend that centre. Examinations can be arranged outside of Australia, however they attract a fee.

Distance education students (external, university-wide) are required to select an Examination Centre through My Enrolment when they select their first units of study. Distance education students will receive a letter from the Examinations and Progression Unit, Student Services detailing the exam timetable, the exam location, the exam supervisor and any special instructions regarding the centre. Distance education students should ensure that they check their examination centre and special instructions immediately. Changes to an examination centre can be made in My Enrolment. Select the 'Change External Exam Centre Details' link under 'My Details'. Changes less than three (3) weeks prior to the commencement of an examination period attract an additional administrative charge. If a student is unable to select a suitable Examination Centre they should contact the Examinations and Progression Team.

Students who need to sit an examination at an overseas location must contact the Examinations and Progression Team to make the required arrangements. These arrangements need to be made no later than six (6) weeks before the commencement of the exam period.

All students will receive two emails to their SCU email regarding the examination timetable. The first is to notify that the 'Draft Exam Timetable' is available. The second is to notify that the 'Final Exam Timetable' is available. The 'Draft Exam Timetable' and the 'Final Exam Timetable' are published on the SCU website and in My Enrolment. To view, select 'Exam Timetable' under *'My Exams'.* Please read all information carefully and follow all instructions.

It is a student's responsibility to check their Final Exam Timetable, exam centre details and to complete all required examinations. Details will not be given out by telephone. Misreading an examination timetable is not grounds for special consideration or a special examination.

Student Services must be notified immediately if you cannot attend an examination at a nominated external examination centre.

The University's rules governing Student Assessment and Examinations are set out in the Rules section of the Student Handbook.

For assistance please contact the Examinations and Progression Unit:

Phone:	+61 2 6620 3431 or 1800 626 481
Email:	ssexams@scu.edu.au

Special consideration/special examination

The Student Assessment and Examination rules provide for students to be granted a special examination or special consideration in appropriate circumstances.

A student may apply for special consideration to vary the deadline for an assignment assessment task (extension). This does not apply to an end of unit examination.

Where a student completes an assessment task (examination or assignment) and they believe their preparation or performance was adversely affected by health (including impacts of religious fasting; compassionate circumstances; religious observances or celebrations; serious unforeseen personal events; selection in State, national or international sporting or cultural events; rendering genuine and unforeseen emergency service in a professional or voluntary capacity; or rendering any service (including undertaking training) in the Defence Reserves, the student may apply for special consideration regarding the marking of the assessment.

If a student is unable to sit for an examination due to medical or other exceptional circumstances they may apply for a special examination by completing an Application for Special Consideration and submitting it to the relevant School or College. Except in exceptional circumstances, a special examination will not be granted once a student sits for an examination. Misreading the exam timetable is not grounds for a special examination.

An application form for Special Consideration is available from the Student Centre, from your School or College and on the Student Services website. All applications for special consideration/special examination **must** be accompanied by supporting documentation and/or corroborative evidence as follows:

Health grounds

- A health certificate from a registered health practitioner that must include the date of consultation and a specific statement of effect of medical complaint and/or treatment on your ability to complete any relevant task.

Compassionate circumstances

- Factual details of the circumstances or event and corroborative evidence that may support your claim e.g. health certificate, newspaper death notice.

State, National or International sporting or cultural events , or religious observances or celebrations

- A statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University's timetable.

Rendering genuine and unforeseen emergency service in a professional or voluntary capacity, or rendering any service (including undertaking training) in the Defence Reserves

- A statement signed by an authorised officer of the appropriate organisation which details the nature of the service rendered, and validates a conflict with the University's timetable.

Grades and academic standing

At the end of each study period upon the release of grades a student can check their grades for each unit, print a copy of their grades and identify their academic standing for that study period. Students can access their grades and academic standing in My Enrolment by selecting *'My Grades'.*

Student academic progress

Student academic progress will be reviewed using University Policy and Rules that relate to course progression including professional experience components of courses and specific Award Rules. Southern Cross University Academic Policy outlines the requirements for satisfactory academic progress including academic standings and students should become familiar with their responsibilities under this policy.

Students who have been excluded because of unsatisfactory course progress will be informed they have been excluded and advised of their re-enrolment and appeal rights, which are set out in detail under Rule 2.10 in the Rules Relating to Awards.

International onshore students who receive notification that they have not met satistactory course progress requirements or have been excluded are advised they must contact the International Student Advisor at their campus.

Further information about course progress requirements can be found in the Southern Cross University Academic Policy, Part 3, Student retention and standing - refer to SCU Policy Library - Students, and the Rules Relating to Awards in the Student Handbook.

Querying a grade

Students may query the grade awarded for any unit by first contacting their Unit Assessor to discuss the matter. The Unit Assessor will provide advice regarding the process, which is specified under Rule 3.15 Query of Final Grade in the Southern Cross University Rules Relating to Awards.

Students have a responsibility to adhere to the University Rules, which are published in the Student Handbook. Students should also refer to the Rules for guidance on University process and applicable timeframes. Further advice and support can be obtained by contacting the relevant School or College Student Liaison and Support Team.

Staying in touch with SCU

Students should ensure that they keep their contact details up to date in My Enrolment, including work, home and mobile telephone numbers and residential, postal and delivery addresses.

Students should also regularly access MySCU, (the University's online learning portal). Most lecturers make use of MySCU for announcements to all students regarding unit-related matters, to answer individual or commonly asked questions and to offer assistance, tips or feedback with assignments.

The University encourages the use of email to enhance communications and the sharing of knowledge and ideas. University email services are intended to allow greater efficiency and support teaching, learning, research and administration activities. The University student email address is viewed and used as the University's primary form of written communication with students. Students should access their SCU webmail weekly (even during University vacation periods) as changes to enrolment details, all-student notices and important reminders relating

to University studies are sent to student SCU email accounts. Forwarding of SCU student email to a private email address is permitted. Forwarding instructions are detailed in My Enrolment under 'Email Forwards' – click on the 'Webmail Forward' link.

For further information please refer to the IT&TS *Email Policy, 2.2.1. Access and Availability – Student Email Accounts*.

MySCU and webmail login details

To access most technology services (MySCU, MyEnrolment, webmail etc), students will need their account details.

New students

A student's letter of offer provides the information needed to log in to My Enrolment.

After logging in students should ensure that they click on the MySCU Details tab and record their username and password. This section provides students with access to their study portal. It is separate to My Enrolment.

Continuing students

Continuing student should use their existing username and password. If a student has forgotten their password they should contact the IT Service Desk:

Phone: +61 2 6620 3698

Email: servicedesk@scu.edu.au

Complaints @ SCU

The University has a commitment to seeking feedback from students and staff, and acknowledges the right of students, staff or members of the public to complain if they are dissatisfied.

The University has established a Complaints Management Framework to provide for the timely and fair resolution to complaints. The Framework will help students to decide how to proceed with a complaint or concern.

Students are encouraged to make a complaint informally, as many complaints can be sorted out with the staff member directly responsible. However, if a complaint submitted informally is not resolved, then students should set out their complaint in writing to the nominated officer.

For further information about how to submit a complaint please refer to:

Complaints @ SCU

Complaints Management Framework

General information

Key dates for 2013

2013 SESSIONS	Session 1, 2013	Session 2, 2013	Session 3, 2013-2014
Online Enrolment Opens	Tuesday, 2 October 2012	Tuesday, 2 October 2012	Tuesday, 2 October 2012
Orientation Starts	Wednesday 13th February	Wednesday 12th June	Wednesday 9th October
Studies Commence	Monday 18th February	Monday 17th June	Monday 14th October
Last date to enrol online	Refer to the 2013 Teaching Calendar		
Census date	Check your census date in My Enrolment		
Study break	Friday 29th March – Friday 5th April	Monday 29th July – Friday 2nd August	Monday 16th December – Wednesday 1st January, 2014
Last Date to Withdraw Without Fail	Refer to the 2013 Teaching Calendar		
Study break	Monday 20th May – Wednesday 22nd May	Monday 16th August – Wednesday 18th August	Monday 20th January, 2014 – Wednesday 22nd January, 2014
Exam period	Thursday 23rd May – Saturday 1st June	Thursday 19th September – Saturday 28th September	Thursday 23rd January, 2014 – Saturday 1st Feb, 2014
Inter-Session Break	Monday 3rd June – Friday 14th June	Monday 30th September – Friday 11th October	Monday 3rd February, 2014 – Friday 14th February, 2014
Grade Publication	Refer to the 2013 Teaching Calendar		

2013 TRIMESTERS	Trimester A, 2013	Trimester B, 2013	Trimester C, 2013
Online Enrolment Opens	Refer to the 2013 Teaching Calendar		
Studies commence	Monday 21st January	Monday 13th May	Monday 2nd September
Last date to enrol online	Refer to the 2013 Teaching Calendar		
Census date	Check your census date in My Enrolment		
Last Date to Withdraw without fail	Refer to the 2013 Teaching Calendar		
Exam Period	Monday 22nd April – Friday 3rd May	Monday 12th August	Monday 2nd December – Friday 13th December
Inter-Trimester Break	Monday 6th May – Friday 10th May	Monday 26th August – Friday 30th August	Monday 16th December – Friday 17th January, 2014
Grade publication	Refer to the 2013 Teaching Calendar		

The SCU **2013 Session and Trimester Teaching Dates Calendar** outlines each week in the study period and its corresponding dates. Use the following link and under *Important Dates* select *2013 Session/ Trimester Teaching Dates*. A two page calendar will appear. The first page contains Session dates, the second page contains Trimester dates. Use the scroll bar to the right of the screen to access the second page.

2013 Session and Trimester Teaching Dates Calendar

For further enquires please telephone 1800 626 481.

Useful University websites

Getting started

Getting Started Website	www.scu.edu.au/gettingstarted
Academic Skills Development Unit	www.scu.edu.au/academicskills
Accommodation	www.scu.edu.au/accommodation
Campus maps	www.scu.edu.au/about/maps
Key dates	http://www.scu.edu.au/services/studentservices/index.php
Change your password	www.scu.edu.au/changepassword
eReadings	www.scu.edu.au/library
Fees and financial assistance information	www.scu.edu.au/fees
Fees and financial assistance – document downloads	http://www.scu.edu.au/fees/index.php/dds
First year student support	http://www.scu.edu.au/firstyear/
Future students – document downloads	http://www.scu.edu.au/students/prospective/index.php/dds
International students – unit withdrawal impacts	http://www.scu.edu.au/fees/index.php/5
International onshore students	http://www.scu.edu.au/international/iss/
Library	http://www.scu.edu.au/library/
My Enrolment	www.scu.edu.au/myenrolment
MySCU	http://study.scu.edu.au
Orientation and transition	www.scu.edu.au/orientation
Policy and information – Academic Standings and Appeals	http://www.scu.edu.au/policy/
Principal teaching dates	www.scu.edu.au/about/dates
RapidPrint	http://rapidprint.scu.edu.au
Schedule of units	www.scu.edu.au/scheduleofunits
SCU Connect	http://www.scu.edu.au/it/
Student representation	http://www.scu.edu.au/services/oasis/index.php/2/
Student Mentoring Program	http://www.scu.edu.au/equity/index.php/3/

Student Handbook	www.scu.edu.au/handbook
Student life [OASIS]	http://www.scu.edu.au/services/oasis/
Student Services	http://www.scu.edu.au/studentservices/
Student Support Services	http://www.scu.edu.au/services/supportservices/
Textbooks	www.coop-bookshop.com.au
Timetables	www.scu.edu.au/timetables
Turnitin	http://study.scu.edu.au/turnitin
Webmail	http://webmail.scu.edu.au

About the University

About the University	www.scu.edu.au/about
General contact details	www.scu.edu.au/contact
International Office	www.scu.edu.au/international
Virtual tour	www.scu.edu.au/virtualtour

Schools and Colleges

Arts and Social Sciences	www.scu.edu.au/sass
Education	www.scu.edu.au/education
Environment, Science and Engineering	www.scu.edu.au/enviroscience
Gnibi – College of Indigenous Australian Peoples	www.scu.edu.au/gnibi
Health and Human Sciences	www.scu.edu.au/healthscience
Law and Justice	www.scu.edu.au/law
SCU College	http://scucollege.scu.edu.au/
Southern Cross Business School	www.scu.edu.au/business-school
Tourism and Hospitality Management	www.scu.edu.au/tourism
The Hotel School Sydney	www.hotelschool.scu.edu.au

Southern Cross University Orientation Program

GET STARTED @ SCU

ALL WELCOME!

The Orientation Program at Southern Cross University marks the beginning of university life for our new students and a big welcome back to our returning students.

The Orientation Program, **Get Started,** provides new and returning students with the *'must have'* knowledge to start university life. The program includes important orientation sessions such as:

- essential course information sessions
- academic skills development sessions
- library and campus tours
- IT essentials.

UniLife, in conjunction with student groups, also offers a variety of social, sporting and cultural programs and coordinates a "Get Connected Week", in the last week of the orientation program. It is your chance to meet other students and make valuable networks and form study groups.

Start by going to **scu.edu.au/orientation** and get all your orientation information – we welcome you to SCU!

SCU.EDU.AU/ORIENTATION

Southern Cross University

UniLife
enriching the university experience

SCU4144