Pre-arrival Guide
Important information for commencing students

UWA Business School Student Centre

Phone: (+61 8) 6488 2780
Online enquiry: ask.uwa.edu.au
Opening hours: Monday to Thursday 8.30am to 6pm; Friday 10am to 5pm
Web: business.uwa.edu.au
Welcome

As the Dean of the UWA Business School, I would like to warmly welcome you to the University and to the Business School.

Knowledge is a powerful tool, and the knowledge you gain from your degree will equip you to further your career in whichever field you choose. We’re truly excited to see where your MBA degree takes you.

We have world-leading researchers across all of our disciplines, and dedicated academic and professional staff to guide your student journey. By engaging with your fellow students and the wider business community, you will gain valuable experiences which will prepare you for lifelong learning.

I would like to take this opportunity to wish you every success in your studies.

Professor Peter Robertson
Dean of the UWA Business School

PRE COMMENCEMENT CHECKLIST (links to content underlined):

☐ Activate your Pheme account
☐ Access your student email account
☐ Download the timetable
☐ Complete your enrolment
  Suggestion: commence with introductory unit MGMT5501 Organisational Behaviour
☐ Buy textbook/s
  Suggestion: start your pre-reading now
  Access unit LMS page (available one week prior to commencement)
  Suggestion: complete the acknowledgement of faculty policy on plagiarism for each unit, download your unit outline/s and make note of assessment due dates and examination periods in your diary now
☐ Order your campus card
☐ Register and attend Orientation: Saturday 12 May 2018, 1.45pm-6.00pm.
☐ Note in your diary trimester commences: Week starting Monday 14 May 2018
☐ Attend the ‘Managing your time effectively’ workshop – Tuesday 15th May 2018
☐ Attend the ‘Kickstart your Research and Writing’ session – Wednesday 23rd May 2018
☐ Attend the ‘First Assessment Support’ session – Wednesday 30th May 2018
  (only applicable to students enrolled in MGMT5501 Organisational Behaviour in Trimester 2)
☐ Complete the Leadership Development Program Surveys (sent to your student email)
☐ Complete AACE4000
☐ Get involved at UWA
1. **PHEME ACCOUNT**

Pheme is the UWA Access Management System, where you set a password for your central university account giving you access to all student IT systems. To activate your account, follow these instructions:

1. Log on to [pheme.uwa.edu.au](http://pheme.uwa.edu.au)
2. Click on the ‘Students’ entry point.
3. Before you login you need to ‘activate your Pheme account’ by clicking on the link, indicated below by the red arrow.
4. Enter your eight digit UWA Student ID number and your date of birth.
5. Read the terms and conditions, click ‘I agree’.
6. Enter a challenge question and answer. You will need to know this in order to easily reset your password.
7. Scroll down to the next fields on the screen where you must create a Pheme password. This password must be an 8 character combination of upper and lower case letters and numbers.
8. Press the submit button to activate your Pheme account.

2. **STUDENT EMAIL ACCOUNT**

As a student at UWA you will be provided with a student email account. **It is your responsibility to check this regularly as all correspondence from the University will be sent to this address**, including important messages about enrolment, fees, exam notifications, library notices and emails from University staff. It is also expected that you use your student email when contacting the University.

**Online access:** [webmail.uwa.edu.au](http://webmail.uwa.edu.au)

**Configure to your device:** [library.uwa.edu.au/it-help/email/student/configuring](http://library.uwa.edu.au/it-help/email/student/configuring)
While not recommended, **students are able to forward their student email to another email account.** If you do choose to forward your student email to another email address:

- Leave the option 'and keep UWA Mail's copy in the inbox' selected, as this will prevent you from permanently losing messages.
- Note that the University does not accept responsibility if you do not receive messages forwarded to another email address, or they are lost by choosing not to leave a copy on the UWA email system.

For more information and step-by-step instructions on redirecting your email, please visit support.google.com/mail/answer/10957?hl=en.

It is every student's responsibility to maintain our security. Be on the lookout for scam emails requesting your UWA username and password. UWA will never request you to verify your account through email. If you ever receive such an email regarding any of your UWA accounts (email, Phe, etc.) **please do not respond.**

### 3. TIMETABLE

**It is important that you view the timetable before enrolling, and again before the commencement of each teaching period, to ensure no changes have been made.** The timetable will provide details of the teaching period, teaching dates, unit coordinator and venue for each unit.

It is expected that students attend every class, as participation and group work are key components of each unit. Students should be prepared to spend up to triple the amount of time out of class for each unit, which can be made up of readings, preparing for exams, group meetings and assignment work. In total, you will need to dedicate approximately 12 hours per week per unit / 150 hours per unit, per trimester. As a result, we would suggest that students studying whilst working full time study only one or at most two units per Trimester.

For a current copy of the timetable visit business.uwa.edu.au/students/timetables

### 4. DIGITAL (ONLINE) UNITS

In Trimester 2 2018 we will be offering the following units in the digital (online) mode:

- MGMT5501 Organisational Behaviour
- MGMT5513 Data Driven Decision Making
- MGMT5520 Legal Principles for Management
- MKTG5550 Marketing Principles

As some of these units are also offered in the traditional face-to-face mode, please make sure you select the correct version (online) when enrolling through studentConnect. Please note that you cannot switch between modes during trimester; you must complete the whole unit in the mode selected at the time of enrolment.

If you have any questions with regards to the content or technical aspects of online units, please contact Debbie Jordan, Manager (Digital Learning), at debbie.jordan@uwa.edu.au or on +61 8 6488 3958. For general queries and enrolment relates questions, please contact the Business School Student Centre.
5. ADVANCED STANDING & SUBSTITUTIONS

Advanced standing (credit)

This section is only relevant for MBA students or students interested in enrolling into the MBA after completing their Graduate Certificate. Advanced standing (credit) is not available in the Graduate Certificates.

The Business School may have awarded you advanced standing (credit) for relevant previous study completed on the basis of the information you provided in your application for admission. Details of credit awarded (if applicable) would have been included in your offer letter. Each credit received will reduce the length of your course. For example, if you received a credit for MGMT5501 Organisational Behaviour, then the number of units necessary to complete the MBA is reduced from 12 to 11. Please note credit can only be applied to your record once you have enrolled. Therefore, once trimester has commenced the Business School Student Centre will apply for credit on your behalf as per your offer letter, and the credit will be reflected in studentConnect during the first few weeks of trimester.

The Faculty may grant up to 24 credit points (4 units) for units completed in the Graduate Certificate in Business, Graduate Certificate in Entrepreneurship and Innovation, Graduate Certificate in Leadership or Graduate Certificate in Social Impact from UWA within the previous 5 years. Please note that where advanced standing credit is applied, the results from those units are not calculated as part of your WAM or GPA towards the course to which they are applied. They will be, however, included in the calculations for eligibility for graduating with Distinction or Tracey Horton Scholars.

For students who have not completed the Graduate Certificate in Business, Graduate Certificate in Entrepreneurship and Innovation, Graduate Certificate in Leadership or Graduate Certificate in Social Impact from UWA, the Faculty may grant credit towards the course for studies completed at an MBA level at an equivalently ranked and accredited institution within the previous five years up to a total value of 36 points (6 units). Please note that the capstone unit, Strategic Management must be taken at UWA.

Substitutions

Your offer letter will also identify any substitutions that you have received. In the case of a substitution, the number of units within the degree remains the same, but you will be required to select an option unit to complete in place of the core unit identified for substitution. For example, if you received a substitution for MGMT5501 Organisational Behaviour, you would be required to complete an option unit in its place and would still be required to study a total of 12 units.

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**Why do I have an ‘INVALID’ unit?**

Receiving credit and/or substitutions may result in an ‘INVALID’ enrolment because the system has not recognised that you have met the unit prerequisites. If this occurs, do not be concerned, invalid units are usually followed up automatically by the Student Centre.

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If you have been awarded credit and/or substitutions and are unsure of your study plan, please contact the Business School Student Centre for enrolment advice.

6. IMPORTANT DATES

The University has dates throughout the year that dictate the deadlines for enrolling and withdrawing from units within any given teaching period without academic or financial penalty. All dates are available on the Student Administration website ([student.uwa.edu.au/course/dates](http://student.uwa.edu.au/course/dates)) by selecting the domestic...
non-standard teaching period option (student.uwa.edu.au/course/dates/domestic#busi). These are particularly important to note if you are enrolling in intensive/non-standard teaching periods (for example E3, E4, E6, U5A, G4A).

Please note that the University remains open for some Public Holidays. It is important to check these dates each year to ensure you do not miss scheduled classes. The important dates are available at student.uwa.edu.au/course/dates/business-trimester-dates.

Take note of the following dates for 2018:
- Monday 4 June, WA Day – NOT a University holiday
- Monday 24 September, Queen’s Birthday – NOT a University holiday

7. ENROLMENT

You can use studentConnect (studentconnect.uwa.edu.au) to access and manage the information listed below and more:
- **Profile** – update personal details, SmartRider, parking permits, encumbrances
- **Enrolment** – enrolment and re-enrolment, ordering academic documents
- **Exams & Assessment** – final unit results, exam timetable (excluding some option units identified in the timetable, as these will instead be detailed in LMS)
- **Graduation** – apply for graduation
- **Finance/Fees** – invoices and receipts including tuition fees and administration fees (eSOA), FEE-HELP/SA-HELP

Advice & answers to frequently asked questions:
- Refer to the UWA Handbook to check unit prerequisites at handbooks.uwa.edu.au/
- Refer to your course structure at the end of this document. One to two units per trimester is considered a part time load, three to four units per trimester is considered a full time load. The Business School recommends commencing your studies with the introductory unit MGMT5501 Organisational Behaviour.
- You can only enrol in units for 2018. You will not be able to enrol in units for 2019 until the official University re-enrolment period opens (in November each year).
- If you enter a unit code and name and it shows as ‘INVALID’, do not be concerned, but simply proceed to the next enrolment step. The Business School Student Centre is regularly checking enrolments and will contact you if there is an issue.
- If you enter a unit code and name and it does not appear, it means that the unit is no longer open to enrolments via studentConnect. Please select an alternate study mode (online or face-to-face) or alternate unit.
- Enrol early to ensure you secure a place in your preferred units: To ensure an optimal learning experience the Business School manages the size of the units in the MBA and Graduate Certificate programs. It is important that you withdraw from any enrolled units you are no longer planning to complete, to make room for other interested students. We therefore recommend that you enrol for the entire calendar year to ensure you secure a place in your preferred teaching period, units and teaching mode (online or face-to-face).
- If you have any questions regarding your study plan or would like to discuss closed units, please contact the Business School Student Centre via askUWA.
STEP BY STEP ENROLMENT PROCESS

The following information details the steps in the enrolment process.

1. Go to studentconnect.uwa.edu.au.
2. Enter your UWA Student ID and Pheme password and click the ‘Login’ button.
3. Click on ‘Online Enrolment & Change of Enrolment’ (in the left hand menu, under ‘Enrolment’).
4. Click on ‘Check your personal details’. Please check that your name has been entered correctly. If changes need to be made to any of your names, please contact the Business School Student Centre. Once you have viewed these details click on the ‘Proceed with Online Enrolment’ button.
5. Click on ‘Update your address details’ and check that they are correct. If you need to make a change select the ‘Add’ or ‘Update’ button under the relevant ‘Contact/Home’ address type. You must also enter your Emergency Contact details at this stage. Then click on the ‘Finish This Step and Return to Enrolment Home’ button.
6. Click on the ‘Check your Statistical Information’ link. Most of the questions have been pre-populated, please check as you go. Once you have completed the remaining questions click on the ‘Finish This Step and Return to Enrolment Home’ button.
7. Click on ‘Course Details’. Please ensure that the correct ‘Nominated Completion Year’ is displayed, as it will be used by the Business School and the Graduations Office to track your progress and completion. If you do not have a study plan mapped out, enter your best guess. This should be updated each time you enrol. Click on the ‘Finish This Step and Return to Enrolment Home’ button.
8. For MBA students: click on ‘Select your Majors, Programs or Specialisations’ and select your specialisation. Refer to the MBA course structure in the attached Schedule which provides information on the available MBA specialisations. Please skip ahead to step 9 if you do not wish to study a specialisation. Specialisations are not available in the Graduate Certificates – skip ahead to step 9.
9. Commonwealth Assistance Notice – this is only for Australian citizens who are claiming FEE-HELP or SA-HELP. You will require your TFN for this step. Your application will be electronically submitted to the tax office. Please visit the Study Assist website if you would like more information studyassist.gov.au/sites/StudyAssist/.
10. Click on ‘Submit Your Declaration’, read the statement, and if you agree, click on ‘I accept’.
11. To enrol in a unit: click on ‘Select your units’.
11.1 Enter the first unit code, and then click the ‘Get Unit’ button.

If you cannot find or add a particular unit: it may be because the unit is currently full. You can continue to check back later to see if a space has become available, or alternatively you can add your details to the MBA units waiting list, please complete the online form. Requests will only be accepted through this system.
8. FEE PAYMENTS

Students must pay their fees by the due date to avoid penalty. Your final liability each teaching period is determined by your recorded enrolment as at the census date. In accordance with the legislation your liability will not be altered by withdrawal after the census date. This means that if you withdraw from a unit after the census date, you will still be financially liable for the unit fees. Your electronic Statement of Account (eSOA) is a tax invoice that includes details of your fees for the relevant study period and is viewable on studentConnect under the ‘Finance’ heading. The account contains information regarding:

- Due date
- Census date
- Unit enrolment
- Fees payable
- Biller reference details
- Payment options

You will need to generate two Statements of Account for each study period; one for your tuition fees and a separate invoice for your Student Services and Amenities Fee (SSAF). The SSAF is explained in more detail below.

**Tuition fees**

You will receive an email notification to your student email account, informing you that you have a new or updated statement of account available to view on studentConnect. This notification will be sent once your tuition fees have been invoiced; this generally takes place one week prior to the start of each teaching period. You will also be able to access a revised eSOA after any of the following:

- You add/discontinue any units to your enrolment which changes your fee liability
- You change your payment option (e.g. elect to defer payment via FEE-HELP)
- You make a payment
- The status of a unit changes from INVALID to ENROLLED (this changes your fee liability)
- Your payment is not enough to cover your current fees and past debts
Eligible students, who do not want to pay some or all of their tuition fees up front, can request a FEE-HELP loan. FEE-HELP loans are repaid through the Australian taxation system. To request assistance, you must complete and submit an online request for FEE-HELP on studentConnect and provide your tax file number by census date. FEE-HELP is only available to Australian Citizens and Permanent Residents on a Humanitarian Visa and eligible New Zealand Citizens Special Category Visa (for eligibility requirements please visit the Study Assist website studyassist.gov.au/sites/studyassist/helpfulresources/pages/faqs-nz).

Your enrolment will be cancelled if you do not pay your tuition fees by the census date.

For further information visit student.uwa.edu.au/course/fees/ tuition/hecs

Student Services & Amenities Fee (SSAF)

The SSAF is a compulsory charge approved by the University’s Senate and levied on students enrolling at UWA. Income generated by the fee is spent on developing and providing a range of recreational, sporting and educational facilities, together with social, education and representation activities and services for the direct benefit of all students at UWA. SSAF income is not used, and cannot be used, to support political parties and associated activities.

In 2017, the fee was $294 for students studying full-time (subject to Senate approval). Part-time students are liable for a lesser fee of $147.

Your eSOA for SSAF is invoiced in three instalments, one for each trimester. Eligible students who do not want to pay some or all of their SSAF invoice up front can request a loan from the Commonwealth and defer the fee through SA-HELP. The amount of the loan will be added to your accumulated HELP debt. Eligible students are able to take out a SA-HELP loan to pay their SSAF, even if they do not wish to take out any other HELP loan. To request SA-HELP assistance, complete the online SA-HELP form which is available on studentConnect under the ‘Finance’ heading, before the relevant due date.

Non-payment of SSAF will result in an encumbrance being applied to your record that will prevent you from:

- Viewing your results
- Obtaining documents from Student Administration
- Re-enrolling
- Graduating

For further information visit student.uwa.edu.au/course/fees/ssaf

Are you a UWA staff member?

The UWA Business School offers a 25% discount for all UWA Staff (excluding casuals), on tuition fees for postgraduate courses commenced in 2016 onwards. The discount is not automatically applied – therefore if you are a UWA Staff member wanting to claim the discount, please contact the Business School Student Centre to complete the relevant form, which must be returned prior to commencement. The discount will not be able to be applied retrospectively.

Employer or sponsor fee contributions

You are responsible for ensuring that you have personally paid your fees to the University by the relevant census dates, even if your employer is paying or contributing towards the payment of your tuition fees. The University is not able to invoice fees to employers.
9. TEXTBOOKS AND UNIT RESOURCES

Textbooks

It is expected when you attend the first and subsequent classes that you are prepared to contribute and have completed any pre-readings. Details of recommended texts are provided in the unit outline or available through the on-campus Co-op bookshop. You can view your textbook/s for your unit and order online, and the bookshop can deliver to your door. When searching, make sure that you select “University of Western Australia” and the correct teaching period of study (“1st Trimester 2018”); as whilst some units will have the same title, different lecturers may use different texts. It is worth becoming a Co-op member at the time of your first purchase, as for a one-off fee of $25.00 you will receive a lifetime membership and discounts on most purchases.

To access the Co-op bookshop visit www.coop.com.au/textbook/search/university-of-western-australia

Calculators

Programmable calculators, graphics calculators and calculators with Bluetooth networking capabilities are not permitted in UWA tests or exams. All students must have their calculator stickered as an ‘approved calculator’ before using it in any test or exam. You can purchase pre-approved/pre-stickered calculators from the Co-op on campus, or if you already own a calculator, bring it to the Business School Student Centre to have a sticker attached. Check the unit outline for details as to whether a calculator is required for your unit. For an up-to-date list of approved calculators visit ecm.uwa.edu.au/students/exams/calculators

10. LEARNING MANAGEMENT SYSTEM (LMS)

Your Learning Management System (also referred to as LMS) is your online learning platform for all units. Each unit you are enrolled in will have its own LMS unit site which includes the following:

- Online learning material and resources
- Announcements
- Assignment submission
- Grades centre
- Discussion forums
- Link to unit outline – print this!

The LMS pages for Trimester 2 2018 units are expected to be available one week prior to commencement. It is advised that you access your units LMS page at this time to prepare for the first class. To access LMS visit lms.uwa.edu.au

You will also need to complete the Plagiarism Declaration to gain access to your first assessment. This must be done for each individual unit you are enrolled in. We recommend you do this during your first week.
11. CAMPUS CARD

WHAT IS MY CAMPUS CARD USED FOR:

- Examination proof of identification
- Electronic access to buildings
- Identification on UWA premises
- Library borrowing and electronic database access
- Storing cash value to pay for printing and copying in Libraries and Computer Labs

For more information please visit the [campus card website](#).

HOW DO I GET MY CAMPUS CARD:

- Activate your Pheme account and enroll into [CaptureME](#) (only applicable to students who do not already have a photo on file at UWA, if you are returning to studies, a new card may be re-issued but you will need to do this in person at Student Central)
- Log into your UWA student email account for notifications on when and where to collect your card. As most MBA classes are outside of business hours, you can arrange to collect your campus card from the Business School by emailing the Student Administration team confirming this arrangement from your student email address.
- Collect your card from the specified location once your photo been APPROVED (you may require photo ID AND proof of Citizenship i.e. – passport or birth certificate to collect).

12. ORIENTATION FOR COMMENCING STUDENTS

Orientation is an essential part of your preparation for academic success, even if you have studied at UWA before. Completing a comprehensive orientation will provide you with the skills, knowledge and tools for a rewarding experience. The objective of orientation is:

- To introduce you to your peers and the Business School staff, and to facilitate these relationships and support networks throughout your study journey.
- To communicate the Business School’s culture, values, norms and expectations.
- To introduce you to the resources available to enable you to successfully transition into postgraduate study and accept responsibility for your own study journey.

Attendance at orientation is expected and considered essential for all MBA, GCB, GCEI, GCL and GCSI commencing students.

**SAVE THE DATE** Saturday 12 May 2018, 1.45pm – 6.00pm

Look out for an email from the Accelerated Learning Laboratory @ UWA (ALL@UWA) providing a link to a LeaderMAP survey. The results of this survey will be incorporated into the orientation activities. Please note that occasionally the survey goes into junk mail folders; let us know if you do not receive the email!
Note that the results of the survey are entirely for you and your development. No one else in the UWA program or in your organisation will receive a copy of your report. You will only receive part of the feedback at orientation, due to the occasional confronting nature of feedback, to receive the full report you must participate in a separate debriefing session. An invitation with further instructions will be sent from ALL@UWA.

To help you with your transition into study there will be workshops facilitated by UWA Business School Librarians and the STUDY Smarter Team. Dates and times of these sessions are below:

**Transition into Study Workshops**

- **Wed 23rd May | 4.45 - 5.45PM**  
  **Kickstart Your Research & Writing**  
  *Tony Howarth Case Study Room G.02, MBA Quarter*

- **Wed 30th May | 5.00 - 5.45PM**  
  **First Assessment Support for MGMT5501 Org Behaviour**  
  *Tony Howarth Case Study Room G.02, MBA Quarter*

- **Tues 15th May | 5.00 - 5.45PM**  
  **Managing Your Time Effectively**  
  *Tony Howarth Case Study Room G.02, MBA Quarter*

- **Fri 8th June | 6.00- 9.00PM**  
  **360 Degree Leadermap Survey Debrief**  
  *Accelerated Learning Lab, General Purpose Building 3 - NOTE not at the Business School*

For those enrolled online or Face2Face in Organisational Behaviour in Trimester 2

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**UWA LIBRARY**

The Business School Library is the Barry J Marshall Library, which has a vast collection of online and print resources open to all students and offering spaces and facilities for both groups and individuals to work.
Useful Resources:

- One of the most beneficial things you can do is read widely and often! Through the UWA Library you can also access many of the world's leading online subscription newspapers and magazines for free, including The Australian Financial Review, The Australian, Business News and The Economist. Visit the [newspapers and news sources guide](#) to access these resources.

- You can also discover articles, books and other information at UWA via [OneSearch](#).

- As a UWA student, you also gain access to the [Microsoft Office 365 Suite](#) thanks to UWA’s subscription to Microsoft’s Student Advantage Program.

- UWA's site license with Business News provides students free access campus wide, go to: [www.businessnews.com.au](http://www.businessnews.com.au)

14. ACADEMIC CONDUCT ESSENTIALS (ACE)

All newly enrolled students in postgraduate programs are required to complete a short compulsory online module called AACE4000 Academic Conduct Essentials. ACE introduces students to essential knowledge regarding ethical scholarship, helps prepare you for the expectations of a university career and informs you of correct academic conduct.

We recommend that you complete this compulsory online module as soon as possible, in your first Trimester. The online module only takes approximately 20 mins – 1 hour to complete.

The unit can be accessed via LMS. The unit quiz must be completed with a mark of 80% or greater and students may attempt the quiz as many times as they wish to gain the required pass mark. Once the finish date has passed, your academic transcript will be updated with an Ungraded Pass (UP) or Not Complete (NC). Once awarded, you will not be able to remove the fail grade from your record and it will appear on your final academic transcript. So make sure you complete it on time.

You will not be able to graduate without successful completion of ACE. Failure to complete ACE may also impact on your course progression.

For more information on ACE, including the module due dates, visit [ace.uwa.edu.au](http://ace.uwa.edu.au)

15. WIFI AND COMPUTER ACCESS

All UWA students have access to Unifi (the University's wireless network) while on campus. All you require is your student ID number and Pheme password to log in. In addition, all students also have access to the computer facilities within the Business School and in the libraries on campus.

For further information visit [bits.uwa.edu.au/it-help/access/wireless/unifi](http://bits.uwa.edu.au/it-help/access/wireless/unifi)

UWA students can use any of the 100+ student printers located throughout the UWA libraries, the general purpose computer labs across the Faculties or from your own laptop when connected to Unifi. Your print job will be held for up to 12 hours in a secure global queue for you.

Papercut is the printing management software used to store your printing jobs and other information. You can access Papercut from your desktop by selecting the details button on the printing pop-up or the lock/printer/person icon on the menu bar. Please follow the instructions for printing whilst connected to Unifi through Web Print (www.library.uwa.edu.au/it-help/students/library-computers/web-print-instructions).
You pay for photocopying and printing using your UW A campus card. To add money to your campus card, tag your card at any Campus Card autoloader (found in the Business School Student Common Room and all libraries on campus) then follow the touch screen instructions. You can use cash, EFTPOS, Visa or MasterCard credit or debit card. Alternatively, login to your online account via the Campus Card website (campuscard.uwa.edu.au), using your Pheme details to add money. You'll need to use a Visa or MasterCard credit card for the online service.

For further information visit library.uwa.edu.au/current-students/it-help/print-copy-scan

16. GET INVOLVED AT UWA

UWA MBA Student Social Club (UMSSC)
The UWA MBA Student Social Club are a group of postgraduate business students affiliated with the UWA MBA/GCB program. The MBA/GCB program brings towards people from various backgrounds into an intense environment creating a sense of comraderie. Their goal is to provide a platform to foster friendships formed through this shared experience. Networking opportunities are held throughout the year to allow current or past MBA/GCB students an opportunity to connect.

Website: www.linkedin.com/groups/6548727
Facebook: www.fb.com/groups/UWA.MBA.Student.Social.Club/

UWA MBA Case Club
The UWA MBA Case Club is a student-led initiative in which we help students prepare for the highly competitive consulting case interview process. Students get the opportunity to learn about various case interview frameworks, meet and network with consultants from some of Perth's top firms, practice case interviews and build on their problem solving skills. Meeting weekly during trimester in the UWA Business School, the UWA MBA Case Club take students through how to break apart and solve complex problems, just as they would in an interview with a top consulting firm.

Facebook: https://www.facebook.com/groups/uwambacaseclub/

Stay in contact with the UWA Business School:

@UniversityWA_Business #uwabusiness
@UWABusSchool
@MBAatUWABusinessSchool

17. CAREER SUPPORT

The UWA Careers Centre offers a range of services to assist you with developing and managing your career. We recommend you register with Career Hub to receive updates on important events and career development sessions.

Go to http://www.careers.uwa.edu.au/ to see more information on services such as:
- Resources to build your career skills
- Employment opportunities on Career Hub including national, international and volunteering
- Career Development Workshops and Events
- MBA Masterclasses
Latest News

The MBA Quarter has access to the careers computer program 'New Directions' on two computers for your personal use. All you need to do is log in, answer a series of questions regarding your personality, values and career aspirations (can take approximately 40-60 minutes) which will then produce a report that will be used to guide discussion with one of our UWA Career Advisors (need to book an appointment). It will also help you gain a better understanding of factors that are important to you in your career, which subsequently will assist in your career decision making.
MBA & GRADUATE CERTIFICATE COURSE STRUCTURE

Please refer to the UWA Handbook to check unit prerequisites at handbooks.uwa.edu.au/postgraduate

Graduate Certificates Course Structure

The average time taken to complete a Graduate Certificate is 1 – 1.5 years, and the maximum time limit for completion is 2 years (excluding any periods of approved leave). With the exception of the Graduate Certificate in Business, it is not possible to study a Graduate Certificate full-time as not all units are available each Trimester.

Graduate Certificate in Business – Course Structure
Take all 4 units (24 points). Each unit is worth 6 points.

<table>
<thead>
<tr>
<th>Take all units (24 points)</th>
</tr>
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<tbody>
<tr>
<td>ACCT5602</td>
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<tr>
<td>ECON5503</td>
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<tr>
<td>MGMT5501</td>
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<tr>
<td>MKTG5550</td>
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</tbody>
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Graduate Certificate in Social Impact – Course Structure
Take all 4 units (24 points). Each unit is worth 6 points.

<table>
<thead>
<tr>
<th>Take all units (24 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5514</td>
</tr>
<tr>
<td>MGMT5516</td>
</tr>
<tr>
<td>MGMT5517</td>
</tr>
<tr>
<td>MGMT5518</td>
</tr>
</tbody>
</table>

Graduate Certificate in Leadership – Course Structure
Take 4 units to the value of 24 points; comprised of 2 units (12 points) of compulsory core units and 2 option units (12 points). Each unit is worth 6 points.

<table>
<thead>
<tr>
<th>Take all units (12 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5501</td>
</tr>
<tr>
<td>MGMT5528</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take 2 of the following units (12 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5522</td>
</tr>
<tr>
<td>MGMT5523</td>
</tr>
<tr>
<td>MGMT5570</td>
</tr>
<tr>
<td>MGMT5647</td>
</tr>
</tbody>
</table>

Graduate Certificate in Entrepreneurship & Innovation – Course Structure
Take 4 units to the value of 24 points; comprised of 3 units (18 points) of compulsory core units and 1 option unit (6 points). Each unit is worth 6 points.

<table>
<thead>
<tr>
<th>Take all units (18 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5601</td>
</tr>
<tr>
<td>MGMT5608</td>
</tr>
<tr>
<td>MKTG5603</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take 1 of the following units (6 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT5602</td>
</tr>
<tr>
<td>MKTG5550</td>
</tr>
</tbody>
</table>
**MBA Course Structure**

Take 12 units to the value of 72 points; comprised of 7 units (42 points) of compulsory core units and 5 options units (30 points). Each unit is worth 6 points.

The average time taken to complete the MBA is 2.5 – 3 years, and the maximum time limit for completion is 5 years (excluding any periods of approved leave).

<table>
<thead>
<tr>
<th>Take all compulsory core units (42 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We recommend students study core units in the following order:</strong></td>
</tr>
<tr>
<td>MGMT5501</td>
</tr>
<tr>
<td>ACCT5602</td>
</tr>
<tr>
<td>ECON5503</td>
</tr>
<tr>
<td>MGMT5513</td>
</tr>
<tr>
<td>FINA5530</td>
</tr>
<tr>
<td>MKTG5550</td>
</tr>
<tr>
<td>MGMT5700</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take 5 option units (30 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON5504</td>
</tr>
<tr>
<td>FINA5601</td>
</tr>
<tr>
<td>FINA5602</td>
</tr>
<tr>
<td>FINA5603</td>
</tr>
<tr>
<td>MGMT5505</td>
</tr>
<tr>
<td>MGMT5514</td>
</tr>
<tr>
<td>MGMT5516</td>
</tr>
<tr>
<td>MGMT5517</td>
</tr>
<tr>
<td>MGMT5518</td>
</tr>
<tr>
<td>MGMT5520</td>
</tr>
<tr>
<td>MGMT5521</td>
</tr>
<tr>
<td>MGMT5522</td>
</tr>
<tr>
<td>MGMT5523</td>
</tr>
<tr>
<td>MGMT5524</td>
</tr>
<tr>
<td>MGMT5528</td>
</tr>
<tr>
<td>MGMT5570</td>
</tr>
<tr>
<td>MGMT5601</td>
</tr>
<tr>
<td>MGMT5608</td>
</tr>
<tr>
<td>MGMT5618</td>
</tr>
<tr>
<td>MGMT5647</td>
</tr>
<tr>
<td>MGMT5665</td>
</tr>
<tr>
<td>MGMT5782</td>
</tr>
<tr>
<td>MGMT5603</td>
</tr>
<tr>
<td><strong>For credit</strong></td>
</tr>
</tbody>
</table>
MBA Specialisations (OPTIONAL)
Specialisations comprise 4 units to the value of 24 points, as set out below. Please note that some specialisation units run every alternate year and therefore, depending on timetabling and when you commence the course, it may not be possible to complete a particular specialisation when studying full time.

Entrepreneurship and Innovation specialisation (SP-ENINV)

<table>
<thead>
<tr>
<th>Take all units (18 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5608 Entrepreneurship and Innovation</td>
</tr>
<tr>
<td>MKTG5603 Management of Technology and Innovation</td>
</tr>
<tr>
<td>MGMT5601 Small Business Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take one unit (6 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5520 Legal Principles for Management</td>
</tr>
<tr>
<td>MGMT5647 Negotiation Behaviour</td>
</tr>
<tr>
<td>MGMT5516 Social Impact: Entrepreneurs and Social Innovation</td>
</tr>
</tbody>
</table>

Finance specialisation (SP-FINCE)

<table>
<thead>
<tr>
<th>Take all units (24 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON5504 Global Energy and Mineral Markets</td>
</tr>
<tr>
<td>FINA5603 Mergers and Acquisitions</td>
</tr>
<tr>
<td>FINA5602 Strategic Corporate Finance</td>
</tr>
<tr>
<td>FINA5601 Valuation and Risk Analysis for Resource Companies</td>
</tr>
</tbody>
</table>

Leadership specialisation (SP-LEADS)

<table>
<thead>
<tr>
<th>Take one unit (6 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5528 Leading Self and Leading Others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take three units (18 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5523 Becoming a Leader: Perspectives on Leadership Development</td>
</tr>
<tr>
<td>MGMT5522 Leading Global Collaborations</td>
</tr>
<tr>
<td>MGMT5647 Negotiation Behaviour</td>
</tr>
<tr>
<td>MGMT5570 Organisational Change and Transformation</td>
</tr>
</tbody>
</table>

Natural Resource Management specialisation (SP-NRMGT)

<table>
<thead>
<tr>
<th>Take all units (18 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON5504 Global Energy and Mineral Markets</td>
</tr>
<tr>
<td>MGMT5524 Strategic Management of Resource Companies</td>
</tr>
<tr>
<td>FINA5601 Valuation and Risk Analysis for Resource Companies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take one units (6 points)</th>
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</thead>
<tbody>
<tr>
<td>MGMT5520 Legal Principles of Management</td>
</tr>
<tr>
<td>MGMT5647 Negotiation Behaviour</td>
</tr>
<tr>
<td>MGMT5570 Organisational Change and Transformation</td>
</tr>
<tr>
<td>MGMT5665 Project Management</td>
</tr>
</tbody>
</table>

Social Impact specialisation (SP-SCIMT)

<table>
<thead>
<tr>
<th>Take all units (24 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT5514 Demonstrating Social Impact</td>
</tr>
<tr>
<td>MGMT5517 Leadership for Social Impact</td>
</tr>
<tr>
<td>MGMT5516 Social Impact: Entrepreneurs and Social Innovation</td>
</tr>
<tr>
<td>MGMT5518 Social Investment and Philanthropy</td>
</tr>
</tbody>
</table>