



**THE UNIVERSITY OF
WESTERN AUSTRALIA**
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Unit Outline Supplement

http://www.business.uwa.edu.au/students/unit_outline_supplement

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Business School

www.business.uwa.edu.au

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About this Booklet

Welcome to the Business School at the University of Western Australia. This booklet contains important information that relates to all units offered by the Business School. The information was previously embedded in all unit outlines but in order to reduce duplication the generic information has been relocated to this booklet. I urge you to read this booklet as you embark on your studies and ensure that you complete any of the requirements which are applicable to you. For example, all new to UWA students are required to complete Academic Conduct Essentials (AACE1000). Please also take special note of the referencing conventions used at the Business School.

I wish you well with your studies and I sincerely hope you enjoy your learning experience at UWA.

Professor Phil Hancock

Associate Dean-Teaching and Learning

Undergraduate Student Centre

The Business School Undergraduate Student Centre provides advice on a variety of matters such as:

- Enrolment
- Special Consideration
- Study Abroad
- Other administrative matters (eg, Calculator approval).

If you experience any difficulties which impact upon your study you should speak to an advisor in the Business School Undergraduate Student Centre on a timely basis. You need to make informed decisions about your study and to do so you need to access the requisite information on which to base your decisions. The friendly personnel at the Undergraduate Student Centre, located in the foyer of the Business School, can provide advice and assistance.

Email: undergrads-business@uwa.edu.au
Phone: 6488 2780

Postgraduate Student Centre

Throughout your postgraduate journey at the Business School, student support is available to provide advice and assistance to enhance your experience as a Postgraduate student at UWA.

Please contact the Business School Postgraduate Student Centre for advice and assistance on matters such as:

- Enrolment
- Study plans
- Special Consideration
- Calculator Approval
- Improving Academic Performance through peer support
- Any queries relating to your postgraduate studies

Email: postgrads-business@uwa.edu.au
Phone: 6488 3980

Standard of Assessment

The Business School must ensure that the processes of assessment are fair and are designed to maintain the standards of the School and its students. The School follows the UWA marks and grades distribution:

HD	(Higher distinction)	80-100%
D	(Distinction)	70-79%
CR	(Credit pass)	60-69%
P	(Pass)	50-59%
N+	(Fail)	45-49%
N	(Fail)	0-44%
FC	(Failed component)	

The School awards marks leading to these grades by using the following general criteria which are presented here as a clear indication of the School's expectations. These general criteria may be supplemented by specific standards with regard to a particular assignment.

- HD The student has a clear understanding of theory, concepts and issues relating to the subject and is able to adopt a critical perspective. The student is able to clearly identify the most critical aspects of the task and is able to offer a logically consistent and well articulated analysis within the analytic framework presented in the unit. The student is able to draw widely from the academic literature and elsewhere but maintains relevance.
- D The student has a clear understanding of theory, concepts and issues relating to the subject. The student is able to develop an analysis of an issue using the analytic framework presented in the unit and is able to identify and evaluate the critical issues. The student is able to draw upon relevant academic and other material.
- CR The student demonstrates an understanding of the analytic framework developed in the unit and a partial understanding of concepts and issues. The student is able to identify some key issues and is able to present a logical discussion, but with some conceptual errors or gaps between

analysis and conclusions. The student is able to draw upon an adequate range of references and other materials.

- P The student generally takes a descriptive rather than analytic approach to the subject. The student is able to demonstrate some understanding of the issues involved but does not demonstrate the ability to apply the analytic framework which had been developed in the unit. Draws primarily upon unit materials for referencing.
- N+ The student is unable to demonstrate that he or she understands the core elements of the subject matter. The student is able to provide some insight into issues but misapplies analytic framework developed in the unit, omitting key factors and, for example, drawing conclusions which are not related to the preceding discussion.
- N The student is unable to demonstrate any understanding of the subject matter. Material presented for assessment is unrelated to unit framework and shows no effort to identify or address critical aspects of the topic.
- FC Failure of the unit due to failure to complete an identified essential assessment component.

The scaling of marks to ensure comparability between classes is an acceptable academic practice. The School and Board of Examiners have the right to scale marks where it is considered necessary to maintain consistency and fairness.

Approved Calculators for Examinations

The University only permits the use of calculators in examinations when the calculator has an approved sticker and the examiner permits their use. If the student does not have an approved sticker on their calculator, they will not be permitted to use the calculator. Calculators can be approved at the Undergraduate Student Centre, the Postgraduate Student Centre or at Student Administration. Further information is available on the Business School web site, see

<http://www.business.uwa.edu.au/students/assessments>

Special Consideration and Deferred Exams

If something exceptional and beyond your control has interfered with your ability to study in the normal way you should consider completing an application for special consideration. The forms can be obtained at the Undergraduate Student Centre or Postgraduate Student Centre, or from the Student Administration website

<http://www.studentadmin.uwa.edu.au/welcome/forms>

A student may be granted a deferred examination in one or more of their units if the Sub-Dean of the Business School is satisfied that on the basis of medical or other exceptional reasons the candidate was either:

- substantially and unusually hindered in their preparation for an examination; or
- unavoidably absent from or unable to complete an examination.

Further information concerning Special Consideration and Deferred Examinations is available on the Business School website

http://www.business.uwa.edu.au/students/assessments/deferred_exams

Supplementary Assessment

Supplementary Assessment is not offered by the Business School, however, students who achieve a grade between 45-49 in the last unit for their undergraduate degree taken in the last semester of study, will be eligible for a supplementary assessment, provided that all other units in that teaching period have been passed.

Ethical Scholarship, Academic Literacy and Academic Misconduct

Ethical scholarship is the pursuit of scholarly enquiry marked by honesty and integrity.

Academic Literacy is the capacity to undertake study and research, and to communicate findings and knowledge, in a manner appropriate to the particular disciplinary conventions and scholarly standards expected at university level.

Academic misconduct is any activity or practice engaged in by a student that breaches explicit guidelines relating to the production of work for assessment, in a manner that compromises or defeats the purpose of that assessment. Students must not engage in academic misconduct. Any such activity undermines an ethos of ethical scholarship. Academic misconduct includes, but is not limited to cheating, or attempting to cheat, through:

- Collusion
- Inappropriate collaboration
- Plagiarism
- Misrepresenting or fabricating data or results or other assessable work
- Inappropriate electronic data sourcing/collection
- Breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment.

Penalties for academic misconduct vary according to seriousness of the case, and may include the requirement to do further work or repeat work; deduction of marks; the award of zero marks for the assessment; failure of one or more units; suspension from a course of study; exclusion from the University, non-conferral of a degree, diploma or other award to which the student would otherwise have been entitled. Refer to the Ethical Scholarship, Academic Literacy and Academic Misconduct policy located on the University's website

http://www.teachingandlearning.uwa.edu.au/tl4/for_uwa_staff/policies/student_related_policies/academic_conduct

Academic Conduct Essentials (AACEI000)

All newly enrolled students are required to complete a short compulsory online unit called Academic Conduct Essentials (AACEI000). AACEI000 introduces students to essential knowledge regarding ethical scholarship, it helps prepare them for the expectations they will need to meet during their university career and it informs them of correct academic conduct.

AACEI000 can be accessed via the LMS. In order to pass the unit, the unit quiz must be completed with a mark of 80% or greater. To gain the required pass mark students may attempt the quiz as many times as they wish. Completion of the unit will be recorded as an Ungraded Pass (UP) on the student's academic record. Non-completion (NC) within the required timeframe will also be documented on formal academic records (ie, in either case the grade will appear on transcripts). More information on AACEI000 is available at <http://ace.uwa.edu.au>

Acknowledging Sources of Information

In the course of your individual and team work assignments, you will encounter ideas from many sources. These will include journal and newspaper articles, commentaries, books, web sites and other electronic sources, original case sources, lecture materials. All assignments that you submit must acknowledge all the different sources you have used. Not to acknowledge your sources is plagiarism, a form of dishonesty. Plagiarism is the misappropriation of the work or ideas of others and presenting them as your own. This is reprehensible from both an ethical and legal viewpoint. Neither the School nor the University accepts ignorance or the fact that a student's previous acts of plagiarism had been undetected as a defence.

In order to avoid engaging in plagiarism it is your responsibility to acknowledge all of your sources in any work submitted for assessment and it is essential that you reference the work of others correctly. Where you quote directly from a source, you must ensure that any direct quotations are placed in quotation marks and are fully referenced. Even when you do not quote directly and are just referring to or expanding on the work of others, you must still acknowledge the sources of your information and ideas. Close paraphrasing in which you change a few phrases around, leave a clause out of a long sentence or put the original sentences in a different order is still plagiarism. To mark words as a quotation the entire text that has been copied should be enclosed within the quotation marks. If the copied text is four or more lines in length, it may be more appropriate to set it as a separate and indented paragraph. Each

time that text is copied, the source must be acknowledged with a reference citation, including the page number.

If you have any doubts concerning appropriate referencing formats or how to acknowledge the work of others correctly, you should seek the advice of your lecturer.

The Business School Policy on Plagiarism

“The Faculty will promote the highest levels of probity and honesty amongst students and will provide instruction on ethical conduct. By submitting assignments and other work for assessment, students acknowledge Faculty's duty to guard against plagiarism, including by electronic means such as Turnitin or Mydropbox. A lecturer may require students submitting written or electronic work to sign a Plagiarism Declaration Form indicating that the work is original.”

Referencing

It is important that the referencing of any sources used in your written work is done properly, if only to substantiate the points you are making in your assignment or project. The Harvard style is the preferred and there are some notes for guidance which have been prepared by the library staff: ‘Citing your Sources Harvard Style’
<http://libguides.library.uwa.edu.au/harvard>

The EndNote software package is a really good system for building up a database of references. Not everyone will want to invest the time in using this system but you should consider it if you intend to build up resource materials or plan to undertake extensive research in a particular area. The library staff have also developed a tutoring package: ‘A Quick Guide to Using EndNote’ which provides the basics for using EndNote with an essay
<http://libguides.library.uwa.edu.au/endnote>

Course Materials Online

Course Materials Online (CMO) contains course materials identified by your lecturers as important for your unit. Items listed may include online journal articles, book chapters, examination papers or links to books and other items held in a subject library's reserve or main collections. CMO can be accessed at
<http://cmo.library.uwa.edu.au/rims/>

Communication and Research Skills (CARSI000)

All commencing undergraduate students are required to complete CARSI000 within the first 10 weeks of their first semester. CARSI000 is an online, self paced unit that provides an introduction to the skills needed to find and use information effectively and efficiently, to communicate effectively and to work in teams. Topics covered include how to locate and use library resources, the search process and search strategies, how and why to reference work, evaluating online sources, writing, presenting and working in teams.

CARSI000 is a Moodle unit containing several modules, . In order to pass the unit, the unit quiz must be completed with a mark of 80% or greater. Multiple attempts at the quiz are allowed. Completion of the unit will be recorded as an Ungraded Pass (UP) or Ungraded Fail (UF) on your academic record.

Appeals Against Academic Assessment

In the first instance, students are strongly advised to talk informally to the lecturer about the grade awarded. The University provides the opportunity for students to lodge an appeal against any mark which he or she feels is unfair. Any student making an appeal is under an obligation to establish a prima facie case by providing particular and substantial reasons for the appeal. Students may wish to contact the Guild Education Officers to aid them in the appeals process.

There is a 20 working day time limit for making any such appeal. An appeal against academic assessment may result, as appropriate, in an increase or decrease in the mark originally awarded. The University regulations relating to appeals and the form on which the appeal should be lodged can be found at <http://www.secretariat.uwa.edu.au/home/policies/appeals>

Charter of Student Rights and Responsibilities

This Charter of Student Rights and Responsibilities upholds the fundamental rights of students who undertake their education at the University of Western Australia.

It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University's role of awarding formal academic qualifications to students, the University must strive to instil in all students independent scholarly learning, critical judgement, academic integrity and ethical sensitivity.

Please refer to the Academic Secretariat website for the full charter of student rights, located at

<http://www.secretariat.uwa.edu.au/home/policies/charter>

Student Support Services

Phone: (+61 8) 6488 2423

<http://www.studentservices.uwa.edu.au/>

Student Guild

Phone: (+61 8) 6488 2295

E-mail: enquiries@guild.uwa.edu.au

<http://www.guild.uwa.edu.au>