

COLLEGE OF BUSINESS

STUDENT HANDBOOK 2013

VICTORIA UNIVERSITY
COLLEGE OF BUSINESS

This Handbook provides additional important information not covered in the Unit of Study guide.

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WELCOME

Welcome to the College of Business. The College delivers units of study at Footscray Park, Footscray Nicholson and City Flinders campuses and postgraduate courses in the Victorian Graduate School of Business, City Flinders campus.

ABOUT THIS HANDBOOK AND OTHER IMPORTANT RESOURCES

This handbook is an important document and should be read in conjunction with other resources available on the VU website.

- (1) **College of Business Student Handbook:** this Handbook contains general information to help you succeed in your studies. In particular, it has information on how to present and submit work, how to use Turnitin, how to avoid plagiarism, and where to get academic help.
- (2) **Unit of Study Guides:** the Guides give specific details about a unit, such as the required reading, lecture and tutorial topics, and assessment information. Guides will be available on Blackboard for each Unit of Study in which you are enrolled.
- (3) **Webpages** - The Victoria University (Current Students), Student Life and Student Tools
These websites provide students with information about setting up emails, student noticeboards, timetables and calendars, enrolments, examinations, student forms and graduations.

<http://www.vu.edu.au/>

<http://www.vu.edu.au/student-life>

<http://www.vu.edu.au/student-tools/student-forms>

<http://www.vu.edu.au/student-tools/student-email>

STUDENT RESPONSIBILITIES AND CONDUCT

The *Victoria University Student Charter* outlines your fundamental rights and responsibilities and is designed to assist you achieve your potential whilst at Victoria University. Many of these rights and responsibilities contain references to specific regulations, policies and guidelines which detail how they will be upheld. The University is committed to improving its programs, services and processes that relate to students. The University strongly encourages you to be aware of your rights and responsibilities and to exercise these rights and responsibilities appropriately. The Student Charter represents a spirit of goodwill between the University and students that reflects the sentiment of mutual obligation for genuine support and action.

You can download the charter from:

<http://www.vu.edu.au/about-vu/vus-vision/student-charter>

Workload

It is expected that you will spend at least ten hours per week studying each Unit of Study (including lecture and tutorial time). This time should be made up of reading, research, working on exercises and group work. In periods where you need to complete assignments or prepare for tests, the workload may be greater.

Attendance

Regular and punctual attendance at lectures and tutorials is expected, since punctuality and commitment to one's work are some of the key attributes of professional practice. Many important issues will be discussed in class and your ability to successfully complete the unit of study will be enhanced by your attendance. Classes are used to develop ideas and explore their wider implications, exchange information, debate issues and improve presentation skills.

General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff as outlined in the *Student Charter*. Conduct which unduly disrupts or interferes with a class, such as ringing of or talking, or texting on mobile phones, is not acceptable and you may be asked to leave the class. It is not acceptable to be talking in lectures or tutorials when anyone is speaking.

Keeping Informed

You should take note of all announcements made on Blackboard, via student email, or in lectures or tutorials.

You will be able to download lecture notes from your Unit of Study Blackboard website, post and read discussion comments and view other material that is relevant to the course. It is your responsibility to check Blackboard. Staff will assume that you are up-to-date with current information and latest announcements.

You must use your VU student email <http://www.vu.edu.au/student-tools/student-email> to communicate with your lecturers and the University. Your lecturers and the University will communicate with you via this service, without providing you with a paper copy. You will be deemed to have received this information.

Any changes to the Unit of Study outline and any information on Blackboard, conveyed in emails or verbally in lectures, will be binding at the time of release. It is YOUR responsibility to be aware of the information.

STAFF RESPONSIBILITIES AND CONDUCT

The responsibility of staff is to provide you with high quality learning experiences and a supportive, stimulating and effective learning environment. Staff will commence lectures and classes on time. If staff are unable to take a class, the class will either be conducted by a replacement lecturer/tutor, or be rescheduled.

STUDENT LEARNING SUPPORT CENTRES

VU provides a range of face-to-face and online support for all students. Get help with your university assessments, writing, English, and learn effective ways to study and manage your time. Information is available at the following websites:

<http://www.vu.edu.au/campuses-services/student-support/learning-study>

<http://www.vu.edu.au/campuses-services/student-support>

GUIDELINES FOR THE PRESENTATION OF WRITTEN WORK

In addition to the requirements contained in the section *Submission of Written Work*, your assignments should be presented in the correct format and using the Author-Date (Harvard) referencing system.

Written Work - General Instructions

The aim of the following guidelines is to achieve consistency in requirements among your different Units of Study and make it easier for the marker to read and grade your work.

Formatting

- **Font:** the preferred font for assignments is Arial, 11 point, or Times New Roman 12 point.
- **Line spacing:** use 1.5 line spacing (unless otherwise specified) and only one side of each page
- **Margins:** leave a margin on all four edges of each page of at least 2.5cm top and bottom and 3.2 cm left and right margins
- **Page numbering:** must be included. Number pages in a consistent place on the page.
- **Table of contents:** include a table of contents, where appropriate
- **Cover sheet:** assignments must be accompanied by a properly completed Assessment Declaration cover sheet. Download the cover sheet from WebCT.

Writing Guidelines

- **Writing style:** you should write in a formal style using clear, correct English. You should avoid the use of colloquialisms, discriminatory language or slang words and phrases. You should ensure your work is free of spelling, grammatical and punctuation errors.
- **Clear headings and subheadings:** each paragraph should cover one main idea only or a set of closely connected ideas.
- **Drafts:** you should expect that you will need to write and rewrite your work two or three times before writing the final version.
- **Word limit:** the allowance for most assignments is 10 per cent more or less than the word limit.

Copies: make sure you regularly back up your work and keep a hard-copy back up for your own records.

For help with presentation of your assignments and referencing we strongly recommend the following text.

Summers, J & Smith, B, 2010 *Communication skills handbook*, 3rd edn, Milton, Qld, John Wiley & Sons Australia.

This is an excellent handbook to help you prepare and present written and verbal material. Multiple copies of this book are available in the Library.

REFERENCING

It is important that you correctly reference your work so that the reader is able to locate your original source material. The College of Business recommends the Author-Date (Harvard) system for referencing. This system includes:

- references in the text which will normally give the author's name and the year of publication; and
- a reference list at the end of the assignment which gives the complete details of the works which have been cited.

Refer to the following websites for help with referencing: Victoria University Library

Harvard: A Guide to Referencing <http://guides.library.vu.edu.au/harvard>

There is also a Referencing and Plagiarism guide on the Library website at

<http://guides.library.vu.edu.au/content.php?pid=216851&sid=1802999>

ENDNOTE WEB

We recommend you use EndNote Web to assist you managing your references. This is a web-based bibliography and database manager that allows you to easily create your own personal database by importing references from text files or online databases.

You can use these references when writing papers to automatically format the paper and the bibliography in seconds.

Access EndNote Web at:

<http://w2.vu.edu.au/library/referencing/endnoteweb.html>

The Academic Literacy Referencing website contains a step by step guide tutorial to help you use Endnote and more tools to help you with the skills of referencing

http://tls.vu.edu.au/academic_literacy/referencing.cfm

ACADEMIC HONESTY AND PREVENTING PLAGIARISM

You are expected to observe the University's rules and regulations regarding student conduct especially in such areas as academic integrity, honesty and plagiarism.

The Academic honesty and preventing plagiarism policy defines how VU deals with the unauthorised, unacknowledged and/or the improper use of the intellectual work of others. You can access the policy at the following website:

<http://guides.library.vu.edu.au/content.php?pid=216851&sid=1802999>

Academic Misconduct

The following are examples of Academic Misconduct practices that are prohibited:

- **Falsification** of results from experiments, surveys or other research methods and fabrication of data.
- **Ghost-writing**, where a second or third party authors an assignment or undertakes an assessment, in whole or in part, that is presented as the student's own.
- **Recycling work** which has previously been done as part of studies in another subject and presenting it for assessment again as if it was done expressly for the particular unit of study currently being taken, without the permission of the teacher(s).

- **Making contact** with another person during an examination or any other form of assessment contrary to instructions.
- **Plagiarising**, which is the practice of using another person's intellectual output and presenting it (without appropriate acknowledgement) as one's own. Some examples of plagiarism are:
 - i Word-for-word copying of sentences/paragraphs in an assignment without acknowledgement or with insufficient or improper acknowledgement;
 - ii Downloading essays or assignments from the web and presenting these for assessment;
 - iii Presenting another student's work or research data as your own work; Copying out parts of any text or using images/sound files without acknowledging the source(s).

Penalties

The University has three levels of penalties for plagiarism, ranging from: resubmitting the assessment, downgrading the mark; failing the item of assessment and/or failing the Unit; and suspension or expulsion from the University. You are reminded that when you sign the *Assessment Declaration* which must accompany all assessments, you declare that you have not committed plagiarism or any other form of academic misconduct with relation to that assessment.

Academic Literacy Website and Video

The Academic Literacy website http://tls.vu.edu.au/academic_literacy/referencing.cfm has been developed to help you deal, in a positive manner, with the issues of academic literacy and academic integrity. It includes a short introductory video which looks at two university students who face the usual dilemmas about academic literacy, creativity and critical thinking and suggests possible solutions to help them.

Exam Rules and Regulations

It is important to familiarise yourself with the University's exam rules and regulations. Information is available at:

<http://www.vu.edu.au/student-life/exams-results/exam-rules-regulations>

TURNITIN

You must submit your assignments to Turnitin prior to submission. You must also attach the Turnitin originality report (for hard copy submission) or submit the copy via Turnitin (for electronic submission).

Turnitin is a self-checking system which will scan your assignment and check it against a range of electronic sources, including the world wide web, electronic journals, databases, government reports and all other student assignments submitted to the database. Once you have submitted your assignment, Turnitin will provide you with a similarity rating (which includes in-text references or bibliographies).

It is advisable to submit your assignment to Turnitin before the due date to allow yourself sufficient time to correct your assignment if necessary. If Turnitin is set up to accept multiple **submissions you will be able to submit your assignment through Turnitin** many times as you like prior to the due date in order to amend your work. Please be aware that Turnitin can take up to 24 hours to generate your originality report, especially during peak times when many papers are being submitted to Turnitin.

Generally, a maximum similarity rating of 20% should be achieved (unless otherwise specified in the Unit of Study Guide). In other words, the amount of original content in your report, must be 80% or higher. Ask your teacher if you are unclear about Turnitin results.

Access Turnitin through Blackboard/WebCT for each unit.

SUBMISSION OF WRITTEN WORK

Submission Procedure

When you submit an assignment, it must be accompanied by a correctly completed *Assessment Declaration* cover sheet, available in Blackboard/WebCT. You must also submit the Turnitin originality report for the assignment unless otherwise advised by your lecturer.

Normally, assignments will not be accepted by facsimile, email, or on a computer disk, unless the Unit of Study Guide specifies that they may be submitted in one or other of these media.

Reminder: always keep a copy of the work that you have submitted.

Hard Copy Submission

If hard copy is required, submit the assignment to your tutor/lecturer in class on the nominated date. If you cannot submit in this way you should contact your tutor to discuss alternatives.

Always confirm submission requirements with your teacher if you are unsure..

Electronic Submission

If electronic submission is required, submit assignments as specified in your Unit of Study Guide.

Return of Graded Work

The marking time for graded assignments is normally 10 working days from submission date. Assignments are normally returned in tutorials. Assignments that remain uncollected after official results have been released will be destroyed after six months.

Retention of Graded Assignments

You should retain all graded assignments until after the final results in the subject have been officially released.

APPLICATIONS FOR EXTENSION

Applications for extension to the due date with no academic penalty

You can apply for an extension to the submission date for a piece of assessment for medical reasons, personal hardship or other extenuating circumstances. Documentation, in the form of a medical certificate, counsellor's report or statutory declaration, is required to support applications.

If you wish to apply for an extension, then do so in writing to the Unit Co-ordinator no later than 24 hours after the original due date of the assessment. Application forms are available at <http://www.vu.edu.au/student-tools/student-forms> (see Exams and Results section).

If you are unable to communicate with your Unit Coordinator you may nominate a proxy to communicate with the Unit Co-ordinator on your behalf. The Unit Co-ordinator should respond to you in writing within two working days indicating that an extension has been provisionally granted *subject to the supply of the relevant documentation (i.e. medical certificates, counsellor's reports or statutory declaration)*. At this time, the Unit Co-ordinator will also provide you with the revised due date for submission of the assessment. The revised due date will normally be no later than seven days after the original due date of the assessment

If you have been granted a provisional extension, you will be required to submit your piece of assessment and all relevant documentation (i.e. medical certificates, counsellor's reports or statutory declaration) and a copy of the communication from the Unit Co-ordinator that confirms that the provisional extension was granted.

SPECIAL CONSIDERATION

If you are not able to submit your work by the extended submission date, and there are valid grounds (i.e. medical, personal hardship or other extenuating circumstances) for not doing so, you can apply for Special Consideration. Contact your Unit of Study co-ordinator

The form for Special Consideration is available under the 'Exam and Results section' at:

<http://www.vu.edu.au/student-tools/student-form>

Work submitted after the due date, without an extension granted or the relevant documentation provided, will be recorded as being submitted but will attract a zero grade.

This procedure applies to both individual and group assignments.

SUPPLEMENTARY ASSESSMENT

According to Victoria University's *Student Assessment* policy a supplementary assessment will be provided to students who achieve a total unit assessment mark of 45%-49%.

Students must be available at the time specified by the College to qualify for a supplementary examination.

If you are eligible for a supplementary assessment, you will be notified.. The highest grade which a student undertaking supplementary assessment can achieve will be a Pass grade.

The *Student Assessment and Progress* policy is available at:

<http://wcf.vu.edu.au/GovernancePolicy/PDF/POA090212002.PDF>

STUDENT COMPLAINTS

If there is something you are not happy with, we encourage you to try and resolve matters with the staff member directly involved or responsible. If you are still not satisfied please read the Student Complaints Resolution advice at <http://www.vu.edu.au/current-students/student-essentials/student-complaints-resolution>

QUALITY IMPROVEMENT

You can help us improve the quality of our teaching and units of study by completing the Student Evaluation of Teaching (SET) and Student Evaluation of Unit (SEU) surveys at the end of each semester. These surveys may be delivered on paper in one of your classes, or electronically, as advised by your lecturer or tutor.

COLLEGE OF BUSINESS WEB SITE

Find information about the College of Business on <http://www.vu.edu.au/about-us/academic-colleges/business>