

09

Important Academic Information for Students

Experience. The Difference.

In a university environment you are expected to take responsibility for and manage your own learning.

The following information is provided to assist you to succeed and achieve your full potential as a student and a graduate of the Division of Business at the University of South Australia.

Division of Business Contacts

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228 Hindley Street
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School of Marketing
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**International Graduate
School of Business**
Level 5, Way Lee building
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Division of Business Office
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160 Currie Street
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Time spent on study

One of the big differences between studying at university and studying at school or TAFE is the way your study time is organised.

Contact time or time that you spend in formal classes, is only about a quarter of your total study workload. Non-contact time or time that you spend preparing and reviewing for tutorials, lectures, researching, preparing assignments etc, should be about three times as much as your contact time.

This means you will have 8-9 hours out-of-class time for a 3-hour class, which is a total of 11-12 hours per week for each course. For a full-time load this adds up to 44 hours each week or 22 hours for a half time load. Unless you consistently make this commitment of time you will find it hard to keep up, achieve high grades or be prepared for exams at the end of the study period.

One of the characteristics of a successful student is how effectively he or she can organise and use the non-contact study time. Some ideas for managing study time are presented in orientation week. This is also available as an online workshop which you can access by selecting "Making the transition to university studies" at:

www.unisa.edu.au/ltu/student/prepare/transition.asp

Lectures

Lectures are a traditional part of learning at university. They are formal presentations by the lecturer to relatively large numbers of students. The audience is expected to be polite and attentive - you should arrive on time, turn off your mobile phone and stay until the end. Lectures perform different functions in different courses. Understanding the form and purpose of lectures in each course lets you consider how you can use them most effectively. More about how to make the most of lectures is available on the website.

www.unisa.edu.au/ltu/student/learningAdvisors/lectures.asp

Tutorials and Workshops

These are classes of 10-30 students in which students discuss key topics, concepts and ideas with tutors (academic staff members).

You are expected to prepare for tutorials by reading material and preparing questions. You will also need to participate actively in tutorials by asking and answering questions, and getting involved in small group activities.

For more information about making the most of tutorials, visit:

www.unisa.edu.au/ltu/student/learningAdvisors/tutorials.asp

Contact with Lecturers and Tutors

You may contact academic staff via telephone, email, through the online discussion boards or by leaving a message in their pigeonhole.

The preferred method of communication with academic staff is via email, as this is a more efficient way for them to assist large numbers of students. However, academic staff are also available for face to face consultation at specified 'drop-in' times. These times are displayed on their office door or advised at the beginning of each study period. To see lecturers and tutors outside these times you will need to make an appointment.

To make the most of the time spent with lecturers you should prepare for the discussion. For example, prepare specific questions that you want to discuss with them before the appointment.

Graduate qualities

University study is about developing a broad range of skills and knowledge related to your chosen field of study. As you progress through your program you will have many opportunities to develop a unique set of Graduate Qualities. They are all highly valued in the workplace.

A Graduate of the University of South Australia ...

- 1 operates effectively with and upon a body of knowledge of sufficient depth to begin professional practice
- 2 is prepared for life-long learning in pursuit of personal development and excellence in professional practice
- 3 is an effective problem solver, capable of applying logical, critical and creative thinking to a range of problems
- 4 can work both autonomously and collaboratively as a professional
- 5 is committed to ethical action and social responsibility as a professional
- 6 communicates effectively in professional practice and as a member of the community
- 7 demonstrates international perspectives as a professional and as a citizen

More information about graduate qualities is available at:
www.unisa.edu.au/gradquals

Assignments

It is important to know what is expected of you before you start an assignment. You can find information about this from the Course Information Booklet, during lectures and from your tutor. Some courses provide Help Desks and Peer Assisted Study Sessions (PASS). Learning and Teaching Unit also has a range of online resources and workshops or you can speak to a Learning Adviser on campus.

www.unisa.edu.au/ltu/staff/assessment/learningadvisors.asp

Referencing and Academic Integrity

Referencing is the practice of acknowledging others' ideas that you have used in your assignment. If you do not reference correctly you may be accused of plagiarism.

Plagiarism is taking someone else's words or ideas and presenting them as your own. This inappropriate use of ideas from books, articles, the internet, or other student's work is regarded as unethical for which there are serious penalties. As part of the procedure for identifying instances of plagiarism, any work you submit may be subjected to testing using text comparison software.

Information on how to avoid plagiarism is available at: www.unisa.edu.au/ltu/student/learningAdvisors/plagiarism.asp

Extensions

If due to certain circumstances you are unable to complete your assignment within the due date you may be eligible for an extension. To request an extension, approach your lecturer or tutor before the due date. You may need to provide evidence (e.g. medical certificate) to support your request.

For more information visit:
www.unisa.edu.au/ltu/student/counselling/extensions.asp

Submission of Assignments

AssignIT is a UniSA service that facilitates the online submission and return of assignments via a Web-based interface. All text-based assignments must be submitted electronically using the University's assignment lodging system. Remember to always keep an electronic copy of your assignment. AssignIT is available through the course homepage or via: www.unisanet.unisa.edu.au/assignit/

Feedback

Feedback is given by staff or other students to provide an evaluation of your work. This feedback may be oral, written, a grade or it may provide comments as to the specific strengths and weaknesses of your work.

Feedback is usually given at the completion of an assessment task. In some cases you may also want to gain feedback on your ongoing performance during your study. To gain additional feedback, you may approach your tutors, lecturers and/or course coordinators. Feedback is designed to help your learning and you should use this constructively to improve the quality of your work.

For more information about Feedback visit:
www.unisa.edu.au/ltu/student/learningAdvisors/feedback.asp

Learning and Teaching Unit

Staff from Learning and Teaching Unit provide a range of services to complement your studies. These include learning advice, personal counselling, career preparation, disability support and support for international students. Services are available from Learning and Teaching Unit on each of the four metropolitan campuses of the University or online at: www.unisa.edu.au/ltu/

University Academic Policies

The University's academic policies are the rules which govern student enrolment in, and academic progress through, the University. They provide a clear statement of the University's position on academic and student issues and the procedures to be followed. It is your responsibility to be aware of all these policies.

www.unisa.edu.au/policies/policies/numerical.asp

Academic review of student progress

Your academic progress will be regularly monitored. If you fail a course for the second time, have a grade point average that is less than 2.80 or fail a practicum or field placement, you may be required to attend counselling and seek assistance. It is important to follow the advice given if your progress is unsatisfactory, because if you continue to fail you may be precluded from further study. For more information visit:

www.unisa.edu.au/policies/manual/2009/10_academic_review.pdf

myUniSA

myUniSA is a personalised student portal which provides information and resources to support you while you are studying at UniSA.

myUniSA provides a personalised view of enrolment details, finances, email, resources and many other features including useful links, and you only have to log on once to access all of these features. Messages about enrolment or other student information are regularly provided through myUniSA. You are also able to customise features according to your personal preferences. myUniSA is available at:

www.unisa.edu.au/myUniSA/

University terminology

A list of useful information and terminology used within the University of South Australia can be found at: www.unisa.edu.au/future/study/terminology.asp

On the Web

An electronic copy of this publication, to utilise live web address links, is available at: www.unisa.edu.au/business/students/currentstudents.asp