



LECTURER INDUCTION MANUAL

Taylor's Programs
Malaysia

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Welcome

Welcome to the program of teaching at Taylor's Business School. On behalf of the administrative and academic staff working together on the program we would like to take this opportunity to extend to you my warmest thanks for agreeing to be part of the offshore Taylor's program team. We know that teaching overseas is not always the easiest task and is not a 'holiday' as some of our less well-informed colleagues would like to believe. It can be exhausting and transnational students have special learning, language and cultural needs which need to be considered.

This manual is designed to be read in conjunction with your Course Timeline Information (CTI). The CTI outlines the required timelines for all of the administrative aspects of course delivery for the programme. The deadlines outlined in this document have been determined after careful consultation between Program Directors, Course Coordinators, administrators and the offshore partner to ensure that all administrative functions are completed in time for the commencement of the semester in Malaysia.

We trust you will find this booklet useful in introducing you to the administrative aspects of the program. If you have any suggestions as to what we could add or how we could amend and improve this booklet please feel free to let the Partner Relationship Coordinator know.

If you have any questions about your responsibilities, teaching and administrative requirements and conditions of employment please feel free to contact the Partner Relationship Coordinator, Partner Relationship Manager or Program Director at any time. As you are the most valuable asset of the program and a trusted colleague it will be our pleasure to assist you, wherever possible.

All of the information in this document, and a whole lot more, can also be found on the TSS website. The address is: <http://www.unisa.edu.au/tss/>

New transnational strategy

In March 2008 through New Horizons, the Vice Chancellor announced a rethink of our transnational strategy to:

- ensure the choice of programs and partners reflects our priorities, positioning and reputation
- complement our mission to increase our research profile and improve teaching quality.

In the ensuing months, much work and energy went into the review of UniSA's transnational strategy. The following is an excerpt from the VC's New Horizon update at the end of 2008.

"In order to strengthen our teaching and research efforts at our Adelaide base, considerable work has been undertaken to commence our phased withdrawal from transnational teaching. A TNE Exit Quality Framework has been developed and a tailored exit strategy has been prepared for each transnational program. Further, each Division has established a Transnational Disengagement Group to manage the 'teaching-out' process in line with agreed procedures. Our transnational partners have been briefed on our withdrawal strategy and it is pleasing that our personal approach has been well received and has limited any negative effects of this move. A TNE capability will be retained in some key markets to allow us consider our position in 2011 in the face of changing international circumstances".

In the Division of Business, the Dean: International Associate Professor Vicki Feast chairs the BUE TNE Disengagement Committee. Questions about strategy and the Division's approach can be directed to Vicki through her email vicki.feast@unisa.edu.au or by phoning her office on 83020764.

Please also be advised that as part of BUE's tailored exit strategy, we have developed exit plans for all TNE programs with the exception of Taylors College and Chinese MBAs. All affected students have received a letter about the exit strategy and in-country face-to-face sessions with individual program directors have been held. Students have also received a follow up letter with personalised study plans. We intend to fully teach out all intakes which commenced prior to the finalization of notice periods for partners. Students who are not able to finish their studies in this time frame (Including those who fail courses) will also have a range of options to complete their degrees including supplementary exams and external and cross institutional study. For this level of detail about your program you should contact Kate Brookes or Cate McKenzie. Please also keep in touch with developments through your school representatives on the TNE Disengagement Committee.

Overview of the Taylor's Program's

The Bachelor of Applied Finance, Bachelor of Commerce and the Bachelor of Management (Marketing) programs are designed as interactive programs with internationalism weaved throughout their interrelated, constituent courses. The courses are directed at preparing participants for managerial leadership in international operating environments characterised by increasing global competitiveness. Individual courses are given an international focus from the Asia Pacific perspective.

Courses have been placed in a particular sequence, in each program, to help build knowledge as student's progress through their degree. Following the University's prescribed pathway enables students to complete their program of study within the shortest possible timeframe. In addition, the course sequences have been set up in order for students to build on their knowledge sequentially throughout their program of study.

Any student wishing to study courses outside of the normal sequence must seek permission from the appropriate Program Director via communication with Taylor's Business School. The courses in the University's undergraduate programs are listed in Appendix.1. Transnational students normally undertake the same program of study as students in Australia. The University constantly reviews and revises its programs in response to student evaluation of teaching. As programs are reviewed, changes can occur. Students will be advised of any changes and, if required, transition information will be provided.

For specific details relating to the courses required for each program, please refer to Appendix 1. All applications are assessed for credit upon entry to the program. Depending on the levels of credit granted at entry, students may be required to complete more or less courses than those listed.

UniSA reserves the right to make changes, if necessary, to the structure and/or sequence of courses.

Program Structure

A typical learning cycle consists of 17 weeks covering four courses of study. Each course is supported by 2 hours of lectures and 2 hours of tutorials per week, by Taylor's academics. In addition, some courses will have 12 hours of lectures / tutorials by a UniSA academic.

Accreditation

The Bachelor of Commerce is designed to satisfy the educational requirements of the Certified Practising Accountants Australia (CPAA) and the Institute of Chartered Accountants Australia (ICAA), depending on the courses taken.

Taylor's Business School

For over three decades, Taylor's University College has been recognised as Malaysia's leading educational institution of higher learning. The College has prepared over 55,000 successful graduates for higher education through a comprehensive range of internationally recognised courses ranging from pre-university to diploma and degree programmes.

Since its establishment in 1969, Taylor's University College Malaysia has expanded from its main location in Subang Jaya, known simply as Taylor's University College Subang Jaya, to include four additional campuses extending throughout the area surrounding its main campus, namely Taylor's Business School, Taylor's College Petaling Jaya, Taylor's American Degree Transfer Program and Taylor's College School of Hospitality and Tourism.

Students who come to Taylor's University College Malaysia can choose to major in a variety of disciplines, ranging from Architecture, Interior Design, Construction Management, Computer Science, Engineering, Quantity Surveying, Biomedical Science and Law to Business, Communication, Hospitality and Tourism, or the American Degree Transfer Program (ADP) which offers the quality of an American university education and the option of going to almost any university in the US including prestigious state universities and Ivy League schools.

Taylor's University College Malaysia has always been distinctive because of our commitment to ensuring our students receive an education that extends beyond the classroom, and possess hands-on understanding of the real world.

Taylor's Business School (TBS), above all considers itself the nucleus of business studies. It is fully-gearred to meet the needs of the global community. TBS is a dedicated campus with facilities to support student development programmes which can help the students to develop critical skills which will serve them throughout their lives. This professional environment allows students to understand better by putting into practice what they have been taught

Contact at Taylor's Business School

Ms Yong Yut Ho
Wisma Subang Jaya
Jalan SS 15/4
47500 Subang Jaya
Selangor Darul Ehsan
Malaysia
General Line : 603-5637 1150
Fax : 603-5621 8143

Transnational Support Services

Transnational Support Services (TSS) was established to support the management of the Division of Business' offshore teaching programs. While some operations and management is retained within the Schools, all Student Record management is conducted in TSS, as well as the majority of the administrative management of offshore programs.

As the operations of offshore programs requires constant communication with offshore partners, the establishment of TSS has enabled a central point for partners and other University centres to communicate with, and the ability for systems and processes to be implemented that streamline the administration and therefore support quality administrative management.

TSS has a dedicated website where you can find information on all aspects of transnational programs. The address is: <http://www.unisa.edu.au/tss/>

TSS Staff

The Transnational Support Services (TSS) unit consists of a number of administrative staff. Each staff member listed below works across a range of offshore programs. For a list of the staff working on this program please refer to the TSS website at:

<http://www.unisa.edu.au/tss/contact.asp>

Program Director

Chris Kandunias
Program Director
Bachelor of Commerce
Email: chris.kandunias@unisa.edu.au
Tel: +618 8302 0808

Peter Lennox
Program Director
Bachelor of Applied Finance
Email: peter.lennox@unisa.edu.au
Tel: +618 8302 0004

John Wilkinson
Program Director
Bachelor of Management (Marketing)
Email: john.wilkinson@unisa.edu.au
Tel: +618 302 0995

Important Program Information

The teaching and marking payment for undertaking course coordination within the Taylor's programs is to be negotiated with your Head of School. Depending on your workload points, this teaching may become part of your workload, or be agreed as an above load teaching component.

Course Timeline Information

In the early stages of planning for each semester in the undergraduate programs, you will be sent a document called the Course Timeline Information (CTI) proforma. This will enable communication between the lecturer and the TSS Administration team of the timelines for textbook information, study material submission, a range of other requirements that are needed, who to liaise with and their contact details. You will be also sent a link to the Payment Information Form (PIF) 16 weeks prior to the commencement of the semester. The appropriate PIF must be downloaded from the link, filled in, and signed by both the lecturer and the Head of School (HOS). Once the payment is approved, a hard copy of the PIF must be forwarded to the relevant TSS Partner Relationship Administrator (PRA) to ensure that correct payment is made.

Teaching Within Workload

It has been recognised that there is a dislocation to staff when teaching offshore, even if it is within workload. Therefore an offshore teaching allowance of \$1,000 per visit will be paid to lecturing staff when teaching offshore within workload. It is anticipated that a payment of \$1,000 will occur one week after each teaching visit. While this is the norm, please communicate with the relevant Program Relationship Administrator (PRA) in TSS if any adjustment to this process is required. Any payment for marking, when teaching as part of workload, is negotiated with your HOS and communicated to the administrators via submission of the Payment Information form. Any payment due for marking will occur after the examination period.

Teaching Above Workload

When teaching offshore above workload the following payments will be made for the Taylor's program.

\$2,580 – teaching visit

\$2,500 – course coordination

\$38.52 per hour for marking as per current university collective agreement

\$38.49 per hour for moderation as per current university collective agreement

The teaching component of the fee will be processed for payment once the visit has been completed. Any course coordination and marking/moderation payment will be made once the results are entered in Medici and approved by the HOS.

Independent Contractors

Staff who are not paid through the University payroll system are independent contractors. They should submit an invoice to cover fees and daily expenses, or include this amount in the invoice submitted for teaching and marking. If the latter is the case, daily expenses need to be shown separately, but itemisation is not required. It is the responsibility of the contractor to declare this income and claim tax deductions for legitimate expenses under the tax law of their country of

residence. For such contractors the only acquittal process as far as the University is concerned is the provision of the invoice and the delivery of the service.

Course Materials

The Course Timeline Information will outline deadlines for each of the materials you are expected to prepare including the Course Information and Study Guide, Readings and Lecture Handouts.

If you wish to change things from that done onshore, such as textbook, assessment, syllabus etc you are required to have this formally approved through completing the relevant section of the Programs Approval Manual found on the University website under Teaching and Research Education and then go to Program Approval and Amendment. Of course, any amendments must be discussed with the onshore course coordinator and/or course team.

Course Information and Study Guide

Please liaise with the offshore lecturer at least 5 weeks prior to the materials deadline indicated in your Course Timeline Information form and finalise your materials together.

All Course Information Booklets must be created using the approved Transnational Course Information booklet template: <http://www.unisa.edu.au/ltu/about/service-framework/materials.asp> Location specific information will be supported with this document to assist you with compiling your CIB.

Key Dates information will be supplied to you with this document. As course materials are printed offshore please ensure that they do not include any material that is not owned by UniSA or the lecturer. **Please e-mail your Course Information booklet and Study Guide to your School Materials Coordinator prior to the due date listed above for final proofing.**

Materials should be supplied to TSS print ready and preferably in Word doc format to enable breaking them up into chapters for inclusion on the web. TSS do not copy check materials but send to the partner as supplied so it is the lecturer's responsibility to ensure that they are copyright compliant (UniSA owned and developed content only) and that all content, dates etc are correct.

Textbooks

Course Coordinators must advise approved textbooks for the course to the relevant Partner Relationship Administrator (PRA) at least 12 weeks prior to the commencement of the semester. Delays in supplying this information will result in the textbook not being available to students at the commencement of the semester. Late advice that the textbook is unavailable may also affect the ability to provide course materials on time.

Readings

Readings are provided online through the Course website. It is expected that the lecturer will liaise directly with the Digital Resource Management Centre (DRMC) to have the readings digitised. The TSS Web & Online team manages this process, which is stated in full in the Course Timeline Information proforma.

Program Guide

A Program Guide outlining academic and administrative policies is given to each student when they commence with the program. This booklet is also available on the program website. It covers a number of issues including the late assignment policy, appeals against assignment marks, resources available for students.

Copyright

Please visit the TSS website for comprehensive information regarding Digital Copyright Rules, Guidelines for Producing Readings Masters, and Copyright/Readings FAQ's. See the Resources for Academics link at: <http://business.unisa.edu.au/tss/>

Lecture Handouts/Notes

Academic staff who have been teaching in Asia have all advised of the constant need that offshore students have for paper based notes of any overheads and major points of each lecture. As English is their second language, it supports the lecturer presentation by allowing them to concentrate on the actual lecture instead of trying to notate the whole presentation. It is also a cultural issue, as most teaching and learning prior to entering this program has been based on a large amount of rote learning. Any student handouts/notes need to be posted by the lecturer to the Course Home Page on the offshore program website two weeks prior to any visit, it will be downloaded by partner staff for printing, and the notes provided to the lecturer on the first evening for distribution.

Assessment

Please find the University of South Australia Assessment Policies and Procedures Manual located at: <http://www.unisa.edu.au/policies/manual/default.asp> .

Assessment should be designed so that it matches the assessment for onshore as closely as possible and is practical within the logistical and distance constraints of transnational delivery. To find out about onshore assessment please contact the onshore course coordinator or refer to the course website and refer to course syllabus statements on the M drive. TSS should always be aware of your assessment requirements which must be outlined in detail (as per the above policy (Section 5.4) in your course materials.

Assignments – Due Date & Feedback

The preferred method for submission of assignments and return of feedback is AssignIT. This provides a streamlined service to students, significantly reduces program costs, and reduces the administrative load of the partner. If you are unfamiliar with AssignIT, please contact your School Executive Officer for assistance. It is the Course Coordinator's responsibility to set up AssignIT for student submissions. It is recommended that you set up your assignment to open at least 1 week prior to the due date and close no earlier than 7 days after the due date up to a total of 14 days. No late assignments should be accepted if you have already returned assignments to other students for that piece of assessment. Penalties for late assignment submission should be outlined in your Course Information Booklet and are set at the discretion of the Course Coordinator.

There is a 14 day turnaround on marking for Transnational students. If you have received your assignments via AssignIT you have 14 days from the due date or date of receipt (if later than the due date) to return feedback via AssignIT. If you are not returning feedback via AssignIT, hard copy assignments must be marked and returned to your School office within 7 days of the date of receipt. This is driven by the contractual arrangements for this Program.

If students are instructed to submit their assignments via hard copy or if you intend to return hard copies you must negotiate this with your School Executive officer. In these cases the assignment must be registered on the exceptions list. This list is used to advise the partner office to expect hard copy submission or hard copy return so they can allocate the appropriate administrative resources to the task.

If you change your assignment due dates from those published in the Course Information Book, it is important that you do so following University policy, ensuring that students are informed, as

well as the administrative team. It is also important that this change is also reflected in AssignIT. The course home page on the website is one channel of communication to students. In addition you should notify the Partner Relationship Administrator so that the necessary administrative actions can be undertaken.

Additional resources relating to Assignment submission process and Marking are available at: http://www.unisa.edu.au/tss/ac_resources/assessment.asp

Exams

It is very important that the exam instructions on the front page of your exam paper reflect any information that has been provided in the Course Information and Study Guide. This is to ensure that the relevant partner staff can book adequate venues for the required length of time, and allows for preparation by invigilators of any special considerations e.g. open or closed book exam, whether students are allowed to use English Language or Translation dictionaries, non-programmable calculators etc.

The hard copy of the exam is also required at a specific time in the semester. You will be sent an Exam Cover Sheet template. The cover sheet is a repeat of information that has already been supplied to partner administrators. It is important that the marking allocation points are checked and are accurate and that it reflects any information provided in the Course Information and Study Guide Booklet. This exam is printed offshore, and is sent in a secure posting to the relevant partner staff.

Students in the program will at times request a copy of past exam question papers. Many academics provide these in an Appendix in their CISG or in the Course Home Area of the program website. Good practice indicates that students need strong guidelines regarding exam expectations and the provision of past exams ensures that we meet this. Many academic staff also allocate a considerable part of the second visit reviewing past papers to further prepare students.

Exam Marking

Marking of exams is to be turned around within 7 days of receipt of the papers by the lecturer. Please advise the School Tracking Officer if exceptional circumstances will cause delays in the marking process. If you are working across more than one offshore program, please liaise with the School Tracking Officer if you require marking to be sent to another location, to facilitate the contracted marking turn around timeline.

You will be provided with information manuals to assist the entering of final grades into the Medici student record system. Please contact your School Executive Officer if you require manuals or need support to achieve this. Please note: **the Course Coordinator must arrange the approval of final grades in Medici** – we request this is done immediately after you enter the grades into the system

Evaluation

On completion of each course, students will be asked to completed a Course Evaluation form. This evaluation covers the course, the tutor and the lecturer. Lecturers will be advised of the results of the evaluations in due course. The HOS of the respective lecturer will also be sent a copy of the evaluation

Travel

All international travel undertaken by staff members of the Division of Business is to be booked through the division's Transnational Support Services unit. Transnational Support Services has a wonderful, informative website containing any information on offshore travel you may have.

<http://www.unisa.edu.au/tss/Travel/travelinfo.asp>

The travel website covers the following topics:

- General Information on travel
- Contacts
- University travel
- University policy
- Travel insurance
- Checklist for travellers
- Travel allowance
- Travel FAQs
- Forms to download
- Travel feedback
- Hotels
- Locations
- Hotel Feedback

Further Useful Information

A Quick Guide for Staff Travelling to Teach Offshore has been compiled by the University to generally support academic staff going to offshore locations to teach. The contents include

- *UniSA's transnational teaching program*
- *Organising travel*
- *Travel allowances and expenses*
- *Accommodation, health and security*
- *Administration and support*
- *Useful contacts*

Further information is available from the TSS travel webpage:

<http://www.unisa.edu.au/tss/Travel/travelinfo.asp>

Communication with Students

It is a requirement that part of the distance learning teaching within this Program is the communication with students, mostly via email. It is up to the individual lecturers what modes of communication, apart from an email address, are provided in the study materials i.e. phone, mobile and fax numbers can be listed as well. It is expected that students will receive a response from the lecturer within 3 working days, to support the learning environment. Responding to student queries is the responsibility of the lecturer in each course, not the tutor.

It is not advised to use the standard UniSA student email for individuals and/or by course distribution list. Reasons for this include that the majority of our program students do not use their UniSA email, but use their private email. Due to this, their UniSA email frequently becomes overloaded with generic material and your message may bounce back to you.

Lecturers are also encouraged to communicate with students via the Discussion Boards on the Course Home page on the website.

Program Website

Undergraduate Business programs offered through Taylor's have a comprehensive website to support communication between Lecturers, administrators (in Malaysia and in Adelaide) and the students. It is not recommended that students be directed to the UniSAnet course home pages or the Teaching and Learning site as services available for offshore students do, in some cases, differ from those offered to the onshore student population. To avoid student confusion it is recommended that all services for students be made available through links in the Taylor's website.

Use of the website requires only basic IT literacy skills and technical assistance is available from the Transnational: Web and Online team by request.

In this manual you will find general information relating to the online services we can provide and an outline of lecturer responsibilities. For information specifically relating to using the website please refer to the Online User Manual for Lecturers.

Orientation sessions are available by arrangement with the Coordinator: Web and Online. An orientation session will cover means of access to and functions of the site and supporting materials will be provided.

Transnational Web and Online – Staff

Administrative staff dedicated to Transnational Web and Online are:

Renee Kavanagh	Coordinator: Web and online	X 20708
James Dayman	Administrator: Web and online	X 20006

Email address: TSSMaterials@unisa.edu.au

Structure of the website

The website <http://www.unisanet.unisa.edu.au/UBPM/> is structured on two levels;

Program Level contains information relating to all students.

Course Level contains information relating to students undertaking a specific course in a specific semester.

Program Level

It is recommended that you familiarise yourself with the information available to students at program level although it is unlikely you will ever need to post information to this level as it is primarily administrative. It is preferable for students to be directed to program level where possible to avoid replicating information or providing conflicting information at course level.

Information available for students at program level includes:

- Academic and Administrative Policies and Procedures such as Academic Misconduct – Plagiarism are included in the Student Handbook
- Links to the Teaching and Learning Unit learning guides and workshops, such as; how to avoid plagiarism, how to write an essay, how to reference, how to manage your time
- Links to recommended Online Library Databases for Div BUE students
- Staff Profiles

Course Level

Each time your course is offered a course area is created that is specific to the semester in which it is offered. Materials are not held over from semester to semester unless there is a prior arrangement with Coordinator: Web and Online. The standard course area includes the following features:

- Course home notices, a noticeboard where you and administrative staff can post messages to students.
- Resources, a noticeboard where you can post teaching and learning materials for students.
- Forum, an asynchronous interactive discussion board between lecturer and students
- Frequently Asked Questions, a noticeboard where you can share responses to frequently asked questions.
- Course Information Book, your course information book is reformatted to PDF and published here.
- Study Guide, your study guide is reformatted to html and published here.

For specific “how to” information please refer to the “User manual for Lecturers”.

Approximately one week prior to the commencement of the semester the Coordinator: Travel, Web and Online will inform you by email that your course area is open and ready for you to commence posting messages and materials. Administrative support is not available for posting materials however technical support is available if you have difficulty.

You can also contact the LTU Online Adviser for assistance in uploading materials to your course website. <http://www.unisa.edu.au/ltu/contact/teams/academic.asp>

If you have special requirements that are not catered for in the standard course area structure, please contact the Coordinator: Travel, Web and Online at least 4 weeks prior to the commencement of your semester.

Lecturer responsibilities at course level

Lecturers are required to:

1. Study guides/Course Information Booklets
Supply administration staff with electronic copy of study guide materials for use on the website. Where there are only minor edits required within existing materials, lecturers should outline specific changes to the Administrator: Web and Online for website editing.
2. Course Home Notices
Lecturers are required to post a welcome message on to the web site, course home notices page prior to the commencement of the term.
3. Staff Profiles
UniSA staff Lecturers
UniSA staff Lecturers should ensure that their UniSAnet staff home page has a current photograph and at least a short biography. The photograph needs to be supplied to UniSAnet Help for uploading and individual lecturers should upload their biography by selecting the change option at the bottom of their staff page. Administrative assistance is available for this process if required.

Consultant lecturers
Consultant lecturers (not on full time UniSA staff) should arrange with the Coordinator: Travel, Web and Online to have a staff profile page created and supply a current photograph, short biography and contact details for students.

Advise the Coordinator: Web and Online that you will require a UniSA network username and password at least 4 weeks prior to the commencement of term. Forms are available from the Coordinator: Web and Online.

4. Forum
Lecturers are required to check the forum in their course area on a regular basis e.g. 3 times per week.

Lecturers are encouraged to:

1. Course Home Notices
Lecturers are encouraged to post additional messages of encouragement or for information throughout the term.

If Lecturers are unavailable by email for a period of time during the term they should post an information message to course home notices. If this period is extended, Lecturers should make an arrangement with another Lecturer to cover course enquiries for them in addition to notifying the Coordinator: Web and Online & Partner Relationship Coordinator

2. Provide students with additional resource materials such as: lecture handouts/PowerPoint slides, tips for the assignment, tips for the exam, assignment solutions, links to related websites etc.

Ultimately we are hopeful that students will print resources required for their lectures from the website as an alternative to therefore they should be available early enough for students to access and print them prior to seminars.

3. Frequently Asked Questions
To assist with responding to student's enquiries Lecturers are encouraged to post FAQ's to the course area when they receive multiple inquiries relating to the same subject. Lecturers should then post a message to announcements directing students to check the FAQ's prior to contacting them.

Other Services

We can assist you to utilise other online services such as:

- Constructing a Quiz in UniSA net
- Creating an asynchronous discussion
- Audio/Video Streaming
- Saving word files as .pdf
- CD burning
- Powerpoint slides with Audio narration
- AssignIT – electronic submission of assignments
- Setting up chat sessions

If you are interested in any of these services please contact Coordinator: Web and Online for further information.

Tips for Academics

- Don't post powerpoint slides with solid dark backgrounds. The students complain that it uses too much ink to print them
- Utilise FAQ's to reduce the volume of emails you receive.
- Note that you can only include one attachment per message and there is no spell check or editing facility. Check your message carefully for errors prior to posting

- Before posting your resource, ask “Do I want this information available to students in future semesters?” if so contact the Coordinator: Web and Online to add the information permanently to the site.
- Keep your course area alive by posting regularly, this will encourage students to visit the course area often and receive information in a timely manner.

Graduation

Adelaide

Liaison is undertaken with the Graduations Office to ensure that Academic Transcripts and Parchments are accurate for offshore students, and that any student who chooses to attend a ceremony in Adelaide is given information and advice. Further to this, they are invited to an offshore specific graduation luncheon or dinner, where they meet some of the lecturing staff involved in the attaining of their degree. A sight seeing day is also organised, and a tour of the City West Campus.

Presentation of Awards Ceremony

Once a student has graduated from an offshore program, they are able to attend a 'Presentation of Awards Ceremony' in Kuala Lumpur, Singapore or Hong Kong. This ceremony is run by the Graduations office and is normally held at one of the countries leading hotels. Students hire gowns and are presented with dummy parchments (having received their original prior to this day). This is an excellent opportunity for students to celebrate their success with friends and family.