



# **MUST READ**

Essential Information For  
Students Enrolled in  
Business School Courses

**Semester 2 2009**

# Essential Exam and Other Study Information

It is important that you read the following information

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## WITHDRAWAL DATES

	Semester 1	Semester 2
Course enrolment removed from academic record (no fee or HECS obligations)	March 31	August 31
Course remains on academic record as WNF (fee / HECS obligations remain)	May 9	September 19
Course remains on academic record as WF (fee / HECS obligations remain)	June 6	October 31

## EXAMINATIONS

It is each student's responsibility to read the examination timetable. Misreading the timetable is not accepted as grounds for granting a supplementary exam.

University staff are not permitted to provide examination times to students over the telephone or in response to personal enquiries.

Examinations will be held only at the time and locations stated in the University's Examination Timetable, so they **may not be taken in another country**. Students should not make any arrangements to be absent until **after the supplementary examination period**.

## RETURN OF EXAMINATION SCRIPTS

The policy of the Business School is not to return exam scripts to students but to make them available for students to read under the supervision of the Lecturer-in-Charge at a time and place to be arranged by the student and the Lecturer-in-Charge. Exam scripts are retained for one year.

## COURSE RESULTS AND GRADES

Course results will be available within approximately 10 working days after the final examination. University staff are not permitted to provide results to students over the telephone or by email. When results are approved and finalised they are available through Access Adelaide: [www.adelaide.edu.au/access/](http://www.adelaide.edu.au/access/)


For a description of grades, refer to: [www.adelaide.edu.au/policies/701/](http://www.adelaide.edu.au/policies/701/)

## SUPPLEMENTARY EXAMINATIONS

Any student sitting a supplementary exam for their final courses to graduate will normally **not be permitted** to attend the current graduation ceremony.

### ❖ Medical and Compassionate Grounds

- Anyone who cannot submit a major assignment/sit an examination due to illness, or because of exceptional personal circumstances, must submit the appropriate University of Adelaide form.
- Students must apply within seven days of the occurrence of their problem and/or within five working days of the primary exam. Students intending to apply for a medical supp exam should



visit their medical practitioner, with the approved University form, **no later than the day of the occurrence of the problem.**

- Except in special circumstances and then only with the approval of the Head, medical and compassionate supplementary results will incorporate all of the in-course assessment marks previously awarded.
- Normal doctors' certificates alone will **not be** accepted.
- The official University form must accompany all applications. The form can be downloaded from: [www.adelaide.edu.au/student/exams/pdfs/supp\\_applic.pdf](http://www.adelaide.edu.au/student/exams/pdfs/supp_applic.pdf) and must be filled out and signed by a doctor whose contact details are clear.
- Further information is available at: [www.adelaide.edu.au/student/exams/](http://www.adelaide.edu.au/student/exams/)

### ❖ Academic Grounds

- Students achieving a mark of 45 to 49 will automatically be granted a supplementary examination on academic grounds. The student's final result will be based 100% on the academic supp exam and cannot be higher than '50 Pass'.
- If a student fails a course in his/her final semester, and if this course is the last course required to complete the degree, the student may apply for a "Last Course for Degree" supplementary exam. If the course is not the last course required for the degree, the supplementary examination may be granted at the discretion of the Head of School.
- A student cannot be granted more than one "final semester" supplementary examination. The student's final result will be based 100% on this exam and cannot be higher than '50 Pass'. Students seeking a "final semester" supp exam should apply to the School Office as soon as possible.

**Please note:** A result of 45-49 will be displayed as a Conceded Pass with an Academic Supplementary Exam offer. Students receiving a CP for a Finance, Commerce or Economics course **must attend, and pass, the supplementary exam** for that course in order to count the course towards a B.Finance, B.Commerce, B.Economics, or B.Business Information Technology.

Where students are granted a medical/compassionate sup in a course offered by the Business School and subsequently qualify for an academic supplementary exam for the same course, the medical/compassionate grading scheme will apply for the final grade unless the student wishes the academic grading scheme to apply. **Students who wish to have the academic grading scheme applied, must contact the Professions Student Hub before sitting the supplementary exam.**

## ASSIGNMENTS

All assignments should be lodged in the appropriate drop box in the Professions Student Hub. All assignments must have a signed appropriate cover sheet. For group assignments, each member of the group must sign the cover sheet. The signed cover sheet indicate that students are familiar with the plagiarism and cheating policies.

## ACADEMIC INTEGRITY

### PLAGIARISM AND CHEATING

Plagiarism and cheating are serious acts of academic misconduct. The School adheres strictly to the University's policies on examination and assessment. The University's Policies on Assessment, including plagiarism and cheating, can be found at:

[www.adelaide.edu.au/policies/230/](http://www.adelaide.edu.au/policies/230/)



[www.adelaide.edu.au/policies/1963/](http://www.adelaide.edu.au/policies/1963/)

[www.adelaide.edu.au/policies/465/](http://www.adelaide.edu.au/policies/465/)

Help on avoiding plagiarism can be found at: [www.adelaide.edu.au/clpd/plagiarism/students/](http://www.adelaide.edu.au/clpd/plagiarism/students/)

## BREACHES OF COPYRIGHT

If a text book is still in print and still in copyright, it is an infringement to scan or copy all of the book. Infringement is a serious offence. If you have any doubt about how you may use books or other copyright material, please email [copyright@adelaide.edu.au](mailto:copyright@adelaide.edu.au) for help.

## RESOURCES AND SUPPORT SERVICES

### COMMUNICATION SKILLS

The Business School has an integrated approach to the development of communication skills. As such, courses are designed not only to develop students' understanding of a body of conceptual, theoretical, and technical knowledge, but also to build students' communication skills. An important resource for students in this regard is the Communication Skills Guide. This guide provides students with valuable practical information about the communication skills that are required of them in their studies. For example, information is provided about how to: write essays and management reports; make engaging oral presentations; and correctly cite and reference sources. Every student is expected to use the Guide as a reference for all courses.

The School's communications policy and an electronic copy of the Communication Skills Guide are available at: [www.business.adelaide.au/current/ug/commskills/](http://www.business.adelaide.au/current/ug/commskills/)

Hard copies of the Guide are available from the Business School Undergraduate Office, Ground Floor, 10 Pulteney Street.

### LIBRARY SKILLS

This is an on-line resource designed to provide students with the skills needed to access books, journals, databases and Internet sources for the purpose of researching course assignments. While Management II students are required to complete the Library Skills Tutorial as part of their coursework, it is strongly recommended that all students do this exercise. It will take approximately three to four hours and is ideally completed over a number of sessions.

The tutorial and additional library resources are available at: [www.adelaide.edu.au/library/guide/eco/com/](http://www.adelaide.edu.au/library/guide/eco/com/)


### CAREER DEVELOPMENT

The Business School is dedicated to the career development of its students. There are several careers resources and support services at the University where students can find, for example, job opportunities, details of careers events, and information on resume writing and interview preparation. In the School, the Careers Noticeboard is located on the ground floor of 10 Pulteney Street (to the east of the lifts), and can also be found at [www.commerce.adelaide.edu.au/employers/noticeboard/](http://www.commerce.adelaide.edu.au/employers/noticeboard/). The University's Careers Service is located on level 6 in the Hughes Building, [www.adelaide.edu.au/student/careers/](http://www.adelaide.edu.au/student/careers/). The Student Union Employment Service link is [www.union.adelaide.edu.au/student/services/employment.html](http://www.union.adelaide.edu.au/student/services/employment.html).

Students can also benefit from joining professional bodies and student associations. All Business School students are automatically members of the Adelaide Business Students' Society. Professional bodies and student associations provide a forum for students to meet and network with practitioners in the field and other like-minded students.

### OTHER

The University offers a range of support services to assist students develop the skills and networks required for success at university and beyond. Support is available for academic issues (i.e. examination preparation,



plagiarism and academic writing), financial concerns (i.e. emergency loans, government assistance), personal issues (i.e. stress, motivation, and depression) and more. The support can be delivered via online guides, bridging courses, workshops, telephone and face-to-face interviews.

To find out further details about the Centre of Learning and Professional Development, Maths Drop in Centre, Careers Service, Counselling Centre, Clubs and Associations, Welfare Officers and other great services visit: [www.adelaide.edu.au/student/current/](http://www.adelaide.edu.au/student/current/)

## USE OF COMPUTERS

The computers in the student labs in Security House and on the first floor of the Napier Building are available to students for work related to their studies. The printing facilities provided in these labs must be used sparingly. Students are allocated a free printing quota and will have to pay a fee for printing beyond this quota. Note that the free printing quota cannot be used in the Barr Smith Library (printing in the Library requires a copy card). More information on computing facilities for students can be found at:

[http://www.adelaide.edu.au/its/student\\_support/](http://www.adelaide.edu.au/its/student_support/)

## POLICY ON LEARNING AND DISABILITY

If you have a disability you believe will affect your study, you should discuss this with the coordinator as soon as possible after enrolment. It may be necessary for you to undertake a Learning and Assessment Agreement. It is the student's responsibility to inform both tutors and coordinators if appropriate arrangements have to be made.

For general information on Learning and Disability matters contact the Disability Liaison Officer (Ph 83035962) and/or the Learning and Disability Access information site: [www.adelaide.edu.au/services/disability](http://www.adelaide.edu.au/services/disability)

## OCCUPATIONAL HEALTH AND SAFETY ARRANGEMENTS

The School is committed to upholding the University's Policy on Occupational Health and Safety (OH&S). Also, all staff and students have a legal responsibility to act in the interests of themselves and others with respect to OH&S. To assist us, and to comply with your responsibilities, you are asked to become informed about emergency evacuation procedures and evacuation areas for the classes you attend.

### EVACUATION PROCEDURES

Staff and students must leave the building via the fire stairs once the notice to evacuate has been raised. The lifts should not be used. Those experiencing difficulties leaving need to notify the Floor Warden. Staff and students may return only after the Warden has granted permission to do so.

#### ❖ Medical Emergencies & First Aid

In case of fire, accident, or severe illness, please call Security on 8303 5990

In life threatening situations (only) ring 83035444.

For First Aid, contact the School Office.

#### ❖ Accident and Incident Reporting

OH&S legislation demands that all accidents and near-miss incidents be reported to the School Manager or Head of School. In the event of an accident or near miss, students are advised to contact the School Office, so that the correct procedure for the reporting of such events can be followed.