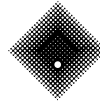


**VICTORIA
UNIVERSITY**

MELBOURNE AUSTRALIA

**FACULTY OF
BUSINESS AND LAW
AABC/LIAONING
UNIVERSITY
ORIENTATION
BOOKLET 2011**

**SCHOOLS OF ACCOUNTING AND FINANCE, INTERNATIONAL
BUSINESS, AND MANAGEMENT AND INFORMATION SYSTEMS**



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FACULTY OF BUSINESS AND LAW AABC/LIAONING UNIVERSITY ORIENTATION BOOKLET 2011

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BUSINESS, AND MANAGEMENT AND INFORMATION SYSTEMS**

ABOUT THIS BOOKLET

This book has been designed to provide you with a guide to studying an undergraduate degree with Victoria University and AACB/Liaoning University. It contains important information on the Faculty of Business and Law, the Schools of Accounting and Finance, International Business, and Management and Information Systems as well as providing information on making the most of your studies with Victoria University. Students should read this book carefully and if there are any further questions they should consult with their lecturer or administration staff.

Students should also consult the Faculty of Business and Law handbook available from the VU website.

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WELCOME



The Executive Dean Professor David Lamond and the staff of the Faculty of Business and Law would like to welcome you to the University and wish you all the best for your degree studies.

PROFESSOR DAVID LAMOND
EXECUTIVE DEAN, FACULTY OF BUSINESS AND LAW

Located in Melbourne, Victoria University (VU) is one of Australia's newest and most progressive universities. VU was founded in 1990 as the fifth university to be established in the state of Victoria. Today more than 50,000 students and 3,000 staff make up one of the greatest international mixes of any Australian university.

VU's Faculty of Business and Law is one of Australia's larger business and law faculties offering students a choice from over 140 programmes across four teaching schools. At the Faculty we are proud of our strengths in Accounting, Economics and Finance, Management and Information Systems, and Hospitality, Tourism and Marketing.

The Faculty seeks to contribute to the University's mission of transforming lives of individuals, enterprises and communities, in Western Melbourne and beyond, by:

- Undertaking research and consultancy that inform teaching and practice;
- Developing responsible, market ready professionals with a global outlook; and
- Engaging effectively with our local and international communities.

As part of the mission, the Faculty has introduced Professional Development units into the 2011 Course Structures. These Professional Development units aim to groom students into market ready professionals by developing their business knowledge, personal attributes and professional skills.

In order to better position itself to deliver on its mission, the Faculty has recently concluded a re-consideration of its organisational structure, with the following schools coming into effect from 1 January 2011:

- Accounting and Finance;
- International Business;
- Management and Information Systems; and
- Victoria Law School.

Please take advantage of our collective expertise with our Liaoning colleagues to grow your career and your lifelong opportunities.

WELCOME



PROFESSOR ZHOU JIE
DEAN OF ASIA AUSTRALIA BUSINESS COLLEGE, LIAONING UNIVERSITY

Liaoning University is located in the City of Shenyang, Liaoning Province of People's Republic of China. It was established in 1958. Liaoning University is listed in the nation's "Project 211" and affirmed by the Chinese Ministry of Education. Liaoning University has 18 colleges, 5 college-level faculties. It offers 62 undergraduate disciplines, 110 master disciplines and has the authority to grant doctorates of philosophy as well as 3 areas for post-doctoral studies to its credit. Liaoning University has 2 national key disciplines, 11 province-level key disciplines and a research center on the system of comparative economy designated by the Ministry of Education. It has more than 18,700 students and 1,116 staff members.

Asia-Australia Business College (AABC) was founded in 1999 to be jointly run by Liaoning University and Victoria University. AABC currently offers 3 undergraduate disciplines, which are International Trade, International Accounting and Finance. The curriculum, teaching plans and textbooks are delivered by Victoria University, meanwhile the teachings shared by Liaoning University and Victoria University. AABC follows a 2+2 model whereby students entering either of the degree programmes have articulated, with subject exemptions, from the Diploma offered by Victoria University's TAFE sector. The remaining two years of study to complete the degree will be taught in either Liaoning University or Victoria University.

Asia-Australia Business College (AABC) was accredited as 'AAA' educational joint program by Liaoning Provincial Education Bureau in November 2000. In 2002, AABC was granted as "Advanced Educational Joint Program" by Liaoning Provincial Education Bureau. In 2004, AABC was granted by the Ministry of Education as the "Key Experiment Base on The Research of Sino-Foreign Educational Joint Project".

To date AABC has enrolled 4000 students, many of whom have been in Victoria University to complete their degree study.

FACULTY OF BUSINESS AND LAW

The Faculty of Business and Law at Victoria University is one of the largest and most internationally active business schools in Australia. It seeks to provide students with a level of business and law education that prepares students to work in an Australian and an international context.

The Faculty of Business and Law includes the following teaching Schools:

- Accounting and Finance
- International Business
- Management and Information Systems
- Victoria Law School

SCHOOL OF ACCOUNTING AND FINANCE

The School of Accounting offers courses at both the undergraduate and postgraduate level in Australia and South-East Asia. These courses are aimed at producing graduates with a set of contemporary skills to perform a wide range of accounting and finance activities as well as developing a sound business education. The campuses include Melbourne, Kuala Lumpur, and Shenyang.

Professional Recognition

All courses offered by the School, both in Australia and at our overseas campuses, are recognised by the appropriate professional bodies. This includes the Certified Practising Accountants, Australia (CPA), the Institute of Chartered Accountants in Australia (ICAA) and FINSIA – Financial Services Institute of Australasia.

Graduate Employment

Accounting graduates are employed in professional accounting practices, private industry or the government at the local, state and federal level.

Courses

The courses offered by the School of Accounting and Finance in Shenyang are:

- Accounting
- Banking and Finance

SCHOOL OF INTERNATIONAL BUSINESS

The School of International Business covers the disciplines of economics, econometrics, and qualitative studies. Specialist undergraduate subjects and degrees are also offered in areas such as International Trade, Tourism, Marketing, Retail Commerce, and, the Music Industry. The ongoing expansion in the financial sector has led to a rise in demand for employment-ready graduates with knowledge of applied marketing and management skills.

Graduate Employment

Graduates from the School of International Business often work in such areas as business analysis, policy planning and economic development.

Courses

The course offered by the School of International Business in Shenyang are:

- International Trade

SCHOOL OF MANAGEMENT AND INFORMATION SYSTEMS

The School of Management and Information Systems covers the disciplines of logistics, information systems and human resource management studies. Specialist undergraduate subjects and degrees are also offered in areas such as Global Logistics and Transport, Computer Systems Management, Small Business and Entrepreneurship and Human Resource Management.

Graduate Employment

Graduates from the School of Management and Information Systems often work in such areas as logistics management, information systems and small business entrepreneurship.

Courses

The course offered by the School of Management and Information Systems in Shenyang are:

- Global Logistics and Transport

COURSE STRUCTURE

PRE 2011 JULY INTAKE

Each Bachelor of Business degree offered in Liaoning University comprises twenty four (24) units made up of the following components. They are:

- 8 Core Units [completed by all business students].
- 8 Specialist and Support Subjects [the major focus of your particular degree].
- 8 Electives [you choose subjects to complement your major study].

All courses are offered over three (3) years of full-time study or the equivalent of part-time study. Students who have completed studies at another institution or with the TAFE sector may be eligible for subject exemptions and this will decrease the number of subjects (and time) required to complete the degree.

POST 2011 JULY INTAKE

From July 2011 onwards, students will follow the Bachelor of Business degree course structure below. The twenty four (24) units made up of the following components:

- 7 Core Units [completed by all business students].
- 7 Specialist and Support Subjects [the major focus of your particular degree].
- 7 Electives [you choose subjects to complement your major study].
- 3 Professional Development Units of study.

All courses are offered over three (3) years of full-time study or the equivalent of part-time study. Similarly, students who have completed studies at another institution or with the TAFE sector may be eligible for subject exemptions and this will decrease the number of subjects (and time) required to complete the degree.

Enrolling

A course outline has been provided for you in this book. The course outline indicates the subject pre-requisites and the best time in the course to attempt each subject. **We strongly recommend that you follow the course outline provided and plan your subjects and electives according to this guide.**

ELECTIVE SUBJECTS

Victoria University endeavours to offer students a well rounded educational experience. For this reason the elective subjects offered at the Shenyang campus will include subjects from the Schools of Accounting, and Finance, International Business and Management and Information Systems.

COURSE STRUCTURE (PRE 2011 JULY INTAKE):

BBAA BACHELOR OF BUSINESS (ACCOUNTING)				
Please tick subjects completed and indicate the subjects to be undertaken in each semester.		✓	SUBJECT CODES	PRE-REQ
	SEMESTER 1			
Core	Accounting for Decision Making		BA01101	(NIL)
Core	Micro-economic Principles		BE01103	(NIL)
Core	Business Law		BLO1105	(NIL)
Core	Management & Organisation Behaviour		BM01102	(NIL)
	SEMESTER 2			
Specialisation	Accounting Information Systems		BA01107	BA01101
Core	Information Systems for Business		BC01102	(NIL)
Core	Macro-economic Principles		BE01104	BE01103
Core	Business Statistics		BE01106	(NIL)
	SEMESTER 3			
Specialisation	Financial Accounting		BA02202	BA01107
Specialisation	Management Accounting		BA02204	BA01101
Elective	Corporate Law		BLO2205	BLO1105
Elective	Unit of Choice			
	SEMESTER 4			
Specialisation	Corporate Accounting		BA02203	BA02202
Core	Introduction to Marketing		BH01171	(NIL)
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 5			
Specialisation	Advanced Financial Accounting		BA03309	BA02203
Support	Auditing		BA03306	BA02203
Support	Corporate Finance		BA03307	BA01101
Elective	Unit of Choice			
	SEMESTER 6			
Specialisation	Advanced Management Accounting		BA03312	BA02204
Elective	Unit of Choice			
Elective	Unit of Choice			
Elective	Unit of Choice			

COURSE STRUCTURE (POST 2011 JULY INTAKE):

BBAA BACHELOR OF BUSINESS (ACCOUNTING)				
Please tick subjects completed and indicate the subjects to be undertaken in each semester		✓	SUBJECT CODE	PREREQUISITES
	SEMESTER 1			
Prof Development	Professional Development 1 Critical Thinking & Problem Solving		BFP1101	(NIL)
Core	Accounting for Decision Making		BA01101	(NIL)
Core	Management & Organisational Behaviour		BMO1102	(NIL)
Core	Business Law		BLO1105	(NIL)
	SEMESTER 2			
Specialisation	Accounting Information Systems		BA01107	BA01101
Core	Information Systems For Business		BC01102	(NIL)
Core	Economic Principles		BE01105	(NIL)
Core	Business Statistics		BE01106	(NIL)
	SEMESTER 3			
Prof Development	Professional Development 2		BFP2001	BFP1001
Specialisation	Financial Accounting		BA02202	BA01107
Specialisation	Management Accounting		BA02204	BA01101
Specialisation	Corporate Law		BLO2205	BLO1105
	SEMESTER 4			
Specialisation	Corporate Accounting		BA02203	BA02202
Core	Introduction to Marketing		BH01171	(NIL)
Elective (Recommended)	Taxation Law & Practice		BLO2206	BLO1105
Elective	Unit of Choice			
	SEMESTER 5			
Prof Development	Professional Development 3		BFP3001	BFP2001
Specialisation	Corporate Finance		BA03307	BA01101
Elective (Recommended)	Auditing		BA03306	BA02203
Elective	Unit of Choice			
	SEMESTER 6			
Elective (Recommended)	Advanced Management Accounting		BA03312	BA02204
Specialisation	Advanced Financial Accounting		BA03309	BA02203
Elective	Unit of Choice			
Elective	Unit of Choice			

COURSE STRUCTURE (PRE 2011 JULY INTAKE):

BBAB BACHELOR OF BUSINESS (BANKING AND FINANCE)				
Please tick subjects completed and indicate the subjects to be undertaken in each semester.		✓	SUBJECT CODES	PRE-REQ
	SEMESTER 1			
Core	Accounting for Decision Making		BA01101	(NIL)
Core	Micro-economic Principles		BE01103	(NIL)
Core	Business Law		BLO1105	(NIL)
Core	Business Statistics		BE01106	(NIL)
	SEMESTER 2			
Support	Accounting Information Systems		BA01107	BA01101
Core	Macro-economic Principles		BE01104	BE01103
Core	Information Systems for Business		BC01102	(NIL)
Core	Management & Organisation Behaviour		BM01102	(NIL)
	SEMESTER 3			
Core	Introduction to Marketing		BH01171	(NIL)
Specialisation	Financial Institutions & Monetary Theory		BE03446	BE01103 BE01104
Elective	Corporate Law		BLO2205	BLO1105
Elective	Unit of Choice			
	SEMESTER 4			
Specialisation	Commercial Banking and Finance		BE03447	BE03446
Specialisation	Law of Financial Institutions & Securities		BLO3405	BLO2205
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 5			
Support	Corporate Finance		BA03307	BA01101
Specialisation	International Banking and Finance		BA03402	BA01101
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 6			
Specialisation	Investment and Portfolio Management		BA03403	BA01101
Specialisation	Credit and Lending Decisions		BA03404	BLO3405 BE03447
Elective	Unit of Choice			
Elective	Unit of Choice			

COURSE STRUCTURE (POST 2011 JULY INTAKE):

BBAB BACHELOR OF BUSINESS (BANKING AND FINANCE)				
Please tick subjects completed and indicate the subjects to be undertaken in each semester		✓	SUBJECT CODE	PREREQUISITES
	SEMESTER 1			
Core	Accounting for Decision Making		BA01101	(NIL)
Core	Business Law		BLO1105	(NIL)
Core	Business Statistics		BE01106	(NIL)
Prof. Development	Professional Development 1 – Critical Thinking and Problem Solving		BFP1100	(NIL)
	SEMESTER 2			
Core	Economic Principles		BE01105	(NIL)
Core	Information Systems for Business		BC01102	(NIL)
Core	Management & Organisation Behaviour		BMO1102	(NIL)
Specialisation	Accounting Information Systems		BA01107	BA01101
	SEMESTER 3			
Core	Introduction to Marketing		BH01171	(NIL)
Specialisation	Financial Institutions & Monetary Theory		BE03446	BE01105
Elective	Corporate Law		BLO2205	BLO1105
Prof. Development	Professional Development 2		BFP2001	BFP1100
	SEMESTER 4			
Specialisation	Commercial Banking & Finance		BE03447	BE03446
Specialisation	Law of Financial Institutions and Securities		BLO3405	(NIL)
Elective	Personal Financial Planning		BA02441	(NIL)
Elective	Unit of Choice			
	SEMESTER 5			
Prof. Development	Professional Development 3		BFP3001	BFP2001
Specialisation	International Banking & Finance		BA03402	BA01101
Elective	Corporate Finance		BA03307	BA01101
Elective	Unit of Choice			
	SEMESTER 6			
Specialisation	Investment & Portfolio Management		BA03403	BA01101
Specialisation	Credit and Lending Decisions		BA03404	BLO3405 & BE03447
Elective	Unit of Choice			
Elective	Unit of Choice			

COURSE STRUCTURE (PRE 2011 JULY INTAKE):

BBAN BACHELOR OF BUSINESS (INTERNATIONAL TRADE)		✓	SUBJECT CODES	PREREQUISITES
Please tick subjects completed				
	SEMESTER 1			
Specialisation	International Business Context		BE01252	(NIL)
Core	Micro-economic Principles		BE01103	(NIL)
Core	Business Law		BL01105	(NIL)
Core	Information Systems for Business		BC01102	(NIL)
	SEMESTER 2			
Core	Accounting for Decision Making		BA01101	(NIL)
Core	Macro-economic Principles		BE01104	BE01103
Core	Business Statistics		BE01106	(NIL)
Core	Management & Organisation Behaviour		BMO1102	(NIL)
	SEMESTER 3			
Specialisation	International Economics & Finance		BE03378	BE01104
Core	Introduction to Marketing		BH01171	(NIL)
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 4			
Specialisation	International Trade Practices		BE03517	BE01104
Specialisation	International Marketing		BH03373	BH01171
Support	Statistics for Business & Marketing		BE02254	BE01106
Elective	Unit of Choice			
	SEMESTER 5			
Specialisation	Strategic International Trade Operations		BE03432	BE01106
Elective	Unit of Choice			
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 6			
Specialisation	International Economic Analysis		BE03430	BE03368
Support	Applied Economic Research Project		BE03500	BE02254
Elective	Unit of Choice			
Elective	Unit of Choice			

COURSE STRUCTURE (POST 2011 JULY INTAKE):

BBAN BACHELOR OF BUSINESS (INTERNATIONAL TRADE)				
Please tick subjects completed and indicate the subjects to be undertaken in each semester		✓	SUBJECT CODE	PREREQUISITES
	SEMESTER 1			
Prof Development	Professional Development 1 Critical Thinking & Problem Solving		BFP1101	(NIL)
Core	Accounting for Decision Making		BA01101	(NIL)
Core	Economic Principles		BE01105	(NIL)
Specialisation	International Business Context		BE01252	(NIL)
	SEMESTER 2			
Core	Information Systems For Business		BC01102	(NIL)
Core	Business Statistics		BE01106	(NIL)
Core	Business Law		BLO1105	(NIL)
Core	Management & Organisational Behaviour		BMO1102	(NIL)
	SEMESTER 3			
Prof Development	Professional Development 2		BFP2001	BFP1001
Core	Introduction to Marketing		BH01171	(NIL)
Specialisation	International Economics and Finance		BE03378	BE01105
Elective	Unit of Choice			
	SEMESTER 4			
Specialisation	Statistics for Business and Marketing		BE02254	BE01106
Specialisation	International Trade Practices		BE03517	(NIL)
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 5			
Prof Development	Professional Development 3		BFP3001	BFP2001
Specialisation	International Economic Analysis		BE03430	BE03378
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 6			
Specialisation	Strategic International Trade Operations		BE03432	BE01106
Specialisation	International Marketing		BH03373	BH01171
Elective	Unit of Choice			
Elective	Unit of Choice			

COURSE STRUCTURE (POST 2008):

BBGL BACHELOR OF BUSINESS (GLOBAL LOGISTICS AND TRANSPORT)				
Please tick subjects completed and indicate the subjects to be undertaken in each semester		✓	SUBJECT CODE	PREREQUISITES
	SEMESTER 1			
Prof Development	Professional Development 1 Critical Thinking & Problem Solving		BFP1101	(NIL)
Core	Accounting for Decision Making		BA01101	(NIL)
Core	Economic Principles		BE01105	(NIL)
Specialisation	Operations Management		BMO2181	(NIL)
	SEMESTER 2			
Core	Information Systems For Business		BC01102	(NIL)
Core	Business Statistics		BE01106	(NIL)
Core	Business Law		BLO1105	(NIL)
Core	Management & Organisational Behaviour		BMO1102	(NIL)
	SEMESTER 3			
Prof Development	Professional Development 2		BFP2001	BFP1001
Core	Introduction to Marketing		BH01171	(NIL)
Specialisation	Distribution Management and Operations		BE03201	BMO2181
Specialisation	Supply Principles		BE03202	BMO2181
	SEMESTER 4			
Specialisation	Supply and Value Networks		BE03203	BEO 3202
Elective	Unit of Choice			
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 5			
Prof Development	Professional Development 3		BFP3001	BFP2001
Specialisation	Global Logistics		BE04123	BMO2181
Elective	Unit of Choice			
Elective	Unit of Choice			
	SEMESTER 6			
Specialisation	Global Transport Economics		BE03418	BE01106
Specialisation	Logistics Analysis and Solutions		RCM3021	BE01106
Elective	Unit of Choice			
Elective	Unit of Choice			

STAFF

The staff in the Faculty of Business and Law are all enthusiastic, dedicated academics with a wide range of professional qualifications and experience to bring to the classroom. The staff at the Melbourne campus can be contacted via email.

EMAIL

The email address for each staff member at the Melbourne campus has the same format ie [first name][full stop][last name]@vu.edu.au

For example, the email address of the Melbourne course co-ordinator is: helen.yang@vu.edu.au

Subject Co-ordinators:

The Subject Co-ordinator is the staff member responsible for the administration of a subject. The duties of the subject co-ordinator include:

- providing subject materials and subject guide;
- designing the tutorial programme;
- determining the subject assessment; and
- finalising student results.

All of this information will be communicated to you in the subject guide, distributed at the start of the semester. It is your responsibility to make sure that you are familiar with and understand the contents of the subject guide for the subjects you are studying.

You should contact your subject co-ordinator when:

- you require additional explanation of the subject material;
- you wish an extension for an item of assessment;
- you miss several lectures/tutorials; and
- you wish feedback on an item of assessment.

Subject Results

Staff are not permitted to provide results for individual students before the official publication date. See guidebook for Victoria University students studying at an overseas site.

WHERE DO I GO FOR HELP WITH MY COURSE?

Always consult your Course Co-ordinator, Course Administrator or Student Supervisor for help and advice on your course structure, elective choices or anything that might interfere with your studies.

COURSE CO-ORDINATOR

Your Course Co-ordinator/Administrator at AABC is:

- Mr MIN Le (Lee)
Email: minle999@hotmail.com

The Course Co-ordinator in Melbourne is:

- Ms Helen Yang
Email: helen.yang@vu.edu.au

STUDENT SUPERVISORS

Student supervisors will provide you with help if you are experiencing difficulties in your personal life, especially if this is interfering with the progress of your studies. They also organise social functions and activities for students while they studying at AABC/Liaoning University.

Your student supervisors are:

Mr YANG Zhi Peng	T 6260 2070
Ms SONG Xiao Jun	T 6260 2050
Ms WANG Lin	T 6260 2050
Mr GUO Xiao Jun	T 6260 2070
Mr CHEN Lei	T 6260 2070

STUDENT SERVICES

Student Services provides important services regarding administrative and personal issues.

There are four (4) branches:

1. Student Administration Branch
2. Student Liaison Branch
3. Student Operations Branch
4. Student Support Branch

Locate Student Services on the Victoria University intranet.

WHAT DO I NEED TO KNOW TO FINISH MY COURSE?

A. ASSESSMENT

All enrolled students are eligible for assessment in each of the subjects in which they are enrolled. In most subjects offered by the University there will be more than one assessment task or component of assessment during a semester. The components of assessment for each subject will vary but may include attendance, examinations, test, exercises, practical tasks, essays, assignments, presentations or other work. The purpose of assessment is to:

- Provide feedback for students on their learning;
- Assess whether or not the students have achieved the learning outcomes set for th subject.

More precise details of assessment will be provided in the subject guide.

Subject Guide

The subject guide is provided by the subject co-ordinator at the beginning of each semester. It tells you everything you need to know to pass the subject.

MAKE SURE YOU HAVE A SUBJECT GUIDE FOR EVERY SUBJECT YOU ARE ENROLLED IN

Faculty Handbook

Students should read the Faculty requirements on Admission, Enrolment and Procedures and Regulations, in particular the sections on assessment and academic conduct, in the Faculty of Business and Law handbook. Information on all Faculty of Business and Law policy, course and subject offerings can be obtained from the Faculty internet site:

<http://www.vu.edu.au/higher-ed-and-tafe/business-and-law>

Grades used in subject assessment

The grades used to communicate the final mark for each subject are set out in the handbook. They are:

HD	High Distinction, 80 - 100%
D	Distinction, 70 - 79%
C	Credit, 60 - 69%
P	Pass, 50 - 59%
N	Fail Less than 49%

Conceded Pass

A student **may be offered** a grade of conceded pass. A conceded pass is considered a terminal pass and cannot satisfy a pre-requisite requirement. The marks for a conceded pass may not be adjusted and any calculation of grade point average will use the original mark. Conditions apply – Students should consult the University Policies website.

Supplementary assessment

Supplementary assessment is a form of second chance assessment for students who have failed an assessment task or subject. Conditions apply – Students should consult the University Policies website.

Special consideration

You may apply for Special Consideration at any time during the semester if illness, injury or other factors temporarily affect your performance. Appropriate documentary evidence must be submitted with your application. The evidence may include a statement from your medical practitioner or a police report.

As an additional courtesy you are advised to consult your subject and/or course coordinator of any study difficulties

Application of Special Consideration must be lodged no later than three (3) working days after a specific piece of assessment is due, and should be submitted to your local Course Co-ordinator.

Examination Timetable

The examination timetable for AABC/Liaoning University subjects is posted on the noticeboard outside the Faculty office two weeks before the examinations.

You will not be given special consideration if you misread the examination timetable and miss an examination, nor will you be entitled to another examination.

B. ACADEMIC PROGRESS

It is assumed that every person selected into an award course has the capacity to succeed. Satisfactory progress in a course is defined as the successful completion of half the normal course load in any calendar year and teaching period. However, if you do not maintain a satisfactory progress in your course then you will be called into a formal meeting to Show Cause why you should not be asked to leave the course. Satisfactory progress is defined as the successful completion of a minimum of half the normal course load in any calendar year and teaching period.

Unsatisfactory Progress

A degree level student can be held to be making unsatisfactory progress if he/she:

- Fails a subject more than once;
- Fails 50% or more of the enrolled course load for the teaching period;
- Fails to comply with a conditional enrolment agreement.

If circumstances are stopping you from maintaining a satisfactory progress through the course then you should contact your Student Supervisor immediately. Do not leave this until the end of the semester or year – it may be too late for us to help you.

For information on Academic Progress go the Faculty of Business and Law Handbook available for the Faculty website at: <http://www.vu.edu.au/higher-ed-and-tafe/business-and-law> and then to Student Resources.

WHEN YOU FAIL A SUBJECT YOU WILL BE REQUIRED TO REPEAT THAT SUBJECT BEFORE YOU CAN PROGRESS IN YOUR COURSE. THIS USUALLY MEANS THAT YOU WILL NOT BE ABLE TO FINISH YOUR COURSE IN THE TIME ORIGINALLY ESTIMATED WHEN YOU STARTED THE COURSE.

Student Progress Hearings

The purpose of the Student Progress Hearing [also known as Show Cause Hearings] is to find out why you are not currently meeting the progress regulations of your course. Experience shows that most students who are struggling with their courses have personal problems rather than academic problems. At the hearing you will have an opportunity to explain the reasons for your poor performance to the members of your Student Progress Committee. You are entitled to include any information relevant to your situation.

If you are experiencing personal problems it could be helpful to contact your Student Supervisor. Your Student Supervisors at AABC are listed on page 14 of this booklet.

To prepare for the meeting you should

- List the reasons which have contributed to your poor performance
- Note how these circumstances have now changed
- Identify the steps you have taken to ensure that your performance will improve
- State your interest in your course and dedication to your chosen career as simply and sincerely as possible without overdoing it

If you prepare a written submission you should type your letter, in English, paying attention to grammar, spelling and to general presentation. For further information students are advised to consult the University policy on Student Progress at the Victoria University website www.vu.edu.au.

Academic Standing

This is an indication of a student’s progress toward the completion of their course.

STANDING	PROGRESS
1 GOOD STANDING	Continue in course
2 AT RISK – ie not making satisfactory academic progress in a subject.	Continue in course – may receive learning support and assistance.
3 REFERRAL ONE – Identified ‘at risk’ student who has not made satisfactory progress in their course.	Meet with Course Co-ordinator.
4 REFERRAL TWO – Student who has an unsatisfactory progress for the second time	Formal meeting with Course Co-ordinator.
5 REFERRAL THREE – Student who has an unsatisfactory progress for the third time	Formal meeting with Student Progress Committee

Outcome of Meetings

The outcome of these meeting might include:

- Reduction in study load
- Conditional enrolment
- Recommendation for a Leave of Absence (LOA)
- A change of course to one that better suits the student
- Exclusion or suspension from the course [for a referral 3 meeting]

Appeals

Students have a right to appeal the decision made at any of these meetings. Students at AABC/LU should consult with the relevant student supervisor for further information.

Students may not:

- Enrol in any sequential subject without having passed all pre-requisite subjects; or
- Enrol in any unit with a co-requisite subject without having either previously passed the co-requisite subject or enrolling simultaneously in the co-requisite subject.

C. ACADEMIC HONESTY AND PREVENTING PLAGIARISM

Plagiarism is when the writings or ideas of another person are used as if they were your own. There is no problem in using the thoughts, ideas and work of others provided that your work is properly referenced and acknowledged. Plagiarism is a form of cheating and is a very serious academic offence. The School of Accounting and Finance has developed guidelines on plagiarism for students. These are shown below.

Guidelines for Students on Plagiarism

The University view plagiarism as a serious breach of academic discipline. All students of the Schools should familiarise themselves with the content of this document.

Definition

The Faculty of Business and Law Handbook (2006, p 281) states:

"...a student shall not, during or in connection with the performance of any component of assessment, submit, or represent the whole or part of published or unpublished material, written or prepared by some person or persons other than the student, as being the work of that student."

In effect, what this means is that all work submitted by a student should be the work of that student. Where thoughts, ideas or the work of others have been used in the preparation of the student's work, proper referencing using the Harvard system must be used (see. <http://w2.vu.edu.au/LIBRARY/infolink/webref/styles/files/Harvard.pdf>).

NB: Other Schools may require a different format for referencing. Make sure you read the assessment guidelines carefully to ensure you reference correctly.

Actions Which May Result in Plagiarism

Plagiarism may take a variety of forms and might include:

- Failing to properly reference someone else's idea or material
- Copying materials from a source text/article without referencing or acknowledging the author
- Failing to use quotation marks and proper referencing for direct quotes
- Passing off another student's work as your own
- Buying an assignment response/essay from an assignment service or the internet. (Hinchcliffe 1998, Wilhoit, 1994)

Avoiding Plagiarism

Students can avoid plagiarism by giving credit/acknowledgement whenever they use:

- Another person's idea, opinion, theory;
- Any facts, statistics, graphs, drawings that are not common knowledge and taken from some other source
- Quotations of another person's actual spoken or written words or
- Paraphrase another person's spoken or written word.

Students should consult the staff in the Library or the Library webpage for a wide range of resources on the correct method of referencing. Home>Current students>Library

Consequences

The consequences for plagiarism may vary according to the nature of the breach. Students should note that penalties may range from loss of marks, to loss of all marks, to having discipline procedures initiated in line with University policy. Overview of Policy, Student Diary. Download the Policy at <http://wcf.vu.edu.au/governancepolicy/pdf/poa061120000.pdf>

Students should familiarise themselves with the contents of the assignment cover sheet that is signed when an assignment is submitted.

Possible Penalties (of plagiarism) for Students

- Repeat of assessment task
- Loss of marks for assessment task or
- Loss of marks for unit of study
- Suspension or exclusion.

References:

Campbell, G. 2001, *The Little Black Book 2e*, Victoria University.

Hinchcliffe, L. 1998, *Cut-and-Paste Plagiarism: Preventing, Detecting and Tracking Online Plagiarism*, <http://alexia.lis.uiuc.edu/~janicke/plagiary.htm>, accessed 23/10/02.

Writing Tutorial Services, *Plagiarism: What it is and How to Recognise and Avoid It*, <http://www.indiana.edu/~wts/plagiarism.html>, accessed: 23/10/02

Wilhoit, S. 1994, 'Helping Students Avoid Plagiarism', *College Teaching* 42, pp. 161-164.

D. ADMINISTRATION FORMS

At various time throughout your course you may need to make changes to your contact details, subject enrolment or perhaps leave the course. All of these things require a form to be completed. All forms are available from your Student Supervisor.

Always consult your Course Co-ordinator or Student Supervisor before making changes to your course or subject choices.

WHAT ARE MY RESPONSIBILITIES AS A UNIVERSITY STUDENT?

Student Charter

A Student Charter has been created to outline the fundamental rights and responsibilities that students at Victoria University have to assist them in achieving their potential. 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 the many programs, services and processes that relate to students. The University strongly encourages its students to be aware of their 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 reflect the sentiment of mutual obligation for genuine support and action.

Students can access the Charter by visiting <http://www.vu.edu.au/about-vu/vus-vision/student-charter>

Students can also access the myVU website at <http://myvu/myVU/index.jsp> for all relevant information that relates to enrolments and fees, examinations – timetables and results, graduations and FAQs

Classroom behaviour

Students are expected to behave in a manner that is conducive to not only their own but the learning of others. Students are expected to be:

- Punctual to class;
- Avoid abusive behaviour;
- Turn off any mobile phones etc when entering the classroom; and
- Avoid sexist or racist behaviour.

Lecturer and Tutor Expectations

Your lecturers and tutors have expectations for their students. Students are expected to:

- have access to the assigned texts and materials for each subject;
- do some reading before the lectures to be familiar with the topic;
- complete the tutorial questions before the tutorial to facilitate discussion;
- read the text book after the lecture to supplement their learning from the lectures;
- find out from their lecturer or tutor when their consultation times are and use those times to ask questions and improve their understanding;
- complete all assessment tasks on time; and
- take responsibility for their learning.

RECOGNITION OF PRIOR LEARNING (RPL)

Precognition of Prior Learning is the term used by the Faculty of Business and Law for holders of relevant TAFE qualifications to enter its programmes with subject exemptions. The Faculty will consider granting the highest level of subject exemptions consistent with:

- the policy on Articulation and Credit Transfer adopted by the Faculty;
- the student's previous studies;
- the student's chances of success in a course; and
- the advanced standing policies of the Accounting Professional Bodies, CPA Australia and The Institute of Chartered Accountants in Australia [ICAA].

It is the responsibility of the student making a RPL to check that the exemptions are appropriate to the course structure and maintain the eligibility of the student for admission into the professional bodies. Your Course Co-ordinator or Student Supervisor will advise you on the appropriate RPL arrangements for your Tafe Course.

NOTICES AND COMING EVENTS

The Schools has a website for students containing useful information about each School, coming events and notices as well as useful links to other web pages. Students are advised to keep an "eye" on the School web page at <http://www.vu.edu.au/higher-ed-and-tafe/business-and-law>

THE SCHOOLS' WEBSITE CONTENT

The contents of the Schools' website includes the following items:

- Awards
- Courses
- Links
- Our graduates
- Publications
- Program Advisory Committee
- Research
- School localities
- School news
- Staff profiles
- Student mentoring
- Subject guides

NOTICE BOARD

There is a notice board outside the AABC office which students should consult.

STUDENT EMAIL

All students are given an email account once they are enrolled in a course at Victoria University. You need to activate your email address to access some of the library services. Go to <http://www.vu.edu.au/current-students/student-essentials/student-email>

Victoria University or your subject co-ordinator often sends messages to student via their email account. Make sure that you read your email on a regular basis.

STUDY IN MELBOURNE

Students at AABC/Liaoning University have the opportunity of coming to Melbourne to study for their degree course. If you are thinking of studying in Melbourne you should consult the University webpage at www.vu.edu.au – *international* for information on studying in Australia.

CHANGING MAJORS

Some students when they travel to the Melbourne campus may change their major of study. Students need to be very careful about the choices made concerning their major of study. Changing your major when you study in Melbourne may mean that you will not be eligible for the certificate from Liaoning University. However, you will still receive the Victoria University degree if you successfully completed the required subjects. Please consult with your AABC Course Co-ordinator when making a decision to change your major.

LIBRARY

The library at Victoria University provides resources and services for use by VU students enrolled in courses offered at offshore locations – we recommend that you make the library one of the first places you visit as you start your life as a university student.

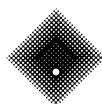
Contact the library at: <http://w2.vu.edu.au/library/offshore>

Some of the services offered by the library include:

- Web access for exam papers etc
- Guides for referencing texts etc

vu.edu.au

CRICOS Provider No. 00124K
5920.6.11



**VICTORIA
UNIVERSITY**

MELBOURNE AUSTRALIA