



Business School

Bachelor of Business Administration Student Handbook

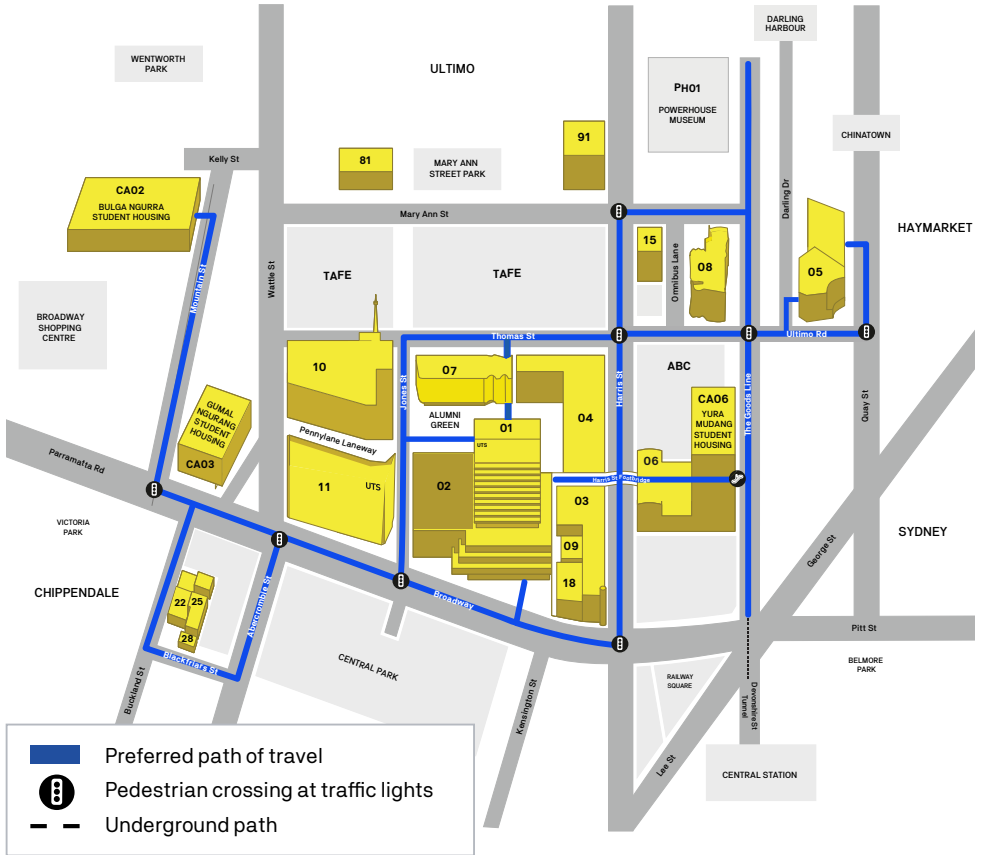


UTS Business School respectfully acknowledges that we are located on the land of the Gadigal people of the Eora nation. The Gadigal people have cared for their community, land and waters for thousands of generations, based on their deep knowledge of their country. We pay our respects to their Ancestors, their Elders and acknowledge their ongoing status as the First Peoples of this land.

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Preferred paths around campus



Get around campus on foot easily, quickly and safely by following these paths.

Top tips:

- Avoid busy roads by using pedestrian links including the Harris St footbridge, Alumni Green and The Goods Line
- Always cross at the lights and pedestrian crossings
- Stick to well-lit paths at night

Did you know jaywalking is illegal?

Not only is it dangerous and can lead to injury or death, in NSW the current fine for jaywalking is \$72.

Dr Chau Chak Wing Building

As the first Australian building designed by Frank Gehry, one of the world's most celebrated architects, the Dr Chau Chak Wing Building is a flagship project of UTS's billion-dollar-plus City Campus Master Plan.

The building is named for Australian-Chinese businessman and philanthropist Dr Chau Chak Wing, who donated \$20 million to the project, along with an additional \$5 million for Australia-China scholarships. Dr Chau Chak Wing's son studied architecture at UTS.



Welcome to the UTS Business School

UTS Business School, part of the University of Technology Sydney, delivers a broad range of degree programs at undergraduate and postgraduate levels and through its executive development programs. It is also recognised internationally for its innovative research. Its practical and integrative approach to business education prepares students for a world that demands more than specialist expertise in a particular discipline. Its graduates are ‘integrative thinkers’ who can combine traditional business skills with those from disciplines such as design and engineering to meet the challenges they face in a globalised world.



Professor Sara Denize PhD
Associate Dean (Education)

“Thank you for considering the UTS BBA as the next step on your professional learning journey. The UTS Business School is building a portfolio of learning opportunities co-designed with, and for, our nations First Peoples. The BBA is the first part of our complete learning plan. In 2021/22 we will launch a new Executive MBA that will bring First People leaders and entrepreneurs, together with leaders from the wider Australian community. These courses embody our respect for the principle of self-determination by Indigenous Australians and our commitment to providing relevant knowledge and skills to support our students to achieve the goals they have for themselves and their communities.”



Scott Walker
Director

“While I have been with UTS for over two decades my enthusiasm to be part of the learning journey with BBA students never fades. I enjoy learning about students’ diverse journey and professional business background. We look forward to welcoming you to the UTS campus for an immersive learning experience to help you realise your dreams.”



Robynne Quiggin
Associate Dean (Indigenous)

“As a Wiradjuri lawyer, business woman and academic, on behalf of the UTS Business School, we welcome you on this journey of learning and exploring all that business knowledge can bring to your community, your career, your hopes and dreams. Our staff and vision are aligned with the University’s Indigenous Education and Research Strategy which focuses on self-determination of First Peoples, and Indigenous led, community driven outcomes. The BBA is a unique opportunity for Aboriginal and Torres Strait Islander students to learn together to build the skills to run a business or an organisation, or to progress your professional development in government or the private sector.”



Thomas Evans
Manager BBA

“I am a proud Wiradjuri man born in Lake Cargelligo, and living most of my life on Gadigal and Bidjigal land. I believe strongly in the value of education - at any stage of our lives. The BBA has been designed specifically for Aboriginal & Torres Strait Islander people and delivered with the Indigenous experience in mind. The block mode delivery provides impact learning and gives students flexibility between work, family and community commitments. I look forward to talking with you about the program, your learning journey and your aspirations.”



Damita McGuinness
Administrator

“I am proud Wiradjuri woman with over 20 years’ experience working in Aboriginal education and I am very happy to be working in the Business School with the BBA team. It’s great that this course attracts people from all over the country, and it’s interesting to hear different student yarns. I am looking forward to students sharing their journey with me and I am here to support both my team and the students.”

Jumbunna Institute for Indigenous Education and Research

The Jumbunna Institute for Indigenous Education and Research supports the academic, social, cultural and emotional well-being of Aboriginal and Torres Strait Islander students at UTS. Our vision is to create a place where all Indigenous Australians can access education and be supported to succeed. Jumbunna has a number of staff to assist you through university life and in addition to the counselling services offered by the University Jumbunna also has an Elder in Residence.

uts.edu.au/future-students/indigenous-australians

INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

uts.edu.au/current-students/info-indigenous-australians/indigenoustutorial-assistance-scheme-itas

The Indigenous Tutorial Assistance Scheme (ITAS) is a vital part of our Learning Development Program. ITAS offers Aboriginal and/or Torres Strait Islander students in the BBA supplementary tuition either one-to-one or in small groups for up 90 hours in the first year; 60 hours in the second year and 30 hours in the third year. Please note these hours can be used how the student feels they will best benefit the students learning and understanding of the subject matter.

Email: atsissu@uts.edu.au

JUMBUNNA ACADEMIC SERVICES

Jumbunna also provides Indigenous students with academic support through the Learning Development Team. They are able to provide you with study and learning support to assist with unpacking assignments and help you with study and learning strategies to succeed with your studies. You are able to make contact with them through the BBA administrator.

Email: Christine.Vella@uts.edu.au



Guidance for your Studies at the Business School

ATTENDANCE

The BBA consists of 6 x 1 week blocks over three years. Attendance is compulsory. Exceptions may be granted where a Special Consideration application is in place.

In line with your subject outlines, the attendance policy is as follows:

- Class attendance is compulsory and attendance will be kept at every class; It is your responsibility to ensure your name is signed off at each class;
- Students who have missed more than 4 hours of face-to-face class without the lecturer's approval will automatically fail the subject;
- If you are unable to attend a class, you must inform your lecture at least 24 hours before your class;

If you experience illness or other events that prevent you from attending class or completing assessment tasks on time, you will need to contact your lecturer as soon as possible to let him or her know. This will provide you with the opportunity to discuss the options for alternative assessments. In either case, you are required to provide supporting documentation regarding illness (medical certificate) and where possible supporting documents relating to other events that impact on attendance.

This attendance policy is in accordance with the University policy on attendance and/or participation requirements as detailed in the UTS Student Rules Section 3.8 (see <http://www.gsu.uts.edu.au/rules/student/index.html>)

UTS STUDENT RULES

The Student Rules cover a suite of mandatory requirements for academic teaching, learning and research related activities. They cover student responsibilities, all processes from admissions through coursework and research requirements, to exams, assessments and graduations. The Rules also include details of processes for student misconduct and appeals.

SPECIAL CONSIDERATION

uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special

Special consideration is intended to provide equitable academic treatment for students whose performance in an assessment task that has been significantly affected by extenuating or special circumstances beyond their control such as illness, misadventure or other circumstances. Special consideration is not automatically granted and may not result in a study or mark adjustment.

Students should make themselves aware of the Special Consideration, how to apply for a leave of absence, deferring fees and sanctions preventing enrolment and when the census date is for withdrawing from a subject or course without penalty.

LEAVE OF ABSENCE

uts.edu.au/current-students/managing-your-course/your-enrolment/enrolment-changes/leave-absence-your-course

You must apply for leave of absence if you are unable to attend university for a period of time. Unapproved leave may incur an enrolment sanction whereby you may have difficulty returning to studies.

DEFERRING FEES AND SANCTIONS PREVENTING ENROLMENT

Important Dates / Census date

Census dates occur each session. These are cut-off dates for applying for leave of absence, deferring fees, withdrawing from subjects. After Census date, you may have to submit an e-request for changes to your study plan, including taking leave from the course.

Academic Progression

All UTS undergraduate students are subject to the Student Rules, Section 10 – Academic progression requirements. If students do not meet these requirements they can be excluded from their course. Full details are provided in the rules.

- Minimum rate of progress – undergraduate courses (rule 10.3)
- Failure to maintain minimum rate of progress (rule 10.4)
- Maximum time to complete course requirements (rule 10.5)
- Repeated failure in a subject (rule 10.6)
- Academic caution (rule 10.7)

STUDENT SERVICES AND AMENITIES FEE (SSAF)

This is a compulsory fee that can be deferred or paid by Census date each semester.

RECOGNITION OF PRIOR LEARNING (RPL)

Due to the unique structure of the BBA, RPL is not available.

MY STUDENT ADMIN (MSA)

MSA is where you are to make any changes to your contact details or other personal information. Here you will find your course information, enrol in subjects, defer your fees including the Student Amenities and Services fee, check your results and register for graduation.

EMAIL

As per UTS policy, all students must use their allocated email account for all UTS communications.

REGISTER WITH THE ACCESSIBILITY SERVICE

uts.edu.au/current-students/students-with-accessibility-requirements/accessibility-service/accessing-our-1

To receive support from the Accessibility Service, you will need to register with us.

Registering with Accessibility Service gives you the chance to discuss your learning, assessment and related requirements and plan any support you might need. As some of the supports and services we can provide need early planning, we encourage you to register as soon as possible e.g. as soon as you receive an offer.

APPEALS AND COMPLAINTS

uts.edu.au/current-students/support/when-things-go-wrong/appeals-and-complaints

Students should familiarise themselves with their rights and responsibilities as UTS students. Jumbunna are also an avenue for help navigating appeals and complaints.

THE BBA EXIT POINTS

Exit points have been designed for students who may be unable to complete the full bachelor's degree. Upon successful completion of the first three modules (3 semesters) you can exit with a diploma and the successful completion of the first four modules (4 semesters) you can exit with the advanced diploma.

Travelling for your studies

Away From Base (AFB) funding is provided to the University of Technology, Sydney by the federal government for the travel and accommodation costs to eligible students to attend the BBA blocks.

The UTS Business School is required to administer the grant in accordance with the funding guidelines.

This section outlines the support that this funding provides to students who are eligible to receive travel and accommodation support to attend the Bachelor of Business Administration (BBA).



STUDENT ALLOWANCE

Students are provided with a living expense payment which varies if you live within or outside the Sydney area.

TRAVEL

UTS Business School will provide travel and accommodation costs as follows if you are based more than 90 minutes away from the UTS Business School by public transport.

- from your address to the UTS Business School.
- as well as any unavoidable overnight stopover in-transit due to interruption in booked transport, poor timetables or flight cancellations.

VARYING TRAVEL DATES AND DESTINATION

All requests to vary dates of travel must be submitted to the Director BBA for approval this will be done in conjunction with Subject Coordinators for the respective Module and subjects.

Students wishing to extend their stay at a location prior to and/or beyond the conclusion of a Block for non-AFB purposes may do so, provided:

- Any additional accommodation and/or meal costs are met by the student;
- Any difference in fare costs resulting from a student choosing to bring forward or delay their travel date are met by the student; and
- UTS cannot vary the student's place of origin and the approved activity location. For example, the Grant cannot be used if a student chooses to return to a location other than the place of origin.

EXCEPTIONS TO VARYING TRAVEL DATES AND DESTINATION

May be approved in some circumstances:

- sorry business
- to provide care or support to relatives or members of their household who are ill or injured
- to deal with an emergency situation arising due to fire, flood, burglary or other unforeseen event beyond the control of the student.
- where the carer of a student's child is unable to look after the child
- moving house (normally expected to be up to one day per twelve months)
- appointments and commitments associated with pre and post natal responsibilities
- to adhere to and celebrate cultural or religious days of observance.

APPROVED TRANSPORTATION COSTS

The cheapest practical mode of transportation available must be used to transport eligible students between their place of origin and destination.

NOTE: Funding is not provided for the cost of transporting a student's personal baggage in excess of standard check-in baggage limits.

TRAVEL BETWEEN APPROVED LOCATIONS WHERE PUBLIC TRANSPORT IS NOT AVAILABLE

- the place of origin (students' home) to and from the transportation terminal (e.g. departure/arrival terminal such as a bus station, airport or train station);
- the home location to and from the activity location (e.g. bus, flight, train journey or self-drive);
- the Sydney Airport to and from the Adina Apartment Hotel Central for each of the six blocks (each 6 days); and
- the Adina Apartment Hotel Central and UTS Business School.
- Travel between approved locations up to the value of:
 - the fare for the most cost-effective mode of transport by bus, rail, ferry or airplane; or
 - a taxi fare, where:
 - public transport is not available;w
 - it is unsafe to use public transport at the time of day at which the travel occurs; or
 - it is the first trip and the student are unfamiliar with the public transport routes.

'NO SHOW' COSTS

When a student fails to attend one of the six blocks or activity for which the UTS Business School has arranged fares, meals and/or accommodation, the UTS Business School must seek to recover the costs from the student. Unless the student can demonstrate extenuating circumstances and submitted through special consideration to the Director BBA.

PUBLIC TRANSPORT

The cheapest mode of public transport must be used except where:

- No surface transport option exists for the journey. In such a circumstance, UTS must use economy air fares only.
- The total travelling time by surface transport exceeds ten hours and/or an overnight stay for a journey via surface transport is unavoidable.
- It is unsafe to use public transport at the time of day at which the travel is to occur.
- The student has a medical condition which requires or excludes a particular mode of transport and the student can furnish a medical certificate providing sufficient detail of the condition.

MISSED TRAVEL

Students who miss a connecting flight to attend class or return to their home base will need to purchase their own ticket and then submit the evidence (tax invoice) to the UTS Business School for reimbursement.

SELF-DRIVE TRAVEL

As an alternative to using public transport, students may self-drive to an AFB activity.

- the vehicle used for the self-drive component is insured under a comprehensive policy; and
- the student is covered by the comprehensive insurance policy.

If the student cannot provide evidence of comprehensive insurance policy, UTS Business School must obtain a waiver of liability from the student before the commencement of the self-drive component, which waives the responsibility of the Commonwealth and UTS in connection with the student's use of the vehicle for the self-drive component.

UTS may reimburse students for travel costs incurred for self-drive travel at the lesser of the following amounts:

- the number of kilometres travelled multiplied by the applicable motor vehicle allowance rate (refer to the Australian Tax Office website for the applicable motor vehicle allowance rate); or
 - the cheapest refundable fare by an appropriate mode of public transport.
- To avoid any doubt, the Grant must not be used to obtain the comprehensive policy.

Accommodation

GENERAL

UTS Business School will make every effort to arrange accommodation and meals within a reasonable distance of the educational activity or within public transport access to the educational activity. Accommodation is arranged on a twin-share basis unless a student can provide medical or cultural evidence to support the need for single accommodation.

The students medical or cultural situation must also be registered with UTS Accessibility Services.

The Adina Apartments near Railway Square is the preferred accommodation provider for BBA students. The Business School is easily accessible from this location via the Goods Line.

The UTS Housing Policy applies to the external accommodation provided by the Business School for BBA students.

PRIVATE BOARDING OR ACCOMMODATION

A student who chooses not to use accommodation arranged by UTS cannot receive a travel allowance or fares assistance to and from the privately arranged accommodation and the UTS Business School; or to or from the transportation terminal and the privately arranged accommodation.

UTS HOUSING HANDBOOK

uts.edu.au/sites/default/files/2020-01/UTSHousingHandbook-January2020.pdf

ALCOHOL & DRUGS

While UTS Housing does not prohibit the lawful possession and consumption of alcohol by its adult residents when done in moderation, we do not encourage the use of alcohol. Excessive alcohol consumption is linked with many serious campus and health issues and such behaviour may result in disciplinary action. The UTS Housing Alcohol Policy conforms to all NSW and Australian laws. It is illegal for a person under the age of eighteen years to consume or possess any alcohol. Additionally distribution of alcohol to persons under the age of eighteen is unlawful. Illicit drugs are strictly forbidden on UTS Housing premises. Any resident caught using or dealing drugs will be breaching his/her contract and be excluded from UTS Housing with immediate effect. Other action may also be taken including referral to Police or other authorities.

More information for students

GRADUATION CEREMONY

UTS Business School and Jumbunna Institute do not provide travel, meals or accommodation costs for AFB Students to attend a graduation ceremony for their completed course of study.

STUDENT SERVICES

uts.edu.au/current-students/support

Some support offered a range of services to all UTS students are:

- General Practitioners and Counselling.
- The Financial Assistance Service can assist you with practical and financial aspects of life at university, such as Laptops and textbooks.
- Advice on Centrelink payments
- Loans and grants
- Get assistance with living expenses or course-related costs via loans or equity grants.
- Tax returns
- Budgeting

OVERSEAS PROGRAMS

AFB does not provide funding for travel outside Australia under any circumstances.

PERSONAL SAFETY

uts.edu.au/about/uts-governance/rules

For matters relating to theft, assault, or personal safety contact UTS Security services.

Students should make themselves aware of the student rules.

My pledge to the BBA

I understand that I am responsible for my success. I will make a commitment to my studies and myself:

To attend class:

- I understand the importance of attending classes regularly, being on time and staying until the end of class.

To participate:

- I will actively participate in class as this is very important to my learning experience and to my classmates.
- I understand that I must respect others and avoid disruptive behaviors.
- I will actively use my UTS email to communicate with UTS personnel. To prepare for class and study:
- I will ensure that I am prepared with all study materials and study independently to get ready for each class as required.
- I will complete all assignments on time, demonstrate organization, time management, a strong work ethic, and a willingness to learn.
- I also understand that my classes may require several hours of independent studying per week.

To be successful:

- I will go to my lecturer with any questions or concerns about the class to ensure my success in class, and I will follow UTS policy.
- I will use other campus resources, such as Tutoring (ITAS), Library, and Jumbunna Institute to support my studies.
- I understand that plagiarism and cheating are unethical and will submit work that is properly documented and solely mine.
- I want to be proud of the work I do.

To be positive:

- I understand that I will be in a learning environment where the class rigor may challenge me; I will remain positive and understand that this is a necessary part of learning.
- I commit to strive to embrace difficulty with optimism.

Sign this pledge. Perhaps ask your classmates to sign your page as well, this could be a fun way to get to know each other!

bba.uts.edu.au

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