

STUDENT ORIENTATION

Welcome to UBSS Online MBA



*A very warm welcome to
all our **MBA students** from
the UBSS Staff.*

Today's Topics



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 - Policies and Procedures
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There will be a time for Q and A at the end of the Orientation.

Welcome To country

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We acknowledge the Traditional Custodians of the lands and waters across Australia where our campuses are located and where we gather to meet and learn. Today, I honour the Gadigal people of the Eora Nation, on whose land we are based and all the lands we gather from today.

We pay respect to Elders past and present, whose wisdom, cultural heritage and care for these lands have guided countless generations, just as we strive to guide our students. Inspired by their commitment to learning and community, we walk together toward a future of mutual respect, understanding, and shared opportunity.

Sydney: **Gadigal – Eora Nation** Melbourne: **Wurundjeri Woi-wurrung - Eastern Kulin**

Adelaide: **Kurna Meyunna - Kurna Nation**

Welcome Message

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Dear Students,

Welcome to Universal Business School (UBSS)

You are embarking on an exciting journey of learning and growth. At UBSS, we are dedicated to providing you with the knowledge, skills, and support needed to excel in your chosen field. Our focus is on practical, industry-relevant education, equipping you to thrive in an ever-changing world.

Your time here is a unique opportunity to challenge yourself, explore new ideas, and build lifelong connections. Make the most of it, and remember, our team is here to support you every step of the way.

We are thrilled to have you join our community and can't wait to see all that you will achieve.



Professor Alan Bowen-James
Chief Executive Officer (Interim)
Chief Academic Officer (Interim)
Group Colleges Australia



Group Colleges Australia



Introduction to UBSS

Introduction to UBSS

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UBSS Mission

UBSS launches careers for the entrepreneurs of the future

UBSS Motto

"Launch Your Career"

UBSS Values

- Delivering the Bachelor of Business, Bachelor of Accounting and MBA with an Australian experience
- Providing a learning environment for the entrepreneurs of the future
- Providing a high level of student support and care to deliver a quality learning space
- Providing access to cutting edge online and classroom education technology for all students
- Ensuring academic excellence & free intellectual inquiry



UBSS Governance



UBSS is a member of Group Colleges Australia (GCA), a consortium of educational institutions based in Australia.

The **GCA Board** and the have ultimate responsibility for UBSS performance and operations as an accredited higher education provider.

Overview of UBSS is managed by the **GCA Executive Leadership Team** in association with the **UBSS Academic Board**.

Governance and Leadership

<https://www.ubss.edu.au/about-us/?tab=Governance>



Group Colleges Australia



UBSS Registration

The logo for GCA (Global Quality Council for Australia) features the letters 'GCA' in a bold, blue, sans-serif font, centered within a white rectangular box with a blue border.

UBSS is registered as a higher education provider in Australia by the Tertiary Education Quality and Standards Agency (TEQSA). The Tertiary Education Quality and Standards Agency (TEQSA), registers all Australian institutions, including government and private universities, that offer courses at the higher education (tertiary level) and accredits their courses for delivery in Australia and/or offshore locations.



Australian Government
**Tertiary Education Quality
and Standards Agency**

CRICOS is the Commonwealth Register of Institutions and Courses for Overseas Students. CRICOS registration means that UBSS is authorised by the Australian government to enrol international students in its courses.



When you attend university or an approved higher education provider, you can get a FEE-HELP loan to pay all or part of your tuition fees (for Australian citizens and some special New Zealand visa holders only).



Registration and Accreditation

<https://www.ubss.edu.au/registration-and-accreditation/>

Key GCA/UBSS Staff

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**Associate Professor
Wayne Smithson**

Academic Programs Director
Subject Matter Expert (SME)
Project Lead
Sydney CBD campus
wayne.smithson@ubss.edu.au



Professor Mack Meshkati

Student Success Manager,
Senior lecturer at Group Colleges
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Mack.Meshkati@ubss.edu.au



Jotsana Roopram

Academic Experience Manager,
Academic Integrity committee
Campus Manager, Sydney CBD
campus
jotsana.roopram@ubss.edu.au

Online MBA Staff

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Melissa Krollig

Academic Administration and
Learning Resources Manager

ecarer@ubss.edu.au



Michael Cheel

Learning Resources Coordinator,
& Onsite IT Support

ecarer@ubss.edu.au



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Online MBA Course Overview

UBSS Online MBA

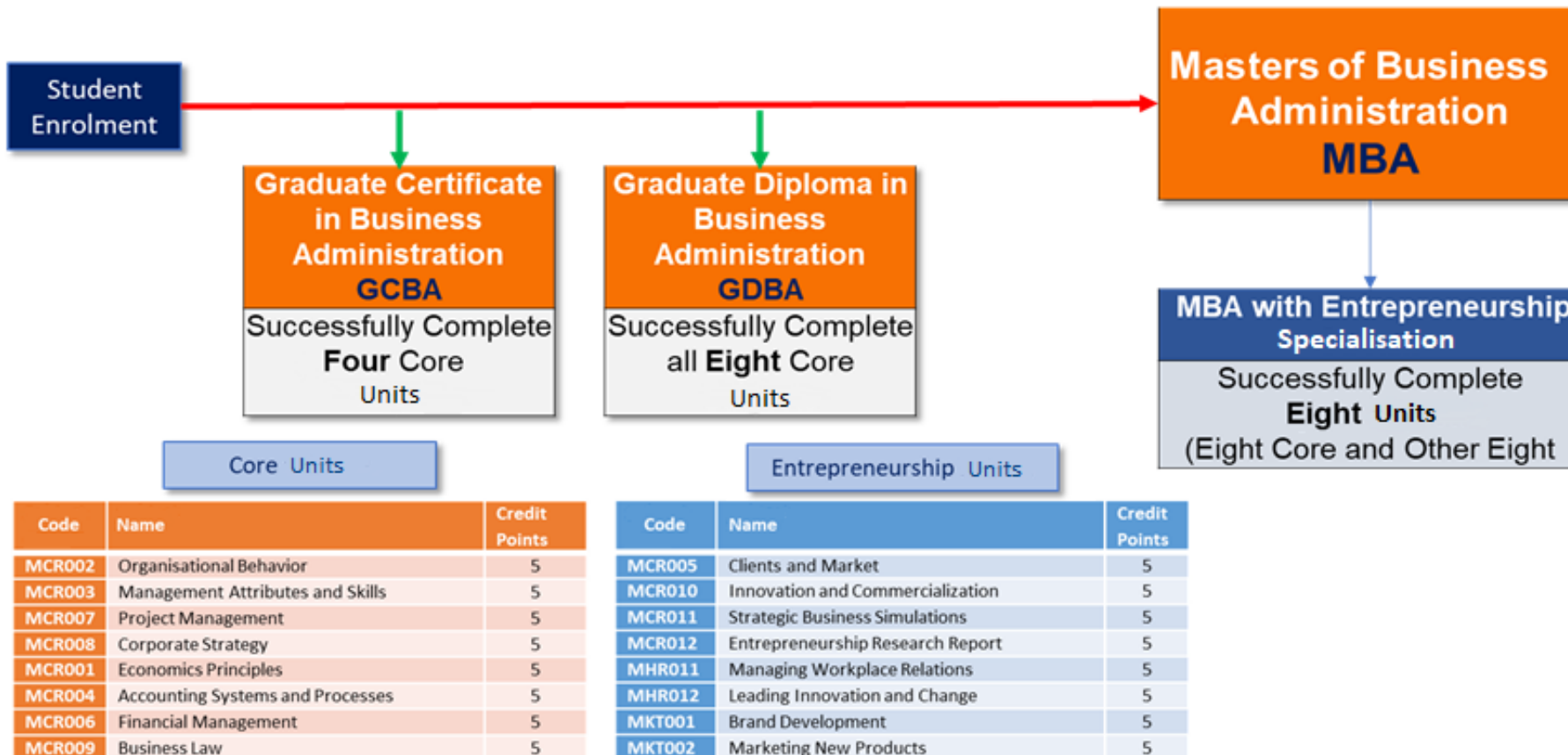
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- Master of Business Administration (MBA) is a master's degree in business management.
- The core Units in UBSS MBA program cover various areas of business such as accounting, finance, marketing, human resources and operations in a manner most relevant to management analysis and strategy.
- The UBSS MBA provides a Core program and then opportunity for students to complete the MBA with an Entrepreneur specialisation.



MBA Structure with Exit Qualification

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Students eligible for RPL and credit based on previous qualifications and experience can reduce the unit load by a maximum of 50%

Credit Transfer and RPL



The following provisions for **Credit Transfer** apply:

- **MBA:** A maximum of eight **(8)** Units may be awarded to MBA candidates with recently completed graduate or honours studies from a recognised tertiary institution that are directly relevant to core or specialised Units;
- **Graduate Diploma:** A maximum of four **(4)** Units may be awarded to Graduate Diploma candidates with recently completed graduate or honours studies from a recognised tertiary institution that are directly relevant to core or specialised Units.
- **Graduate Certificate:** A maximum of two **(2)** Units may be granted to Graduate Certificate candidates with recent completed graduate or honours studies from a recognised tertiary institution that are directly relevant to core or specialised Units.

Recognition of prior learning is an assessment process, allowing candidates to apply for credit of a specified UBSS award Unit based on their previous relevant work experience and skills, as deemed appropriate by a UBSS Nominee.

- The maximum number of possible Unit credits granted by **RPL** is four **(4)** at the **Masters** and **Graduate Diploma** level, the maximum for the **Graduate Certificate** level is two **(2)**.
- You are required to supply appropriate evidence to demonstrate adequate competency, knowledge, skills and relevant work experience from your professional employment experience.
- This evidence is then reviewed and if deemed eligible will be applied to your records. A detailed eligibility guide is in our policies, available on our website.

Please note: all Credit and RPL applications must be submitted before census date of your **first** unit.

Unit offering process for Enrolments

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- A 'potential Unit' list is drafted and distributed to the current online student cohort based upon needs analysis
- Students can choose up to a maximum of 4 Units in each trimester with no minimum requirements
- Student responses are collated, and a draft of selected Units is provided to the Academic Board.
- Units with enough potential student enrolment are then scheduled for the upcoming trimester and students are enrolled.

The below images are an example of a potential unit list and finalized timetable for Trimester 1 of 2025 showing the Unit code, Unit name, live webinar time, Lecturer or Tutor, it's corresponding tutorial time and the contact details of the Lecturer.

Timeslot	Saturday	Sunday
11.00-12.00	MCR005 Clients and Markets	MHR001 Managing workplace relationships
12.30-13.30	MCR007 Project Management	MCR008 Corporate Strategy
14.00-15.00	MCR001 Economics	MKT001 Brand Development
15.30-16.30	MCR004 Accounting Systems & Processes	MCR003 Management attributes and skills

Online MBA 2025 T1 Timetable ~ 3 February - 2nd May					
Unit Code	Unit Name	Live webinar time AEDT	Lecturer/Tutor	Tutorial time AEDT	Email
MCR008	Corporate Strategy	Thursday 8:30 - 9:30am		Wednesday 6-8pm	
MCR005	Clients and Markets	Thursday 8:30 - 9:30am		Thursday 6-8pm	
MHR001	Managing workplace relationships	Wednesday 2:45 - 4:00pm		Friday 6-8pm	

Please be aware this is an example only and details can be subject to change!

MBA Unit Overview and Structure

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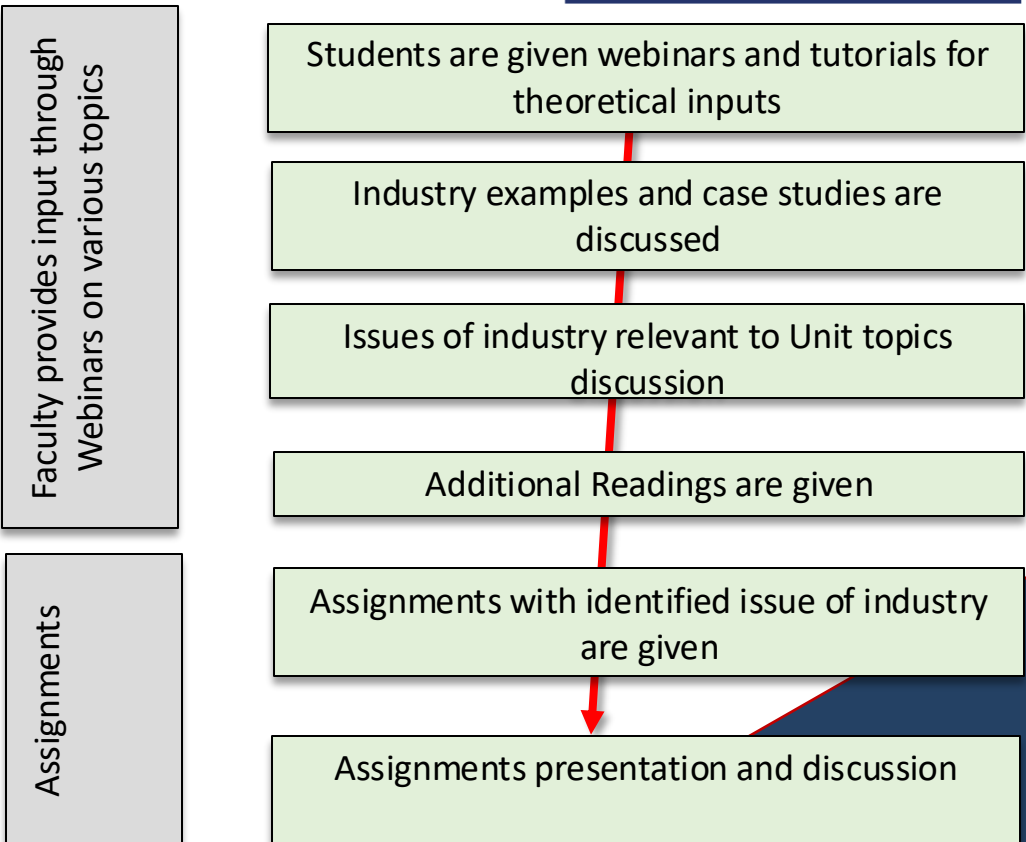
The UBSS online MBA was developed to provide an industry-relevant qualification to equip graduates with scholarly knowledge of business administration, and professional and interpersonal skills required to confidently and ethically conduct business within the private or public sectors.

Students of the course are trained to analyse a range of contemporary workplace management practices - either their own and/or through case studies provided;

- to ensure they can positively contribute to any organization by analytically reviewing and developing business opportunities;
- resolving a range of workplace problems and issues and displaying a solid grounding in the fundamentals of business, namely business economics, financial management, corporate governance and strategy, organisational behavior, clients and target markets.

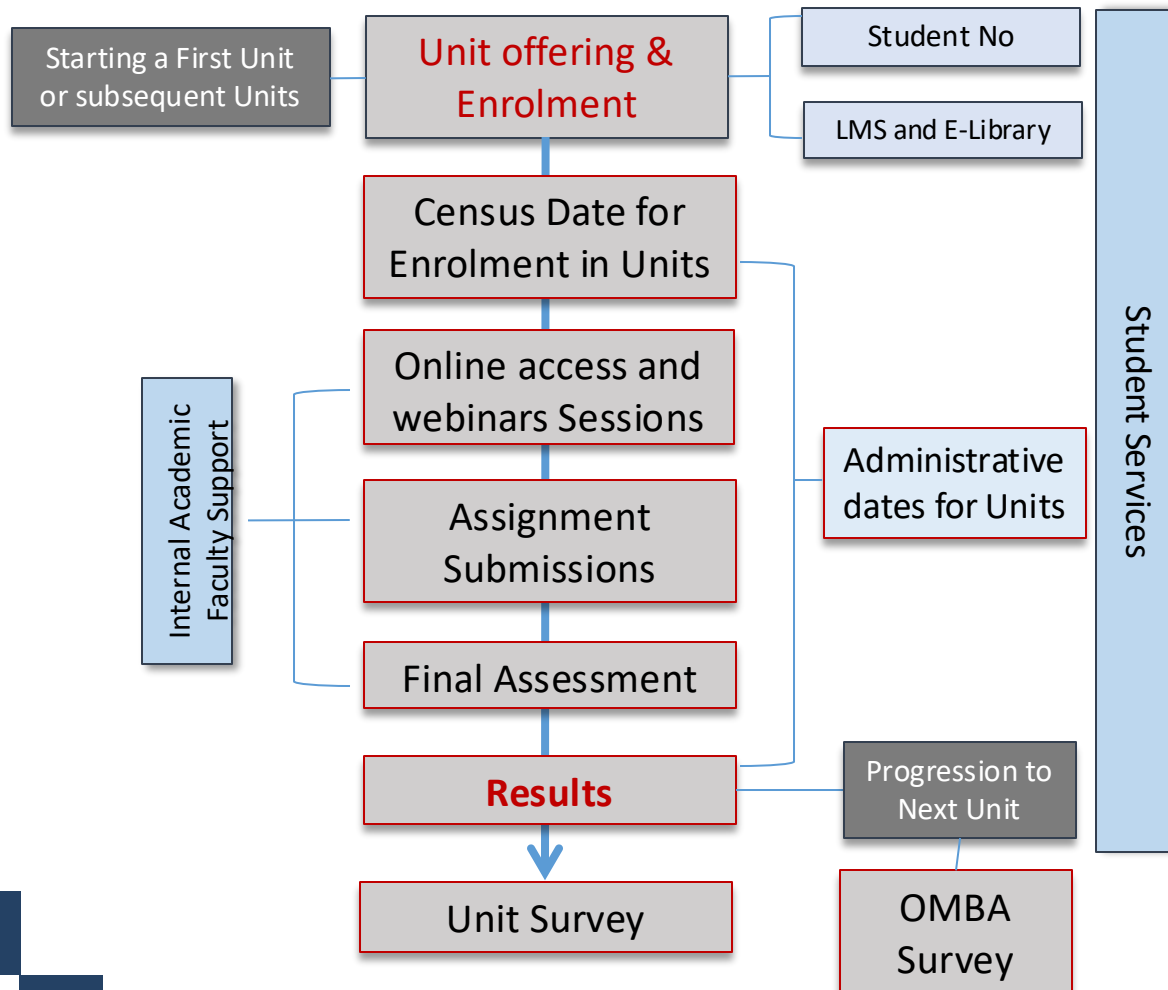
How can a student study a Unit of an MBA in 12 weeks?

- ✓ The unique learning program allows student to complete a whole Unit of study in twelve weeks
- ✓ Students watch Lecture recordings in their own time
- ✓ Students attend tutorial sessions online
- ✓ Complete project assignments via the Online Learning System
- ✓ Study can form part of Student's Learning Plan and fully integrate into their career development path



Operational Flow and Unit Delivery

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- Online delivery is available any time during unit delivery, using information technology.
- A student can log in to our Learning Management system and can access all the learning materials, recordings of lectures, tutorials and E-Library research resources online.
- Online delivery will be completed in 12 weeks for all Units, including assessments comprised of:
 - Quizzes – Multiple choice, short answer etc
 - Reports and Essays
 - Presentations – Individual and group
- The Lectures are not compulsory to attend and are for additional learning only.
- Attendance is **STRONGLY recommended** for tutorials, and extended exceptions will be up to the discretion of the tutor and Program Director.
- If you are unable to attend your tutorial, please contact your tutor to advise them.

Synchronised and A-synchronised learning

What is the difference between synchronised and a-synchronised study?



Synchronous learning refers to instructors and students gathering at the same time and (virtual or physical) place and interacting in “real-time”.



Asynchronous learning refers to students accessing materials at their own pace and interacting with each other over longer periods.

We provide an opportunity for our students to participate in both synchronised and asynchronous learning through the use of our Learning Management System, Moodle.



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Online Facilities and Resources

Lecture Studios

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Lecture Studios live broadcast of a lecture room for a richer and more advanced online student experience. All Lecture studios feature the following technologies:

- High-definition automatic tracking cameras.
- High quality dual-channel wireless microphones.
- Dual interactive whiteboards.
- Dual display screens for more effective classroom management.
- Wireless presenter remotes.



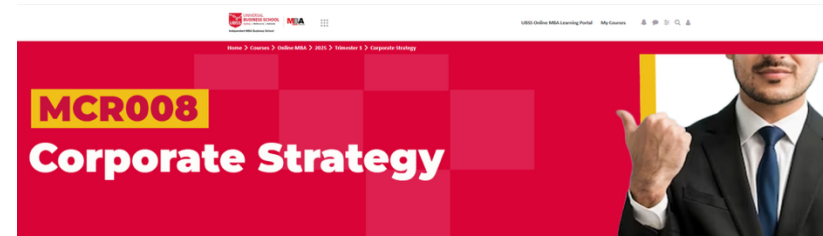
Learning Management System

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Moodle:

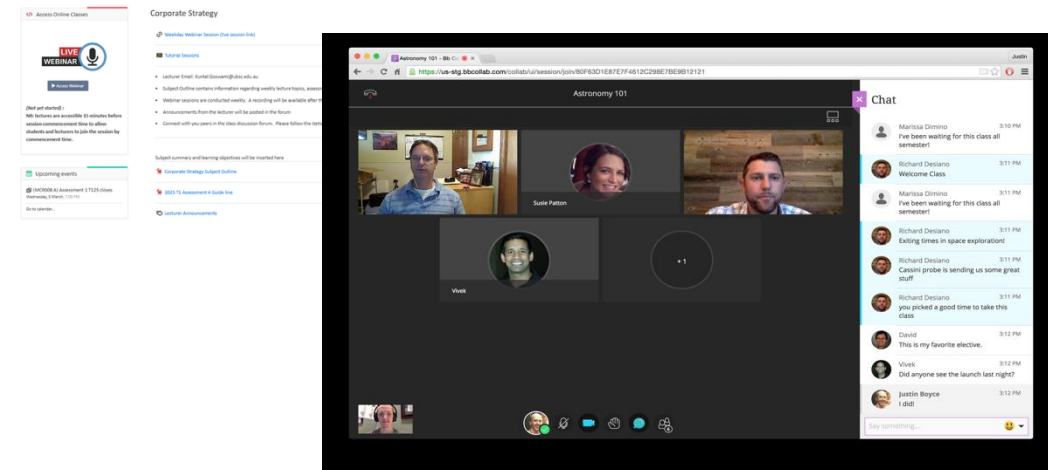
A learning repository for anytime – anywhere learning

The UBSS LMS is a comprehensive tool for the administration, documentation, tracking, reporting, automation and delivery of courses and training programs.



Blackboard Collaborate

Listen to the live lecture with learning content simultaneously.
A simple and reliable virtual classroom solution to power UBSS online teaching needs.



Universities using Moodle



<https://stats.moodle.org/sites/index.php?country=AU>

E-Libraries

Please note: E-Libraries must be accessed via the LMS, bookmarks for this site will not connect.

- **EBSCO** offers more than 375 full-text and secondary research databases and over 550,000 e-books plus subscription management services for 360,000 e-journals, e-journal packages and print journals.
- The **ProQuest** platform makes hundreds of full text and A&I (Abstracts & Indexes) collections available to researchers around the world. The ProQuest platform hosts multidisciplinary content containing scholarly journals, books, video & audio, dissertations & theses, newspapers and more.
- **Emerald** is a global publisher providing high quality, peer-reviewed research with a portfolio of over 300 journals, more than 2,500 books and over 1,500 teaching cases.



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- **Infomit** is online gateway to the largest collection of Australasian scholarly journals, books, and videos. Founded in the RMIT University Library in 1989, our customers include all Australian and New Zealand university and state libraries, government, and other specialist libraries.
- For more than 60 years, **Gale**, part of Cengage Group has partnered with libraries around the world to empower the discovery of knowledge and insights by all people, for all purposes.
- **JSTOR** is a digital library of academic content in many formats and disciplines. The collections include top peer-reviewed scholarly journals as well as respected literary journals, academic monographs, research reports from trusted institutes, and diverse primary sources.

Universities using EBSCO



Difference in features

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There are some differences in features available to our Online MBA students and our on-campus students.

You may see mention of '**MyGCA**', '**GCA Connect**' or a **UBSS Mobile app**. Currently the Online MBA program do not make use of these systems for your academic administration.

All functions and services of these applications are handled directly with the Online MBA team via email or telephone calls.

If you have any issues, require any information or support, please do not hesitate to reach out to us and we will be happy to assist you!



Below are all the things the Online MBA team can assist you with:

- FEE-Help assistance
- RPL/Credit requests
- Academic Progress assessments
- Official documentation
- Non-Academic Support Queries
- Wellness, Counselling and Mental Health Support
- Financial support requests
- Deferrals and withdrawals
- Assisting students with enrolment processes
- Activating student accounts both in the learning management system (LMS) and the student management system (SMS)
- Ensuring ongoing access to the necessary applications and software
- Supporting enrolment variations
- Enabling leave applications
- Ensuring student welfare and being available to students for a range of other queries in a timely way.

Contact us on: ecarer@Ubss.edu.au or call **(02) 8332 2599**



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Academic Support

Academic Staff Roles

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The **Lecturer** will be responsible for:

- Teaching on their specialist Unit via recorded lecture sessions
- Creating teaching materials

The **Tutor** will be responsible for:

- Delivering the tutorial materials
- Invigilating in-class assessments for their Unit cohort
- Marking all assessments

The **Student Success Manager** will be responsible for:

- Supporting students' academic growth and success
- Providing academic support and tailored learning assistance

Focus areas include –

- Assisting students with their learning and associated skills development;
- Providing individual advice and guidance to students on a range of matters academic;
- Providing individual consultation with students as required;
- Providing lecture and tutorial support as required;
- Working co-operatively with students and staff to create a positive and welcoming environment



Academic Support



Online availability of Units will comprise of:

- The Unit guideline with all details of topics and assessments covered
- Reference to any prescribed Text-book for the Unit
- PowerPoint presentations of each topic in the Unit selected from the text-book based on the existing accredited Unit
- Additional Reading materials and reference material
- Videos and clippings of certain topics
- Access to Online Research Library, certain e-books and published articles as prescribed readings.

Student Assessment and its conduct:

- 3 Assessments per Unit
- Attempted within set timeframes, with set attempt and time limits
- May be Invigilated within tutorial sessions if required.
- Reports, essays and presentations uploaded to Moodle via Turnitin
- Gradings published within Moodle
- Final assessments are reviewed by the Academic Board for approval before release to the students.

We have developed workshops to assist you in your assessments.

Workshop 1.	Researching for an Assignment https://youtu.be/iDHsXFMgawo
Workshop 2.	Effective note-taking https://youtu.be/TQZDK8Q6UvY
Workshop 3.	Structuring an Essay https://youtu.be/AxZyHI4Qjwc
Workshop 4.	Paragraphing in essay writing https://youtu.be/n88mOIJJIX4
Workshop 5.	Preparing a Presentation https://youtu.be/x2YQetFMuTo
Workshop 6.	Avoiding Plagiarism https://youtu.be/l_ZMCf3qa5A
Workshop 7.	Artificial Intelligence https://youtu.be/z9XKwXcsD6Y

Academic Integrity

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Academic Integrity is valued at UBSS.

Academic misconduct at UBSS is overseen by the **ACADEMIC INTEGRITY COMMITTEE** that will apply penalties and sanctions for misbehaviour.

Please ensure you are familiar with the **ACADEMIC MISCONDUCT POLICY** located on the UBSS website:
<https://www.ubss.edu.au/policies-and-procedures>

These are some forms of
Academic Misconduct

Plagiarism	Reproducing the work of someone else without attribution. When a student submits their own work on multiple occasions this is known as self-plagiarism .
Collusion	Working with one or more other individuals to complete an assignment, in a way that is not authorised.
Copying	Reproducing and submitting the work of another student, with or without their knowledge. If a student fails to take reasonable precautions to prevent their own original work from being copied, this may also be considered an offence.
Impersonation	Falsely presenting oneself, or engaging someone else to present as oneself, in an in-person examination.
Contract cheating	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
Data fabrication and falsification	Manipulating or inventing data with the intent of supporting false conclusions, including manipulating images.



Epigeum

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About Epigeum

Academic integrity underpins all aspects of a student's studies and is also vital to success in future careers.

- EPIGEUM – This free and interactive academic integrity course is a compulsory component of your program that must be successfully completed before the submission of the first assessment in the Trimester.
- The course is available on Moodle and consists of 4 modules. There are unlimited attempts available to complete the 2-hour course and the pass mark is 100%.
- This is a zero-credit course that will appear on academic transcripts.
- The module covers topics such as academic integrity - with examples of breaches of academic integrity, exploring best practice and addressing key issues such as AI.

Module 1:

What is academic integrity?

Module 2:

How do I show academic integrity in my preparation?

Module 3:

How do I show academic integrity in my work?

Module 4:

How do I deal with more complex situations?



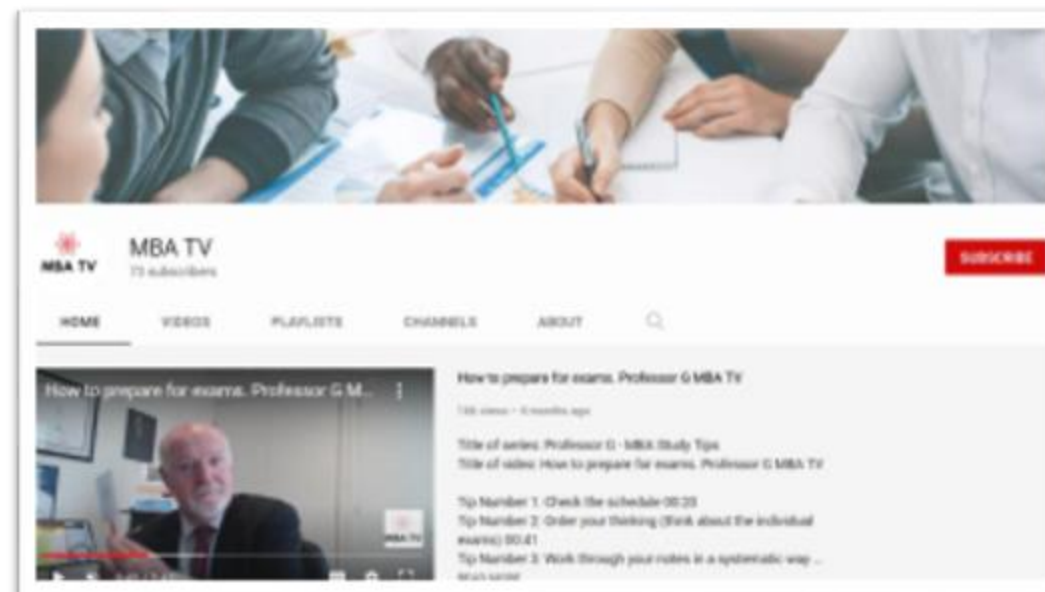
MBA TV

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Another excellent channel to subscribe and follow on YouTube is MBA TV.
MBA TV is especially dedicated to MBA students.

MBA TV uploads videos focusing on MBA related content such as course and unit introductions, study tips and advice and other MBA related information to help students during their MBA studies

<https://www.youtube.com/@MBATVAUS>



Academic Progression



UBSS implements comprehensive procedures for assessing and managing students' course progress to ensure compliance with academic standards and Fee-HELP requirements.

1. **Early warning**

A student fails the first assessment. Early intervention strategies may apply.

2. **Warning 1 - "At Risk"**

A student is considered "at risk" if they fail to achieve the required 50% completion rate of units in a study period.

3. **Warning 2 - Unsatisfactory Course Progress**

A student is deemed to have unsatisfactory course progress if they fail to meet the 50% completion rate across two consecutive study periods.

Intervention strategies are developed to support these students, such as academic counselling, additional tutorials, or referrals to support services.

These procedures are designed to monitor student performance, provide timely support, and ensure compliance with academic and regulatory obligations. For more information see our Academic Progression, Monitoring and Intervention Policy.

You can find more information in our Policies and Procedures website available here:

<https://www.ubss.edu.au/policies-and-procedures>

Non-Academic Support



As part of our commitment to you as a student with UBSS we have several support systems in place to assist you throughout your time with us. This assistance is not just about your academic success but also about your wellbeing.

We will on occasion reach out to our students if we feel that they may require additional support, but please be aware that you can also ask for support at any time any we will be happy to assist you in any way we can. These support mechanisms are also covered in our policies and processes available here:

<https://www.ubss.edu.au/policies-and-procedures/>



But, to highlight these non-academic methods of support, we have compiled a short list:

Non-Academic Support:

- 1) Personal counselling
- 2) Time management coaching
- 3) Cultural adjustment support
- 4) Health and wellbeing services
- 5) Career counselling
- 6) Technology support

Modified Study Plans:

- 1) Reduced study load options
- 2) Alternative assessment arrangements
- 3) Additional tutorial support
- 4) Supervised study programs
- 5) Course progression mapping
- 6) Unit sequence adjustment
- 7) Maximum duration planning



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Policies and Procedures

Policies and Procedures

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You can find all UBSS Policies and Procedures on our website here: <https://www.ubss.edu.au/policies-and-procedures>

Process for Student Grievances and Appeals (Academic and Non-Academic)

- If you have a grievance, your first point of contact should be Online MBA Team or the Student Success Manager, as per existing policies. You can reach them during UBSS opening hours, via email or telephone.
- You can also schedule appointments with your Academic Programs Director to address any issues related to your experience at UBSS. Please follow the procedures outlined in the relevant policies, such as the Grievance and Appeals policies (Academic and Non-Academic) and the Student Conduct Policy.
- If you are not satisfied with the outcome after following these procedures, you may contact the Commonwealth Ombudsman for higher education student complaints: <https://www.ombudsman.gov.au/complaints>



Code Of Conduct: The Student Conduct Policy is founded on the fundamental belief that a positive learning environment depends on mutual respect, responsibility, and academic integrity. GCA recognises that students are active participants in their educational journey and responsible members of the academic community. Our approach to student conduct acknowledges the diverse backgrounds, experiences, and perspectives of the student population while upholding consistent standards of behaviour that support academic excellence.

We are committed to fair and transparent processes that respect the rights of all individuals involved while maintaining GCA's integrity.

Course Completion and Graduation Process

Once you have finished your final assessments they need to be processed by the academic staff and the results lodged with the OMBA team where we cross check and make sure everything is complete, and all your tuition fees are paid in full or covered by HECS.

If there are any issues arising here, we will contact you immediately. Then we make a recommendation around your eligibility to graduate.

The eligible graduands list is then put through the formal chain of review, and eventually to the GCA Board of Directors for official approval and signatory duties.

Please be aware, this process can take some time!

Once your results have been signed off, we get to the fun part. Organising your graduation! This happens once per year at each campus, and you have the opportunity to hire formal robes for the occasion.

Your Academic Transcript, Testamur (the official parchment of your course) and your AHEGS (Australian Higher Education Graduation Statement) certificates are generated and uploaded to **My eEquals** (a recognised secure academic document system) who will generate an email to you with how to access and securely share these documents online.

You may request a printed copy of these documents sent to you for an additional fee.



Online Graduation Process Diagram

Below is a flow diagram of the process between finishing your studies and the conferral of your title. It is important to know this can take some time but there are ways we can assist you if you require proof of your studies in the interim.

Student completion of all course unit's and assessments.

Academic Board review and approval of results.

Cross check of financial status and submission to board.

Board of directors' review and approval process.

Graduation Ceremony, official conferral of title and documentation.



Intermediary Document Requests

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"But what if I need evidence of my studies for my new job/visa?"

You can always request an updated **Academic Transcript**. This will list all your units studied, unit codes, grades, and course title, but will make note that you have not yet been awarded your qualification if your graduation has not yet occurred.

If you need proof of course completion we can have a **Statement of Completion** created for you. It will outline that you have completed the course and if you are eligible to graduate but will note that you have not yet been awarded the qualification.

This is an official document that requires less of the bureaucratic process than your Testamur and acts as an official document for workplaces and VISA applications before your graduation.



If you need any further information, please do not hesitate to contact us!
We are always happy to assist you.



Group Colleges Australia

Q and A Session

If you have any questions, please contact ecarer@ubss.edu.au
Or call the online student support line on **(02) 8332 2599**

**Thank you and
Welcome to UBSS!!**

Don't forget to follow us on Social Media



UBSS



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