

# STUDENT ORIENTATION

Master of Business Administration  
Trimester 1, 2026

A very warm welcome to our New  
Students from the UBSS Staff.



# Welcome to the Postgraduate Orientation

# Today's Topics

- ◆ Overview
- ◆ Commitments
- ◆ Master of Business Administration
- ◆ Unit Selection
- ◆ Unit Exemptions
- ◆ Our objective – to assist you in being “work ready”

# OVERVIEW





# Introduction to UBSS

## Master of Business Administration (MBA)

Fully accredited, industry-focussed and internationally recognised, the **UBSS MBA** is more than a piece of paper. Your MBA journey develops leadership qualities and specialised skills to give you a competitive advantage in the global business marketplace.

Build core skills across corporate strategy, project management, financial management, economics, financial accounting and reporting, business law and more. As a working professional, you need more than theory.

Keep your finger on the business pulse with real-world business challenges and simulations with mentoring from leading industry experts. Build your personalised MBA and choose a specialisation in **Entrepreneurship, Accounting or IT Management**.

## Our Key UBSS Staff (Postgraduate)



**Associate Professor Wayne Smithson**  
Academic Programs Director  
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**Wajeeha Butt**  
Senior Administration Coordinator  
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# Academic Staff Roles

The **Lecturer** will be responsible for:

- Direct teaching on their specialist unit
- Creating teaching materials

The **Tutor** will be responsible for :

- Delivering the tutorial materials
- Invigilating in-class Assessments for their unit cohort
- Marking all assessments
- Enhancing the learning and understanding

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

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

# Professional Accreditation

- ✓ Certified Practicing Accountants Australia and New Zealand
- ✓ Chartered Accountants Australia and New Zealand
- ✓ Institute of Management Accountants



# COMMITMENT



## Our Commitment

It is the School's objective to prepare you to be work ready in the business world after completion of your degree.

**This means we need a commitment from you!**

# Your Commitments

- Attend all classes. Attendance records are taken each week and will be monitored.
- Complete and submit all assessments.
- Be respectful and attentive in class.
- Participate in class – asking questions is key to learning.
- Undertake at least 3 hours study outside of the face-to-face teaching hours for **each** unit.
- Buy the textbook for your unit as identified in the unit outline.
- Use the e-library.

# MASTER OF BUSINESS ADMINISTRATION





# Why Study an MBA?

- Management skills
- Developing business expertise
- Starting your own business
- Competitive advantage
- Career Advancement
- Job security

# UBSS MBA

## Entrepreneurial Focus

- ❖ **We provide a learning environment for future entrepreneurs.**
- ❖ **We offer specially designed entrepreneurship courses for students interested in starting their own business.**
- ❖ **We also allow students to experiment and test their entrepreneurship skills through our Strategic Business Simulation Game.**

# MBA Program Structure

8 Core units + 8 specialized major units = 16 units (MBA degree)

## Core units (8) – All Students:

MCR001 Economics (Online)

MCR003 Management Attributes & Skills (Online)

MCR007 Project Management (Online)

MCR008 Corporate Strategy (Online)

MCR002 Organizational Behaviour (F2F)

MCR006 Financial Management (F2F)

MCR004A Accounting Systems & Processes (F2F)

MCR009 Business Law (F2F)

# MBA – Major in Entrepreneurship

## Entrepreneur major units (8) – all F2F

**MCR005 Clients and Markets**

**MCR010 Innovation & Commercialization**

**MHR001 Managing Workplace Relations**

**MHR002 Leading Innovation & Change**

**MKT001 Brand Development**

**MKT002 Marketing New Products**

**MCR012 Entrepreneurship Research Report**

**MCR011 Strategic Business Simulation**



# MBA – Major in Accounting

## Accounting major units (8) – all F2F

**MAC001A Financial Accounting & Reporting**

**MAC005 Audit and Assurance**

**MAC006 Adv. Financial Accounting & Reporting**

**MAC002 Accounting Information System**

**MAC003 Management Accounting**

**MAC007 Strategic Management Accounting**

**MAC004 Quantitative Methods**

**MAC008 Taxation Law**

# MBA – Major in IT Management

## **IT management major units (8) – all F2F**

**MIT101 Business Analysis and Programming    MHRIT002 Leading Innovation and Change in IT**

**MIT102 IT Networks and Cyber Security    MCRIT010 Innovation and Commercialization in IT**

**MIT103 Managing Digital Transformation    MCRIT011 IT Strategic Management**

**MIT104 Information System In Practice    MCRIT012 IT Industry Research Project**

# UNIT OUTLINE



# Unit Outlines

- ◆ Unit outlines provide you with information about the unit you are enrolled in for the trimester
- ◆ It is important you read this for each unit for which you are enrolled
- ◆ It will be in the first section of the Moodle page our online Course site

## **Unit Outlines contain information about:**

- Assessments
- Details of each week study
- Textbooks
- Information on readings in the e-learning data base



# FACILITIES AND RESOURCES





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# MOODLE



## UBSS Student Central

**Easy access to all your student resources.**

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments.

# MOODLE

- ◆ The Moodle database provides you with access to majority of the unit information including:
  - Weekly Lecture slides
  - Practice Question and Answers
  - Advice from the Lecturer
  - Readings placed there by your Lecturer
  - Unit Outlines
  - Assessments and assessment information
  
- ◆ Please ensure you open the Moodle site for each unit, if you do not, you will not be formally registered in the course.

# MOODLE

Moodle will give you access to:

- Unit Outlines
- Readings and Lecture recordings
- Submission of assignments
- Grades and Marks
- E-library

Moodle can be accessed through our website: <https://www.gca.edu.au/> or <https://moodle.ubss.edu.au/>



# Moodle

Please be aware that Moodle can only be accessed from within Australia.

Any unauthorized connections to Moodle from outside of Australia will be blocked.

Therefore, please **do NOT attempt to use a VPN** when accessing Moodle.

# Office 365

BYOD- Make sure you have your own device as there are no computers for student use on campus. **Ensure that your technology is up to date.**

Current UBSS students have full access to the Microsoft Office 365 platform, which includes:

- Webmail
- Teams
- Word
- Excel
- PowerPoint

Students can use these applications via the web, or they can download and install the full copy of Office onto their own personal PC/Mac.

Access Office 365 from **portal.office.com**





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# E-libraries

Complete and optimised research solution.

**To access the UBSS e-Libraries, log into your myGCA account.**

The e-Libraries can be accessed from anywhere in the world, at any time. All you need is an internet connection.

<https://www.gca.edu.au/learning-resources/>



ProQuest



SAGE



EBSCO HOST

# STUDY LOAD



# Suggested Study Load

**Three trimesters a year**

A preferable model we recommend for your study load: **3 + 3 + 2**

*Example:* **Trimester 1: 3 units**

**Trimester 2: 3 units**

**Trimester 3: 2 units**

**Take and complete the core units first before moving to a major**

**A full-time study load requires 8 units per year**

# Important Dates

## Trimester 1, 2026

Dates	Trimester Activity
19th January - 17th April	Trimester Period
19th January - 23rd January	Orientation Week
13th February	Census Date
26th January – 17th April	Teaching, Review and Assessment Period
20th April - 8th May	Trimester Break



# UNIT SELECTION





## Unit Selection

Log into your MyGCA account **today** and select your units.

Visit the GCA website for more information on **Unit Selection and Courses**.

<https://www.gca.edu.au>

<https://my.gca.edu.au/login.aspx>

Step 1 : Log into your myGCA student account



Step 2 : On your Student Home Page, click on Student Services Online



Step 3: Click on Subject Selection

# Course Structure Prerequisites

- ◆ Check the course structure of the Master of Business Administration.
- ◆ Follow the proper sequence of units as some units have pre-requisites.
- ◆ Ensure that you choose first year units **only** in your first trimester.

# RECOGNITION OF PRIOR LEARNING



# Recognition of Prior Learning

Credit and Recognition of Prior Learning is where you receive recognition for previous study where that study is the same as the course you are going to be doing.

To be eligible for Recognition of Prior Learning (RPL), some conditions need to be met. The previous study must have:

1. Same/similar content
2. Same/similar duration
3. Same/similar level of institution, i.e. higher education/university or vocational education at an appropriate level of study.
4. Application must be made by end of Census Day of the beginning of your first trimester of study.
5. Granting credit for courses that are unrelated to the course for which you are enrolled will not receive the same amount of credit as a related course.

# Unit Exemptions

Review the units in your degree to see if you potentially have any possible unit exemptions

**In order to obtain an exemption for one or more units, you must:**

- Identify the units, you believe you are entitled to receive exemption.
- Complete the online submission and upload it to the correct area, if unsure, make an appointment to see Student Services to seek assistance.
- Provide supporting evidence that you have undertaken prior study in that unit.



# Unit Exemptions

- ◆ You must provide evidence so that this can be assessed properly
- ◆ If the documents are copies, they must be certified as true records, or the originals must be sighted
- ◆ You can only apply for exemptions in **your *first trimester***

## Please note:

- You cannot ask for exemptions for 2nd year units unless you have completed a similar unit with an Australian Higher Education provider
- The maximum exemptions you may be entitled to are **8** units. This will depend on the previous units you have successfully completed
- ◆ Please complete ***Within 2 weeks*** of the commencement of the trimester.
  - ◆ The deadline for Credit Transfer applications is Census Date.

# ASSESSMENTS



# Assessments

## ◆ There are 3 assessments for each unit, typically

- Class Quizzes - individual – online invigilated
- Class assessments or quizzes -individual
- Group or Individual Assignment

## ◆ Assessments

- All grade reviews are to be referred to **your lecturer** in the first instance
- Online quiz are held in class and there are **no resits** for these invigilated assessments
- In assessments that are held in class you will not be admitted after 10 minutes from start time.
- If you leave early, you must show the completion of assessment.

## Online Quizzes

- Assessment quizzes completed on Moodle provide two areas which are used by lecturers to detect academic misconduct.
- A link to Turnitin for similarity / AI detection.
- A report on the response history on each question for each student.
- The lecturers use this to monitor the time taken to complete each question and the quiz in total.

# Online Assessment – Digital Recognition

- UBSS can identify the IP address being used by students completing assessments
- The IP address is unique to the computer access point on the internet
- If two students use the same computer at the same time, it can be proven that the students colluded on the assessment.
- This means that if other identification methods indicate that there is a potential collaboration between students, this is a potential issue of academic misconduct and penalties will apply.

OBJECTIVE – TO ASSIST YOU IN BEING “WORK READY”





# Being Work Ready

- ◆ Our objective at UBSS is to assist you to become work ready
- ◆ Your journey to become work ready starts today
  - Take some time to sit down and plan your career and your pathway program for completing your degree
  - Choose your units with your career plan in mind
- ◆ Being work ready means:
  - Learning current business theory and practices
  - Applying these at a domestic and global business community level
  - Developing your skills in the practical application of these theories and practices to real life business situations
  - Developing both academic and business networks

# Business Networks

- ◆ Developing a business network is essential in today's business world to achieve a successful career
- ◆ UBSS has an association with the Institute of Managers and Leaders Australia and New Zealand (IML)
- ◆ IML has a student membership program which provides a number of benefits to student members
- ◆ The program provides student membership for a limited number of students
  - Use of nationally accredited post nominals, which can be used on your resume, communication materials
  - Access to the IML Internship program
  - Young Leaders Recognition program
  - AIM Leadership matters program on-line

# Business Networks

- ◆ UBSS also has an association with the Australian Computer Society (ACS)
- ◆ ACS has a student membership program which provides a number of benefits to student members
  - Access to the materials on the ACS Website
  - Invitation to networking events
- ◆ Free Student Memberships are available to **all** UBSS students



Thank you  
and  
Welcome to  
UBSS!!