



Group Colleges Australia



UNIVERSAL  
BUSINESS SCHOOL

# STUDENT ORIENTATION

## Student Success

Trimester 1, 2026

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



# STUDENT SUCCESS





# Our Key Student Success Staff



**Natasha Newcombe**

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**Nikki Paz**

Academic Support and Administrative Officer  
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# Student Success

Focus areas include – **Student Success Manager**

- Assisting students with their learning and associated skills development;
- Providing individual advise and guidance to students on a range of matters academic;
- Providing individual consultation with students as required;
- Providing lecture and tutorial support as required;
- Assisting with bookings as required;
- Working co-operatively with the campus staff to create a positive and welcoming environment; and taking an active role in hybrid and face to face supervision.

# Academic Learning Support

- ◆ Academic support is available through:
  - Your Lecturer in the **first instance**
  - Your **Student Success Manager**
  - Your Academic Program Director or delegates
  
- ◆ If you need to discuss your academic progress, please make an appointment through the UBSS App.

# Unsatisfactory Course Progress



# Unsatisfactory Course Progress

UBSS implements comprehensive procedures for assessing and managing students' course progress to ensure compliance with academic standards and visa 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" (Example: If they fail to achieve the required 50% completion rate of units in a study period).
- Intervention strategies are developed to support these students, such as academic counselling, additional tutorials, or referrals to support services.

## 3. Warning 2 - Unsatisfactory Course Progress

- A student is deemed to have unsatisfactory course progress (Example: If they fail to meet the 50% completion rate across two consecutive study periods).
- Warning 2 is an Intention to Report Letter issued to the student, outlining the consequences and steps to appeal the decision.
- If the appeal is upheld, the intervention strategies apply. If the appeal is NOT upheld, the reporting stage applies.

## 4. Reporting to the Department of Home Affairs

- UBSS is required to report students who fail to achieve satisfactory course progress and are therefore in breach of their visa conditions. Reporting is conducted through the appropriate channels in compliance with the ESOS Act and National Code.
- Consequences include cancellation of the CoE and potential cancellation of the student visa.

These procedures are designed to monitor student performance, provide timely support, and ensure compliance with academic and regulatory obligations. For the full version of Academic Progression, Monitoring and Intervention Policy, visit

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



# ACADEMIC INTEGRITY





# Epigeum

**Epigeum** – Free interactive academic integrity course

- Compulsory component of your program
- Must be completed before your first submission in the Trimester.
- Available on Moodle and consists of 4 modules
- Unlimited attempts to complete 2 hour course and pass 100%
- Zero course credits that appears on your transcript



# Academic Integrity

- Academic Integrity is valued at UBSS.
- Academic misconduct at UBSS is overseen by the ACADEMIC INTEGRITY COMMITTEE that will apply penalties and sanctions for misbehavior.
- Please ensure you are familiar with the ACADEMIC INTEGRITY POLICY, ACADEMIC MISCONDUCT PROCEDURE, ARTIFICIAL INTELLIGENCE POLICY located on the UBSS website: <https://www.gca.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.

## Academic Integrity

**ACADEMIC INTEGRITY**  
is the expectation that students  
uphold the values of honesty,  
fairness and responsibility in  
their studies.





- ◆ Plagiarism in assessments will be managed by lecturers by checks with Turnitin.
- ◆ Turnitin also reviews potential instances of Artificial Intelligence (AI).
- ◆ **DO NOT USE ARTIFICIAL INTELLIGENCE TOOLS** unless your Lecturers allow you.

**PENALTIES WILL BE APPLIED AS FOLLOWS:**

Degree of similarity (Turnitin)	Penalty	AIC formally advised
20%	No action	
20% to 50%	50%	Yes
Greater than 50%	100%	Yes
Contract Cheating	100%	Yes
Use of AI without appropriate referencing	100%	Yes



# Word Documents – Digital Footprints

- ◆ Word documents have a feature which highlights various features of the document including:
  - The author
  - The time of the last update
  - The time taken to complete the document
  - The last, in particular, can identify the amount of time to complete the assessment
  - If the time is relatively quick in relation to the expected, then it implies possibly “*a cut and paste*” answer was used

# Word Documents – Digital Footprints


Discussion question and activities - Word

Wayne Smithson


## Info

### Discussion question and activities

\\file-svr » Wayne.Smithson » AWRS » POLYTECHNIC INSTITUTE AUSTRALIA » UNIT DEVELOPMENT BUS 608 » Week 4


 **Protect Document** ▾

Control what types of changes people can make to this document.

 **Check for Issues** ▾

Before publishing this file, be aware that it contains:

- Searching for issues

 **Manage Document** ▾

Check in, check out, and recover unsaved changes.

- There are no unsaved changes.


**Properties** ▾

Size	326KB
Pages	1
Words	60
Total Editing Time	8 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments


**Related Dates**

Last Modified	Today, 10:04 AM
Created	Today, 9:58 AM
Last Printed	

**Related People**

Author  Wayne Smithson

Add an author

Last Modified By  Wayne Smithson

**Related Documents**

Open File Location

Windows taskbar: 10:33 AM 13/05/2023

# Quizzes – Monitoring Information

moodle.ubss.edu.au/mod/quiz/reviewquestion.php?attempt=52907&slot=1

 Turnitin ID: 2014397153

x



Comment:

Make comment or override mark

## Response history

Step	Time	Action	State	Marks
1	15/02/23, 10:50	Started	Not yet answered	
2	15/02/23, 11:01	Saved: The three type of financial management decisions are INVESTMENT DECISION, FINANCING DECISION AND DIVIDEND DECISION.	Answer saved	
3	15/02/23, 11:12	Saved: Three types of financial decision is : Investment decision, Financing decision, dividend decision	Answer saved	
4	15/02/23, 11:20	Attempt finished	Complete	
5	15/02/23, 11:57	Manually graded 0.5 with comment: <b>Wayne Smithson</b>	Complete	0.50

## 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.

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## Academic Integrity

◆ **DO NOT USE ARTIFICIAL INTELLIGENCE TOOLS**  
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# Policies and Procedures

You can find all UBSS Policies and Procedures on our website.

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

## COLLEGE CODE OF CONDUCT

This is the Standard of behaviour UBSS expects of everyone.

***UBSS reserves the right to suspend or expel any student who in any way breaches the College Code of Conduct or any of the associated College Rules.***

## Grievance and Appeals Policy (Academic)

### ACADEMIC GRIEVANCES

Students are able pursue academic grievances related to:

- Student Academic Progress
- Assessment
- Curriculum
- Awards in a course of study

## Student Conduct Policy





Thank you  
and  
Welcome to  
UBSS!!