THE GRADUATE SCHOOL OF MANAGEMENT

&

PSB ACADEMY
(A DIVISION OF PSB CORPORATION)

STUDENT SURVIVAL GUIDE

HANDY TIPS TO HELP YOU THROUGH YOUR STUDIES.
### TABLE OF CONTENTS

- GSM Staff Contact List ................................................................. 4
- PSB Contact List .............................................................................. 5
- UWA Contact List ........................................................................... 6
- Student Facilities ............................................................................. 7
- Transportation ................................................................................... 10
- MBA Units ........................................................................................ 11
- Important Dates ............................................................................... 12
- Areas of Research ........................................................................... 13
- GMA Student Association ................................................................. 14
- Business Library ............................................................................... 16
- Student Administration .................................................................... 18
- Frequently Asked Questions .............................................................. 22
- PSB Academy Map .......................................................................... 23
- Student Forms ................................................................................ 24
- Notes ................................................................................................. 32
WELCOME

The University of Western Australia has been a pioneer in management education in Australia. It was one of the first universities in this country to offer an MBA program and has remained at the forefront of management education innovations. In recent years there has been both an expansion and diversification in the range of courses offered. The UWA MBA is now offered in Perth, Singapore, Manila and Jakarta.

The Graduate School of Management was established to provide excellence in management education and scholarship. Through the pursuit of excellence in research, teaching and professional practice, the mission of the GSM is to advance knowledge in the fields of management and to deliver the highest quality graduate management education.

We welcome you to our School and through the pursuit of our mission, we aim to assist you fulfill your particular goals and objectives.

Our MBA, which enjoys an international reputation, has been the subject of ongoing changes to ensure that it continues to incorporate critical advances in management theory and practice. Further changes are in train to ensure that your education at the GSM will enable you to continually meet the challenge of management as your career unfolds.

The MBA is the University's largest coursework Masters degree. Each year the quality of applicants is high which means that you will be joining a group of high calibre students. We trust that you will do your part in maintaining the reputation of the student body by working to fulfill your own potential.

Welcome, again, to the Graduate School.

Professor Geoff Soutar
Director, Graduate School of Management
The University of Western Australia
GSM STAFF CONTACT LIST

DIRECTOR
Professor Geoff Soutar (618) 6488 7100

ASSOCIATE DIRECTOR / INTERNATIONAL PROGRAM DIRECTOR (OFFSHORE)
Professor Ray Fells (618) 6488 2933 ray.fells@uwa.edu.au

ACTING SCHOOL MANAGER
Ms Yew Keng Low (618) 6488 1960 yew-keng.low@uwa.edu.au

SINGAPORE MBA PROGRAM DIRECTOR
Ms Madeleine Tan (618) 6488 7986 madeleine.tan@uwa.edu.au

ADMINISTRATIVE ASSISTANT (OFFSHORE PROGRAMS)
Ms Pru Hodgkinson (618) 6488 1448 pru.hodgkinson@uwa.edu.au

GSM RECEPTION (618) 6488 3980 gsm@gsm.uwa.edu.au
GSM FAX (618) 6488 1072

MAILING ADDRESS
The Graduate School of Management – M404
University of Western Australia
35 Stirling Highway
Crawley WA 6008
AUSTRALIA

GSM WEB ADDRESS www.gsm.uwa.edu.au
GMA WEB ADDRESS (Graduate Management Association) www.gma.asn.au

The Graduate School of Management Administration office hours are
Monday to Friday 8.30am – 6pm (during Trimester)
Monday to Friday 8.30am – 5pm (during Trimester break)

Lecturer staff profiles can be accessed through the following web address: www.gsm.uwa.edu.au
Contact details for teaching staff will also be available on course outlines.
PSB ACADEMY, SCHOOL OF BUSINESS
STAFF CONTACT LIST

VICE-PRESIDENT
Ms Yeo May-Fung  (65) 6885 1089 may-fung.yeo@psbcorp.com

MANAGER
Ms Mary Ng  (65) 6885 1093 mary.ng@psbcorp.com

EXECUTIVE
Ms Melanie Loong  (65) 6885 1066 melanie.loong@psbcorp.com

MAILING ADDRESS
PSB Academy (a division of PSB Corporation)
HDB Hub Biz Three
490 Lorong 6 Toa Payoh #08-10/11
SINGAPORE  310490

PSB ACADEMY RECEPTION  (65) 6885 1000 psbacademy@psbcorp.com

PSB ACADEMY FAX  (65) 6397 2614

PSB WEB ADDRESS  www.psbacademy.edu.sg

PSB Academy office hours are:
Monday to Friday 8.30am – 8pm
Saturday 8.30am – 4.30pm
UWA CONTACT LIST

STUDENT ADMINISTRATION
(Office hours 8.30 – 4.30 Monday - Friday)
www.uwa.edu.au/students/
Enquiries (618) 6488 1469
Cashier (618) 6488 1234
(to order academic transcripts, posting of degree certificates etc)
Graduation - Ms Vicki Pratt (618) 6488 2465
vpratt@admin.uwa.edu.au

ECEL COMPUTING
www.bits.biz.uwa.edu.au
Computing Help Desk (618) 6488 7888
(618) 6488 2198 (for after hours service)

All students **must** create a Business School Account email address as this will be the only form of
contact we will use to advise you of important information. Students can forward emails from this
account to their own personal account.

LIBRARY
www.library.uwa.edu.au
Business Library enquiries (618) 6488 1588
(Opening hours 8.30 – 6.00 Monday to Friday
1.00 – 5.00 Saturday
2.00 – 6.00 Sunday)

STUDENT CONNECT
Student Connect will allow access through the Web at: www.studentconnect.uwa.edu.au to the
following information:

- Check Personal Details
- On-line Enrolment
- View Unit Results
- Change Password
- Request Academic Statements
- Check your mailing address
- Check your current enrolment
STUDENT FACILITIES

- Campus Card
- Library Access
- Password
- Email Account
- Presentation Equipment
- Meeting Rooms
- Parking & Transportation

Campus Card

The Campus card is issued free at the time of enrolment to all new students. In order to obtain this card you must fill in the Campus Card form that is attached to your welcome letter and return this along with a coloured passport sized photograph to the Admin Assistant (Offshore Programs). The card will be produced and sent to you via PSB Academy only after your official UWA enrolment (not your GSM study plan) has been processed. You will need to sign the form when you receive your card to acknowledge receipt of the card.

Library Access

The barcode on the campus card allows you to gain access to the UWA online library system. The barcode cannot be given out before the card is produced.

Password

UWA Account Management System, PHEME

If you are a new student you will need to log into the Pheme website at the following address https://www.ams.uwa.edu.au to activate your account and set your password.

NEED HELP?

If you require more information or are experiencing difficulties in understanding or logging on to Student Connect, please contact the Student Internet Support Office:

Email: support@student.uwa.edu.au
Phone: 6488 3814

or visit the following web site:

http://www.ucs.uwa.edu.au/web/students/siso
EMAIL ACCOUNTS

All students currently enrolled at The University of Western Australia are automatically assigned a basic, web-based email address through University Communications Services on the Student Server.

It is important that you activate this email address because it will be used by the University and GSM for official correspondence with you. If you wish, you can have your student email redirected to a private email address elsewhere.

- **Activating Your University Account**
  UWA students must activate their account in the Account Management System, Pheme, before they are able to access their email. Go to [www.ams.uwa.edu.au](http://www.ams.uwa.edu.au)

- **Using Your University Email Address (Web Based)**
  Includes reading and sending mail (using the web-based mail program), and Frequently Asked Questions.

- **Redirect Your Student Email**
  to another email address. This will link you to the online facility for redirecting your email. If you have a preferred alternative email address you should ensure this is done.

- **Email Account Size**
  Find out about limits on the size of messages and the storage capacity of your email account.
STUDENT FACILITIES AT PSB ACADEMY

Class Rooms
Classrooms are on the 5th, 6th, 7th & 8th floors of the Toa Payoh Campus. Emergency exits are at both ends of the corridors. Please take note of these exits.

Reading Room
The reading room is located in Room #05-07 (5th Floor) and is open from 10.30am to 7.00pm on weekdays. Students are encouraged to do quiet reading in this room. There are 3 computers with Internet access, which are available for student use.

Resource Center
The resource center is located on the 8th Floor (where the reception is) and is open from 9.00am to 8.00pm Monday to Friday and from 9.00am to 4.00pm on Saturday. Materials and textbooks in the resource center are for reference use only. There are 4 computers with Internet access, which are available for student use. A photocopier is available in the resource center but in order to make copies, you must purchase a stored value card for $6.25 from the Customer Service Counter.

Food & Drink
Eating and drinking are encouraged in the breakout areas only. There are drink vending machines in the breakout areas and additional snack machines on the 8th floor.

Equipment
The following equipment is available in all the classrooms at PSB Academy:

- Overhead Projector
- Multi-Media Projector
- Visualiser (for bigger rooms only)
- Flip Chart Stand & Paper
- Whiteboard

Trainers/students can hook up their own laptops for presentations in the classrooms. PSB Academy do not have spare laptops to loan to students. Students are encouraged to use the computers in the library if they do not have one of their own.

Booking of Meeting Rooms
Meeting rooms are available for rent at PSB Academy but there will be a rental charge for these rooms. If a student wants to book a room, please approach the Customer Service Counter (level 8) to make a booking.
TRANSPORTATION

Parking
Students wanting to drive to class can park in the HBD car park.

HBD charges are as follows:
$0.50 per half hour or part thereof (between 7am and 6pm)
$1.00 per entry (between 6pm and 1am)
$2.00 per entry (between 10.30pm and 7am the following day)

Sunday and Public Holidays:
$1.00 per entry (between 7am and 1am)
$2.00 per night (between 10.30pm and 7am the following day)

Mass Rapid Transit (MRT)
The nearest MRT station is Toa Payoh MRT. HDB Hub is directly above the MRT.

Bus Services
Toa Payoh Interchange
Trunk Service No. 8, 26, 28, 31, 73, 88, 90, 139, 142, 143, 145, 155, 157, 159, 163
Feeder Service No. 231, 232, 235, 238

Pass-through Services
Service No. 56, 105, 153 stops near Blk 177
Service No. 506 stops near Blk 193
# MBA UNITS

## STAGE 1 - CORE UNITS (COMPULSORY)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT8501</td>
<td>Organisational Behaviour</td>
</tr>
<tr>
<td>MGMT8502</td>
<td>Accounting</td>
</tr>
<tr>
<td>MGMT8503</td>
<td>Economic Management &amp; Strategy</td>
</tr>
<tr>
<td>MGMT8504</td>
<td>Data Analysis &amp; Decision Making</td>
</tr>
<tr>
<td>MGMT8530</td>
<td>Managerial Finance</td>
</tr>
<tr>
<td>MGMT8550</td>
<td>Marketing Principles</td>
</tr>
</tbody>
</table>

*MGMT8504 DATA ANALYSIS & DECISION MAKING - Students who cannot demonstrate proficiency in statistics and analysis (either through prior study or a prescribed test) will be required to take this unit along with the other 5 core units*

## STAGE 2 – OPTION UNITS

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT8500</td>
<td>Management of Organisations</td>
</tr>
<tr>
<td>MGMT8505</td>
<td>International Management</td>
</tr>
<tr>
<td>MGMT8608</td>
<td>Entrepreneurship &amp; Innovation</td>
</tr>
<tr>
<td>MGMT8623</td>
<td>Leadership Effectiveness</td>
</tr>
</tbody>
</table>

*Students must undertake a minimum of 2 of the units above*

## STAGE 2 – CAPSTONE UNIT

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MGMT8700</td>
<td>Strategic Management</td>
</tr>
</tbody>
</table>

*This unit is compulsory and should be taken at the end of your course of study*

## STAGE 2 - ELECTIVE UNITS

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT8609</td>
<td>Management &amp; Consulting</td>
</tr>
<tr>
<td>MGMT8631</td>
<td>International Financial Analysis</td>
</tr>
<tr>
<td>MGMT8665</td>
<td>Project Management</td>
</tr>
<tr>
<td>MGMT8668</td>
<td>Electronic Commerce</td>
</tr>
</tbody>
</table>

*PLEASE NOTE: THESE UNITS ARE SUBJECT TO CHANGE, PLEASE CHECK THE GSM’S WEBSITE FOR UPDATES.*
**IMPORTANT DATES**

**Add a unit**
All students have until the census date (see GSM website) to add a unit to their enrolment.

**Withdraw without financial penalty (WP)**
All students who withdraw from a unit they are currently enrolled in before the end of week two, will be assigned a status of WP, which will not show on your academic transcript. 100% of the unit fee will be refunded or transferred to the next quarter.

**Withdraw without academic penalty (WD)**
All students who withdraw from a unit they are currently enrolled between weeks two and the census date will be assigned a status of withdrawn, which will show on your academic transcript. 50% of the unit fee will be refunded or transferred to the next quarter.

**Failure to withdraw (FN)**
All students who withdraw from a unit they are currently enrolled after the census date will be assigned a status of Withdrawn Deemed Failed, which will show on your academic transcript. No refund will be given for withdrawals after this date.

**No withdrawal (N)**
All students who are enrolled in a unit and fail to withdraw from the unit will be awarded a grade of zero for the unit.

**Pay tuition fees**
All students must pay their tuition fees to PSB Academy by the date advised on the invoice sent by PSB. If you fail to pay your tuition fees you will be withdrawn from the unit you are currently enrolled in.

For all withdrawal & payment dates, please go to the GSM website at www.gsm.uwa.edu.au - click on current students / Singapore / MBA / Enrolment & Withdrawal Dates or view the current timetable.
The GSM Staff endeavour to make a significant contribution to our understanding of the world of business through their research and are committed to bring this knowledge to their students through their teaching activities.

<table>
<thead>
<tr>
<th><strong>Accounting</strong></th>
<th><strong>Human Resource Management</strong></th>
<th><strong>Marketing/Marketing Research</strong></th>
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<tbody>
<tr>
<td>Ms Lydia Kilcullen</td>
<td>Dr Renu Burr</td>
<td>Professor Geoff Soutar</td>
</tr>
<tr>
<td>Mr Phil Hancock</td>
<td>Professor Ray Fells</td>
<td>Professor Leonie Still</td>
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<tr>
<td></td>
<td>Ms Catherine Jordan</td>
<td>Assoc Professor Tim Mazzarol</td>
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<tr>
<td></td>
<td>Dr Sandra Kiffin-Petersen</td>
<td>Dr Julie Lee</td>
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<td></td>
<td>Dr Chris Perryer</td>
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<tr>
<th><strong>Asian Business Studies</strong></th>
<th><strong>Industrial Relations</strong></th>
<th><strong>Organisational Change and Development</strong></th>
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<tbody>
<tr>
<td>Professor Gary Stockport</td>
<td>Professor Ray Fells</td>
<td>Dr Renu Burr</td>
</tr>
<tr>
<td>Dr Julie Lee</td>
<td>Professor David Plowman</td>
<td>Ms Stacie Chappell</td>
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<td>Professor Nick Forster</td>
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<td>Ms Catherine Jordan</td>
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<td>Professor Steve McShane</td>
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<td></td>
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<td>Ms Barbara Wood</td>
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<td>Dr Chris Perryer</td>
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<tr>
<th><strong>Capital Markets Research</strong></th>
<th><strong>International Financial Analysis</strong></th>
<th><strong>Negotiation Behaviour</strong></th>
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<tbody>
<tr>
<td>Dr Ian Dunlop</td>
<td>Dr Ian Dunlop</td>
<td>Professor Ray Fells</td>
</tr>
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<thead>
<tr>
<th><strong>Consumer Behaviour</strong></th>
<th><strong>International Management</strong></th>
<th><strong>Public Sector and Non-Profit Marketing</strong></th>
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<tbody>
<tr>
<td>Professor Geoff Soutar</td>
<td>Professor Roger Smith</td>
<td>Assoc Professor Tim Mazzarol</td>
</tr>
<tr>
<td>Professor Leonie Still</td>
<td>Professor Gary Stockport</td>
<td>Dr Julie Lee</td>
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<tr>
<td>Dr Julie Lee</td>
<td>Dr Chris Perryer</td>
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<thead>
<tr>
<th><strong>Corporate Governance and Performance</strong></th>
<th><strong>International Marketing</strong></th>
<th><strong>Research Methodology</strong></th>
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<tbody>
<tr>
<td>Ms Joo Lay Sim</td>
<td>Professor Geoff Soutar</td>
<td>Dr Renu Burr</td>
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<td></td>
<td>Assoc Professor Tim Mazzarol</td>
<td>Professor Geoff Soutar</td>
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<td></td>
<td>Dr Julie Lee</td>
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<tr>
<th><strong>Corporate Finance</strong></th>
<th><strong>Investment Analysis</strong></th>
<th><strong>Share Valuations and Share Market Behaviour</strong></th>
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<tr>
<td>Dr Ian Dunlop</td>
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<tr>
<th><strong>Corporate Planning</strong></th>
<th><strong>Leadership</strong></th>
<th><strong>Small Business Management</strong></th>
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<tbody>
<tr>
<td>Professor Andre Morkel</td>
<td>Professor Ron Cacioppe</td>
<td>Assoc Professor Tim Mazzarol</td>
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<td></td>
<td>Professor Nick Forster</td>
<td>Professor Geoff Soutar</td>
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<td>Professor Steve McShane</td>
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<th><strong>Entrepreneurship</strong></th>
<th><strong>Knowledge Management</strong></th>
<th><strong>Strategic Management</strong></th>
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<tbody>
<tr>
<td>Dr William Ardrey</td>
<td>Assoc Professor Tim Mazzarol</td>
<td>Dr William Ardrey</td>
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<tr>
<td>Assoc Professor Tim Mazzarol</td>
<td>Professor Steve McShane</td>
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<tr>
<th><strong>Ethical and Ecological Issues</strong></th>
<th><strong>Strategic Management</strong></th>
<th><strong>Women in Management</strong></th>
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<tbody>
<tr>
<td>Professor Nick Forster</td>
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<td>Dr Renu Burr</td>
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<td>Professor Leonie Still</td>
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|                                        | **Women in Small Business**            |                                                     |
|                                        | Dr Renu Burr                           |                                                     |
|                                        | Professor Leonie Still                 |                                                     |

|                                        | **Women in Small Business**            |                                                     |
|                                        | Dr Renu Burr                           |                                                     |
|                                        | Professor Leonie Still                 |                                                     |

|                                        | **Women in Small Business**            |                                                     |
The Graduate Management Association (GMA) was formed in 1976 by MBA graduates of The University of Western Australia. The motivation that led to the formation of the GMA was, firstly to maintain contacts and friendships made through the MBA program, and secondly to continue relationships developed with the staff of UWA. The GMA also felt that it was in the interest of the graduates to ensure that the UWA MBA received the broadest possible recognition and conveyed a high image of professionalism and excellence. Our members continue to build a solid reputation for governance, managerial excellence, community service and increasing value to a wide range of organisations.

Our main goals are:

- Networking between Graduate School of Management students, alumni and the business community;
- Providing a link between all members via the establishment of national and international branches where appropriate;
- Ensure that all students are kept aware of developments within the Graduate School of Management;
- Make accessible to all students regular, low cost social functions;
- Provide members with the opportunity to broaden their perspectives through the running of Career Development Workshops and Personal Development Programs.

Activities

Several social functions are held each trimester and some special speakers/workshops are organised throughout the year. Information on forthcoming events is provided in the Events Calendar. Regular activities include:

- annual journal
- networking seminars
- boardroom briefings
- annual alumni event
- maintaining an up-to-date database of graduates
STUDENT ASSOCIATION

Benefits of membership

Benefits of GMA membership include:
• networking opportunities at seminars
• a newsletter (March through to November) keeping your informed of activities
• annual journal
• subsidised prices for all GMA-hosted events
• GSM Hosted Cocktail Party (November)

Membership fees

The following membership categories and fees are available:
• Currently enrolled students - No fee
• Once off Life Time Membership fee. Please go to the GSM website for the Life Time Membership Fee

How to become a member

Upon graduation, you need to complete the Application for Membership form or join via the GMA. 
(Acceptable forms of payment are cheque, cash, credit card (bank card, visa or mastercard).

The Membership application forms are available on the GMA website www.gma.asn.au or in the center spread of the GMA Annual Journal.

Contact Details

Email your Singapore contact Ms Lim Sook Luan on sookluan.lim@techgroup.com
Graduate Management Association, PO Box 222, Nedlands WA 6009, Australia
Email the Council on gma@gsm.uwa.edu.au
BUSINESS LIBRARY

Was the Library full of card catalogues when you used it last? Does the sight of large banks of computer terminals make you a little nervous? Have you ever used an electronic database to search for management references?

Many post-graduate students returning to study at this University - and those whose recent tertiary experience has been elsewhere - will be unfamiliar with the Library services and resources as they are today. If you are one of these students, you may find that you could spend many hours in the Library looking for references and still not find what you want. This is time that no MBA student can realistically afford to waste.

Even if you have used the UWA Library in recent years, there have been many advances, particularly in electronic databases, which you may not be aware of.

If you have any questions, contact Will Hamilton ph. 6488 7056 email whamilt@library.uwa.edu.au or Michelle Mahoney ph 9380 1589 email mmahoney@library.uwa.edu.au (Reference Librarians in the Business Library)

Online Library Resources

One of the many benefits of being a Graduate School of Management student at UWA is that you have access through the Web to the full text of literally thousands of newspapers, magazines, and journals. These sources, available through the UWA library web site, may be viewed and downloaded as web pages (html), raw text, or pdf files.

Main Databases for GSM Students

There are dozens of databases available to you as a UWA student, but here are the sources most commonly used by MBA students for their projects and reading interest:

ProQuest (ABI/Inform) -- This is the granddaddy of information sources, offering thousands of business, psychology, and other journals and magazines in full-text. With a very user-friendly interface and fast response time, Proquest can search key words or specific publications. One problem is that several important journals only allow Proquest to show abstracts of articles published within the previous 12 months. When the article is more than one year old, Proquest can provide the full text. Another concern is that some well-known business sources (e.g. Harvard Business review) are available only as abstracts, not full-text. A third limitation of Proquest is that its pdf files are very large (typically 1 Mb) because they contain images rather than encoded text. (Most other databases described below offer text-encoded pdf files, which are usually under 200k in size.) Still, most sources are available full-text as soon as they are published, so this is probably the first place to look for information.
EBSCO Business Elite -- EBSCO offers fewer sources, but it includes the full-text of Harvard Business Review and a few other journals not available in Proquest. It has a good interface and is reasonably fast. EBSCO also includes abstracts (but not full-text) to most economics literature.

Factiva -- Factiva provides full text to thousands of newspapers around the world, including every major newspaper in Australia and New Zealand. Articles are available usually within a day of publication. Factiva has several limitations, however. First, it tends to be slower than other sources. Second, doesn’t allow you to open more than one window (such as keeping the results list in one window and opening each result article in a new window.) Thus, you have to flip back and forth between your results list and a specific article in that list. Unlike other databases, Factiva is optimised only for Internet Explorer on a PC. You can use other browsers, but some things might not work! Aside from these frustrations, Factiva is your main source for newspapers. It also has a handy one-click action to download files into formatted text (RTF). Factiva does not offer pdf files, however.

Science Direct -- If Proquest doesn’t offer the full text of an academic journal, Science Direct might have it.

Getting Access to Online Articles

To access the databases, you need to visit the UWA library web site (www.library.uwa.edu.au) and click on the link “Search the Information Toolkit”. In the next screen, select “Business and Economics” in the subject drop-down list, then click the “Find These…” button at the bottom of the screen. The result is a long list of databases, most of which are available to you and other UWA students. Here is the web address as a short-cut.

http://eserv.library.uwa.edu.au/toolbox/list.asp?Subject=4&rtype=a

When you click on a database link, you will be asked for your UWA number and bar code. The UWA number is on the front of your UWA student card, and the bar code is on the back.

To view online articles, you need to visit the UWA library web site and click on special links to the databases. Many of these sources allow you to use your own internet service provider.
STUDENT ADMINISTRATION

Re-enrolment
Students will be sent a re-enrolment package in November of each year with information on re-enrolling for the coming year. Students that have not deferred their enrolment (or have a University debt) will be asked to do this on the Student Administration website (Student Connect)
www.studentconnect.uwa.edu.au
This website is also used to
- check your enrolment
- view your unit results, and
- order academic statements
Please note; you will require your password to be able to access this website.

GSM Website
The following information can be obtained from The Graduate School of Management website
www.gsm.uwa.edu.au

Course outlines/Study Guides
Course outlines will be placed on the website approximately 2 weeks prior to commencement of the coming quarter. They can be downloaded from the web or alternatively, they will be handed out before or at the first class.

Timetables
The timetable is produced for the full year at re-enrolment time and is subsequently updated each quarter. Please check this regularly for any updates/changes.

Booklists
Booklists are produced on a quarter basis and are available approximately 4 weeks prior to the commencement of classes. PSB will order textbooks and student must then purchase them from the PSB office. If you are buying your own textbook please ensure that you have the correct version of the required text.

Forms
The following forms are available from PSB and from the GSM website.
Change of Enrolment
Change of Address
Assignment Cover Sheet
Cross-Institutional Enrolment
Advanced Standing
Appeals
Approved Leave
STUDENT ADMINISTRATION

Change of Enrolment

Students seeking a change of enrolment should complete a Change of Enrolment form and submit it to PSB. They will then fax this to the GSM where the amendments will be made and sent to Student Administration.

All changes of enrolment must be approved by the GSM International Program Director. Approval will be based upon the circumstances under which the changes are required.

Once approval has been granted, a revised study plan will be forwarded to you. Final dates for withdrawing from each unit can be found in the Enrolment and Withdrawal Dates web page.

Change of Address

Students can change their address by completing a Change of Address Form available through PSB or the GSM website.

Assignment Cover Sheet

Assignment Cover Sheets can be completed by students submitting their assignments. The assignment cover sheet can be collected from PSB, printed from the GSM website and a copy is attached to all course outlines.

Cross-Institutional Enrolment

Students wishing to study units at other institutions on a cross institutional basis, i.e. for credit towards their degree, are required to complete a cross institutional enrolment form. Approval is granted if the student wishes to study units that are not currently available within the GSM timetable of units, or they are transferring interstate or overseas.

Students seeking a cross institutional enrolment will be required to seek approval from the International Program Director and to complete the required form. Students undertaking Cross Institutional Enrolment must enrol at both the host and home institutions.

Approved Leave

If at any time you are required to take leave for a quarter or longer, you are required to fill out an approved leave form and have it signed by the GSM. If a student takes time off and fails to fill the form in, their place on the program is forfeited and they will have to re-apply. This is a new Australian Government Regulation. Any change in the fees for the year will also apply.
STUDENT ADMINISTRATION

Application for Credits

The University regulations provide an upper limit to the number of credits, which may be granted within each program of study. A 'five year rule' also normally applies.

Completed applications should be submitted with supporting documentation to PSB.

Postgraduate Credits

Credit on account of postgraduate studies may be given for units in all of the MBA Programs, including the Graduate Certificate and Graduate Diploma. A maximum of eight credits may be granted in respect to postgraduate studies, however, no more than four credits will be given in any one discipline area.

Credit may be granted if the following requirements are satisfied:

a) the studies were undertaken at postgraduate level (that is a degree was a requirement for admission into the program of studies);

b) the studies were completed no more than five years prior to enrolment in the MBA/GDBA/GCM unless special circumstances exist which demonstrate that studies have been kept "alive" (for example you completed an accounting degree ten years ago and have been a practising accountant since graduation);

c) the studies were undertaken at an approved institution;

d) the content and standard of the unit already taken is equivalent to a unit in the GSM Program. If you have taken units which have no direct equivalent in the GSM Program, you may be awarded an "unspecified postgraduate unit".

Professional Credits

Credit on account of professional studies may be given for units in all of the MBA Programs, including the Graduate Certificate and Graduate Diploma. A maximum of two credits may be granted in respect to professional studies.

Credit may be granted if the following requirements are satisfied:

a) the professional studies were completed no more than five years prior to enrolment or, if completed more than five years previously, you demonstrate ongoing competency in the area (e.g. if the applicant is a practicing accountant);

b) the course must clearly be equivalent – in terms of breadth and depth of coverage – to a unit offered in the GSM Program, and students must have taken properly administered examinations.
STUDENT ADMINISTRATION

Undergraduate Credits
Credit on account of undergraduate studies may only be given for units in the MBA (Advanced) degree. A maximum of four credits may be granted in respect to undergraduate studies.

Credit may be granted if the following requirements are satisfied:
   a) the degree was in the area of commerce, business or a cognate area;
   b) you completed a major or minor* in the undergraduate degree, however, note that credits are not awarded on a unit for unit basis. You will granted a credit for the core or foundation unit in the disciplinary area of the major or minor. Thus if you have majored in accounting you will be given a credit for MGMT8502 Accounting. If you undertake a minor in economics you will be given a credit for MGMT8503 Economics Management & Strategy.

*Majors and minors differ in structure across different degrees; in practice we will give credit for a clearly defined sequence of studies of at least 4 units in a relevant discipline area.

Appeals System

If you are not satisfied with your result for a piece of assessment, or your final grade, you will need to firstly make contact with your lecturer. If you are still not satisfied with the outcome, you should refer to the Interfaculty Handbook for procedures and complete an Appeal Against Academic Assessment Form.

Please note there are deadlines that you must meet in relation to appeals.
FREQUENTLY ASKED QUESTIONS

1. **Q. HOW DO I GET MY UWA STUDENT CARD?**
   A. Once you are enrolled, you will need to go to return you Campus Card form located in your welcome letter long with a coloured passport sized photograph. This form will be sent to Student Admin where a card will be produced and returned to PSB for you to collect. You will be required to sign off on the form. If you lose the card it can be replaced for a cost of A$15.00.

2. **Q. CAN I CHANGE MY STUDY PLAN?**
   A. All changes to your enrolment must be approved by a GSM International Program Director. Approval will be based upon the circumstances under which the changes are required. There are deadlines you must meet for changes within the current quarter (please see timetable). Your study plan is just a guide to the units you will be taking during the course of your MBA, it is not an enrolment document. **You must re-enrol at the end of each year** for the units you will be taking the following year.

3. **Q. HOW CAN I PAY MY FEES?**
   A. Student fees are to be paid directly to PSB by the due date on your invoice. If you have any queries in relation to payment and payment methods, please contact the Admin Assistant at PSB on 6885 1000 or the Admin Assistant at the GSM on +61 8 9380 1448.

4. **Q. HOW CAN I ACCESS MY RESULTS AND OTHER INFORMATION THROUGH THE WEB?**
   A. The student website is located at: [www.studentconnect.uwa.edu.au/](http://www.studentconnect.uwa.edu.au/). You will need password and Student ID to login. Through the student connect web site you are able to access unit results, check your enrolment, re-enrol and order academic transcripts.
LOCATION MAP FOR PSB ACADEMY (TP)

ADDRESS
PSB Academy
(Toa Payoh Campus)
490 Toa Payoh Lorong 6
#08-10/11 HDB Hub BizThree
Singapore 310490

OUR OTHER CAMPUSES
PSB Academy
(Henderson Campus)
2985 Jalan Bukit Merah
Singapore 159457

PSB Academy
(Science Park Campus)
1 Science Park Drive
Singapore 118221

QUICK NAVIGATIONS TIPS TO PSB ACADEMY OFFICE/CLASSROOMS

From Bus Interchange/MRT – Exit out from the air-conditioned interchange, look for BizThree Lift Lobby 1.
(Lift Lobby 1 is located beside Mos Burger Fastfood Restaurant)

From Blk 188 directions – Look out for Lift Lobby 2.
(Lift Lobby 2 is directly opposite Blk 190 7-Eleven convenience store)

From HDB Carpark – Navigate your way to the nearest Lift Lobby serving office tower BizThree.

- PSB Academy’s main reception is located at #08-11 (Near BizThree Lift Lobby 1)
- Please note that there are door exits from inside HDB Office to the lift lobby areas. These exits will be locked at 6:00pm. Evening visitors/students should use the exits of the lift lobby area facing Blk 190.
STUDENT FORMS

APPLICATION FOR CHANGE OF ENROLMENT

Student Number: ___________________________

Date Received (GSM)

Family Name: ___________________________

Other Names: ___________________________

Address: __________________________________________

________________________________________________________________________

Please change my enrolment as follows:

<table>
<thead>
<tr>
<th>Units to add</th>
<th>Units to withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Name &amp; Number</td>
<td>Term</td>
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</table>

Reason for Request:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signed: ___________________________ Date: ___________________________

Office Use Only

Studies Coordinator Recommendation:
________________________________________________________________________
________________________________________________________________________
__ ☐ Recommended  ☐ Not recommended

Signed: ___________________________ Date: ___________________________

Director's Approval:
__ ☐ Approved  ☐ Not Approved

GSM Director ___________________________ Date: ___________________________

Copy to: ☐ Student ☐ ICMO ☐ GSM File ☐ Enrolments
APPLICATION FOR CROSS-INSTITUTIONAL ENROLMENT

Note: This is NOT an enrolment form. If your application is approved by your HOME UNIVERSITY you will need to complete the enrolment procedure at the HOST UNIVERSITY and HOME UNIVERSITY in the normal way.

SECTION ONE – PERSONAL DETAILS

Family Name
Given Names
Title
Sex
DOB

Contact Address

Suburb
State
Postcode
Home Telephone
Work Telephone

SECTION TWO – HOME UNIVERSITY

Home university student number
Course in which you are currently enrolled

International Student
Australian Fee-paying student/PELS
HECS-liable

SECTION THREE – HOST UNIVERSITY

Have you been enrolled at the host university before? No
Yes

If yes, write host university student number

Attach a copy of your most recent statement of academic record and current enrolment advice to this application.

PROPOSED UNITS AT HOST UNIVERSITY

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
<th>SEM/IFY</th>
<th>CAMPUS</th>
<th>INTERNAL/EXTERNAL</th>
<th>HOME UNIVERSITY EQUIVALENTS</th>
</tr>
</thead>
</table>

| | | | | | |

I hereby certify that the information provided on this form is correct and furthermore, I authorise my home institution to request unit results on my behalf:

Signature of Applicant: ____________________________ Date: ________________

SECTION FOUR – HOME UNIVERSITY APPROVAL

The units nominated above have been approved for credit towards the student’s degree at the home university.

Signature of Authorised Officer: ____________________________

Name: ____________________________

Date: ________________ University Stamp: ____________________________
NOTIFICATION OF CHANGE OF ADDRESS

(Please lodge this form at The Enquiry Counter, Student Administration)

Photographic Identification is Essential

STUDENT NUMBER

TITLE:  SURNAME:

GIVEN NAMES:

(Students who are not PERMANENT RESIDENTS must retain their overseas address under the HOME address below)

Are you a Graduate of this University? Yes □ No □

Have you recently submitted an Application for Graduation? Yes □ No □

PERMANENT HOME ADDRESS:

HOME PHONE:  POSTCODE:  

(IF SAME AS HOME ADDRESS WRITE “AS ABOVE”)

CONTACT ADDRESS:

CONTACT PHONE:  POSTCODE:  

EMAIL ADDRESS:

SIGNATURE:  DATE:  

26
MBA ASSIGNMENT COVER SHEET

1. PLEASE ENSURE THAT YOU HAVE AN EXTRA HARD COPY OF YOUR ASSIGNMENT BEFORE SUBMITTING
2. STAPLE TO THE FRONT OF EACH SUBMITTED ASSIGNMENT
3. FILL IN ALL DETAILS ON THIS FORM. USE ONE FOR EACH ASSIGNMENT

<table>
<thead>
<tr>
<th>Title:</th>
<th>First Name:</th>
<th>Surname:</th>
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<tbody>
<tr>
<td>Degree:</td>
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<tr>
<td>Postal Address:</td>
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<td>Postcode:</td>
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<tr>
<td>Home Phone:</td>
<td>Work Phone:</td>
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<tr>
<th>Lecturer’s Name:</th>
<th>Assignment Title:</th>
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<tr>
<td>Date received:</td>
<td>Time received:</td>
<td>Received by: (signature)</td>
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</table>

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ACKNOWLEDGE OF RECEIPT OF ASSIGNMENT (Please detach)
The Graduate School of Management

<table>
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<tr>
<th>Student’s Name:</th>
<th>Subject:</th>
<th>Date Received:</th>
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<tbody>
<tr>
<td>Lecturer:</td>
<td>Received by: (signature):</td>
<td>Time Received:</td>
</tr>
</tbody>
</table>

27
APPLICATION FOR ADVANCED STANDING

1 NOTE

IF CLAIMING CREDIT FOR STUDIES EXTERNAL TO UWA YOU MUST ATTACH CERTIFIED TRANSCRIPTS OF YOUR ACADEMIC RECORDS FROM YOUR OTHER INSTITUTION(S) TO THIS APPLICATION. When a certificate is in a language other than English, it must be accompanied by a certified English translation. Students whose mother tongue is not English must satisfy the University authorities that their command of the English language is sufficient to enable them to follow courses of instruction in English. You may be required to provide detailed descriptions of subjects studied.

2 PERSONAL DETAILS

Dr/Mr/Ms/Miss/Mrs Family Name
Given Names Date of Birth (dd/mm/yy)
Contact Address Suburb State
Home Phone Work Phone
Mobile Email

3 ARE YOU AN INTERNATIONAL STUDENT?

YES ☐ NO ☐ You are an international student if you are not a citizen of Australia or New Zealand, or have not been granted permanent residency in Australia at the commencement date of your course.

4 PREVIOUS ENROLMENT IN TERTIARY STUDIES

INSTITUTION COURSE/DEGREE PERIOD

5 REQUEST FOR ADVANCED STANDING

COURSE:

Units for which Advanced Standing is requested Office Use Only

<table>
<thead>
<tr>
<th>Unit Name and Number</th>
<th>Approved Y or N</th>
<th>Reason</th>
<th>Initials/signature</th>
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</table>

PLEASE LIST ANY ADDITIONAL UNITS OVER THE PAGE. THE DECLARATION IN SECTION 6 (OVER) MUST BE SIGNED BY THE STUDENT.
## Approval for Advanced Standing pg2

<table>
<thead>
<tr>
<th>Unit Name and Number</th>
<th>Approved Y or N</th>
<th>Reason</th>
<th>Initials/signature</th>
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</thead>
<tbody>
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<tr>
<td><strong>Office Use – Other Units</strong></td>
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</table>

### 6 DECLARATION

I hereby declare that the above information is complete and correct and I apply for admission to Advanced Standing indicated above at The University of Western Australia in order to become a student of the University. I authorize the University of Western Australia’s nominated delegate to obtain further official records and reports if necessary from any university or tertiary institution previously attended by me.

**Signature of Applicant:** __________________________   **Date:** ____________

You will need to confirm with the Faculty that you satisfy any pre-requisite requirements for the units you wish to undertake following the award of Advanced Standing.

### FACULTY USE ONLY

#### UNSPECIFIED UNITS – FOR CREDIT

<table>
<thead>
<tr>
<th>Approved</th>
<th>Not Approved</th>
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<tr>
<th>Approved Unit Level</th>
<th>Credit Points</th>
<th>Institution Where Study Occurred</th>
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**Comments:** __________________________

### AUTHORISING PERSON DETAILS

<table>
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<tr>
<th>Signature</th>
<th>Name</th>
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<th>Date</th>
<th>Position</th>
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</table>

**Letter sent to unsuccessful student by Faculty:** YES  □

**Completed form sent to Student Administration:** YES  □
APPEAL AGAINST ACADEMIC ASSESSMENT

NOTE: Before completing this form, please read carefully the “Procedure for Appeals Against Assessment” (in the Interfaculty Handbook or at http://www-acu.uwa.edu.au/reg/appeals.html). If you do not understand the Procedure or need any help with it, please consult the Faculty Administrative Officer or Sub-Dean (or equivalent) in your faculty.

TO: Head, School of ________________________________
   or Dean, Faculty of ________________________________
   or Chair, Higher Degrees Committee, Faculty of ________________________________
   or Chair, Appeals Committee, Faculty of ________________________________

(Please note that a separate form must be completed for each level of appeal. Please tick the box indicating the level at which you are appealing, and complete the blank indicating the school or faculty as appropriate.)

STUDENT NUMBER: ________________________________

FULL NAME: ________________________________

ADDRESS FOR CORRESPONDENCE

RELATING TO THE APPEAL:
(Note: It is your responsibility to keep the addressee of this form advised of any change of this address)

TELEPHONE NUMBER: ________________________________

COURSE IN WHICH YOU ARE ENROLLED:
(i.e. Name of degree, or Continuing Education) ________________________________

UNIT OR HONOURS COURSE WHICH IS THE SUBJECT OF THIS APPEAL: ________________________________

WHICH ASSESSMENT COMPONENT/S OF THE FINAL RESULT ARE YOU APPEALING?
(e.g. First or second assignment, final examination component - be as specific as possible) ________________________________

GROUND ON WHICH YOU ARE APPEALING:
Please attach a statement. If you are appealing against assessment in more than one assessment component of the unit/course, you should attach a separate clearly labelled statement relating to each component. Each statement should be of no more than one page. Remember that it is your responsibility to provide a clear written statement giving the reasons for your appeal.

COPY TO FACULTY OFFICE
If you are appealing to a Head of School or to the Chair of a Higher Degrees Committee you are required to provide a copy of this appeal to the appropriate Faculty Office at the same time as you lodge it with the addressee. Please confirm that you have done so, by ticking the box.

_________________________________  __________________________
Signature                                      Date
**1 INSTRUCTIONS**

Submit this form to the Student Administration Counter (Brackett Hall) or post or fax to the address above.

This form is to be used to apply for Approved Leave. You may apply for Approved Leave as an alternative to re-enrolling and should consider Approved Leave if you withdraw from all units in which you are enrolled but may decide to return to your course later. You should apply for Approved Leave if you do not plan on enrolling in any units during a teaching period (e.g., semester/semester). Comprehensive information about Approved Leave is available from http://www.studentadmin.uwa.edu.au/welcome/approved-leave

If you withdraw from all units you should be aware of the financial and academic penalties that may apply depending on the date of your withdrawal. Refer to the Study Periods and Withdrawal Dates webpage for the specific withdrawal date(s) in order not to incur academic penalty (http://www.studentadmin.uwa.edu.au/welcome/re-enrolment/withdrawal_dates). You cannot apply for Approved Leave for any teaching period after the academic withdrawal date for that teaching period.

Approved Leave will not normally be granted in the first teaching period of the first year of study, except where the absence is necessitated by medical, compassionate or other exceptional circumstances as determined by the Faculty.

**Higher Degree by Research Students:** You should seek advice on suspension of candidature from the Graduate Research and Scholarships Office. You do not need to complete this form.

**International Students:** Approved Leave for international student visa holders is only permitted on the basis of a medical certificate, or exceptional circumstances beyond a student’s control, such as bereavement. There are fee and visa implications for international students intending to take Approved Leave. Seek authorisation from the International Centre prior to submitting your application for Approved Leave.

**2 PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr/Mr/Ms/Miss/Msre etc</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Given Names</td>
<td>Course Title</td>
</tr>
<tr>
<td>Course Code</td>
<td>Business Phone</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

- Are you an International Student? YES [ ] NO [ ]

If 'Yes' have you received advice from the International Centre in relation to this application? YES [ ]

If your answer is 'No' this application will not be processed – please refer to instructions above.

International Centre approval [ ] Authorisation signature [ ] Date [ ]

**3 APPROVED LEAVE**

I request Approved Leave from my course from:______/______/______ until:______/______/______

**4 REASON FOR APPROVED LEAVE** (please tick one)

Employment [ ] Financial [ ] Medical [ ] Studies [ ] Travel [ ] Other [ ]

Please provide a brief explanation of the above reason:

**5 SIGNATURE**

Signature of student: [ ] Date [ ]

**FACULTY USE ONLY – DECISION**

Approved [ ] Not Approved [ ] Forward completed form to Student Administration

If not approved, please provide reason:

Letter sent to unsuccessful student by Faculty: YES [ ]