UQ Business School

School Welcome & Postgraduate Networking Function

Monday, 22 February 2016
4:00 – 6:30pm

CRICOS Provider Number 00025B
Goals of this evening

- Opportunity to meet students and key people to know
- General and specific information you need
  - Course Planning; Credit/Exemptions; Timetables
- Improving your chances of success
- Tips to Surviving Week 1
- Answering the issues/questions that concern you
Who we have here tonight to assist you?

School Welcome
- Professor Polly Parker, Director of Education, UQ Business School

Postgraduate Advising Session
- Key People to Know
  - Polly Parker, Director of Education, UQ Business School
  - Program Leaders
  - Postgraduate Student Liaison Officers
  - Academic and Teaching Staff
  - BEL Student Employability Team (SET)
  - Business School Postgraduate Association (BSPA) Club Representatives
  - Mates @UQ Program Representative

- General and Specific Information
- Meet with Academic staff and Postgraduate Student Liaison Officers
Meet your Program Leaders

Dr Nicole Hartley  
n.hartley@business.uq.edu.au  
Master of Business

Dr Scott McCarthy  
s.mccarthy@business.uq.edu.au  
Master of Commerce

Associate Professor Clive Warren  
c.warren@business.uq.edu.au  
Master of Property Studies  
Master of Project Management
Meet your Program Leaders

Dr Lisa Ruhanen
l.ruhanen@uq.edu.au

Dr Sheranne Fairley

Master of Tourism, Hotel & Event Management
About UQ and UQ Business School

UQ Internationally Recognised

UQ Business School Internationally Recognised
1\textsuperscript{st} Australian business school to achieve dual accreditation
(Both AACSB and EQUIS – recently reaccredited for another 5 years).

UQBS Nationally Recognised
UQBS gains and maintains professional level accreditation with key industry bodies ensuring the best possible outcomes for graduates.
What can you expect as a student at UQ Business School?

- High quality and relevant academic content
- Highly qualified academic staff who consult to industry and government bodies and conduct ground-breaking research keeping their teaching up-to-date
- Guest speakers from industry
- Support from BEL Student Employability Team (SET)
- Opportunity to join these associations:
  - Business Students Postgraduate Association (BSPA)
  - Alumni Association
There are many opportunities

  - Start planning your exchange now – the application process takes 12 months
  - Available to domestic and international students
  - Please note that exchange may affect your eligibility for a Post Study Work Rights (Temporary Graduate Visa [subclass 485])

- **BEL STUDENT EMPLOYABILITY TEAM**:
  - Short term internship placements with a range of organisations
  - Volunteer placements in Australia and internationally
  - Graduate roles with some of the world's largest organisations
  - Network with employers, industry professionals and alumni

- **EVENTS AND PRESENTATIONS**:
Students with a plan succeed!

How to plan your program:
- Are you wanting professional accreditation?
- Follow the recommended program study plan
- Do you have credit or exemptions?
- Enrol and sign-on to your courses
- Course offerings are subject to change, consult mySI-net for up to date timetable information
- Complete courses within your visa duration

Prerequisites and Incompatibles:
- You should not study a course without having completed the prerequisite course(s)
- If you have previously completed your studies at UQ check to make sure you have not completed an equivalent (incompatible) course
Professional Accreditations: Why do they matter?

Master of Commerce
- CPA – Certified Practising Accountants Australia
- CAANZ – Chartered Accountants Australia & New Zealand
- ACS – Australian Computing Society

Master of Business
- AHRI – Australian Human Resources Institute

Master of Property Studies
- API – Australian Property Institute
- RICS – Royal Institution of Chartered Surveyors

Master of Tourism, Hotel and Event Management
- UNWTO – United Nations World Tourism Organisation

Master of Tourism Leadership
- UNWTO – United Nations World Tourism Organisation
Planning your enrolment

- Individual study plans for each program are included in your information packs today

- Electronic study plans can also be found at: www.business.uq.edu.au/information-new-postgraduate-students

Study Plan for Master of Global Management students
- Please contact Michelle Goward directly m.goward@business.uq.edu.au
Course credit and exemption

What is the difference between credit and exemption?
- Credit reduces the total amount of units required to complete a program (PG → PG)
- Exemptions do not reduce the total amount of units (UG → PG)

How do I apply for credit and/or exemption?
- Attach detailed course profiles and academic transcripts to an application form available online at myAdvisor > forms-online

When is the due date for credit/exemption applications?
- You must submit your application form AND course profiles for assessment by 4 March (end of first week of classes).
- Assessment can take up to two weeks, so get your application in early!
Credit and exemption

What do I do if I have credit?
- If you have credit please discuss this with your Postgraduate Student Liaison Officer

What do I do if I have exemptions?
- Exemptions must be replaced with postgraduate courses from your program course list. If you require assistance, please discuss this with your Postgraduate Student Liaison Officer

Program plans
- If you are not sure which courses to take, please make an appointment to speak with your Postgraduate Student Liaison Officer to assist with your program course enrolment plan

Importantly….
- It is your responsibility to check course offerings at the start of each semester. Visit www.uq.edu.au/study and mySI-net www.sinet.uq.edu.au
Enrolling in courses:

www.sinet.uq.edu.au

How to enrol:
You must enroll in courses via mySI-net www.sinet.uq.edu.au

Sign-on:
- Sign-on is also available via mySI-net www.sinet.uq.edu.au
- The semester of course offerings and timetable can be viewed via mySI-net www.sinet.uq.edu.au
- The semester of course offerings, brief course description, pre-requisites and incompatibles can be viewed on Courses and Programs www.uq.edu.au/study
- Some courses do not require sign-on, however for those that do, choose one lecture and one tutorial/seminar/lab. Where there is a multiple offering, you choose one of each.
Important differences between Lectures / Tutorials / Seminars

**Lecture (L):**
- Usually consisting of the entire class where the main content of the course material is presented. If the class is of substantial size, then smaller repeat sessions will be available for sign-on ie. L1, L2, L3

**Tutorial (T):**
- Usually a small discussion group that is offered to complement the material presented in lectures. Generally there will be a number of repeat sessions available for sign-on ie. T1, T2, T3

**Seminar (S):**
- Usually a combination of a lecture and tutorial in one session. If the class is of substantial size, then smaller repeat sessions will be available for sign-on.
Timetable differences

Timetable Example:

- 3L2T = 3 hour lecture and 2 hour tutorial

- If no repeat sessions are displayed, then you attend the times specified, and no sign-on is required

- Once you have signed-on for a particular class lecture / tutorial / seminar you must attend that time only. You cannot change between the different repeat sessions/times, as class rooms have been allocated specifically on numbers signed-on for that particular time slot.
ALL STUDENTS

- You should have enrolled on mySI-net by now
- Add or substitute courses by end of week 2 without penalty
- Finalise enrolment by census date*: Sem 1 = 31 March

NB: Some INTENSIVE courses may have a different enrolment due date, & census date.

- Last day to drop courses without academic penalty (financial liability will remain): Semester 1 = 30 April

*If you have not paid all of your fees by the semester census date your enrolment will be cancelled.
Skills development workshops (strongly recommended)

Presentation Skills – 5th, 12th or 20th March
Writing Skills – 5th March (excludes Graduate Certificate & Master of Business students)

Registration is compulsory
Handout available in packs, register at www.business.uq.edu.au/events
RESOURCES:

- Student email – please always use your student ID in all correspondence
- ID Cards - The Prentice Centre, Ground Floor Prentice Building
- Faculty of Business, Economics and Law (BEL Faculty) Collaborative Learning Centre – Colin Clark Building #39, Level 1
- After hours Computer Lab access – Chamberlain Building #35 – visit the BEL Faculty Collaborative Learning Centre
- Student Services – Student Union Complex Building #21
- UQ Student Centre – JD Story Building #61, Level 1

GRADES:

- Passing and failing grades within UQ Business School postgraduate programs
- Policy on supplementary/deferred exams – myAdvisior > examinations
The University’s official means of contacting students is via their student email account. Please make sure that you check this regularly, or redirect/push it to an email account that you check regularly. This can be done through myUQ

When sending any email correspondence to the University or School, please ensure that you include your full name and student ID number. This is the 8 digit number assigned to you on your offer letter.

Email: postgrad_enquiries@business.uq.edu.au
Allanah Yu  Student Administration Manager
Alicia Van Zyl  Postgraduate Student Liaison Officer (Surname A–F)
Bronwyn Webb  Postgraduate Student Liaison & Timetabling Officer (Mon,Tue,Thur)(Surname G–J)
Iain Munro  Postgraduate Student Liaison (Surname K–S)
Ella Rodda  Postgraduate Student Liaison & Timetabling Officer (Surname T–X)
Michelle Goward  Coordinator, Postgraduate Student Liaison Officers (Surname Y)
Jacqui McGoon  Postgraduate Student Liaison & Timetabling Officer (Surname Z)

MBA Student Liaison Officers:  Caron Crossan, Sylvia Bonny, Alexandra Ramirez
Research Higher Degree Officers:  Karen Morgan, Viv Balson, Devika Collins, Julie Cooper
Administrative Assistants:  Sue Peeters, Elaine Peng, Lynne Burns
Examinations Officer:  Joan Pares
eLearning Officer:  Maureen Piggott
Cass Vickers
Social Projects & Community Engagement
BEL Student Employability Team (SET)
BEL Student Employability Team (SET)
Community Engagement Program

http://youtu.be/AJ1VJJlraq8
Youngcare Video
BEL Student Employability Team (SET)
Community Engagement Program

Grow your network, gain employability skills and give back!

• Non profit/Community/Social Enterprise organisations provide a project brief
• Business, Economics and Law students take on the role of project consultant
• Work in groups of 4 – 6 students
• Take part in workshops with key industry specialists
• Work with specialist Academics, UQ Business School MBA students and alumni
• Structured program delivery
• Exposure to a variety of stakeholders from non-profit organisations
• Opportunity to make a real difference!
BEL Student Employability Team (SET)
Community Engagement Program

2016 Community Project Award

Award for Best Project: Winning team receives a video production on their project and assistance with an individual placement in a non profit/community organisation

Recognition for 2 x Highly Commended Project teams and Best Individual Performance
BEL Student Employability Team (SET)
Community Engagement Program

How do I get involved?

1) Invitations to attend information sessions in week one will be sent via email

2) Register to attend one of these sessions

3) Invitations to apply for the program will be sent via email after the information sessions

4) Program officially commences in Week 3 (Mar 14 – 18)
BEL Student Employability Team (SET)
Community Engagement Program

For further information, visit:

https://bel.uq.edu.au/set/CEP

Cass Vickers
Social Projects and Community Engagement
cass.vickers@uq.edu.au
07 3365 8285
Jacqui Niblett
Student Internships (WIL)
BEL Student Employability Team (SET)
STUDENT EMPLOYABILITY TEAM
Dedicated employability services for students from:
UQ Business School
School of Economics &
TC Beirne School of Law
In today’s world of business, it’s those who go the extra mile who get ahead. We are the **BEL Student Employability Team**. We connect ambition with possibility, and expectations with experience. We are the experts, rallying together championship teams, and connecting industry leaders with work-ready students. We help define a path, not just an end point. We guide and inspire students to confidently take the lead. And we work hard to create opportunities together. We provide the inside edge. A fast-track to success. It’s not just a foot in, it’s a step up. Because when you get SET, you go further.

Get SET for a rewarding career. Get SET to create change. Get SET. Ready. Go.
What do employers look for in university graduates?

1. All rounded and diverse experiences
2. Excellent team work skills
3. Work-readiness and motivation
4. Leadership skills
5. Experience
6. Marks (GPA)
7. Strong application forms
8. Good performance across aptitude assessments
9. Drive and understanding of the desired industry, organisation and role
10. Creativity

Common recruitment & selection process:
• Detailed written application
  • Qualification and academic results
  • Work history
  • Other skills and experiences – e.g. volunteering, sport, music and travel
• Online psychometric testing (inc. numerical, verbal and pattern recognition timed assessments)
• Video and panel interviews
• Assessment centres, case studies and role plays

Newer trends for graduate employment:
www.youtube.com/watch?v=Aq6y3RO12UQ
Community Engagement Program
Enables groups of students to work on a real business project for a not for profit or charity organisation

Career Mentoring Program
Links motivated students with industry professionals in their field of interest

Internships, Work Integrated Learning & Graduate Placements
Mid degree, short and long term opportunities to gain work experience with local, national and international organisations

The Edge Student Leadership Series
6 lectures by inspirational leaders who provide insight on their personal and career journeys, leadership success and provide practical advice for students.

A Day in the Life Of Series- Aimed at 1st and 2nd Year Students
Connecting students to a panel of young professionals about their transition into the workforce. Gain valuable insight into the everyday work-life of these professionals.

Networking opportunities
Events and functions connecting students with industry professionals and potential employers

Career Success Program
Designed to develop and enhance key employability skills that employers value.

Individual Student Consultations
Our team – BEL Employability Specialists

Rhea Jain  
Director  

Ken Lai  
Accounting, Banking, Finance & Commerce  

Cate Clifford  
Mentoring  

Ryan Webb  
Marketing, Sustainability, Govt, ebusiness, Management  

Cassandra Vickers  
Social Projects and Community Engagement (C.E.P. & S.E.E.P.)  

Lucy Kenny  
Law  

Jacqui Niblett  
WIL, Career Success, Workshops & Edge, Leadership Series  

Joanne Buchan  
School of Economics & HR  

Catherine Lam  
Reception & Administration Officer  

Debbie Hathaway  
Tourism
Like UQ BEL Student Employability Team on Facebook to:
- Stay updated on the latest events and workshops
- Be notified of career opportunities, internships and work experience.

Email: careers@bel.uq.edu.au
Website: bel.uq.edu.au/set
Phone: +61 7 3365 4222

Visit us at:
Room 117, Level 1
Colin Clark (Building 39)
St Lucia Campus
Courtney Lennon
Student leader– Mates@UQ Program
MATES@UQ

Uni life isn't all about study.
Get involved in your UQ community!
MATES@UQ

- Free to join for all UQ Students
- Student Leadership Opportunities
- Campus & Community Updates
Derrick Pereira
President
Business School Postgraduate Association
(BSPA)
Improve your chances of success

Be Organised
Know when things are happening in each course

Be Prepared
Think about the skills and knowledge you might need
Complete the academic integrity tutorial [www.uq.edu.au/integrity](http://www.uq.edu.au/integrity)

Be “street wise”
Know who and what is available to help you
Who can help?

- Postgraduate Student Liaison Officers
- Library staff
- Student Services:
  - Workshops and academic support
  - Counselling and disability support
- Student Union & Associations
- BEL Student Employability Team (SET)
- Lecturing Staff (Academics)
Tips for surviving week 1

- Check mySI-net before each class
- Check to ensure your rooms have not changed
- Know where the rooms are
- Be prepared for some traffic problems
- Don’t panic if things change
- If you don’t know – ask!
Remember the checklist

- Get your UQ username & password
- Get your student ID card
- Complete Academic Integrity module
- Ensure required fees are paid (e.g. amenities fees)
- Enrolled in your courses (lectures & tutorials)
- Ensure mySI-net doesn’t show any alerts

Located:
- Student Centre
- Student Services
- BEL Faculty Collaborative Learning Centre
- Business School Office
Final words

- Take the time to learn new things
- Take the time to meet new people
- Take the time for yourself
- Ask questions