

**2016**

**SEMESTER ONE**

**29/02/2016 to 24/06/2016**

***USQ STUDENT HANDBOOK***



## CONTENTS

WHY STUDY IN NEW ZEALAND? .....	- 4 -
ABOUT NEW ZEALAND.....	- 4 -
Geography .....	- 5 -
Climate.....	- 5 -
Discovery .....	- 6 -
Population.....	- 6 -
Currency.....	- 6 -
Time Zone .....	- 6 -
BRIEF INTRODUCTION.....	- 7 -
FOREWORD FROM THE CEO .....	- 8 -
WeLCOME FROM USQ VICE-CHANCELLOR .....	- 8 -
USQ – AN OVERVIEW .....	- 9 -
USQ LOCATIONS .....	- 10 -
Postgraduate Programmes .....	- 12 -
UUNZ MASTER OF BUSINESS ADMINISTRATION (mbad) (LEVEL 9) .....	- 14 -
USQ MASTER OF BUSINESS ADMINISTRATION (MBAD) (LEVEL 9) .....	- 14 -
UUNZ MASTER OF BUSINESS ADMINISTRATION-INTERNATIONAL BUSINESS (mbal) (LEVEL 9).....	- 16 -
USQ MASTER OF BUSINESS AND INNOVATION (MBSI) (LEVEL 9).....	- 16 -
UUNZ MASTER OF BUSINESS - INFORMATION SYSTEMs - MBIS(LEVEL 9).....	- 18 -
USQ MASTER OF INFORMATION SYSTEMs- MISP (LEVEL 9) .....	- 18 -
UUNZ POSTGRADUATE DIPLOMA OF BUSINESS (LEVEL 8) .....	- 20 -
USQ GRADUATE DIPLOMA OF BUSINESS (GDBZ) (LEVEL 8).....	- 20 -
UUNZ POSTGRADUATE CERTIFICATE IN BUSINESS (LEVEL 8) .....	- 22 -
USQ GRADUATE CERTIFICATE OF BUSINESS (GCBU) (LEVEL 8).....	- 22 -
UUNZ POSTGRADUATE CERTIFICATE-INFORMATION SYSTEMs (LEVEL 8).....	- 24 -
USQ postGRADUATE CERTIFICATE-INFORMATION SYSTEMs (LEVEL 8).....	- 24 -
Undergraduate Programmes .....	- 25 -
UUNZ DIPLOMA OF BUSINESS ADMINISTRATION LEVEL 7 .....	- 27 -
USQ BACHELOR OF BUSINESS ADMINISTRATION (BBAD) LEVEL 7 .....	- 27 -

UUNZ BACHELOR IN INFORMATION TECHNOLOGY Level 7 .....	- 28 -
USQ BACHELOR OF INFORMATION TECHNOLOGY (ISD MAJOR) LEVEL 7 .....	- 28 -
UUNZ DIPLOMA OF BUSINESS ADMINISTRATION LEVEL 7 .....	- 28 -
USQ BACHELOR OF COMMERCE MAJORING IN ACCOUNTING LEVEL 7 .....	- 28 -
UUNZ-USQ PROGRAMME Teaching staff and Timetable (SEMESTER ONE 2016) .....	- 29 -
STUDY SUPPORTS/ACTIVITIES.....	- 31 -
IMPORTANT DATES TO NOTE .....	- 31 -
TEXTBOOKS .....	- 31 -
Teaching facilities and physical resources .....	- 33 -
Research .....	- 33 -
USQ Academic Policy .....	- 35 -
Assessments Policies .....	- 35 -
GRADING SYSTEM.....	- 36 -
Anti Plagiarism Software.....	- 39 -
Tertiary Programme Support (TPS).....	- 40 -
Building Rules and Information .....	- 40 -
UUNZ Enrolment Policy .....	- 41 -
Homestay Policy and Procedure.....	- 43 -
Student Fee Protection.....	- 44 -
Other Important Information .....	- 44 -
Driving in New Zealand .....	- 44 -
Evacuations Procedures in Case of Fire or Other Reasons .....	- 46 -
Code of Practice for the Pastoral Care of International Students .....	- 46 -
USQ LECTURER PROFILE.....	- 48 -
Helpful Information .....	- 54 -
Further Information .....	- 55 -
UUNZ Advisory COUNCIL .....	- 60 -

**KIA ORA**

The Management and Staff of  
**UUNZ INSTITUTE OF BUSINESS**  
WELCOMES ITS STUDENTS  
TO NEW ZEALAND





### **WHY STUDY IN NEW ZEALAND?**

The people bound in a culture that blends European and Maori ancestry are resourceful, helpful and friendly. New Zealanders love to travel and enjoy meeting people from other cultures. They are famous for their warm hospitality to immigrants. A wide variety of ethnic communities reside in New Zealand - it is one of the most multicultural societies in the world.

English is the everyday language of New Zealanders and there is strong English language support for immigrants.

World class education in New Zealand offers an attractive and stimulating academic environment.

A great variety of recreational and cultural experiences are available in a country renowned for its natural beauty. The climate is pleasant with little seasonal change especially in the north - conducive to study and recreation.

The cost of living in New Zealand compares favourably with other countries.

Numerous surveys\* show Auckland city as one of the top 5 cities to live in the world.\* 2009 Trip Advisor, 2008/2009 Mercer Consulting Survey

Some other New Zealand cities are also among the worlds most popular travel destinations.

### **ABOUT NEW ZEALAND**

## Geography

New Zealand lies in the southern Pacific Ocean, 1,600 km east of Australia. It is made up of the North and South Islands and a number of smaller islands, with a total land area of 268,021 sq km. Mountain ranges and hill country dominate New Zealand's landscape.

One of the most striking physical features is the Southern Alps - Kā Tiritiri o te Moana. These, along with fiords, glaciers and lakes, and the coastal plains of Canterbury and Southland, add to the variety of the South Island scenery.

In the North Island, the volcanic interior contains New Zealand's largest lake, Lake Taupo.

Most of the country's active volcanoes - Ruapehu, Ngauruhoe and Tongariro - are all usually quiet, although Ruapehu has been mildly active since September 1995.

Hot springs, geysers and mud pools form part of the volcanic system to be seen around the city of Rotorua.

The winterless north starts with the city of Auckland and extends to Cape Reinga in between beaches and islands feature in one of the countries largest recreational zones.



## Climate

January and February are New Zealand's warmest months and July normally its coldest.

The climate is temperate - averages range from 8°C in July to 25°C in January - but summer temperatures occasionally reach the 30s in many inland and eastern regions.

The mean average rainfall varies widely - from less than 400 mm in Central Otago to over 12,000 mm in the Southern Alps.

For most of the North Island and the Northern South Island, the driest season is summer. However, for the West Coast of the South Island and much of inland Canterbury, Otago and Southland, winter is the driest season.

## Discovery

Polynesian settlers arrived in Aotearoa / New Zealand about the 10th century, and by the 12th century settlements were scattered around the coastline. The Dutch navigator Abel Tasman visited Aotearoa briefly in 1642. However, it was not until 1769 that the British naval captain James Cook and his crew became the first Europeans to explore New Zealand's coastline thoroughly.

## Population

Comparable in size and/or shape to Great Britain, Colorado or Japan, New Zealand has a population of about 4.6 million (census 2015) - making it one of the world's least crowded countries. Over 34 percent of New Zealanders live in the Auckland Region (1.57 million). Auckland is the fastest growing region in New Zealand.

Over three-quarters of New Zealanders live in urban areas.



## Currency

New Zealand's unit of currency is the New Zealand dollar (NZ\$). Coins have values of 10, 20 and 50 cents, \$1 and \$2; notes have values of \$5, \$10, \$20, \$50 and \$100.

There is no restriction on the amount of foreign currency that can be brought in or taken out of New Zealand. However, every person who carries more than NZ \$10,000 in cash in or out of New Zealand is required to complete a Border Cash Report.

Foreign currency can easily be exchanged at banks, some hotels and Bureau de Change kiosks, which are found at international airports and most city centers.

All major credit cards can be used in New Zealand. Travelers Cheques are accepted at hotels, banks and some stores.

## Time Zone

New Zealand is one of the first places in the world to see the new day, 12 hours ahead of GMT (Greenwich Mean Time). In summer New Zealand uses daylight saving, with clocks put forward one hour to GMT+13. Daylight saving begins on the last Sunday in September and ends on the third Sunday of the following March, when clocks are put back to GMT+12.

UUNZ Institute of Business is committed to providing life long educational experience. We aim to develop future business leaders who are confident, professional and well rounded in their area of expertise and who can face the challenges of the business world. UUNZ provides an interactive learning environment where learning is encouraged through class room discussion, debate, group work and live research projects.

UUNZ is recognized as a Category 2 provider subsequent to its second NZQA EER visit in April 2014. To summarize,

- NZQA is **Confident** in the educational performance of UUNZ Institute of Business
- NZQA is **Confident** in the capability in self-assessment of UUNZ Institute of Business

UUNZ offers a wide range of Tertiary Business degree programmes for full time students up to the Postgraduate MBA level, running in conjunction with the University of Southern Queensland, Australia (USQ) programme curriculum.

This Handbook is designed to provide detailed information about the various Tertiary Business degree programmes, entry criteria, timetable for semester one and other relevant policies. We suggest that you keep this Handbook in a safe place as you may need it during your study at UUNZ for reference purpose.

***Inspiring creativity, innovation and entrepreneurship with future unlimited***



## FOREWORD FROM THE CEO

### To all our Tertiary Business students

It has been our founder's vision to be a premier provider of quality business education in the national and international environment for lifelong learning, unequalled in its focus on applied learning and industry orientation.

We set our mission to achieve a top class reputation as the leading education provider in the Auckland region in the PTE sector, through course and service excellence, and to continue to develop our course offerings to provide top quality education in tertiary education for a wide range of nationalities.

Underpinning our philosophy is our commitment to justice, transparency, excellence in education through innovation and entrepreneurship, cultural and spiritual diversities. Upon this foundation is built a culture of freedom of enquiry and expression, academic integrity and rigour in scholarship as well as research directed towards the practical application of theory and learning.

This pursuance of excellence has driven UUNZ again to a higher level of course offering with the introduction of the post graduate master degree programme. We believe that our excellent resources and uniqueness in empowering and supporting the cultural diversities from our pool of international staff and students, will promote accelerated development of the judgement, skills and attitudes that are essential to higher managerial responsibilities in this modern global environment.

Our staff and management will endeavour to show by example these qualities and attitudes and how these are applicable within the focus of each component course and in the holistic nature of achievement generated through the group dynamics of a post graduate master degree programme.

Finally, we take this opportunity to congratulate all of you for making the right decision to study for the USQ Degree Programmes at UUNZ Institute of Business.

We are confident that your study here at UUNZ will be a memorable and fulfilling experience and at the completion of this programme, you will concur with us that this choice that you have made has indeed change the course of your future.

We wish you the very best for your future.



**Dr Jimmy Chen**  
CEO, UUNZ Institute of Business  
*USQ Approved Education Provider in New Zealand*  
*NZQA Accredited Education Provider, 7539*

## WELCOME FROM USQ VICE-CHANCELLOR

The University of Southern Queensland (USQ) is a recognised leader in distance, online and blended education – and aspires to make education accessible and attainable for those wishing to pursue university studies. USQ is renowned for its supportive environment and student focused commitment to learning and teaching. With a student population representing over 90 nationalities, the University is the most multicultural university (per capita) in Australia. Studying on campus at USQ can be a rewarding way to undertake a university degree in a safe and friendly multicultural environment with modern facilities and a relatively low cost of living. We have cemented our reputation as one of Queensland’s fastest growing education institutions, with more than 27,000 students. While we are committed to seeing you achieve academically, we are also mindful of your personal journey toward achieving your goals

We are dedicated to providing you with a safe and caring environment to live and learn in. I look forward to welcoming you to USQ so you can achieve what you may have never even dreamed was possible.



**Professor Jan Thomas**  
**USQ Vice-Chancellor and President**

## USQ – AN OVERVIEW

The University of Southern Queensland is a leader in flexible learning, has a significant profile in regionally relevant research and is closely engaged with its communities.

The institution opened in 1967, originally as an Institute of Technology and later developed as a College of Advanced Education. It was redesignated as a university in 1992. The USQ has changed significantly since that time – building its research and postgraduate programs, expanding its international profile, and growing as a multi-campus institution – but it has retained its foundation values of putting the student first, building employment readiness in its graduates and building community.

USQ has a well-resourced [main campus](#) in the city of Toowoomba, and many regional support offices throughout Australia and in other countries where we offer our awards programs. There is a well-equipped campus at Hervey Bay, serving the [Fraser Coast](#) region and a growing campus at [Springfield](#).

USQ offers [award programs](#) at undergraduate and postgraduate level by on-campus, off-campus or online study. Many students choose different modes of delivery for different periods of their study. We believe that flexible delivery is about giving people what they want, where they want it, when they want it, in their style, in their place, in their time. We are regional, flexible and international.

The University has over 27,000 students, including around 7,500 international students. More than 120 nationalities are represented and about 5000 international students study USQ programs in their home countries.

USQ was awarded the [Commonwealth of Learning Award of Excellence](#) for Institutional Achievement at the third Pan-Commonwealth Forum on Open Learning, in July 2004. Other awards include the Joint Winner of the [Good Universities Guides' University of the Year: 2000-2001 Award](#) and in 1999, USQ won the Inaugural [Award for Excellence](#) from the International [Council for Open and Distance Education \(ICDE\)](#)

## USQ LOCATIONS

USQ has four campuses and two outreach hubs located in the sunshine state of Queensland. Our students have access to a free shuttle bus service to travel between the Ipswich, Springfield and Toowoomba USQ campuses. We've worked hard to make it possible for students to study with us wherever they want, and we're Australia's second-largest online university. You can also study at any of our six locations or mix online and on-campus study, making it easier than ever for study to fit in with your life.

USQ Toowoomba provides a perfect sanctuary for study, as it offers you the benefits of a city environment in a relaxed country atmosphere. USQ Toowoomba offers the full on campus experience with Residential College accommodation and a great range of sporting and social clubs complementing the academic degrees. Enjoy contemporary lecture halls, a performing arts theatre, and new collaborative science laboratories. USQ Toowoomba also features two beautiful landscaped parks – the historic Japanese Gardens and the new Gumbi Gumbi Gardens. Australia's largest inland city also offers plenty to do when you close those books for the day. For further information about living and studying in Toowoomba, visit [usq.edu.au/toowoomba](http://usq.edu.au/toowoomba)



USQ Fraser Coast provides a high-quality university experience in the relaxed seaside town of Hervey Bay. Enjoy the ideal balance

USQ Springfield is located in the heart of one of Queensland's fastest-growing regions. USQ Springfield offers a broad range of undergraduate and postgraduate options in a vibrant modern setting, just 20 minutes from the Ipswich CBD, 35 minutes from Brisbane city and an hour from the Gold Coast, with close access to train networks. A hub for digital production and performance, USQ Springfield includes a state-of-the-art television studio, radio station and rehearsal spaces, as well as collaborative teaching rooms, brand-new laboratories for science and engineering, and relaxed spaces for students to work, rest and play. Close industry links in the thriving community offer students exceptional work experience opportunities. For further information about living and studying in Springfield, visit [usq.edu.au/springfield](http://usq.edu.au/springfield)



USQ's newest campus is on a heritage site in one of Australia's oldest cities. We've been part of Ipswich since 2006 and as the

between university study and all that a coastal lifestyle provides. USQ Fraser Coast offers on-campus study for the degrees in highest demand in the region, as well as provide support services for online students. Some degrees are available in supported mode, which combines the benefits of online study with the support of on campus tutorials and practical experiences. Facilities at this small, community oriented campus include industry-standard nursing labs, a brand new library, an outdoor gym and the relaxing Olga Miller Garden.

For further information about living and studying in Hervey Bay, visit [usq.edu.au/frasercoast](http://usq.edu.au/frasercoast)



region grows, we're expanding our commitment to the region.

USQ Ipswich's leafy campus has grand vistas across the city and a graceful mix of historic and modern buildings, including a stunning library featuring a living rainforest.

The campus is 55 minutes from Brisbane city, an hour and 15 minutes from the Gold Coast, and is accessible via public transport. Home to USQ's School of Health and Wellbeing, USQ

Ipswich includes custom-built paramedical training facilities and new clinical nursing laboratories, sports fields, a cafe and a gym.

New degrees will be offered from the campus as we grow with Ipswich.

For further information about living and studying in Ipswich, visit

[usq.edu.au/ipswich](http://usq.edu.au/ipswich)



POSTGRADUATE PROGRAMMES

University of Southern Queensland Programmes

UUNZ MASTER OF BUSINESS ADMINISTRATION/ USQ MASTER OF BUSINESS ADMINISTRATION (MBAD) (LEVEL 9)

UUNZ MASTER OF BUSINESS ADMINISTRATION-INTERNATIONAL BUSINESS/USQ MASTER OF BUSINESS AND INNOVATION (MBSI) (LEVEL 9)

UUNZ MASTER OF BUSINESS-INFORMATION SYSTEMS/ USQ MASTER OF INFORMATION SYSTEM (MISP) (LEVEL 9)

UUNZ POSTGRADUATE DIPLOMA IN BUSINESS/ USQ GRADUATE DIPLOMA OF BUSINESS (GDBZ) (LEVEL 8)

UUNZ POSTGRADUATE CERTIFICATE IN BUSINESS/UUNZ POSTGRADUATE CERTIFICATE IN BUSINESS – INFORMATION SYSTEMS/ USQ GRADUATE CERTIFICATE OF BUSINESS (GCBU) (LEVEL 8)



<b>BUSINESS AND COMMERCE POSTGRADUATE DEGREE COURSES AT USQ</b>				
<b>NAME OF DEGREE</b>	<b>SEMESTER INTAKE</b>			<b>UNITS</b>
	<b>Sem 1 (March)</b>	<b>Sem 2 (July)</b>	<b>Sem 3 (November)</b>	
Master of Business Administration (MBA)	√	√	√	12
Master of Business and Innovation (MBSI)	√	√	√	12
Master of Information Systems (MISP)	√	√	√	16
Graduate Diploma of Business (GDBZ)	√	√	√	8
Graduate Certificate of Business (GCBU)	√	√	√	4



## >>>>> REVISED-MBA (with WORK EXPERIENCE)

### USQ MASTER OF BUSINESS ADMINISTRATION (MBAD)

The USQ MBA program will enhance student analytical skills related to management, people, markets, finance, and technical knowledge. Graduates will be able to solve complex organisational problems and be able to manage change through the mastery of particular skills related to creativity, information literacy, and self reflection. The program focuses on how to demonstrate leadership in global sustainability and how to understand the nature of ethical decisions across contemporary business practice. The USQ MBA program will enable graduates to work in virtual and non-traditional work environments and increase personal mastery in oral and written communication.

### STRUCTURE

*Entry into the Master of Business Administration requires a Graduate Certificate\* at AQF level 8 or equivalent with a GPA of 4 on a 7 point scale, and two years' full-time relevant professional work experience in business.*

*\*USQ's Graduate Certificate of Business provides a pathway into the Master of Business Administration for candidates who meet the program work experience requirements but do not hold a Graduate Certificate at AQF level 8 or equivalent.*

The Master of Business Administration is comprised of 12 units. All students must complete

- core (8 courses) - 4 foundation core and 4 non-foundation core courses
- discipline specialisation (4 courses) including the capstone course MGT8002 Strategic Management OR general specialisation (any 4 related courses with the permission of the Faculty of Business, Education, Law and Arts).

### COURSE OUTCOMES

The MBAD graduate will be able to:

- demonstrate applied knowledge of people, markets, finances, technology and management skills in practice
- identify and solve complex organisational problems, creatively, and practically to increase the effectiveness of management processes
- communicate professionally and effectively in a range of modes to various audiences to achieve targeted outcomes
- demonstrate an understanding of organisations in the global environment and the impact of these on organisational systems
- evaluate, synthesise and critically review theoretical frameworks with other evidence to provide solutions to real-world problems
- demonstrate reflective practice and apply learning to different contexts
- demonstrate an understanding of the impact of interpersonal communication on specific management processes and outcomes using relevant theories and concepts
- comprehend and address complex ethical dilemmas

- demonstrate an understanding of complex sustainable dilemmas and the need for responsible leadership
- demonstrate an understanding of the skills required to work in non-traditional and virtual working environments
- demonstrate the skills required for leadership of other, working in teams and working with people from diverse cultural and professional backgrounds in both virtual and real-time spaces
- communicate professionally and effectively in both oral and written communication to various audiences to achieve targeted outcomes.

#### STUDY PLAN FOR USQ MBAD

MBA – General Specialisation	2016	Sem 1	Sem 2	Sem 3
	<b>4 papers for PGCert Qualification (Foundation Course)</b>			
MGT5000	Managing Organisational Behaviour	X		X
MKT5000	Marketing Management		X	X
ACC5502	Accounting and Financial management	X		X
ECO5000	Economics for Managers		X	X
	<b>Plus 4 papers for PGDip Qualification (Non Foundation Course)</b>			
CIS8000	Global Information Systems Strategy	X	X	
MGT8033	Leading Organisational Change	X	X	
MBA8000	Applied Business Research & Ethics	X	X	
MGT8022	Project-Based Management	X		X
	<b>Plus 4 papers for MBA Qualification (Elective)</b>			
MGT8002	Strategic Management <i>Highly recommended that MGT8002 be the last course to complete in the degree.</i>	X	X	X
ECO8060	Business in the International Economy	X		
BUS8101	Business Project A	X	X	
BUS8102	Business Project B	X	X	

Note: Business Project courses are available in topic areas, subject to the availability of a supervisor. Student enrolment will require permission from the Postgraduate Programme Leader

#### SPECIALISATION

Students can choose an MBAD Discipline Specialisation (4 courses) including the capstone course [MGT8002 Strategic Management](#) OR General Specialisation as stated in the above Study Plan. If they choose the MBAD Discipline Specialisation, they have to complete 14 courses instead of 12 courses for the General Specialisation.

There are 7 MBAD Discipline Specialisation for your selection. Students need to know that if they choose any of the Discipline Specialisations, they will be required to study on their own with minimal tutorial support for most of the courses in the Discipline Specialisations (except MGT8002). More details of the Discipline Specialisations can be found on this link:

<http://www.usq.edu.au/handbook/current/business-commerce/MBAD.html>

1. Digital Transformation
2. Finance
3. Global Business Management
4. Project Management
5. Strategic Human Resource Management
6. Strategic Marketing
7. Sustainable Business

## UUNZ MASTER OF BUSINESS ADMINISTRATION-INTERNATIONAL BUSINESS (MBAI) (LEVEL 9)

## USQ MASTER OF BUSINESS AND INNOVATION (MBSI) (LEVEL 9)

The Master of Business and Innovation is an advanced cross disciplinary academic program that aims to build and extend business related skills in two specialised areas. It provides students with the ability to match their specialisations with their career goals.

### ENTRY REQUIREMENTS

*IELTS 6.5 OR Equivalent*

*Entry into the Master of Business and Innovation requires a bachelor degree at AQF level 7 or equivalent in a business related discipline from a recognised institution.*

### STRUCTURE

*USQ's Graduate Certificate of Business provides a pathway into the Master of Business and Innovation for candidates who have a bachelor degree (AQF level 7) or equivalent in a non-business related discipline from a recognised institution.*

The Master of Business and Innovation is comprised of 12 units. All students must complete:

- Two coursework specialisations of 4 units each (8 units)
- One research specialisation (4 units)

### COURSE OUTCOMES

Upon completion of the Master of Business and Innovation, students will be able to:

- demonstrate advanced and integrated understanding of a complex body of knowledge in business and emerging cross-disciplinary specialisations
- independently undertake critical analysis, reflect on and synthesise complex information, problems, concepts and theories in business and emerging cross-disciplines

- engage in independent research using a relevant theoretical framework as a practitioner or learner
- demonstrate expert judgement, autonomy and responsibility in the application of established theories to a body of knowledge or practice
- communicate knowledge, skills and ideas to specialist and non-specialist audiences

## STUDY PLAN FOR USQ MBSI

To complete the programme, students must

- complete two (2) coursework specialisations of 4 units each (8 units) from the Specialisation from List A
- complete one research specialisation (4 units) from the Research Specialisation from List B

## SPECIALISATIONS – LIST A (STUDENTS CHOOSE TWO)

### A1. Big Data and Visualisation Specialisation

Course	Semester 1	Semester 2	Semester 3
CSC8001 Introduction to Data Science and Visualisation		X	
CIS8701 Big Data Visualisation	X		
CIS8702 Crypto-currencies	X		
MKT8011 Digital Business Management		X	

### A2. Digital Transformation Specialisation

Course	Semester 1	Semester 2	Semester 3
CIS8008 Business Intelligence	X		
CIS8011 Digital Innovation		X	X
CIS8018 Strategic Information Security		X	
CIS8100 Digital Enterprise	X		X

### A3. Finance Specialisation

Course	Semester 1	Semester 2	Semester 3
FIN8201 Finance for Executives	X		X
FIN8202 Financial Markets and Instruments		X	
FIN8203 Strategic Investments	X		
FIN8104 International Financial Management		X	

### A4. International Business Specialisation

Course	Semester 1	Semester 2	Semester 3
ECO8060 Business in the International Economy	X		
MGT8032 International Management	X		
INR8010 International Relations: Guided Topics	X		

MKT8002 International Marketing	X		
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#### A5. Enterprise Leadership Specialisation

Course	Semester 1	Semester 2	Semester 3
MGT8038 Leadership Development	X		
MGT8039 Strategic Leadership			X
MGT8031 Global Issues in Employment Relations		X	
MGT8034 Strategic Management of Human Resources & Innovation	X		X

#### RESEARCH SPECIALISATIONS – LIST B (STUDENTS CHOOSE ONE)

Students can choose either the Industry Innovation Project Specialisation or the Business Innovation Research Specialisation.

- The Industry Innovation Project Specialisation does not qualify students for direct entry to the PhD program.
- Students undertaking the Business Innovation Research Specialisation must achieve a GPA of 5.75 for the 4 research units to be eligible to apply for entry to the PhD.

**>>>> TAKE NOTE**

#### B1. Industry Innovation Project

Course	Semester 1	Semester 2	Semester 3
MBA8000 Applied Business Research and Ethics	X	X	
MGT8040 Entrepreneurship, Innovation and Creativity		X	
MGT8054 Industry Innovation Project (2 units)	X	X	

#### B2. Business Innovation

Course	Semester 1	Semester 2	Semester 3
RSH8000 Introduction to Research	X	X	
RSH8001 Research Methods	X	X	
RSH8002 Business Innovation Research (2 units)	X	X	

#### UUNZ MASTER OF BUSINESS - INFORMATION SYSTEMS - MBIS(LEVEL 9)

#### USQ MASTER OF INFORMATION SYSTEMS- MISP (LEVEL 9)

The Master of Information Systems is a professionally-oriented program that provides university graduates with the opportunity to acquire an information systems qualification. The program comprises 16 courses.

Students with an undergraduate degree in an IT related field may get a block of 4 units. Students who study an IT elective course in a degree not related to IT such as arts etc. are not eligible for individual course credit as their undergraduate degree is not in a cognate area. Credits will only be given for eligible students. This is to meet the AQF guidelines as they apply from 2015.

## ENTRY REQUIREMENTS

*IELTS 6.5 OR Equivalent*

To be eligible for admission to the Master of Information Systems, applicants are required to have a recognised Bachelor degree or equivalent. Applicants without an acceptable Bachelor's degree and who have completed a minimum of five years professional work experience may be eligible for entry into a Graduate Certificate of Business and upon completion and achievement of a minimum GPA of 4.0, may apply for entry into the Master of Information Systems.

## LEARNING OUTCOMES

The Master of Information Systems aims to produce graduates who are able to:

- demonstrate specific knowledge and skills in information technology which are relevant to their disciplines and careers
- demonstrate understanding of a broad range of topics in information technology
- design, manage and develop software systems in an effective manner
- lead discussions relating to the computing aspects of their work-place
- demonstrate skills in the analysis and determination of technological issues at management level
- identify, analyse and solve problems in one or more areas of technology by selecting and using either quantitative or qualitative techniques appropriate to the resolution of technological problems
- satisfy academic admission requirements for membership of relevant professional bodies
- identify, interpret and evaluate major issues in a range of contemporary business information technology areas
- apply acquired knowledge associated with the studies to work environments
- articulate the principal theories, concepts and applications associated with relevant information technology area(s)
- demonstrate ethical behaviour and act in accordance with the ethics of the profession.

## STUDY PLAN

Course	Semester 1	Semester 2	Semester 3
CIS5100 Professional Skills for Information Systems	X	X	X
CIS5101 Management of Business Online		X	X
CIS5200 Professional Skills for Systems Analysis	X		X
CIS5205 Management of Information Security		X	
CIS5302 Professional Skills for Business Analysis	X		
CIS5308 Management of Information Technology Services	X		
CIS8000 Global Information Systems Strategy	X	X	
CIS8004 Enterprise Planning and Implementation	X		
CIS8008 Business Intelligence	X		

CIS8009 Management of Business Telecommunications	X		
CIS8010 Information Systems Project Management		X	
CIS8011 Digital Innovation		X	X
CIS8018 Strategic Information Security		X	
CIS8100 Digital Enterprise	X		X
CIS8500 Applied Research for Information System Professionals		X	
CIS8501 Applied Information Systems Research Project		X	

### EXEMPTION (AWARD OF CREDITS)

As the Master of Information Systems is a graduate conversion program, credits approved in the program do not automatically apply to other postgraduate programs offered by USQ.

Up to a total of 8 credits may be granted for the 16-course Master of Information Systems. Students with an undergraduate degree in an IT related field may get a block of 4 units.

Students who study an IT elective course in a degree not related to IT such as arts etc. are not eligible for individual course credit as their undergraduate degree is not in a cognate area. USQ will only be giving a block of 4 for eligible students. This is to meet the AQF guidelines as they apply from 2015.

## UUNZ POSTGRADUATE DIPLOMA OF BUSINESS (LEVEL 8)

## USQ GRADUATE DIPLOMA OF BUSINESS (GDBZ) (LEVEL 8)

A student who successfully completes the below eight (8) Master of Business Administration/ Master of Business and Innovation units may, upon application, exit with a USQ Graduate Diploma of Business and UUNZ Postgraduate Certificate of Business. The USQ Graduate Diploma of Business is a postgraduate programme recognised by the Australian Qualifications Authority

### RECOMMENDED STUDY PLAN – EXIT FROM USQ-MBAD

	<b>4 papers FROM Foundation Core</b>	<b>Sem1</b>	<b>Sem2</b>	<b>Sem3</b>
MGT5000	Managing Organisational Behaviour	X		X
MKT5000	Marketing Management		X	X
ACC5502	Accounting and Financial management	X		X
ECO5000	Economics for Managers		X	X
	<b>Plus 4 papers from Non Foundation Core</b>			
CIS8000	Global Information Systems Strategy	X	X	
MGT8033	Leading Organisational Change	X	X	
MBA8000	Applied Business Research & Ethics	X	X	
MGT8022	Project-Based Management	X		X

### RECOMMENDED STUDY PLAN – EXIT FROM USQ-MBSI

- For **GRADUATE DIPLOMA OF BUSINESS (GDBZ)** qualification: Choose **TWO** specialisations from the Specialisation LIST below

### 1. Big Data and Visualisation Specialisation

Course	Semester 1	Semester 2	Semester 3
CSC8001 Introduction to Data Science and Visualisation		X	
CIS8701 Big Data Visualisation	X		
CIS8702 Crypto-currencies	X		
MKT8011 Digital Business Management		X	

### 2. Digital Transformation Specialisation

Course	Semester 1	Semester 2	Semester 3
CIS8008 Business Intelligence	X		
CIS8011 Digital Innovation		X	X
CIS8018 Strategic Information Security		X	
CIS8100 Digital Enterprise	X		X

### 3. Finance Specialisation

Course	Semester 1	Semester 2	Semester 3
FIN8201 Finance for Executives	X		X
FIN8202 Financial Markets and Instruments		X	
FIN8203 Strategic Investments	X		
FIN8104 International Financial Management		X	

### 4. International Business Specialisation

Course	Semester 1	Semester 2	Semester 3
ECO8060 Business in the International Economy	X		
MGT8032 International Management	X		
INR8010 International Relations: Guided Topics	X		
MKT8002 International Marketing	X		

### 5. Enterprise Leadership Specialisation

Course	Semester 1	Semester 2	Semester 3
MGT8038 Leadership Development	X		
MGT8039 Strategic Leadership			X
MGT8031 Global Issues in Employment Relations		X	
MGT8034 Strategic Management of Human Resources & Innovation	X		X

## UUNZ POSTGRADUATE CERTIFICATE IN BUSINESS (LEVEL 8)

## USQ GRADUATE CERTIFICATE OF BUSINESS (GCBU) (LEVEL 8)

A student who successfully completes the below four (4) Master of Business Administration/ Master of Business and Innovation units may, upon application, exit with a USQ Graduate Certificate of Business and UUNZ Postgraduate Certificate of Business. The USQ Graduate Certificate of Business is a postgraduate programme recognised by the Australian Qualifications Authority.

### RECOMMENDED STUDY PLAN – EXIT FROM USQ MBAD

	<b>4 papers from Foundation Core</b>	<b>Sem1</b>	<b>Sem2</b>	<b>Sem3</b>
MGT5000	Managing Organisational Behaviour	X		X
MKT5000	Marketing Management		X	X
ACC5502	Accounting and Financial management	X		X
ECO5000	Economics for Managers		X	X

### RECOMMENDED STUDY PLAN – EXIT FROM USQ MBSI

- For **GRADUATE CERTIFICATE OF BUSINESS (GCBU)** qualification: Choose ONE specialisation from the Specialisation LIST below

#### 1. Big Data and Visualisation Specialisation

Course	Semester 1	Semester 2	Semester 3
CSC8001 Introduction to Data Science and Visualisation		X	
CIS8701 Big Data Visualisation	X		
CIS8702 Crypto-currencies	X		
MKT8011 Digital Business Management		X	

#### 2. Digital Transformation Specialisation

Course	Semester 1	Semester 2	Semester 3
CIS8008 Business Intelligence	X		
CIS8011 Digital Innovation		X	X
CIS8018 Strategic Information Security		X	
CIS8100 Digital Enterprise	X		X

#### 3. Finance Specialisation

Course	Semester 1	Semester 2	Semester 3
FIN8201 Finance for Executives	X		X
FIN8202 Financial Markets and Instruments		X	
FIN8203 Strategic Investments	X		
FIN8104 International Financial Management		X	

#### 4. International Business Specialisation

Course	Semester 1	Semester 2	Semester 3
ECO8060 Business in the International Economy	X		
MGT8032 International Management	X		
INR8010 International Relations: Guided Topics	X		
MKT8002 International Marketing	X		

### 5. Enterprise Leadership Specialisation

Course	Semester 1	Semester 2	Semester 3
MGT8038 Leadership Development	X		
MGT8039 Strategic Leadership			X
MGT8031 Global Issues in Employment Relations		X	
MGT8034 Strategic Management of Human Resources & Innovation	X		X

### RECOMMENDED STUDY PLAN - EXIT FROM USQ MISP

A student who chooses not to complete or who does not maintain good standing in this program will be permitted to exit with a lesser qualification as set out below, provided that they have met the requirements of that program.

- A student who successfully completes 4 courses as shown in the below list that satisfy the requirements of the [Graduate Certificate of Business \(GCBU\)](#) may, upon application, exit with that qualification.

Select any 4 courses below	Semester 1	Semester 2	Semester 3
CIS5100 Professional Skills for Information Systems	X	X	X
CIS5101 Management of Business Online		X	X
CIS5200 Professional Skills for Systems Analysis	X		X
CIS5205 Management of Information Security		X	
CIS5302 Professional Skills for Business Analysis	X		
CIS5308 Management of Information Technology Services	X		
CIS8000 Global Information Systems Strategy	X	X	
CIS8004 Enterprise Planning and Implementation	X		

STUDY PLAN

			2016	
		Sem1	Sem 2	Sem 3
<i>PGCert IS</i>	<b>POSTGRADUATE Certificate</b>			
	<b>4 papers for PGCert</b>			
CIS8000	Global Information Systems Strategy	X	X	
CIS8004	Enterprise Planning and Implementation	X		
CIS8008	Business Intelligence	X		
MGT5000	Managing Organisational Behaviour	X		X

## SECTION B

### University of Southern Queensland

#### UNDERGRADUATE PROGRAMMES



**UUNZ DIPLOMA OF BUSINESS ADMINISTRATION LEVEL 7/USQ BACHELOR OF BUSINESS ADMINISTRATION (MGT AND LEADERSHIP AND MARKETING) LEVEL 7 (BBAD)**

**UUNZ BACHELOR OF INFORMATION TECHNOLOGY LEVEL 7/ USQ BACHELOR OF INFORMATION TECHNOLOGY (ISD MAJOR) LEVEL 7 (BITC)**

**UUNZ DIPLOMA OF BUSINESS ADMINISTRATION LEVEL 7/USQ BACHELOR OF COMMERCE (ACCOUNTING) LEVEL 7 (BCOM)**

<b>BUSINESS AND COMMERCE UNDERGRADUATE DEGREE COURSES AT USQ</b>				
NAME OF DEGREE	EXEMPTIONS			TOTAL UNITS
	HIGH SCHOOL	NZDB/DIPLOMA (equivalent AQF Level 5)	ADVANCED DIPLOMA/ ASSOCIATE DEGREE (equivalent AQF Level 6)	
BBAD	0	8 core/electives	12 core/electives	24
BITC	0	8 core/electives	12 core/electives	24
BCOM	0	8 core/electives	12 core/electives	24

**12 Exemptions Upon NZDipBus program**

<p><b><u>NZDipBus Subjects:</u></b>            AP500 Accounting Principles            CC550 Business Computing            CL510 Introduction to Commercial Law            OM530 Organisations and Management            BC560 Business Communication            MKT541 Fundamentals of Marketing</p>	<i>6 Core</i>	<p><b>ACC1101</b> Accounting for Decision-Making  <b>CIS1000</b> Information Systems Concepts  <b>LAW1101</b> Introduction to Law  <b>MGT1000</b> Organisational Behaviour  <b>CMS1000</b> Communication and Scholarship  <b>MKT1001</b> Introduction to Marketing</p>
<p><b><u>NZDipBus Subjects:</u></b>            SFM430 Statistics and Financial Mathematics for Business            ECO520 The Economic Environment</p>	<i>2 Electives</i>	<p><b>STA2300</b> Data Analysis  <b>ECO1000</b> Economics</p>
<p><b><u>NZDipBus Subjects:</u></b>            HRM633 Human Resource Management            BB644 Buyer Behaviour and Communication Strategies            MPC648 Marketing Planning and Control            BF603 Business Finance  <p style="text-align: center;">OR</p>           AC650 Applied Computing            SDP652 Systems Development Project            IM655 Information Systems Management            BF603 Business Finance  <p style="text-align: center;">OR</p>           FA601 Financial Accounting            MA602 Management Accounting            BB644 Buyer Behaviour and Communication Strategies            BF603 Business Finance</p>	<i>4 Minors</i>	

This programme is a generalist degree aimed at equipping students with a broad understanding of how organisations operate in different environmental contexts, private, and public. It exposes students to a wide range of issues and challenges faced by managers as they strive to make organisations successful, sustainable and responsible stakeholders in society. Students develop relevant conceptual, analytical, functional, and operational capabilities to equip them to confidently address a range of organisational and managerial challenges in contemporary organisations.

**STUDY PLAN**

**STUDY PLAN (Minor A: Marketing Minor B: Management and Leadership)**

<b>BBAD</b>	<i>Pre/Co-requisites</i>	<b>Bachelor of Business Administration</b>	<b>Sem 1</b>	<b>Sem 2</b>	<b>Sem 3</b>
<b>POL1000</b>	<b>Core</b>	Government, Business and Society	X	X	
<b>MKT1002</b>	<b>Minor A</b>	Consumer Behaviour	X	X	
<b>MGT2007</b>	<b>Minor B</b>	Leadership	X		
<b>MKT2001</b>	<i>MKT1001</i> <b>Minor A</b>	Promotion Management	X		X
<b>MGT2002</b>	<b>Core</b>	Managing Organisations		X	X
<b>MGT3004</b>	<b>Elective</b>	Creativity, Innovation and Entrepreneurship		X	
<b>MKT2012</b>	<i>MKT1001</i> <b>Elective</b>	Services Marketing		X	
<b>MKT3007</b>	<i>MKT1001/1002</i> <b>Minor A</b>	Marketing Strategy		X	
<b>MGT3001</b>	<b>Minor B</b>	Global Management	X		X
<b>MGT2008</b>	<b>Minor B</b>	Managing Knowledge	X		
<b>MKT3001</b>	<b>Minor A</b>	Applied Business Research	X		
<b>MKT3002</b>	<b>Minor B</b>	Business Strategy in Global Environment	X		X

## UUNZ BACHELOR IN INFORMATION TECHNOLOGY LEVEL 7

## USQ BACHELOR OF INFORMATION TECHNOLOGY (ISD MAJOR) LEVEL 7

The Bachelor of Information Technology is a vocationally oriented programme emphasising the resolution of technological problems leading to the effective management and analysis of information in both private and public sectors. Graduates should be familiar with relevant major academic disciplines and possess knowledge and skills in problem resolution and communication, as well as specific attributes enabling them to work effectively in their chosen specialisation(s).

Achievement of the objectives of the student's area of specialisation will result in a graduate of high academic standard who is capable of competing for employment in a chosen professional area and pursuing career development in that or other related areas.

## UUNZ DIPLOMA OF BUSINESS ADMINISTRATION LEVEL 7

## USQ BACHELOR OF COMMERCE MAJORING IN ACCOUNTING LEVEL 7

This major provides students with a broad knowledge base in financial accounting, management accounting, business law and finance. Career opportunities include public accountant, chartered accountant, company accountant, company secretary, financial administrator, government (tax department, audit office, treasury, local government), financial planner, investment adviser, financial institutions (banks, building societies), forensic accountant.

Accounting Major students will meet the educational entrance requirements of CPA Australia, the Institute of Chartered Accountants in Australia (ICAA) and the National Institute of Accountants (NIA). Accounting major students who complete a Finance minor will meet the educational entrance requirements of the [Financial Services Institute of Australasia \(Finsia\)](#).

### STUDY PLAN

			Sem1	Sem 2	Sem 3
<b>BCOM</b>		<b>Bachelor of Commerce (Accounting)</b>			
	<i>Pre-requisite</i>				
MGT3001		Global Management	X		X
MKT2002	<i>MKT1001</i>	Global Marketing	X		
ACC2113	<i>ACC1101</i>	Management Accounting 1	X	X	
ACC1102	<i>ACC1101</i>	Financial Accounting	X	X	X
MGT2002		Managing Organisations		X	X
MGT3004		Creativity, Innovation and Entrepreneurship		X	
LAW2106	<i>LAW1101</i>	Law of Business Organisations		X	X
ACC2115	<i>ACC1102</i>	Company Accounting	X	X	X
ACC3116	<i>ACC2113/2115</i>	Accounting & Society	X	X	

ACC3118	ACC2115	Auditing	X	X	
ACC3101	ACC1102	Accounting Information System	X	X	
LAW3130	ACC1101 & LAW2106	Revenue Law and Practice	X	X	X

## UUNZ-USQ PROGRAMME TEACHING STAFF AND TIMETABLE (SEMESTER ONE 2016)

### Teaching staff – Semester 1 Postgraduate

Course	Course Name	Teacher
ACC5502	Accounting and Financial Management	Stanley Proctor
BUS8101 & BUS8102	Business Project A & Business Project B (Research Supervisor will also make special arrangement with students)	Bernhardett Theron & Dr Andries du Plessis
CIS5100	Professional Skills for Information Systems	Sugapriya Ayodhi
CIS5200	Professional Skills for Systems Analysis	Sugapriya Ayodhi
CIS5302	Professional Skills for Business Analysis	Shahab Bayati
CIS5308	Management of Information Technology Services	Mostafa Hadidi
CIS8000	Global Information Systems Strategy	Dr Kay Fielden
CIS8008	Business Intelligent	Farhad Bashar
CIS8009	Management of Business Telecommunications	Kamal Antony
ECO8060	Business in the International Economy	Dr Chandra Seneviratne
FIN5003	Decision Support Tools	Dr Chandra Seneviratne
INR8010	International Relations: Guided Topics	Nicholas Smith
MBA8000	Applied Business Research & Ethics	Dr Kay Fielden
MGT5000	Managing Organisational Behaviour	Bernhardett Theron
MGT8002	Strategic Management	Dr Nitin Seth
MGT8022	Project-Based Management	Shahin Miah
MGT8032	International Management	Dr Nitin Seth
MGT8033	Leading Organisational Change	Dr Nitin Seth
MGT8038	Leadership Development	Dr Andries du Plessis
MKT8002	International Marketing	Simon Guo
TPS / Peer Tutoring	TPS / Peer Tutoring Class	Pranav Pota

## Teaching staff – Semester 1 Undergraduate

<b>Course</b>	<b>Course Name</b>	<b>Teacher</b>
ACC3101	Accounting Information Systems	Farhad Bashar
ACC3116	Accounting & Society	Shahin Miah
ACC3118	Auditing	Farhad Bashar
CIS2000	Systems Analysis and Design	Vikram Jit Dhir
CIS2002	Database Design and Implementation	Shahab Bayati
CIS3001	Object-Oriented Programming with Java	Kamal Antony
CIS3002	Business Analysis	Shahab Bayati
CIS3003	Networks and Distributed Systems	Kamal Antony
CSC1401	Foundation Programming	Vikram Jit Dhir
FIN1101	Introduction to Corporate Finance	Ritesh Patel
MGT2007	Leadership	Aaron Liu
MGT3001	Global Management	Simon Guo
MKT1002	Consumer Behaviour	Dr Adrian Liew
MKT2002	Global Marketing	Simon Guo
MKT3001	Applied Business Research	Dr Chandra Seneviratne
MKT3002	Business Strategy in a Global Environment	Dr Adrian Liew
POL1000	Government, Business and Society	Aaron Liu
TPS / Peer Tutoring	TPS / Peer Tutoring Class	Pranav Pota

## Timetable – Semester 1 2016

Students are requested to see the tentative timetable on the notice board and from the reception.

## STUDY SUPPORTS/ACTIVITIES

Students are required to follow these activities.

CLASS	NEW STUDENTS – ATTENDANCE REQUIREMENT	CONTINUING STUDENTS – ATTENDANCE REQUIREMENT
All courses enrolled	Compulsory - 100% attendance	Compulsory - 100% attendance
<b>Peer Tutoring</b> Classroom: 201 Monday to Thursday (Time: 2.00pm to 4.00pm)	At least once a week allocated for Peer Tutoring	At least once a week allocated for Peer Tutoring
<b>Research at UUNZ</b> In the Library/Computer Lab/Level 5 Student Study Area with supervision by appointed academic staff Monday to Thursday (Time: 2.00pm to 5.00pm)	At least twice a week. For PGCert students, at least three times a week	At least twice a week. For PGCert students, at least three times a week

## IMPORTANT DATES TO NOTE

### Semester 1 -2016

Date	Description
25 February 2016	Orientation Day
4 March 2016	Last day for adding Semester 1
29 Feb 2016	courses Semester 1 commences
25 March 2016	Census date - <a href="#">Last day for dropping Semester 1 courses</a> without incurring fees
22 April 2016	<a href="#">Last day to drop a Semester 1 course</a> without academic penalty
13 June 2016	Semester 1 examinations commence
24 June 2016	Semester 1 examinations conclude
8 July 2016	Semester 1– 2016 results released at 4.00pm (AUS Time)

## TEXTBOOKS

Please note that for each of the courses enrolled, there is a main textbook that students are recommended to purchase and other textbooks and journals for reading and referencing that can be found in the libraries (internal and public libraries). Some of these reference books and journals are also accessible online from the USQ Library.

Students are required to check from their StudyDesk details of their courses and also the name and the latest edition of the recommended textbooks related to the courses they are enrolled in.

Unless requested by students to assist purchase their textbooks or reference books on their behalf, students are recommended to buy their textbooks or reference books from either USQ or AUT or UoA with the details as shown below.

### **University of Southern Queensland – Online Bookshop**

The [USQ Bookshop online textbook](#) search facility contains the latest information (including price and availability) on the textbooks for each course. Operating hours and conditions of pick-up for each campus bookshop are also outlined on the [USQ Bookshop website](#).

### **AUT University - City Campus Store**

Building WC, Room 122  
Hikuwai Plaza  
AUT City Campus  
55 Wellesley Street East, Auckland Central 1010, New Zealand  
PO Box 90944, Victoria Street West, Auckland 1142, New Zealand  
Tel +64 9 366 4550 Fax +64 9 366 4570  
AUT internal numbers: Tel 9801 Fax 9986  
General enquiries: [aut.city@ubsbooks.co.nz](mailto:aut.city@ubsbooks.co.nz)

Hours: Monday to Friday - 8.00am - 5.30pm (Saturday & Sunday – Closed)

You can visit in person or order online at [www.ubsbooks.co.nz](http://www.ubsbooks.co.nz)

### **University of Auckland – Auckland Campus Store & Head Office**

Student Commons Building  
2 Alfred Street, Auckland Central 1010, New Zealand  
PO Box 90944, Victoria Street West, Auckland 1142, New Zealand  
Tel +64 9 306 2700 Fax +64 9 306 2701  
General enquiries: [enquiries@ubsbooks.co.nz](mailto:enquiries@ubsbooks.co.nz)  
Hours: Monday to Friday - 8.00am - 5.30pm  
Saturday – 10.00am – 4.00pm (Sunday – Closed)  
You can visit in person or order online at [www.ubsbooks.co.nz](http://www.ubsbooks.co.nz)

### **Communication Skills Handbook**

The Communication Skills Handbook is a USQ text which is extremely useful for your studies. For assignments you will be required to write reports, case studies and academic essays. The handbook shows you the style required by USQ. There is also a vital chapter outlining the Harvard style of referencing. We cannot stress enough the importance of being able to reference correctly. Plagiarism occurs when referencing is not done properly and penalties are severe.

### **Dictionaries**

A good dictionary will be a great advantage to you during your studies as you will encounter a wide range of new vocabulary during your studies. Please note that during examination only paper and NOT electronic dictionaries will be allowed into the examination room.

**Important Notice!!** All students are required to purchase text books for their courses as New Zealand law strictly prohibits excessive copying of textbooks and it is totally illegal to copy a whole textbook, in fact it is illegal to copy more than 10% of a textbook unless it is out of print.

If you are unable to find information you need, please contact one of our Learning Support Officers who are based in the library. Please remember that you can access materials in other Libraries including Auckland City Library, 44-46 Lorne Street, Tel: 377 0209.

## TEACHING FACILITIES AND PHYSICAL RESOURCES

Facilities and resources at UUNZ in Auckland include:

	Available:	Planned:
<b>Facilities</b>	2500 m <sup>2</sup> of space	
<b>Equipment</b>	Data Projectors / Whiteboards/ Wi-fi accessibility on all floors	Video Conferencing
	2 Computer Labs – 30 terminals each	An additional computer lab could be set up when required
<b>Anti Plagiarism Software</b>	Turnitin Software	
<b>Library resources</b>	UUNZ currently has an on-site library for students including copies of all books identified by USQ as relevant for students of the USQ programmes <b>currently</b> delivered at UUNZ. Students also have on-line access to the substantial USQ library collection and on-line databases.	
	All students have confirmed access to the Auckland City Council Public Library, including databases.	
	Coursework material is comprehensive and includes selected readings.	

## RESEARCH

**The adequacy of provision of research facilities and support of staff involved in research, the levels of research activity of staff involved in the course and of ways by which the research-teaching links are made in the curriculum.**

### USQ

USQ Staff and student research activities are supported by an Office of Higher Research and related facilities.  
<http://www.usq.edu.au/research/default.htm>.

All USQ lecturers, tutors and project students have access to USQ library facilities such as the Postgrad Toolbox, e-Referencing guides, USQ ePrints, Australasian Digital theses.

A full description of USQ library services is available at

<http://www.usq.edu.au/library/>

and Faculty of Business librarian services at:

<http://www.usq.edu.au/library/faculties/business/default.htm>.

Research output is monitored by annual reports by Faculties:

<http://www.usq.edu.au/business/research/publications/default.htm>.

Research is recorded and published in an annual research report which shows staff research outputs over the last two years per Faculty <http://www.usq.edu.au/research/usqresearch/default.htm>.

## **UUNZ**

UUNZ is supporting the development of a research culture in order to:

- Add quality to the delivery of courses
- Enhance the credibility (and marketability) of the institution
- Motivate staff to improve their qualifications and undertake further professional development.
- Motivate staff to keep in touch with industry and current thinking.
- UUNZ registered its own journal named as Asia Pacific Journal of Business and Management with its website link at:

<http://www.uunz.ac.nz/jq.aspx>

UUNZ will seek to link its development to its collaborative arrangements with USQ and other institutions.

UUNZ aims to recruit staff for the delivery of degree programmes who have experience in research. UUNZ staff will be supported to maintain and grow their involvement in research through a variety of mechanisms:

- development of their research profile.
- UUNZ will encourage and facilitate staff to be aware of research conducted by their USQ colleagues.
- UUNZ will promote collaborative research arrangements with USQ staff through USQ staff through
  - facilitating USQ staff to conduct research in New Zealand.
  - facilitating and encouraging UUNZ staff to provide research assistance to USQ staff.
- UUNZ will provide an annual budget of \$10,000 to support staff research. All academic staff may apply to the Senior Management Team for support from this budget.
- UUNZ provides staff access to library facilities and computer labs which include access to SPSS software.
- Academic staff can access the wide range of resources, including electronic journal data-bases through USQ On-line. All USQ lecturers, tutors and project students have access to USQ library facilities such as the Postgrad Toolbox, e-Referencing guides, USQ ePrints, Australasian Digital theses.
- UUNZ will facilitate meetings of staff in a Research Forum.
- Staff conducting research as part of a qualifications upgrade will gain guidance, and ethical approval where necessary, from the institution with which they are enrolled.

- Staff planning research projects can also gain guidance from their Head of School and the Academic Manager. The Academic Manager will seek the cooperation of partner institutions to facilitate this ethical approval for staff not enrolled with another institution.
- Staff research progress will be monitored by the Academic Manager who will offer assistance where this is useful.
- Staff research completion will be monitored by the Academic Board and published in an annual staff research report which is made available through the UUNZ website.
- Copies of research outputs will be held in the UUNZ Library.

*UUNZ and USQ consider that:*

- 8.1 *UUNZ staff conduct research within their area of experience which advances knowledge and understanding and supports their function as teachers.*
- 8.2 *The quantity and quality of staff research outputs are monitored and the collective output is consistent with the development and maintenance of an on-going research culture in*
- 8.3 *Organisational systems and facilities provide appropriate support to staff involved in research, including access to an appropriate ethics committee.*

## USQ ACADEMIC POLICY

UUNZ is bound by our partnership agreement to follow all USQ Academic Regulations relating to academic misconduct, appeal, withdrawal, etc. A copy of the Regulations is available from reception on Level 6 or on the USQ Website. <http://policy.usq.edu.au/documents.php?id=13752PL>

## ASSESSMENTS POLICIES

You are obliged to attempt all assessments required for your subjects. Each module has different rules and regulations and your lecturer will inform you of exam and assignment regulations at the beginning of the course. As a general rule, to complete each of the assessments satisfactorily, students must obtain at least 50% of the marks available for each assessment item and an overall 50% of available marks. Criteria for passing individual courses are found in the assessment notes of each course specification.

Failure to hand in an assignment will result in your coursework being incomplete and you may not be awarded a final mark. If students submit assignments after the due date without prior approval, a penalty of 20% of the total marks available for the assignment may apply for each working day late.

Students who for medical, family/personal or employment related reasons are unable to complete an assessment may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. All documents MUST be submitted before the assignment due date. Please submit doctor's notes etc to reception and we will process on your behalf and send to USQ for approval.

### Examinations

Examinations take different formats. They can be "closed", "restricted" or "open" examinations. Candidates are allowed access to specific materials during the examination. Please be sure that you are aware of the type of

examination you will face, its length etc well before exam day. Details are available from the Course Specification and your tutor.

### Closed Exams

No additional materials are allowed in to the exam room. Writing instruments only.

### Restricted Exams

The only materials that candidates may use are: writing materials (non-electronic and free from materials which could give students an unfair advantage in the exam); sometimes calculators which cannot hold textual information (students must indicate on their exam paper the make and model of any calculators they use during the exam); sometimes English translation dictionaries (but not technical dictionaries).

### Open Exams

As restricted exams and also reference books as outlined in the examination regulations for the programme.

PLEASE MAKE SURE YOU UNDERSTAND CLEARLY AT THE BEGINNING OF THE SEMESTER WHAT TYPE OF EXAMINATIONS YOU WILL BE FACING. ASK YOUR LECTURER IF YOU ARE NOT SURE.

### Passing Grades

Passing criteria varies slightly from module to module. ENSURE YOU UNDERSTAND THE PASSING CRITERIA FROM THE BEGINNING OF THE SEMESTER FOR ALL YOUR MODULES. As a general rule, to be assured of receiving a passing grade a student must submit all of the summative assessment items, achieve at least 50% in the examination and at least 50% of the available weighted marks for the summative assessment items.

## GRADING SYSTEM

A student's final grade for a course is determined by combining the student's marks for each assessment item in accordance with the course specification. The following table<sup>1</sup>, displaying marks (expressed as a percentage) to grade equivalence, will be used by all examiners who give marks for assessment items to determine a student's final grade for a course.

Final Mark	Equivalent Final Grade	Grade Points
At least 85	High Distinction (HD)	7
At least 75 but less than 85	Distinction (A)	6
At least 65 but less than 75	Credit (B)	5
At least 50 but less than 65	Pass (C)	4
Less than 50	Fail (F, FNP, FNS, FNC or FLW)	1.5
At least 50	Ungraded Pass (P)*	Not Applicable

### Grades

The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessments in the course.

Final grades	Temporary grades
--------------	------------------

HD - High Distinction	I - Incomplete
A - Distinction	IIP - Incomplete, Progress in future Semester will determine grade
B - Credit	IS - Incomplete (Supplementary exam)
C - Pass	IM - Incomplete (Make-up work)
P - Ungraded Pass	ISM - Incomplete (Supplementary exam and make-up work)
LP - Low Pass	IDM - Incomplete (Deferred work)
F - Fail	IDS - Incomplete (Deferred examination)
FLW - Fail (Late withdrawal)	IDB - Incomplete (Deferred work and examination)
FNP - Fail (Did not participate)	<b>Administrative grades</b>
FNS - Fail (Did not Sit)	NR - No Result expected
FNC - Fail (Did not complete)	NA - Non Assessable
PR - Pass (Must repeat course)	RW - Result Withheld
SP - Satisfactory Progress	RN - Result Not available
I - Incomplete (from 1973-1989, was a final grade equivalent to a failure)	T - Transfer

### Appealing a final grade

**Question: What is the process if I wish to appeal the final grade awarded to me for one of my course?**

The student:

1. receives notification of results and does not agree with the result
2. must contact the Examiner or Moderator of the course and request that the Examiner check that no administrative error has occurred in the addition or recording of the marks gained for the assessable components of the course or in recording the grade awarded
3. must discuss with the Examiner or Moderator of the course, the grounds upon which the student feels the grade awarded is incorrect.

The Examiner or Moderator must:

1. check arithmetic used in awarding the result
2. check that all marks and assessments that should have been used in awarding the grade have been used
3. check that all marks have been correctly recorded
4. consider the grounds upon which the student feels the grade awarded is incorrect
5. advise the student of the outcome of their investigations in writing. A copy is to be placed on the student's file.

**Note:** There is no onus on the Examiner to re-mark assessable material as part of this pre-appeal process.

If the student is still not satisfied a formal written appeal against the award of the final grade in a course may be lodged in accordance with [Student Grievance and Appeal Procedures](#). Grounds for appeal are either:

1. that there has been a breach of University's regulations, procedures or assessment policy, or failure to adhere to the approved assessment procedures for that course, sufficient to cause disadvantage to the student
2. that the student has been unfairly treated in the process of assessment, or
3. that the student has been unfairly treated by persons involved in the conduct of the examination.

When the student writes a letter of appeal, they must outline the basis for the claim and must show that a reasonable effort has been made to resolve the dispute at the pre-appeal stage. The letter should be addressed to the Secretary, Faculty of Business Appeals Committee and the prescribed fee should be enclosed. Appeals will not be processed unless the fee has been paid.

**Please note:**

1. it is recommended that students seek advice from the Student Guild before proceeding to appeal
2. no appeals will be accepted after the relevant deadline for lodgement. Where a student cannot provide complete documentation by the deadline, they should lodge their appeal together with a written request for an extension of time to complete their documentation. The request will be considered by the Chair of the Faculty Appeals Committee, whose decision shall be final
3. an appeal **cannot** succeed unless the grounds for appeal are addressed. **A request for a remark without addressing the grounds for appeal does not satisfy this requirement**
4. the Faculty Appeals Committee will then hear the student's appeal. This Committee is made up of:
  - a senior academic staff member from another Faculty (Chair)
  - Dean of the Faculty or Dean's nominee
  - one academic staff member elected by the Faculty Assembly (or, in the absence of an elected staff member, an alternative should be appointed in accordance with the Faculty's rules)
  - one of the elected student members of Faculty Board
  - a person nominated by the Student Guild
5. once the student's appeal has been considered, the student will be notified by letter of the outcome. If the appeal is upheld the fee paid for the appeal will be refunded
6. if the student is not satisfied with the Faculty Appeals Committee's decision, they may apply for a review or appeal to the University Appeals Committee (within 14 days of receipt of the letter referred to in (5) above). A student may appear before the University Appeals Committee on his/her own behalf and/or be represented by the Student Guild. A staff member may appear before the University Appeals Committee either alone or accompanied for advice and/or note taking by another staff member. However, an appeal to the University Appeals Committee can only be made on the basis that procedures in the University Regulations for Appeals have not been followed by the Faculty Appeals Committee
7. decision of the University Appeals Committee shall be final
8. in accordance with University policy, a student can obtain a copy of their marked examination script on payment of the prescribed fee.

**Exam Deferral**

To apply for a deferred examination:

- Students must submit an Application for Deferred Examination online at the USQ website and include original or certified supporting documentation.

<http://www.usq.edu.au/current-students/assessment/exams/deferred-exams>

- If the application for deferred examination is for medical reasons USQ's Medical Certificate should be used and must cover the date of the examination. Note: If a student sits an examination whilst ill, the student will not be permitted to apply for a deferred examination. Therefore, in the case of illness a student

should not attend an examination but should seek medical assistance and provide the USQ Medical Certificate to their medical practitioner for completion.

- If applying for a deferred examination for family/personal reasons, supporting original or certified documentary evidence from a medical practitioner, counsellor or another such member of the community must be included with the Application form.
- If the application for deferred examination is for employment related reasons, a statement from the student's employer (in English) must be supplied and included with the Application form.
- All applications for deferred examinations must be received at the Faculty Office of the course within 10 days of the date of the examination. Please note that if you make an application for a deferred examination, Faculties will presume you cannot take the examination. Therefore, you cannot rely on receiving a response from the Faculty prior to the examination.

Please note that Academic Regulation 5.6.8.2 has been amended to include the following clause:

*"A deferred examination is considered a significant concession to a student and will only be granted if a student makes a properly documented and timely application. **Applications may be rejected if there is a reason to believe that the student is seeking an unfair advantage as might be suggested by a pattern of repeat deferred examination applications.** An application may be checked for any previous history of deferred examination applications. Deferral of an existing Deferred or Supplementary exam is not permitted."*

## ANTI PLAGIARISM SOFTWARE



Originality Checking allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases. Every Originality Report provides instructors with the opportunity to teach their students proper citation methods as well as to safeguard their students' academic integrity.

### FEATURES & BENEFITS

- Encourages Proper Citation
- Over 10 Billion Web Pages Crawled & Archived
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- Over 10,000 Major Newspapers, Magazines & Scholarly Journals
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### ACADEMIC INTEGRITY

"Turnitin plays an extremely important role in helping our students understand intellectual honesty... For our students, being able to see a highlighted line that is similar or exact to another document gives us that "teaching moment"..."

- TRIO Training, University of Washington

"Some Thoughts on Plagiarism"... [\(more\)](#)

- by Professor N. Stanlick, University of Central Florida

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## NEW STUDENTS START HERE

1. Your instructor gives you a **class ID** number and a **class enrolment password**.
2. [Create a user profile](#). You'll need the class ID and enrolment password to enrol in the class.
3. For more information, watch the "[creating a student user profile](#)" video.

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## NEED MORE TRAINING?

As soon as you create your user profile and join an account or class, you can login to your unique Turnitin homepage. For more help on using Turnitin please consult our [online training videos and user manuals](#).

## TERTIARY PROGRAMME SUPPORT (TPS)

Students are able to consult our TPS/peer tutor Pranav Pota at any point in the semester regarding assistance with assignment writing. Pranav can help you with aspects such as question analysis, referencing, assignment structure, logical presentation of ideas, sentence structure, and other writing skills. This support will be based around the USQ Communication Skills Handbook, please ensure you have access to your own copy of this handbook.

For checking of grammar and use of English, please see Lianne Zimmermann to arrange an appointment or email [lianne@uunz.ac.nz](mailto:lianne@uunz.ac.nz).

## BUILDING RULES AND INFORMATION

Please make sure you understand the following rules:

- (i) Smoking is not allowed inside or in front of the building. Smokers are requested to consume their cigarettes at the side street on the left of the school building or in B1. Please use the ashtrays and DO NOT throw cigarette ends on the ground. Respect the other people in the building and make sure you follow these rules.
- (ii) We must respect the other people using our building, please be polite and do not make too much noise when using the lifts, café area or walking through shared areas.
- (iii) Please carry your UUNZ student ID card with you at all times while on campus.

### Building Entry

The main entrance doors open at 8:45am and close at 6:00pm or till the end of the evening classes Monday to Friday (except public holidays). The school opens at 9:00am and closes at 6:00pm (or until the end of the last class) and you are not allowed to re-enter the school floor after this time.

### Building Toilet Rules

Please remember to keep toilets clean and put all waste paper etc in the bins provided.

### Students with disabilities

Prospective students with disability should contact UUNZ well in advance of commencing their studies to ensure that the appropriate supports are able to be put in place. More information regarding options for students with a disability is available.

Private tuition (one-to-one) is offered to students who need extra help with particular study areas on an hourly basis.

## **Contact Details**

### **A. Student contact details:**

Students must inform UUNZ immediately for any changes in address, contact telephone numbers, email address or accommodation type.

### **B. School contact details:**

UUNZ Institute of Business  
UUNZ Tower, 76-78 Symonds Street, Auckland  
PO BOX 8003 Symonds Street, Grafton, Auckland  
Tel: (09) 915 3390  
Fax: (09) 915 3399  
Email: [uunz@uunz.ac.nz](mailto:uunz@uunz.ac.nz)  
24 hour emergency contact number: (021) 457 650

## **UUNZ ENROLMENT POLICY**

### **1. Rationale**

1.1 Enrolment is subject to the following conditions which become legally binding on confirmation of the acceptance of a student by UUNZ.

1.2 Enrolment is complete only when UUNZ receives full payment of fees.

### **2. Payment**

2.1 Please note that payment of all fees must be made into the UUNZ account with the Public Trust. Students will be at their own risk for money not paid directly to the trust account.

2.2 All fees are received and refunded in New Zealand dollars. UUNZ is not responsible for any currency fluctuations between enrolment and issuing of refunds. All fees include New Zealand Government Good and Services Tax (GST).

2.3 All fees are calculated and paid on basis of the number of papers a student wishes to study.

2.4 Registration fee is non-refundable.

2.5 Course fees are deducted from the first day at which a student's attendance on a course is required.

### **3. Withdrawal & Refund Policy**

3.1 In the event that a student wishes to withdraw for refund, an application must be made in writing with reasons in full on the General Request Form.

3.2 The amount of refund depends on the length of the course of study (period of enrolment) and on the time period before withdrawal, as summarised in the following:

Student Withdrawals									
	Less than 3 months					3 months and greater			
Type of student	International Students				Domestic Students	International Students		Domestic Students	
Course length	(Less than 5 weeks)		(Between 5 and 12 weeks)		(1 day to 3 months)	(13 weeks and greater)			
With-drawal period	Up until the end of the <b>second</b> day of the course	From day 3 onwards	Up until the end of the <b>fifth</b> day of the course	From day 6 onwards	No set with-drawal period	Up until the end of the <b>tenth</b> working day	From day 11 onwards	up to the end of the <b>eighth</b> day	From day 9 onwards
Amount of refund	50% of total fees paid	No refund	75% of total fees paid	No refund	No refund	75% or more of the total fee paid (i.e. UUNZ may retain up to 25% of total fees paid)	No refund	Total amount less the lesser of 10% of the fees paid or \$500	No refund

3.3 Expelled students - If a student is expelled from the course, he or she will not be entitled to a refund.

3.4 On withdrawal, UUNZ will advise the Immigration New Zealand of the Termination of your enrolment and your student visa/permit will be cancelled

#### 4. Attendance & Discipline

4.1 Students are expected to attend all lessons, be on time and behave in a responsible manner at all times. Student Visa holders are required to maintain an attendance of 100%.

4.2 UUNZ reserves the right to expel any student who breaks New Zealand law or UUNZ rules, or fails to attend at least 90% of the course enrolled for. The student will be given 3 written warnings in an attempt to remedy the problem prior to expulsion. Breach of New Zealand law will lead to immediate expulsion.

4.3 In the case of expulsion, UUNZ will advise the Immigration New Zealand and will not refund any fees.

4.4 If you cannot attend a class, you must supply evidence to explain your absence (this could be a Medical Certificate or evidence of a family emergency) as soon as possible.

#### 5. Accommodation

5.1 Students between the age of 14 and 18 must live with Parent(s), a Designated Caregiver (i.e. a relative or a close family friend appointed by your parent(s) in writing) or a UUNZ approved homestay.

5.2 Students over the age of 18 may choose any other accommodation options.

#### 6. Insurance

6.1 International students must have appropriate and current medical and travel insurance in place while studying in New Zealand.

6.2 Please ensure that you have this organized and provide UUNZ the document for record. Alternatively, you can get it organized at UUNZ.

## **7. Student Welfare**

7.1 All students are welcome to discuss concerns regarding their study, accommodation, visa requirements, further study and other issues with our staff. Information and advice on any other NZ health, welfare facilities, sexuality education and so on will be available at UUNZ. Please just consult with our staff.

## **8. Student Orientation**

8.1 There will be a student orientation every semester. You will be welcomed by the key staff who will brief you on the policies and procedures. It is also a good opportunity to meet fellow students.

## **9. Student Grievance Policy**

9.1 Complaints should be directed to the reception staff or student support staff in the first instance, depending on the issues then directed to the academic. Please complete the Complaint Form available on Level 6. If a student is unhappy with the outcome, the matter will be referred to the Board of Directors and their decision will be final.

9.2 Should a student believe the matter has not been resolved by UUNZ fairly, the student may refer the matter to the International Education Appeal Authority or NZQA.

International Education Appeal Authority

Tribunals Unit

Level 1, 86 Customhouse Quay

Wellington 6011

Private Bag 32-001

Panama Street

Wellington 6146

[www.justice.govt.nz/tribunals/international-education-appeal-authority](http://www.justice.govt.nz/tribunals/international-education-appeal-authority)

Phone: (04) 462 6660

Fax: (04) 462 6686

Email: [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz)

New Zealand Qualifications Authority

P.O. Box 160

Wellington

Phone: (04) 463 3000 / 0800 697 296

Fax: (04) 463 3112

[www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## **HOMESTAY POLICY AND PROCEDURE**

TO PROVIDE QUALITY HOMESTAY FOR UUNZ STUDENTS AND OFFER SUPPORT TO STUDENTS

UUNZ has an arrangement with a professional homestay agent who can arrange homestay for you. An on-site assessment will be made to confirm on the homestay and the carer's suitability for hosting international students. This helps assure us that you will be placed in a physically and emotionally safe environment.

Minimum stay in a homestay is four weeks but you may choose to stay longer.

The homestay fee is about \$250 per week. This incorporates your own room, utilities, electricity and general wear and tear on appliances.

Please let our Student Support staff know if we can assist you in this.

## STUDENT FEE PROTECTION

UUNZ has an agreement with the Public Trust, who acts as a trustee to protect student fees by holding student fees in a trust account and pro rata, monthly, in arrears transferring the fees over to the School. This protects student fees against the unlikely event of insolvency, regulatory/voluntary closure or withdrawal of accreditation of the institution. This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education Act 1989 and the Student Fee Protection Rules 2013.

## OTHER IMPORTANT INFORMATION

### Driving in New Zealand

You are only allowed to drive in New Zealand if you have an international licence which has the approval of the NZ police or a New Zealand driver's licence. If you own a car, it must be registered, have a current Warrant of Fitness and should be insured. Drivers under the age of 25 have different restrictions and requirements. In New Zealand, we drive on the left hand side of the road. You can find out more about driving regulations in New Zealand by visiting [www.aahost.co.nz](http://www.aahost.co.nz) or [www.ltsa.govt.nz](http://www.ltsa.govt.nz)

### Homestay, Accommodation and Culture

Our staff is on hand to help you with any difficulties you may face in your living situation, please make an appointment if you have any problems. As New Zealand is probably very different from your home country, our Student Support Service is on hand to help you with any difficulties. Please talk to us if you have any problems, all matters will remain confidential.

### Library and Learning Support

The library is open from 10:00am to 5:00pm Monday to Friday and is stocked with all text and reference materials required for your courses.

### Text Books

All students are required to purchase text books for their courses as New Zealand law strictly prohibits excessive copying of textbooks and it is totally illegal to copy a whole textbook, in fact it is illegal to copy more than 10% of a textbook unless it is out of print.

If you are unable to find information you need, please contact one of our staff in the library. Please remember that you can access materials in other Libraries including Auckland City library, 44-46 Lorne Street, Tel: 377 0209.

### Mobile Phones

Please switch off your mobile phones while in class. Lecturers have the authority to confiscate phones until the end of class if they are a nuisance. It is important to remember that you must NEVER bring mobile phones into an examination, this is classed as a form of cheating and penalties are high.

### Parking

The car park in the basement of UUNZ building is managed by Wilson Parking. Students may use non-reserved spaces by paying the required fee on a pay and display basis.

### Safety

New Zealand is a relatively safe country, however, every country has problems with crime from time to time and following the guidelines below can help ensure the safety of yourself and your personal belongings.

- Keep your possessions with you at all times (particularly valuables such as your bag, mobile phone and your wallet).
- Ensure your insurance covers your personal belongings.
- Keep records of important information such as your passport number, credit cards and serial numbers of any expensive electronic goods.
- Do not keep large amounts of cash either on you or left behind at home. The ATM machines allow you to withdraw smaller amounts of cash at regular intervals.
- Report thefts to reception staff immediately who will help you to inform the police. Ensure you have the emergency numbers for your bank or credit card company to cancel cards in case you lose them or they are stolen.
- Do not enter teachers' or administration rooms unless a member of staff is present.
- Report an unusual or suspicious behaviour to reception immediately.
- Do not walk alone after dark always ensure that you are accompanied by a friend.
- Inform your homestay family or flatmates if you are going to be late home or intend to stay away overnight.
- Ensure that you have an up to date timetable for public transport to and from school in case you miss your usual connection. These are held in the student area, if we do not have copies your transport route, please let us know.

### **Staff Absences**

If your lecturer or tutor is unavailable to take your class due to sickness or family problems, UUNZ will inform you as soon as possible. We will make arrangements for your class to be rescheduled to another time or provide a relief teacher.

### **Student ID Cards**

Student ID cards will be issued at the beginning of the semester and are required to be shown when you attend examinations. They can also be used to secure discounts at a number of shops (including University Bookshops), theatres and on public transport.

### **Student Council**

Student Council Representatives will be appointed at the beginning of each semester. Their role is to represent the study body at monthly meetings with the Management Team. The council represents all students and their role is to present suggestions or grievances to the Management Team. Please approach a Student Council representative if you wish them to act on your behalf.

### **Treaty of Waitangi**

The treaty is an agreement made between Maori and the Crown (the government), a founding document on which modern policies made in New Zealand are made. It is valuable for all people living and studying in New Zealand to understand the implications of the Treaty and how it makes New Zealand culture different to any other. Questions and answers about the Treaty and its effect on modern society can be found on [www.aotearoa.wellington.net.nz/back/project.htm](http://www.aotearoa.wellington.net.nz/back/project.htm).

**Code:** UUNZ Institute of Business has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

**Immigration:** Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

**Eligibility for Health Services:** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz).

**Accident Insurance:** The Accident Compensation Corporation provides accident insurance for all New Zealand citizen, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).

**Medical and Travel Insurance:** International students must have appropriate and current medical and travel insurance while studying in New Zealand.

## EVACUATIONS PROCEDURES IN CASE OF FIRE OR OTHER REASONS

When the fire alarm goes off you will be told by your teacher or a staff member to leave the building. You must leave the building straight away using the nearest staircase to where you are at the time the alarm goes off.

### Do NOT Use the Lifts

The warden will be wearing a yellow/ red armband, he/she will direct you where to go when you leave the building.

Assemble in your class group so that your teacher can check that everyone is out of the building, do not join other friends until you have been checked off the list and your teacher has given you permission

**Do NOT Enter the Building Again until You Have Been Given Permission by the Warden.**

## CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

**When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.**

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

### What is the Code?

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

### Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

### What is an "international student"?

An "international student" is a foreign student studying in New Zealand.

### How can I get a copy of the Code?

You can download a copy of the Code from the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

### **How do I know if an education provider has signed the Code?**

NZQA maintains a register of all signatories to the Code. This is available online from [www.nzqa.govt.nz](http://www.nzqa.govt.nz). If the education provider that you are seeking to enrol with is not a signatory to the Code you will not be able to study at that institution.

### **What if I have questions about the Code?**

NZQA is the Administrator of the Code. If you have any inquiries about the Code, you can find out more information at [www.nzqa.govt.nz](http://www.nzqa.govt.nz) or email [code.enquiries@nzqa.govt.nz](mailto:code.enquiries@nzqa.govt.nz).

### **What if something goes wrong?**

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution.

The Code requires all institutions to have fair and equitable internal grievance procedures for students, and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

### **What is the IEAA?**

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

### **How can I contact the IEAA?**

You can write to the IEAA at:  
International Education Appeal Authority  
Tribunals Unit  
Private Bag 32-001  
Panama Street  
Wellington 6146

International Education Appeal Authority  
Tribunals Unit  
Level 1, 86 Customhouse Quay  
Wellington 6011  
**P** 64 4 462 6660  
**F** 64 4 462 6686  
**E** [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz)  
**W** [www.justice.govt.nz/tribunals/international-education-appeal-authority](http://www.justice.govt.nz/tribunals/international-education-appeal-authority)

### **What will the IEAA do?**

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/ or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the International Education Review Panel (the Review Panel).

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

### **What can the Review Panel do?**

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any international students. Only the IEAA can refer complaints to the Review Panel.

## A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself. The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

## USQ LECTURER PROFILE



### **Dr Andries du Plessis, Postgraduate Programme Leader and Research Coordinator**

#### ***Discipline: HRM, ER, SHREM, Management & Research***

Dr Andries du Plessis is an Industrial Sociologist, a Senior Lecturer and a leading researcher in the Department of Management and Marketing at Unitec. He lectures on Post Graduate level and does research in HRM, HR, ER, IHRM, SHRM, Organisational Development, Change Management, Cultural Differences, Diverse Workforces and the management thereof. He has 40 years practical experience in consulting in the above areas and has 14 years academic experience. He has presented 87 conference papers at national and international conferences, has written 36 book chapters in 9 books as an author /co-author, is editor of a HRM and ER text book, and published a total of 55 refereed journal articles. As external examiner Andries has also examined 25 Doctoral theses and 30 Master's theses. He is the Chairperson of the Academic Board, Chairperson of the Ethics Committee, is a member of the Advisory Council and is the Research Coordinator at UUNZ.

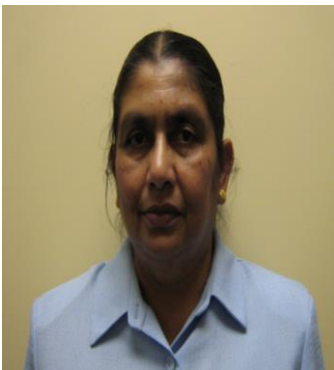


**Naseem Rahman, Academic Management, USQ coordinator and**

**IT Lecturer**

**Discipline: Information Systems, Managing ICT and Research**

Naseem holds a Masters of Business with a major in Management Systems from Massey University. She also holds a BA (Hons) in English Literature and Postgraduate Diploma in Information systems. Naseem has over 18 years of teaching experience in different tertiary institutions and 10 years of industry experience that span from Network administrator to IT specialist/consultant. Naseem is an active researcher in the field of Business Information systems. She has published papers and attended conferences both local and international. For professional development she is a current member of IITP (formally, New Zealand Computer Society) and American Association of Information Systems (AIS). She is also an active reviewer for Conference Journal articles. She is constantly upgrading her Business IT skills and bringing new ideas in teaching and learning approach to academia. Currently, Naseem is pursuing PhD from AUT, Department of BIS (Business Information Systems), Faculty of Business and Law.



**Dr Chandra Seneviratne, Lecturer and Tutor**

**Discipline: Economics, Statistics and International Business**

Chandra holds a PhD in Economics from USA, an MA in Economics and Post Graduate Diploma in Advanced Economics and Social Studies from the University of Manchester, UK. She also holds a BA in Economics and Accounting and BPhil in Economics from Sri Lanka. She brings over 25 years' lecturing experience to the classroom and a practical approach to teaching.



**Dr. Kay Fielden, Lecturer and research**

**Discipline: IT, Research, Business Ethics and Sustainability**

Dr. Kay Fielden professional biography spans 35 years. In this time she has been a commercial programmer, a scientific programmer, a technical systems analyst, a university lecturer, a postgraduate student, mother, researcher, academic supervisor and academic leader. She graduated with a PhD from the University of Western Sydney in 1996, a Graduate Diploma in Social Ecology from the University of Western Sydney in 1990 and an MSc from the University of New South Wales in 1988. She was appointed as a senior lecturer at Massey University in 1996 and was discipline leader in Information Systems at Massey University from 1997-

2000. In December 2000, she was appointed as Associate Professor in the School of Computing and Information Technology at Unitec. Her research and teaching span a number of domains within Computing. In these domains, she has a significant international reputation for my scholarship. The ability to contribute at a high level across a number of domains is unusual, and accordingly, provides her with opportunities to contribute in unique and innovative ways to the discipline of computing.



**Dr Nitin Seth, Lecturer and Tutor**

***Discipline: International Marketing, Strategic Management, Project Management***



**Dr Adrian Liew, Lecturer and Tutor**

**Discipline: Management and Marketing**

Adrian holds a Doctorate degree in Business Administration majoring in Marketing from the University of Utara Malaysia. He was also the Head of Department (Department of Business Studies and Accountancy) at HELP College of Arts and Technology, Malaysia and previously taught at twinning programmes in Malaysia for Monash and Edith Cowan Universities Australia before coming to New Zealand He has worked in Multinationals organisations such as Triumph International Ltd Malaysia and MOX Gases Ltd in Malaysia.



**Bernhardett Theron, Lecturer and Tutor**

**Discipline: Research Projects, Management and Communication**

In 2005 Bernhardett completed an MSc in Research Psychology from The University of South Africa (UNISA), specialising in qualitative and quantitative social science research methodologies, SPSS (statistics) and web authoring. Her pre degree qualifications include a Post Graduate Certificate in Education (Maths, Biology and Science), Honours Degree in Psychology and a BSc Degree in Human Physiology and Psychology. She has eight years of combined experience in e-learning, design, study material development, research, tutoring, training and supervision at various tertiary institutions.

Bernhardett joined UUNZ in June 2013 as a lecturer and an active researcher.



**Muhammad Shahin Miah, Lecturer and Tutor**

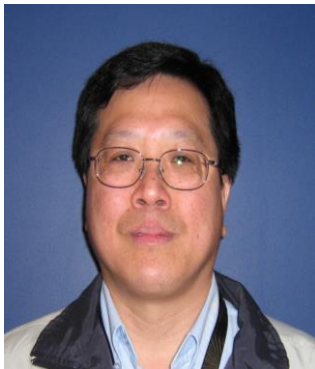
**Discipline: Accounting and Finance**



**Stanley Proctor (LLB), Lecturer and Tutor**

***Discipline: Law , Accounting & Finance***

Stanley has been teaching at UUNZ for both the USQ undergraduate and postgraduate law papers during the last 3 years. He is also teaching at various educational institutions both locally and internationally. He holds a LL.B (Hon) from the University of Wolverhampton in the United Kingdom, and he is currently pursuing a Masters degree in Commercial Law at the University of Auckland. He also holds a Cert TTEd (Certificate in Tertiary Teaching) from AUT.



**Simon Guo, Lecturer and Tutor**

***Discipline: Marketing and Management***

Simon holds a Masters degree in Marketing from the University of Lancaster and a BA (Hons) in Business Studies. He has been involved in the private sector in Malaysia and the UK. Since coming to New Zealand, Simon has worked as a Business Tutor teaching inter-alia, Marketing, Organisation and Management, Applied Management for the New Zealand Diploma in Business



**Sugapriya Ayodhi, Lecturer and Tutor**

***Discipline: Information Technology and programming***

Sugapriya has more than 10 years of IT experience in the Education Field, working extensively on Windows 95/98/2000/2003, NT and XP Platforms. She has sound knowledge in Microsoft Office package and Database system with SQL Server and has good communication, interpersonal, intuitive, technical, and leadership skills.



**Kamal Antony, Lecturer and Tutor**

***Discipline: Information Technology and Programming***

Kamal is a Certified IT Professional experienced in aligning Information Technology for business requirements. Focused on consistent quality work and a desire to simplify and innovate daily operations. Proven ability to lead seamless implementations and deliver technical solutions, managing teams and workplace, improving productivity.



**Pronav Pota**

***Discipline: HR, Management, Peer tutoring***

I have graduated in Commerce with specialisation of Human Resource Management (HRM) and Post graduation diploma in Human Resource Development (HRD) and Labour Laws and Practices in India. I was working as an Officer / In-charge - HR (Human Resources) in one of the manufacturing industries back to India. Based on my professional work experience, I successfully gained some of the very essential managerial skills which helped and supported me to pursue my Masters in Business Administration from UUNZ Institute of Business, New Zealand. I believe Knowledge is more valuable when it is shared. Thus, teaching is more important as it imparts knowledge to others. I am always eager to share what I have learned and to inspire those young and fresh minds by providing them conceptual and experiential learning.



**Mostafa Hadidi, Lecturer and Tutor / TPS Tutor**

***Discipline: Organisational Behaviour, IT and Marketing***

Mostafa has a B.S. (Hons) in Business Information Technology from Staffordshire University (UK) and a Master of Business Administration (specialising in Organisational Behaviour) from National Dong Hwa University (Taiwan).

He is now pursuing his Ph.D. in transformational leadership at the University of Auckland. Mostafa has worked more than 4 years as a marketing coordinator for Konica Minolta, Inc. middle east division.



**Vikram Dhir, Lecturer and Tutor**

***Discipline: Information Technology and programming***

Vikram holds a Bachelors degree in Computer Science and Engineering; graduate degree in IT and Computing; and Postgraduate Certificate in Business Information Systems. As a web-developer he has provided companies need to automate the client database systems. He has extensive knowledge in JavaScript, Ajax, HTML, SQL and database systems. Currently, Vikram is teaching diploma and undergraduate IT papers at UUNZ.



**Farhad Mohammad Bashar, Lecturer and Tutor**

***Discipline: Finance, Accounting, HR and Information Systems***

Farhad has Master of Business Administration (MBA) in Finance and Bachelor of Business Administration (BBA) in Banking and Finance from the University of Dhaka. He completed Postgraduate Diploma in Business, with specialization in Information Systems from the University of Southern Queensland (USQ). He has more than 6 years of corporate experience and expertise on designing sound financial management, accounting, information systems, business analysis and reporting systems before coming to New Zealand. Farhad has joined UUNZ since March 2015 and he is currently teaching both USQ and diploma papers.












**Anu Sabarwal, Lecturer and Tutor**

***Discipline: Accounting, Law, TPS Referencing/Assignment writing***

Anu has two Masters degrees. In 2011, she completed her MCom from Guru Nanak Dev University. She was honoured with Gold Medal for her academic performance. She had also presented two papers at 2nd National Conference on Changing Dimensions of Business. Recently she has qualified Master of Business Administration from UUNZ Institute of Business. She has taught accounting and marketing for more than 6 years. She is now lecturer at UUNZ Institute of Business, teaching in Diploma and undergraduate programmes.

## HELPFUL INFORMATION

Information Search	Source
<p>Academic Matters and Procedures (Postgraduate)</p> 	<p>Dr Andries du Plessis, Academic Management</p> <p>Call 09-9153376</p> <p>Or e-mail: <a href="mailto:andries.duplessis@uunz.ac.nz">andries.duplessis@uunz.ac.nz</a></p>
<p>Academic Matters and Procedures (IT &amp; undergraduate programmes)</p> 	<p>Naseem Rahman, Academic Management</p> <p>Call 09-9153388</p> <p>or e-mail: <a href="mailto:naseem@uunz.ac.nz">naseem@uunz.ac.nz</a></p>
<p>Policies and Administrative Matters</p> 	<p>Vonis Cheung, Administration Manager</p> <p>Call 09-9153382 or</p> <p>e-mail: <a href="mailto:vonis@uunz.ac.nz">vonis@uunz.ac.nz</a></p>
<p>Pastoral Care &amp; Admission</p> 	<p>Charmaine Wong</p> <p>Head of Student Admission &amp; Enrolment</p> <p>Call 09- 9153373 or</p> <p>e-mail: <a href="mailto:Charmaine.Wong@uunz.ac.nz">Charmaine.Wong@uunz.ac.nz</a></p>
<p>Finance – Payment of Tuition</p>	<p>Frank Lu</p> <p>Call 09-9153387 or</p>

  	<p>e-mail: <a href="mailto:frank.lu@uunz.ac.nz">frank.lu@uunz.ac.nz</a></p> <hr/> <p>Rui Huang</p> <p>Call 09-9153390 ext 523 or</p> <p>e-mail: <a href="mailto:rui@uunz.ac.nz">rui@uunz.ac.nz</a></p>
<p>Facilities, Health and Safety</p> 	<p>Ivan Brown, International Director</p> <p>Call 09- 9153383 or</p> <p>e-mail: <a href="mailto:ivan@uunz.ac.nz">ivan@uunz.ac.nz</a></p>
<p>IT Department</p> 	<p>Alvin Xu, IT Administrator</p> <p>Call 09-9153375 or</p> <p>e-mail: <a href="mailto:alvin@uunz.ac.nz">alvin@uunz.ac.nz</a></p>
<p>UUNZ Entry Level Assessment (ELA) Test</p> 	<p>Lianne Zimmermann, Head of Language</p> <p>Call:09-9153385 or</p> <p>e-mail: <a href="mailto:lianne@uunz.ac.nz">lianne@uunz.ac.nz</a></p>

**FURTHER INFORMATION**



# USQ STUDY TIPS

## Goal Management

- Put the USQ calendar on the wall behind your desk and mark on the calendar when the assignments are due.
- Create a timetable for yourself that shows every activity you are undertaking for the week. Put this on the wall behind their desk.
- Create a study plan that shows which courses have been completed, which are being done this semester, and which courses you will study in the remaining semesters until you complete your degree.

## Study Tips

Adapted from:- Jane's Top Ten Study Tips  
<http://www.tutoring.syr.edu/study-tips.html>

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## Top Ten Study Tips

- 10 - Go to class – get the most out of it
- 9 – 2 (4) for 1 rule – have to put in time – no short cuts
- 8 - Buy the textbook - critical
- 7 - Regular review – homework within 24 hours
- 6 - Study time & place
- 5 - VARK
- 4 - Ask lecturers
- 3 - Smart Class mates with GPAs>5.5 –study desk
- 2 - Manage time
- 1 - Seek help early

Adapted from:- Jane's Top Ten Study Tips <http://www.tutoring.syr.edu/study-tips.html>

## Some useful websites - 1



- **VARX** (to understand your learning style)
  - <http://www.vark-learn.com/english/index.asp>
- **VIPER** (free software to check for plagiarism)
  - <http://www.scanmyessay.com/>
- **Library tutorials** (Adrian Stagg) (Finding information)
  - <http://www.usq.edu.au/library/help/tutorials.htm>
- **Help with referencing**
  - [http://www.usq.edu.au/library/Breeze/Fac\\_Business/HARVARDAGPS/index.htm](http://www.usq.edu.au/library/Breeze/Fac_Business/HARVARDAGPS/index.htm)

## Some useful websites - 2



- **The Learning Centre** (Lindy Kimmins)
  - <http://www.usq.edu.au/learningcentre>
- **Analysing Questions** (to understand what you have to do)
  - <http://www.usq.edu.au/learningcentre/alsonline/acwrite/quest>
- **Staff directory** (to find a staff member)
  - <http://apps.usq.edu.au/StaffSearch/default.aspx?action=stafflookup>
- **80/20 Rule** (to help manage your time – focus on the 20 percent that produce 80 percent of your results – 3 links– which is best?)
  - <http://www.entrepreneurs-journey.com/397/80-20-rule-pareto-principle/#>
  - <http://betterexplained.com/articles/understanding-the-pareto-principle-the-8020-rule/>
  - <http://management.about.com/cs/generalmanagement/a/Pareto081202.htm>

## All communication sent from the University is sent to your umail address



### ■ What will my Email account be?

- Your USQ student email address is: <username>@umail.usq.edu.au. All communication sent from the University is sent to this email address.

### ■ How to Access your Email Account

- Access to your 'UMail' is via a button on the 'JustU' Tab of the new USQ Portal '[UConnect](#)'. The username and password are synchronised with your USQ username and password.

- **Need More information?** Please search for **UMail** in our [Frequently Asked Questions](#), read the [help documentation](#) at Google

- If you wish you could **forward umails** to your existing email address

## Wikipedia: Researching with Wikipedia



### Wikipedia

- can be a great tool for learning & researching information.
- **not everything in Wikipedia is accurate, comprehensive, or unbiased.**
- Always be **wary of any one single source**
- **read** the references **and check** whether they really do support what the article says.
- is **unacceptable as a major source** for a research paper.

Source [http://en.wikipedia.org/wiki/Wikipedia:Researching\\_with\\_Wikipedia](http://en.wikipedia.org/wiki/Wikipedia:Researching_with_Wikipedia)

## UUNZ ADVISORY COUNCIL

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