

School of Accounting & Corporate Governance Frequently Asked Questions

How do I know which classes to attend?

Timetables are available for Hobart, Launceston and the North West Centre at:

<http://student.admin.utas.edu.au/coursesenrolment/timetable/LectureTimetable.asp>

Teaching patterns will be advised in the first lecture so it is important that you attend lectures in the first week of semester. The majority of accounting units do not run tutorials and workshops in the first week of semester.

Hobart and Launceston Campuses

A tutorial allocation form will be provided to students in the first lecture for each unit that has tutorials. You will be asked to rank the times, with 1 being the most suitable time. These forms will be sorted and tutorial groups will be posted on MyLo by the end of the first week. If you would like to change your tutorial time once they have been allocated please contact the person listed at the bottom of the sheet. Changes will only be made in exceptional circumstances. Administration staff are NOT able to change tutorial times.

North West Centre

Tutorials and workshops run directly after the lecture. No alternative times are available.

(The School is moving towards electronic tutorial allocation so your lecturer may request you to go to MyLo to sign-up for the session of your choice.)

How do I read the timetable?

Morning classes run from on the hour to 10 minutes before the next hour and afternoon classes commence 10 minutes after the hour and finish on the hour. e.g. 8:00am - 8:50am and 2:10pm – 3:00pm. This allows a 10 min break in between classes for movement around the campus.

Which room am I meant to be in?

Hobart Campus

Our first year lectures are held in the Stanley Burbury Theatre in the University Centre (adjacent to Student Administration and the Morris Miller Library). Most second and third year lectures are held in lecture theatres LT1 or LT2 located on the ground floor of the Commerce and Economics Building.

Most tutorials are held in Rooms 202a, 202c, 202e and 204 (located on level 2) and 511 and 513 (located on level 5) of the Commerce and Economics Building. Occasionally tutorials are held in Hytten Hall which is located in front of the Commerce & Economics Building.

Launceston Campus

Most lectures and tutorials are held in rooms that are located in A or D block.

North West Centre

See the noticeboard in the Student Foyer at Administration for room details.

What if I have to miss a lecture or tutorial?

Attendance at lectures, tutorials, workshops and other classes is important. However, you may miss a lecture or tutorial occasionally because of illness or for some other valid reason and there is usually no need to obtain permission to do so.

What are the opening and closing times of the buildings used by Accounting & Corporate Governance students?

Hobart Campus

The Commerce & Economics Building is open from 8.00am to 8.00pm from Monday to Friday. If you would like 24 hours access, seven days a week to the computer labs then you will need to purchase (a small deposit is required) a proximity card from the Contact Centre (located opposite the Bookshop), print off the application form from the Faculty website and submit it to Vicki Smith at Room 321.

Launceston Campus

Building A is open from 8.00am to 6.00pm from Monday to Friday. If you would like 24 hours access to the computer lab (D004) then you will need to obtain an access card for a small deposit. The form necessary may be obtained from Dee Robinson or Kathleen Roche at the Faculty of Business Office.

North West Centre

The North West Centre building is open 9.00am – 5.00pm Monday to Friday. The building is open during semester until the end of classes each day/evening. If you would like 24 hours access then you will need to obtain a swipe card from Administration. A small deposit is required (refundable on return).

What do I do about textbooks?

Textbook lists are available from outside the School offices in Hobart and Launceston and from the Resources for Current Students page on the School's website. In the first lecture students will be given a unit outline which will list the prescribed texts and recommended readings. The Co-op Bookshop also has a list of books required for each unit and can direct students accordingly.

Students are required to purchase a copy of the prescribed text and have access to the recommended readings (usually available from the Library at the reserve desk or from the North West Centre Information Resources Area).

How do I contact my Lecturer/Tutor outside of class?

Lecturers will advise students of their consultation hours in their unit outlines. Tutors will advise students in the first couple of weeks of their consultation times. These times will remain constant throughout the semester.

Most academic staff members are required to teach on more than one campus, serve on University committees and conduct research. This means that they are not always available to see students outside of their consultation times.

If a student wishes to see a Lecturer/Tutor outside their nominated consultation times then they must make an appointment. Students must contact the Lecturer/Tutor directly to arrange an appropriate time.

Where are my results posted?

Results are posted on MyLo. Please check your results carefully and notify your lecturer of any inconsistencies.

Where do I submit my assignment?

Assignments are to be placed into the relevant assignment box on each campus. Do not hand assignments to lecturers, tutors or administration staff.

Hobart Campus

The assignment box is located outside Room 509, Commerce & Economics Building.

Launceston Campus

The assignment box is located next to the Faculty of Business Office, Building A.

North West Centre

All assignments are to be handed into the Administration Office.

You must attach a signed cover sheet to your assignments declaring that all material submitted is your own except where there is clear acknowledgement or reference to the work of others.

What if my assignment is late?

Assignments received after the due date will either not be eligible for assessment or will have marks deducted, unless prior written permission has been obtained from the unit coordinator. Where marks are deducted, the penalty is generally ten percent of the total marks that were originally available for each full day the assignment is overdue regardless of whether these days fall over a weekend. Check unit outlines for specific penalties.

To obtain permission for late submission you must apply using the *Application for Late Submission* form, available from outside the School offices in Hobart and Launceston or from the *Resources for Current Students* page on the School website. This extension must be approved by the unit coordinator at least 3 working days prior to the due date. If approved, you must attach the form to the assignment when it is handed in.

The only exception to this procedure will be in cases of genuine unexpected emergency (e.g. sickness preventing attendance at the University). In these instances, late submission must be accompanied by a statement in writing explaining the circumstances, together with a medical certificate where appropriate.

What if I miss a test?

The School does not have a uniform policy on this matter. If you miss a test for an acceptable reason (such as sickness where a medical certificate is provided) then the coordinator of the unit will decide what action will be taken. The options include allowing you to have the weighting of the test added to the exam weighting, averaging the marks of your other assignments or allowing you to sit an alternative test. Please note that work commitments are not considered an acceptable reason for missing a test.

Where do I find photocopying facilities?

Hobart Campus

Photocopiers are available in the Morris Miller Library. Copytex cards can be purchased from vending machines within the Library. The Contact Centre in the Union Building also provides photocopying services.

Launceston Campus

Photocopiers are located in the Launceston Library. The Student Association in Launceston also provides photocopying facilities.

North West Centre

A photocopier is available at the NW Centre for student use. The machine is housed in the Information Resources Area and uses Copytex cards, which may be purchased from a nearby dispenser.

School administration staff will NOT do photocopying for students.

Where do I find the Library?

Hobart Campus

The Morris Miller Library is located in the central campus behind the Student Administration building and opposite the University Centre. Please see the Library staff for opening times during Semester.

Launceston Campus

The Launceston Library is located pass the Sir Raymond Ferrall Centre. Please see Library staff for opening hours during Semester.

North West Centre

Access to the University Library is provided through the Information Resource Area. There is a small library of reserve items that are required texts for units offered at the NW Centre. Library books and journal articles can be requested through Flexible Library Services and delivered to the NW Centre or to a student's home address.

Libraries on all campuses hold orientation tours. Please contact the library on your campus for details.

Where can I find computers?

Hobart Campus

The Commerce and Economics building has two computer labs set up for Business student usage. All computers are PC based. Students can access these labs from 8.00am to 8.00pm, Monday to Friday. If students would like 24 hours access, 7 days a week then they will need to obtain a proximity card from the Faculty Office.

Launceston Campus

D Block contains one computer lab in room D004. All computers are PC based. If you would like 24 hours access to the computer labs then you will need to obtain an access card.

North West Centre

The computer lab is in the gallery wing of the NW Centre and is available for 24 hour access by students. Equipment available includes PC computers, laser printer, colour printer and CD writer.

The IT teaching lab is mainly used for tutorials and workshops, however, when the lab is not being used students may access this room for study between 9.00am and 5.00pm on week days during semester. Equipment available includes PC computers, laser printer and scanner.

How do I log-on to the computers?

All Labs require students to authenticate using their email (POP) username (the part before the @ symbol) and Novell password provided on their Enrolment Statement (top right-hand corner). If for some reason you do not know your email username and password and do not have your Enrolment Statement with you, please contact the Service Desk (see contact details in question below). Your student ID card will be required as proof of identity.

Who do I ask for computer help?

The Service Desk provides support for students on IT and online learning matters and can be contacted in a variety of ways:

In-person: Morris Miller Library on the Sandy Bay Campus and the Launceston Campus Library.

Phone: 6226 1818 (*phone provided in computer labs*)

Email: servicedesk@utas.edu.au

The Service Desk operates Monday to Friday from 8.45am to 5.00pm.

Students should contact the Service Desk for the following problems:

Printing difficulties in the Labs

Business Lab Printers out of paper

Difficulty accessing Faculty Web Pages or Applications

Any problems with Lab Computers

PUPS balance enquiries and payments

PUPS password changes (if lost or forgotten)

Email password changes (if lost or forgotten)

Computer Courses

What is MyLo and who do I ask for help with using it?

MyLo has been chosen as the centrally supported courseware tool for online teaching at the University of Tasmania. MyLo is a learning management system that enables students to access information, course content, and news updates via the Web. Students can be linked easily to a wide range of resources via the Internet. One of the most important features of online teaching is the capacity for students at different sites to interact with other students and with their lecturer or tutor via electronic bulletin boards or electronic chat rooms.

MyLo may be accessed on computers in computing laboratories at the University or on your computer at home or at work. Information about accessing and using this service, about required computer specifications and frequently asked questions, is available at the following University website:

<http://www.utas.edu.au/coursesonline/>

If you have difficulties using MyLo then contact the Service Desk:

In-person: Morris Miller on the Sandy Bay Campus and the Launceston Campus Library.

Phone: (+61 3) 6226 1818

Email: servicedesk@utas.edu.au

Who do I contact if I have a problem (academic or personal)?

Please ask questions during workshop and tutorial sessions if you are having problems with your studies. For individual assistance, you are encouraged to see your tutor or lecturer during his or her consultation times.

If you have any other concerns about a unit then in the first instance you should discuss the matter with your lecturer. However, if you do not feel comfortable approaching your lecturer, or if you do have a discussion with the lecturer and are dissatisfied with the outcome, then you may contact the School Ombudsperson:

Ms Sue Conway
Room D 111
Launceston
Ph:(+61 3) 6324 3068
email: Susan.Conway@utas.edu.au

Discussions with Sue will be kept in the strictest confidence, unless you would like her to take up matters with other people on your behalf.

The School has also placed Suggestion Boxes on the Hobart and Launceston campuses to enable you to provide suggestions for improvement and informal feedback. Messages can be posted anonymously, but if you include your contact details, the School will respond to you directly.

Any formal complaints or grievances should be addressed directly, and as quickly as possible, to Professor Victoria Wise, Head of School, and she will take up the issues on your behalf.

Should you need assistance with adjusting to university life please contact our Student Advisers:

Dr. Jane Reinks
Room 318a, Commerce Building, Sandy Bay Campus
Phone (+61 3) 6226 1916
Email Jane.Rienks@utas.edu.au

Ms. Tanya Ferres
Room A168, Launceston Campus
Phone (+61 3) 6324 3312
Email Tanya.Ferres@utas.edu.au

Jane and Tanya will help you understand the academic and administrative sides of the university, assist you to balance your study, life, and work commitments. They are the person to see when you seek for advice and assistance on any problems, including personal issues that impact you or your studies.

For postgraduate students who would like to consult about any academic issue such as how to understand assessment, academic writing, presentation of ideas, reference, finding resources, reading and examinations, you should make an appointment to:

Dr. Marian May
Postgraduate Academic Adviser for Coursework and Research
Room 320b, Commerce Building, Sandy Bay Campus
Phone (+61 3) 6226 1939
Email Marian.May@utas.edu.au

If you have any problems or difficulties of any kind, please use one of these communication methods, so that the School can help find a solution for you as quickly as possible. Don't just worry about a problem – tell us, so that we can help you.

Student Services also have staff available to give you advice if you are experiencing difficulties with your studies or assignments, with personal or life planning (including careers) issues, or with disability or illness. Please look at the Student Services website for further information:

<http://services.admin.utas.edu.au/>

How do I change a unit?

You can vary your enrolment by going to <http://www.utas.edu.au/students/index.html> and click on 'eStudent Centre'. You should check that you have completed the pre-requisites for all units in which you wish to enroll.

Changes must be made before the census date in each semester. For students enrolling in a summer school the census date will vary. Information on census dates is provided in the online courses and units database.

If in doubt, you should contact the faculty office. Contact details of the relevant faculty officers are as follows:

HOBART

For Undergraduate

Ms. Alison Nowak
Room 318b, Commerce Building, Sandy Bay Campus
Phone (+61 3) 6226 2370
Email Alison.Nowak@utas.edu.au

For Postgraduate

Ms. Lucy Mills
Room 318c, Commerce Building, Sandy Bay Campus
Phone (+61 3) 6226 2009
Email Lucy.Mills@utas.edu.au

For Pre-requisite and Credit Issues

Ms. Sue Pastre
Room 320a, Commerce Building, Sandy Bay Campus
Phone (+61 3) 6226 2269
Email Sue.Pastre@utas.edu.au

(For consultation times, please go to www.utas.edu.au/business, select Current Students, and click on Student Consultation Times)

LAUNCESTON

Ms. Kathleen Roche
Room A172, Building A
Phone (+61 3) 6324 3330
Email Kathleen.Roche@utas.edu.au

NW Centre

Initial course enquiries can be made with the Integrated Service Team at the NW Centre.

Can I withdraw from a unit after the census date?

It is still possible to withdraw from a unit after the census date provided you have the approval of the Faculty office. If the Faculty office approves the withdrawal your academic record will not show an academic penalty in the unit but you will still be liable for the HECS contribution or fees. Examples of cases where such withdrawal might be allowed are:

- Illness which prevents you from carrying on with the unit or causes you to fall behind with your work, or
- An unexpected change in the conditions of your employment, which seriously affects your study arrangements.

Mismanaging your study time or not doing the required work for your units will not justify a late withdrawal.

If you do withdraw from a unit you should first discuss this with the unit coordinator. The coordinator needs to know about your decision for administration and record keeping. It is also a matter of courtesy to inform your lecturer.

JUST ASK...

If in doubt just ASK. The School administration staff, Faculty office staff and Major and Unit coordinators are here to assist you. If you have any questions further to the above these staff members will endeavour to help in any way they can.

Enjoy the Semester!