



FACULTY OF BUSINESS

GUIDE FOR STUDENTS

GENERAL INFORMATION
and
FACULTY POLICY
for
PRESENTATION AND SUBMISSION OF ASSIGNMENTS

INSTRUCTIONS FOR STUDENTS ENROLLED IN COURSES
IN THE FACULTY OF BUSINESS

Contents

Contents.....	2
1. Introduction	3
2. The Faculty's Philosophy of Teaching and Learning.....	3
2.1. Job Training v. Learning for Life.....	3
2.2. Faculty Expectations	3
2.3. The Challenges	3
2.4. Respect	4
2.5. Skills	4
2.6. Targets	4
2.7. Independent Study	4
3. University Structure.....	5
4. Staff of the Faculty of Business.....	5
5. Enrolment Matters.....	5
5.1. Introduction.....	5
5.2. Normal Academic Load.....	5
5.3. Census Date.....	6
5.4. Variation of Enrolment.....	6
5.5. Withdrawing from Units.....	6
6. Unit Details and Attendance at Classes	6
7. Presentation and Submission of Assignments	7
7.1. Length of Assignments.....	7
7.2. Checking before Submission	7
7.3. Presentation of Original Work.....	7
7.4. Assignment Writing & Referencing	7
7.5. Submission of Assignments	7
7.6. Eligibility for Assessment	8
7.7. Plagiarism.....	8
8. Examinations and Assessed Work.....	9
8.1. Ordinary Examinations.....	9
8.2. Deferred Ordinary Examinations.....	9
8.3. Tests, Assignments and Other Coursework	9
8.4. Supplementary Examinations	9
8.5. Review of Examination Scripts.....	9
9. Student Services and Advice	10
9.1. Student Advisers	10
9.2. Student Services Unit.....	10
9.3. International Students in Tasmania	10
10. Professional Associations.....	11
Appendix A - Presentation of Assignments.....	12
A.1. Writing Effectively.....	12
A.2. Minimum Presentation Standards for Assignments.....	12
A.3. In-text Referencing.....	13
A.4. Preparation of a List of References	14
A.5. Further References	14

1. Introduction

Welcome to the Faculty of Business at the University of Tasmania. The purpose of this Guide is to provide you with general information relevant to courses and units offered by the Faculty, and other information related to your enrolment and studies in the Faculty's degrees.

There are other important documents that you should also read. For example, **Introductory Outlines** for the individual units undertaken as part of your degree will give you specific details about subject content, required texts, assessment and other administrative issues.

There is also the **Courses and Unit Database** on the University website, which provides information on the structure of the Bachelor of Business, Bachelor of Economics, Bachelor of Information Systems, Bachelor of Tourism, Bachelor of Business Administration and combined degrees, and the choices of majors and units available. It also provides information on the Postgraduate courses offered by the Faculty. The information is available at <http://courses.utas.edu.au>

If you need to know where to find information or help about matters not in this document you should ask your Major Coordinator, Course Coordinator, or school administrative staff.

2. The Faculty's Philosophy of Teaching and Learning

2.1. Job Training v. Learning for Life

If your aim in coming to University is to acquire specific job training, we recommend that you consider other options. Vocational training is the particular expertise of the Technical and Further Education (TAFE) sector, and TAFE colleges expertly teach the skills required for particular jobs in the workplace.

At this University, our aim is to assist you to further develop generic skills such as independent and logical thinking processes, problem-solving skills, and analytical ability. This will enable you to manage and control your own learning and skills acquisition, to equip you not only to join the workforce when you leave this University, but also to have the ability and flexibility to direct your own career. You will then not be limited to one particular career pathway, but will be able to build upon the skills acquired here to control the direction that your career will take. You will also be equipped to take advantage of the many options and alternatives which will become available to you throughout your life.

The staff of this Faculty are not primarily teachers. They are all experts in their particular fields of knowledge, and their responsibility is to facilitate your learning. You should expect your lecturers and tutors to do this in a professional and supportive manner, and in return the Faculty has expectations of you.

2.2. Faculty Expectations

The Faculty of Business expects that you will take responsibility for your own learning. As university students, we regard you as intelligent, mature and professional people. Employers remind us constantly that they are not seeking staff who have learnt all the answers, because in the business world the questions are always changing. What employers seek in their future managers is the ability to know where to look for answers, to be able to analyse complex problems and to assess the relative merits of competing solutions. Any employee can apply standards and rules; graduates are expected to set the standards and develop the rules.

2.3. The Challenges

The challenge to you is to use your time at University to develop the skills and abilities to enable you to achieve whatever goals you may set yourself. Business graduates hold very powerful positions in many spheres, because they are key providers of information. This is why the staff of all schools in this Faculty will challenge you from the very first semester to take responsibility for developing your cognitive and analytical skills, independent thinking, and the ability to support your arguments with firm conceptual foundations.

The challenge to you is to make the most of the opportunities offered, and to use your time here as a rehearsal for your future career. In the workforce, and particularly at high management levels, the tasks required of you will be complex and often not clear-cut, and you will need to draw upon all the resources available to you in order to achieve your goals. In preparation for this, some of your tasks here at the University will be open-ended and challenging, and will provide opportunity for choice. Some tasks will be of a research nature, and will not be directly connected with materials covered in class. These are all specifically designed to develop your ability to think and work independently. Independence, however, does not necessarily mean that you must always work alone. Some assignments will require group effort, as employers emphasise to us the importance of graduates being able to manage

work groups, and to make optimal use of the resources of group members in achieving synergy. Within this Faculty, one of the many resources available to you is expert staff. Their task is not to force you to learn, but to help you achieve or exceed your own expectations.

Thus the challenge to you is not simply to pass exams, but to equip yourself for your own future. You can choose to fail, to simply pass, or to excel. The choice is your own responsibility.

2.4. Respect

One of the main foundations of career success is to respect those with whom you work, and in turn to gain their respect for you. The staff of this Faculty have respect for all their students as individuals with different abilities and different skills. Through feedback, they will encourage you to build upon your strengths and overcome your weaknesses.

In return, your lecturers and tutors are entitled to be respected by students, as they are by their peers, for the work they do. Many of your lecturers are national leaders in their fields of research, and are internationally recognised for their contribution to their respective disciplines. Their wealth of knowledge is one of the major resources available to you as a student of this Faculty, and we encourage you to take time to identify the particular areas of expertise of your staff members, and to read some of their publications.

2.5. Skills

During your time in this Faculty, you will learn many technical skills that are specific to the commercial disciplines. These are skills upon which you will build to become experts in your chosen fields.

Such technical skills acquisition is taken for granted by your future employers and by professional bodies. Their further expectations are that you will also have a wide range of generic skills, of which one of the most important is the ability to communicate through a wide range of media. Class presentations, discussions and other activities will assist you to develop these skills, but you are also strongly encouraged to make use of the courses and special assistance available to you in this University.

Writing and analytical skills that enable you to articulate conceptual reasoning are also of major importance, and your written assignments and examination tasks are designed to assist you in their development.

A third major skill required in business is the ability to manage groups of people, and to obtain benefits from working within groups. You will be encouraged to develop this skill through participation in class activities, and through group assignments. While it is not possible to provide practice in the acquisition of all these skills within every unit that you take, they will be emphasised at some stage of your course in this Faculty. You are strongly encouraged to make the most of every opportunity to practise and further develop these skills for yourself, as you will be the ultimate beneficiary.

2.6. Targets

The specific aims of each unit will be clearly identified in the unit's Introductory Outline. These are the minimum targets that every student, with effort, is well able to achieve. However, students will also have their own individual targets that will exceed the stated minimum, and these will depend upon their particular strengths and interest. The only limits to achievement at this University are the limits that you place upon yourself, and you are strongly encouraged to discuss your goals and aspirations with your lecturers and tutors. They will do all they can to help you achieve them.

2.7. Independent Study

Whilst independent study is a necessary component for all units, many of the units within your degree will also have designated independent study weeks. During these weeks you will be given particular tasks designed to enable you to practise the broad range of skills required to meet the challenges of the future. For some units, the task may relate to materials already included in the course. For others, the independent study tasks will be unrelated to issues discussed in class, and these will enable you to cover a breadth of topics that would not otherwise be possible within the course structure and timeframe.

It is important to remember that the purpose of being at University is not simply to acquire information on specific topics, but also to develop the skills needed to discover and analyse information independently. It is of vital importance that you are able to retrieve information from a large amount of data and then present this information in a useful form. This is one of the most important skills required in business, and independent study is an integral part of assisting you to develop this skill.

Support from the staff of the Schools within this Faculty is one of your stepping-stones to the future. The other stepping-stones are your own aptitude, ability and application. Our staff, and the design of our courses, will help you make the best use of them.

3. University Structure

The following brief description will help you to understand where the Faculty fits into the academic structure of the University as a whole.

The University is a large and complex organisation which has a **University Council** as its supreme decision making body. The Council consists of staff, students and members of the community.

The Council is advised on academic matters by a senior academic body called the **Academic Senate**, which is made up of a number of senior staff and student representatives.

At the next level are six academic faculties that consist of one or more schools. The four Schools of Accounting & Corporate Governance, Economics & Finance, Information Systems and Management make up the **Faculty of Business**. Schools are responsible for delivering units in specific disciplines.

Full-time teaching staff, representatives of other faculties, invited members of the community and student representatives form each faculty. Faculties are responsible for all award courses and make recommendations to Academic Senate on academic matters affecting their disciplines. You will notice that students are represented at all three levels of academic decision making and can have a significant influence in matters affecting their courses, units, teaching, learning and assessment.

The principal officer of the University is the Chancellor who is a prominent person in the community. The chief academic and executive officer is the Vice Chancellor, who is a full-time employee of the University. The principal officer of each Faculty is the Dean. The Associate Dean Teaching & Learning is responsible for academic issues within the Faculty. The Course Coordinators are responsible for the overall conduct of the various programs offered by this Faculty, and the Major Coordinators will assist you with advice in relation to the Major/s which you have chosen to undertake within your degree.

Each school has a Head of School, who is responsible for issues relating specifically to that school. There are several levels of teaching staff. In ascending order of academic seniority these are associate lecturer, lecturer, senior lecturer, associate professor and professor.

4. Staff of the Faculty of Business

On the Faculty's web page <http://www.utas.edu.au/Business> is a list of academic and administrative staff in the Faculty and its Schools. If you wish to know more about staff members and their teaching and research interests and responsibilities you should refer to the Introductory Outlines for the units they teach, or look on the appropriate School web pages.

5. Enrolment Matters

5.1. Introduction

If you have a problem with your studies, you should speak to your lecturer or your Major Coordinator. The Major Coordinators are located on the Sandy Bay and Newnham campuses. They can provide counselling about your course and advice on credit, alterations to degree structures, as well as being a general information contact about your studies. The Faculty administrative officer will approve your enrolments and give you a letter of advice if you wish to complete your studies, or do part of them, through another University. Students at offshore locations should consult their Introductory Outlines for the relevant contact person.

5.2. Normal Academic Load

If you are studying full-time your normal academic load is four 12.5% units per semester. A part-time student load is two 12.5% units per semester. You can choose to study fewer units a semester (and this may be wise if you are doing a lot of part-time or casual work) but cannot enrol for more than the normal load without the consent of your Major Coordinator. Overloads are not usually allowed unless you already have an excellent academic record. Any overload must be approved on the relevant form and sent to the Faculty Office for processing.

Note that for summer semesters the normal permitted enrolment is two units. For any issues about your load you should consult your Major Coordinator.

5.3. **Census Date**

It is your obligation to ensure that you are enrolled correctly in each unit that you are studying by the census date which is published on the University website. If you are not enrolled by the appropriate date you will not be allowed to gain an award for the unit even if you complete the assessment successfully.

It is also your responsibility to make sure that you are not enrolled in any unit that you are not studying. If you do not withdraw from a unit you no longer wish to study by the census date but do so at a later date, you will be awarded a fail grade (WN). This will become part of your academic record and you will be liable for the HEIMS contribution for the unit. Your student record is available to you on the website, and you should check this to ensure that it is correct. If you have any queries in relation to your student record, you must consult with the Faculty administrative officer.

5.4. **Variation of Enrolment**

All students will receive an Enrolment Statement (together with a separate fees invoice) early in semester. The Enrolment Statement lists the units you are enrolled in for each semester. It is your responsibility to check that this information is correct. If you wish to change your enrolment for example by withdrawing from a unit and substituting another, you should see your Major Coordinator. If the change is in order you should make the change on the enrolment form, and have it approved by the Major Coordinator or Faculty Administrative Officer. If you do not have your enrolment form you must complete a Variation of Enrolment, which is available on the University website, and have it authorised by the Major Coordinator or Faculty Administrative Officer before submitting it to Student Administration. Forms will not be processed unless they have the appropriate authorisation.

5.5. **Withdrawing from Units**

After the census date it is possible in exceptional circumstances to withdraw from a unit provided you have the approval of the Associate Dean Teaching & Learning. If the Associate Dean approves the withdrawal your academic record will not show an academic penalty in the unit but you will still be liable for the HEIMS contribution. 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 (medical certificates are required), or
- an unexpected change in the conditions of your employment, which seriously affects your study arrangements (information from your employer should be submitted to support this application).

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

If you decide to withdraw from a unit without substituting another unit, or withdraw from the University altogether, you must still go through the withdrawal procedure. This will avoid having fail grades entered on your record and will enable administration to remove your name from the student record system.

Read your enrolment form carefully to find out the formalities for withdrawal and be sure the form is properly signed.

6. **Unit Details and Attendance at Classes**

Information relevant to each unit offered by the Faculty is given in an Introductory Outline provided by the Unit Coordinator. You must make sure that you receive and read thoroughly the Outline for each unit in which you are enrolled.

Introductory Outlines are important because they provide information on essential texts, recommended references, assessment criteria and study schedules. Details of continuous assessment tasks in the form of assignments and tests are also provided.

Dates for submission of assignments are also in each Outline and you must comply with these dates otherwise you will lose marks (see section 7.6 below).

Attendance at lectures, tutorials, workshops and other classes (e.g. seminars or laboratories) is also important. Teaching patterns for each unit will be confirmed in the first lecture or can be obtained from the Introductory Outline for the unit or from the University's on-line timetable at:

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

You may miss a lecture or tutorial occasionally because of illness or some other valid reason and there is usually no need to obtain permission to do so. However, it is your responsibility to ensure that you study the issues covered in that class.

7. Presentation and Submission of Assignments

Different units often have different requirements for writing and presentation of assignments that are relevant for their particular disciplines. The Faculty's general requirements are set out below.

7.1. Length of Assignments

Observe any directions about minimum or maximum length of assignments. Use the automatic word count facility in your word processing package.

7.2. Checking before Submission

Re-read assignments before you submit them, checking carefully for spelling, clarity of expression and accuracy of information. For example, always use the spell check option in your word processing package, although this is no substitution for careful proof reading.

7.3. Presentation of Original Work

The degree award to which each student aspires is a mark of satisfactory *individual* accomplishment. By awarding a Degree, the University is indicating that the degree holder has a level of competence in a given area of study and learning. For this reason, you **must** adhere to a proper ethical standard in seeking recognition for your own work.

You are often asked in assignments, especially essays, to learn about the views or theories of others and to demonstrate an understanding of their arguments. At times, you may be tempted to repeat what you have read, or not see harm in unacknowledged copying of source material. Moreover, you may quite properly find it helpful to work with other students in developing or debating viewpoints as a basis for preparing assignments.

To ensure that you submit only work that is your own you should comply with the guidelines on plagiarism detailed in section 7.7 below.

7.4. Assignment Writing & Referencing

Appendix A contains some useful information about writing and referencing assignments.

7.5. Submission of Assignments

Introductory Outlines will indicate whether assignments are to be submitted electronically, in hardcopy, or both. Whichever form an assignment takes, you should make a copy of it before submission. The following information relates to submission of assignments in hardcopy.

Hobart Students:

All assignments must be placed into the relevant assignment box of the School responsible for coordinating the Unit. Do not hand assignments to lecturers, tutors or office staff.

Launceston Students:

All assignments must be placed into the relevant assignment box of the School responsible for coordinating the Unit. Do not hand assignments to lecturers, tutors or office staff.

Malaysian Students:

All assignments are to be lodged in the assignment box provided by Binary College.

Cradle Coast Students:

All assignments are to be handed into the Cradle Coast Campus Office in Burnie.

Indonesian Students:

All assignments are to be handed into the Academic Registrar's Office, IEP College. When handing in an assignment you must sign a form showing the exact time of submission.

Please ensure that the appropriate Assignment Cover Sheet is completed and attached to your assignment. Cover Sheets are available from each School's website.

7.6. Eligibility for Assessment

The normal criterion for eligibility is that assignments be handed in on, or before, the due date for submission. 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 lecturer in charge, or in cases of emergency. Where marks are deducted, the normal penalty is ten percent of available marks for each full day the assignment is overdue, regardless of whether these days fall over a weekend, but you will need to refer to the Introductory Outline for specific penalties.

To obtain permission for late submission, you must apply using the standard *Permission for Late Submission* form, available from the school administrative staff, and have the extension approved by the lecturer-in-charge at least 3 working days prior to the due date. If approved, you must attach this form to the assignment when it is submitted.

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, the assignment, when submitted, must be accompanied by a statement in writing explaining the circumstances, together with a medical certificate where appropriate.

7.7. Plagiarism

Plagiarism is the taking and using of others' words or material and representing them as your own, or working in collusion with another student. It is not permitted to present the words of another author, either a published author or another student, as your own work, **except where full acknowledgment of the other's work is made.**

At times, you will be asked to learn about and discuss the views and theories of other people, and in these cases you must ensure appropriate acknowledgment of source material (see Appendix A).

In general:

- you should express ideas in your own words. When drawing from the work of other authors, cite the source and show any quotations in inverted commas;
- do not incorporate the words used by text writers, your lecturer or other students in your answer, unless you attribute those words to their author;
- **never** hand in an assignment which is the same as, or closely similar to, another student's assignment. When two or more substantially similar assignments are received, the students concerned will be reported to the proper authority and the University's procedures for academic misconduct will be implemented.

In some units, you are encouraged to discuss your work in general terms with other students. This encourages you to consider a broader range of issues and opinions and is one of the best ways of grasping principles and concepts. It is therefore a very positive part of your university education. You may also be encouraged to discuss aspects of practical assignments with others. However, once you have clarified the principles, you must express them entirely by yourself, unless the assignment is clearly designated as a group assignment. Thus any collaboration or joint discussions **must end when you actually begin to write the assignment that you intend to submit as your own work.** If you are in any doubt about any aspects of plagiarism or cheating, you should seek the counsel of lecturing staff.

Plagiarism is a form of cheating, and is a University offence punishable by a range of penalties, including a fine or deduction of marks, and in serious cases, exclusion from a unit, a course, or the University.

Cheating of any kind is an offence under the *Ordinance of Student Discipline* within the University. It usually involves two or more parties. If you allow written work, a computer printout or disks, etc., to be borrowed or copied by another student you are an equal partner in the act of cheating. You should therefore be very careful that your work is not left in a situation where it may be stolen or copied. To guard against this occurring do not leave completed, or partly-completed, assignments in a place where they could be easily copied either electronically or by photocopying. Do not provide copies of your assignments to other students.

Plagiarism is an offence that will not be tolerated at this University and will be prosecuted vigorously when detected.

8. Examinations and Assessed Work

8.1. Ordinary Examinations

Most examinations are centrally timetabled and are held in the official University examination period. Individual examination timetables are available from the University website at

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

Your timetable will contain information on examination dates, times and venues. You must note these details carefully because if you do not attend the examination, or turn up at the wrong time or place you will fail the unit concerned. It is your responsibility to ensure that you attend your examinations at the scheduled times.

If the examination for a unit you have been attending does not appear on your Examination Timetable you should contact Student Administration immediately as this may indicate that there is an error with your enrolment.

If you have examinations which clash you should report this promptly to the Examinations Officer in Student Administration. The Examinations Officer will also deal with special arrangements such as for students with disabilities who may require special seating, additional writing time, etc. Students need to apply to the Examinations Officer if they need to sit for an examination at a different location to that listed on the Examination Timetable.

8.2. Deferred Ordinary Examinations

If you are ill or some other serious cause has *prevented you from being present at the time of an examination* you may request to be granted a Deferred Ordinary examination provided you substantiate the illness or other cause with a medical certificate or other acceptable documentation. You must make your request in writing and complete the appropriate form available from Student Administration or their website. You need to present the form, together with your evidence, to the Examinations Officer (see the Student Information Handbook for further information).

In some cases it is possible to justify an application for a deferred examination because you have experienced severe personal difficulties. In such circumstances you should contact the Examinations Officer.

The Faculty offers only one session of deferred examinations each semester. (A deferred examination is unavailable for Spring or Summer units). If you are granted a deferred examination but are unable to sit it, for any reason, you will be required to repeat the unit.

Deferred examinations are held just before the start of Semester 2 and in mid-December.

8.3. Tests, Assignments and Other Coursework

If you are unable to sit a test or complete an assignment or other piece of assessable course work on medical or compassionate grounds (work commitments are not considered 'compassionate grounds') you should refer to the relevant Introductory Outline to see how your overall assessment is affected. It is not the practice, nor is it feasible, to set alternative tests, but extra assignments or course work may be possible depending on the nature and requirements of individual units.

Whatever the case, you must present medical certificates or other evidence to the Unit Coordinator and medical certificates must contain enough detail to justify the request.

8.4. Supplementary Examinations

It is not the policy of this Faculty to offer supplementary examinations except in special circumstances (if your final assessment score is in the range of 45 - 49% it is automatically reviewed with a view to outright pass or fail). Supplementary examinations, if granted, are awarded by the Faculty's Board of Assessors when all results are reviewed. They are not something that students can apply for. Consequently, it is not appropriate to approach the Unit Coordinator with a request.

Supplementary examinations are held at the same time as Deferred Ordinary examinations.

8.5. Review of Examination Scripts

You have a right to view your examination script after it has been marked. You should check the Student Administration website for the period of advance notice required by the Unit Coordinator if you wish to exercise this right.

If you are unhappy with the grade you received for a particular unit (above the grade of Pass), you may apply to the Academic Registrar in writing within 10 days of the date of result

notification for a formal review of that result. The fee for a review is set by the University and is currently \$50.00. This fee will be refunded if the initial result is changed.

If you are unhappy with the grade you received for a particular unit (below the grade of Pass) you may apply to the Academic Registrar in writing within 10 days of result notification for a formal review of that result. There is no charge in these circumstances.

9. Student Services and Advice

The Faculty office is located in

Hobart Level 3 / Business Building, French Street, Sandy Bay

The Faculty Office staff are able to provide general advice. If you have more specific academic concerns you should consult your Major Coordinator or individual academics. School websites contain staff lists which include room numbers, contact phone numbers and e-mail addresses.

Some staff will be teaching on more than one campus or serving on University committees. Their timetables and times for individual student counselling will normally be posted on their office doors and are also available at the School offices. It will often be easier to contact your teachers by email. Their addresses will be shown in the Unit Outlines or are available at <http://www.utas.edu.au/contacts.html>

9.1. Student Advisers

As mentioned previously, each Major within the degree has a Major Coordinator (or sub-coordinator) in Hobart and in Launceston. The role of these Coordinators is to provide advice on academic matters relating to your study within the respective majors. Their names, room numbers and telephone numbers are included in the staff list on the Faculty website or are available from the Faculty Office

9.2. Student Services Unit

The University's Student Services Unit provides a range of support for all students across the University. The services include:

- Student Counselling
- Careers Advice
- Advisory Service
- Student Health
- Tasmanian Scholarships and Course Promotion
- Advocacy for Students with Disabilities
- Welfare and Equity Issues
- Riawunna Student Services
- Child Care
- Chaplaincy

Counsellors are available to help you deal with any personal problems that may be creating difficulties with your study, e.g. stress, anxiety, relationships, or adjusting to University life. They can also provide information and support in dealing with University processes, and can give advice on topics such as time management, exam preparation and techniques, and essay writing.

Details of all the services are provided on the Student Services website. Student Services can be contacted in Launceston and Hobart, or at the Cradle Coast Campus. Telephone numbers can be accessed via the University's website. Leaflets provided by Student Services are also available on Level 1 of the Business Building in Hobart, and provide information and advice on a number of topics.

9.3. International Students in Tasmania

The International Services division provides a range of services for international students studying in Hobart and Launceston. In particular it offers assistance in the following:

- English language skills,
 - general study skills
-

- class presentations, and
- preparing and presenting your tutorial assignments.

For information and assistance you should contact the International Student Advisers in the International Services offices. Contact details can be found on the University International website <http://www.international.utas.edu.au/>

10. Professional Associations

The Business degrees offered at this University are accredited by the major Australian professional bodies. Entry to membership requires completion of an approved degree, and the professional bodies often also require the completion of specific units within a degree. You must check with the relevant professional body to ensure you have completed the units required for the professional recognition that you seek. Faculty staff and Major coordinators can advise you about these requirements, but it is your responsibility to ensure that you are enrolled in the required units. Information about specific accreditation requirements can be found on the web pages of individual Schools, and the relevant professional bodies.

Appendix A - Presentation of Assignments

A.1. *Writing Effectively*

A major objective of this Faculty is to produce professional graduates who possess good language skills as well as good technical skills. The extent to which you develop good language skills from the outset will materially contribute to your coursework results. To help you, we strongly recommend that you acquire or refer regularly to the following references:

A current academic style manual.

The Australian Concise Oxford Dictionary of Current English. Melbourne: Oxford University Press (latest edition)

Fowler, H.W. *A Dictionary of Modern English Usage*. Oxford: Oxford University Press (latest edition)

Because standards of written expression are often a cause of concern to the lecturers and frustration to students, we ask that you pay particular attention to the following guidelines:

- a. write short and complete sentences, always using a principal verb and a grammatically coherent structure
- b. deal with separate ideas or sections of argument in separate paragraphs
- c. avoid spelling and grammatical errors because they distract the reader and diminish the force of your argument
- d. give the reader ample signposts, by such means as:
 - i. an introduction to state what you will be writing about, and a conclusion summarising the arguments that you have covered
 - ii. for some assignments, such as reports, headings, sub-headings and numbered points may be appropriate whenever items are listed. Be guided by the assignment instructions provided by your lecturer
 - iii. a synopsis, or abstract, particularly for academic essays, may also be appropriate
- e. wherever feasible, display numerical information clearly in tabulated form
- f. avoid over-use of footnotes, as points that you wish to make are best incorporated within the main body of the argument
- g. in your list of references, give complete details of source materials (see item 4, below)

A.2. *Minimum Presentation Standards for Assignments*

The following are guidelines for submission of assignments:

A.2.1. *For all assignments (unless otherwise required in the Introductory Outline)*

- a. assignments SHOULD NOT BE HANDWRITTEN unless otherwise advised by the lecturer
 - b. use plain A4 paper and use one side only
 - c. use one and a half or double line spacing for normal text. Single line spacing should be used for listed items and substantial quotes
 - d. allow adequate space between paragraphs, within tables, following headings, etc
 - e. diagrams, graphs, flowcharts and related items may be set out tidily by hand
 - f. use a 12 point font
 - g. allow a minimum 30mm left hand margin for comments by the assessor
 - h. show references on a separate sheet following the principal text of the assignment
 - i. number all pages other than the cover sheet consecutively
 - j. complete and attach the standard cover sheet (available from School offices and websites)
 - k. staple all sheets securely, and do NOT use pins or slide clips
-

- I. assignments should NOT be submitted in plastic sleeves

A.3. ***In-text Referencing***

Where you have referred to the work of others in an assignment you must acknowledge the source. There are several acceptable methods of referencing. This Faculty adopts the Harvard system (author/date). See item 4 below. For general references the author's surname and the date of the work are shown in parentheses, e.g.:

- for one author: (Smith, 1986)
- for two authors: (Smith & Jones, 1987)
- for three or more authors: (Smith *et al.*, 1988)

Where a specific part of a work is quoted, the reference also includes the page number. For example:

- (Smith, 1987, p.3) or (Smith, 1986:3)

If the author's name is mentioned in the text, it need not be repeated in the citation. For example:

- Smith (1989) argued that ...

Citation of Electronic Resources

For referencing of electronic resources such as web pages, email and newsgroups please follow these guidelines:

FTP (File Transfer Protocol) Sites.

For citing via ftp, give the author's name (if known), the full title of the paper (or site name) in quotation marks, the document date (if known) the address of the ftp site along with the full path to follow to find the paper and the date that the page was accessed.

Eg.

Smith, John J. "Riva TnT Architecture and Chipset Design." March 1999.

<ftp://ftp.papers.rmit.org/public/docum/date/rivatnt.txt> (12 May 2005)

WWW (World Wide Web) Sites

To cite files or sites available using the www, available via most browsers, use the author's name (if known), the full title of the work in quotation marks, the title of the complete work or site (if applicable) in italics, the document date (if known), the full http address and the date accessed.

Eg.

Stacey, Imogene E. "Simulation Texture Editing and Wall Mapping." *SIM Help*. 2001.

<http://www.geocities.com/imogene/simhelp/index.htm> (23 May 2005)

GOPHER Sites

For sources found using gopher search protocols use the author's name (if known), the title of the paper in quotation marks, the date of publication, any print publication information, the gopher search path to access the information and the date that the site was accessed.

Eg.

Wiley, Coyote E. "Leg Strain Injuries and Rehabilitation Therapy Treatments." <Gopher://thera.anytime.com:9009ftp%DSRDL%TORICS%3B-siteindex-> (12 June 2005)

Email, Listserv and Newsgroups.

List the author's name (if known), the subject line from the post/email/thread, the date of the message, the address of the newsgroup or listserv along with the date of access. For e-mail you may omit the e-mail address of the poster.

Eg.

Cooke, C. "Recursive Pie" ccooke@cus.org.uk

alt.fan.pratchett (17 June 2005)

Lynch, Tim P. "Javascript Editing in HTML" Personal e-Mail (17 June 2005)

A.4. Preparation of a List of References

Essays and projects should include a list of references. A list of references includes only those works cited in the text. (A bibliography is a list of all works consulted in relation to the assignment.)

Entries in the list of references should be arranged in one alphabetically ordered list, and presented in the following formats that conform to the Harvard method:

For books:

Author's family name, Initials. (Year of publication). *Title*. Place of publication: Publisher.

e.g.

Samson, D. (1988). *Managerial Decision Analysis*. Homewood: Irwin.

(Note: the title should be underlined or in italics)

For journal articles

Author's name, Initials. (Year). "Article title". *Journal name*, volume, page reference.

e.g.

Amey, L.R. (1979). "Towards a new perspective on accounting control". *Accounting, Organizations and Society*, 4, 247-258.

(note: the journal name should be underlined or in italics.)

For a chapter in an edited volume:

Author's surname, Initials. (Year). Chapter title. Details of editor(s). *Book Title*, (page numbers). Place of publication: Publisher e.g.

Smith, D. (1972). Experimental Plain. In N. Jones & C. Date (Eds.). *Controlling Behaviour* (pp. 42-63). New York: Academic Press.

A.5. Further References

If you need to know more about assignment presentation and referencing you should refer to:

1. *A Guide to the Presentation of Assignments* (available from the Library or University Bookshop) or via the University's web site.
 2. Australian Government (latest year). *Style Manual for Authors, Editors and Printers*. Canberra, Aust: Australian Government Publishing Service.
 3. Cotesta, P.V., Crosling, G.M. and Murphy, H.M. (1998). *Writing for Accounting Students*. Sydney: Butterworths.
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Your Notes