Bachelor of Business Management
International Undergraduate Students Program Information Session

Helen Lee
Business, Economics and Law (BEL)

Semester 1, 2019 Orientation Session
This session is not intended for exchange students
Your First Semester Advisers

Ms Lorraine Chan

Ms Helen Lee

BEL Student Centre
Level 2, Colin Clark Building (39)
Blair Drive

The University of Queensland,
St Lucia

international@bel.uq.edu.au
Business Global Mates

Explore the world by making global friends first.

Business Global Mates is an exciting opportunity for new international students studying at the UQ Business School to experience Australian culture and meet new friends.

Sign up to be a Mentee for an opportunity to:
• Transition smoothly into your university life
• Form new friendships
• Experience the Australian culture
• Make the most of your UQ experience
• Explore all that Brisbane has to offer

business.uq.edu.au/global-mates

BGM@business.uq.edu.au
Topics covered in this session

- Important Orientation Sessions to Attend
- Key Semester Dates
- Program Rules and Requirements
- Program Planning and Course Selection
- Credit transfer
- Visa & CoE matters
- Useful Resources
- Your responsibilities
- SI-net Course Enrolment
- Q & A session
Handouts

**Important Information Flyer:**

- English for Academic Communication (EAC) Part-time course available for all UQ non-English speaking background students at no additional charge
- Digital Essentials

A blank Draft Study Plan form for students who receive credit transfer
Compulsory Sessions for International Students

<table>
<thead>
<tr>
<th>Day</th>
<th>Getting Started</th>
<th>Safety in Australia</th>
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<tr>
<td>MON</td>
<td>9am Physiology 63-348</td>
<td>10am Steele 03-206</td>
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<tr>
<td></td>
<td>11am Steele 03-206</td>
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<td></td>
<td>1pm Schonell 22-201</td>
<td>1pm Steele 03-206</td>
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<td></td>
<td>2pm UQ Centre 27A-220</td>
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<td>9am Abel Smith 23-101</td>
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<tr>
<td>FRI</td>
<td>11am Abel Smith 23-101</td>
<td>2pm Abel Smith 23-101</td>
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Recommended Sessions:

- OSHC and the Australian Medical System
- Finding Accommodation
- Australian Culture
- Working on a Student Visa
- English Writing and Study Skills,
- Home Sickness… and More!!

See ‘Sessions for international students’ on the Orientation website for a full schedule of all recommended sessions: orientation.uq.edu.au
This session is designed for international students who may not be familiar with the Australian surf and beach environment.

- Understanding and recognising potential dangers
- Learning how to avoid dangers
- Knowing how to help someone if they get into trouble

**Wednesday 20 February**
3pm - 4 pm
Abel Smith Lecture Theatre (23)
OR
**Thursday 20 February**
12pm - 1pm
Room 206 Steele Building (3)

Introduction to Careers and the BEL Student Employability Team (BELSET)

The BEL SET are dedicated to assisting you to increase your employability, access opportunities and manage your career.

This session will be a special career planning session designed for international students.

Registration required via student hub https://studenthub.uq.edu.au/students/events/detail/2262630

Tuesday 26 February
10:30am - 12:30pm
Terrace Room, Level 6, Sir Llew Edwards Building (14)
Key Semester Dates

Friday 22 February 2019
Due date for international students to enrol in at least one course on mySI-net

Friday 8 March 2019
Last date for adding or changing Semester 1, 2019 course enrolment
Due date for tuition fee payment

Sunday 31 March 2019
Semester 1 Census Date: Last date to drop courses without financial liability

No changes can be made to your enrolment or credit transfer after Census Date

If you have not paid your tuition fees in full by Census Date, your enrolment will be cancelled.
Bachelor of Business Management Overview

<table>
<thead>
<tr>
<th>Duration</th>
<th>3 years</th>
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</thead>
<tbody>
<tr>
<td>Commencement</td>
<td>Semester 1 or 2</td>
</tr>
</tbody>
</table>

Major(s)
- Advertising
- Business Economics
- Business Information Systems
- Human Resources
- International Business
- Marketing
- Real Estate and Development

+ a range of dual degrees
Program Structure

- Each course is worth 2 units (#2)
- The standard full-time study load per semester is 8 units (4 courses)
- Students with no credit transfer normally require 3 years (6 semesters) to complete all 48 units
- Summer Semester (November - February) is optional
Program Structure for one major

Part A
18 units / 9 courses compulsory

Part B
12 units / 6 courses from one major in Part B (at least 6 units must be from level 3 courses)

Part B or C and General Electives
16 units general electives from Part B or C or almost any undergraduate program in the University approved by the Executive Dean;

and 2 units from Part B or C

Total
48 units / 24 courses in total for Bachelor of Business Management
Program Structure for two majors

Part A
18 units / 9 courses compulsory

Part B
12 units / 6 courses
from one major in Part B
(at least 6 units must be from level 3 courses)

Part B or C and General Electives
12 units for a second major from Part B (at least 6 units must be from level 3 courses);
and 6 units of general electives from Part B or C or almost any undergraduate program in the University approved by the Executive Dean

Total
48 units / 24 courses in total for Bachelor of Business Management
Program Structure

- No more than 4 units can be at level 1 excluding Part A compulsory courses.
- An exception applies for the Real Estate and Development major.
- Refer to the BBusMan Rules for further information
Where to find the course list

http://www.uq.edu.au/

Current Students menu tab

Programs and Courses tab
Where to find the course list

https://my.uq.edu.au/programs-courses/
Where to find the course list

https://my.uq.edu.au/programs-courses/faculty.html?faculty=bel
Where to find the course list

https://my.uq.edu.au/programs-courses/program.html?acad_prog=2059#international
Where to find your course list

https://my.uq.edu.au/programs-courses/program_list.html?acad_prog=2059

You can also locate your course list from mySI-net
Where to find your course profile

https://my.uq.edu.au/programs-courses/program_list.html?acad_prog=2059

- Brief course descriptions
- Detailed course profiles
- Prerequisites and restrictions
- Semester availability
- Courses available in Summer Semester
Where to find your program plan

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

Plan your program menu tab
Where to find your program plan

https://bel.uq.edu.au/program-plans

Bachelor of Business Management link

Plan your program

It is essential to plan your program of study so that prerequisite courses are completed prior to enrolment in advanced courses.

The following program plans will assist you to see in which year and semester of your program you should enrol in particular courses. There are program plans for single degrees and dual degrees, and both semester one and semester two commencements.

We strongly recommend you follow your program’s plan to ensure you have the best chance of completing your degree with minimal complications.

If you’re thinking of upgrading to another program through your current enrolment, contact us for advice on your course selection.

Plans for first and second semester commencement

- Bachelor of Advanced Business (Honours)
- Bachelor of Advanced Finance and Economics (Honours)
- Bachelor of Business (no new enrolments from 2010)
- Bachelor of Business Management
Where to find your program plan

https://bel.uq.edu.au/program-plans/bbusman

2019 Semester 1 commencement link

Bachelor of Business Management

It is essential to plan your program of study so that prerequisite courses are completed prior to enrolment in advanced courses.

This program plan will assist you to see in which year and semester of your program you should enrol in particular courses.

We strongly recommend you follow this plan to ensure you have the best chance of completing your degree with minimal complications.
Where to find your program plan

https://bel.uq.edu.au/program-plans/bbusman

If you do not receive any credit transfer, please follow the 3-year program plan to ensure that you have the best chance of completing your degree with minimal complications.

Bachelor of Business Management (BBusMan) 2019 Program Structure

It is important that you read and understand the following information.

It is your responsibility to ensure that you complete all the requirements of this program in order to graduate. The following information is designed to help you plan your enrolment to meet this goal.

Further information can be found in the official program rules and course lists under the Program Rules and Requirements link in the Courses and Programs website:

https://my.uq.edu.au/programs-courses/program.html?posed_prop=2059

You are not required to submit this program plan for approval. However, if you have any questions or concerns about meeting degree requirements, especially when you are nearing the end of your program, please contact the Faculty of Business, Economics and Law for advice.

PROGRAM GUIDELINES

You must complete a total of 48* units from the BBusMan course list comprising -

- 18 units of compulsory courses from Part A; and either
- 12 units from one major in Part B (at least 6 units must be from level 3 courses); and
- 18 units from either:

1. 12 units for a second major from Part B (at least 6 units must be from level 3 courses); and 6 units of general electives from Part B or C or almost any undergraduate program in the University approved by the Executive Dean; or
2. 16 units of general electives from Part B or C or almost any undergraduate program in the University approved by the Executive Dean; and 2 units from Part B or C.

*No more than 4 units can be at level 1 excluding Part A compulsory courses. An exception applies for the Real Estate and Development major. Refer to the BBusMan rules for further information.

General Electives can come from almost any other undergraduate program at UQ providing you have met the prerequisites; they are not incompatible with any of the courses in your program, nor a prerequisite to your program (e.g. you cannot gain credit for MATH1040 if you studied Mathematics B in high school and used it to meet the maths prerequisite for the program).
Where to find your progression check

https://bel.uq.edu.au/asset/bachelor-business-management

Commencing from 2019 link

After printing your Progression Check Sheet please follow the instructions on how to complete your progression check.

Your progression check sheet is dated to indicate the year of your program commencement.

If you commenced your program prior to the dates specified, please contact us for assistance.
Where to find your progression check


BACHELOR OF BUSINESS MANAGEMENT (ST LUCIA) (2019)
BEL Faculty Progress Check Sheets
(This Check Sheet only covers the BBusMan program rules / course lists from 2019 onwards)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year of Commencement</th>
<th>Today's Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>A1B</td>
<td>1</td>
<td>2019</td>
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- **BACHELOR OF BUSINESS MANAGEMENT (ST LUCIA) (2019)**
- **BEL Faculty Progress Check Sheets**
- (This Check Sheet only covers the BBusMan program rules / course lists from 2019 onwards)

**BACHELOR OF BUSINESS MANAGEMENT (ST LUCIA) (2019)**

**BEL Faculty Progress Check Sheets**
(This Check Sheet only covers the BBusMan program rules / course lists from 2019 onwards)

**Year of Commencement:** 2019

**Today's Date:** 1/7/2019

**Notes:**

- **A1B:** Units from Part II & a Major/Minor in a Specific Major.

<table>
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<td>A4C</td>
<td>Organizational Behaviour</td>
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<td>A5</td>
<td>Business Law</td>
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<tr>
<td>A6</td>
<td>Introduction to Management</td>
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<tr>
<td>A7</td>
<td>Foundations of Marketing</td>
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<table>
<thead>
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<th>Code</th>
<th>Title</th>
<th>Notes</th>
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<tr>
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<td>Marketing for Decision Making</td>
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<tr>
<td>A9</td>
<td>Human Resource Management</td>
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<tr>
<td>A10C</td>
<td>Business Information Systems</td>
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<tr>
<td>A11</td>
<td>Introduction to Financial Management</td>
<td></td>
</tr>
<tr>
<td>A12</td>
<td>Marketing for Decision Making</td>
<td></td>
</tr>
</tbody>
</table>

**AND**

- **A1B:** Attendance is required for all courses.

**AND**

- **A8:** Units from Part II & a Major/Minor in a Specific Major.

**AND**

- **A10C:** Units from Part II & a Major/Minor in a Specific Major.

**AND**

- **A11:** Units from Part II & a Major/Minor in a Specific Major.

**AND**

- **A12:** Units from Part II & a Major/Minor in a Specific Major.

**TOTAL:** 80H (excluding Part III, no more than 80 units may be at level 3, with the exception of completion of the EB and Real Estate and Development majors)

**Updated 26 November 2018**
Credit Transfer for Previous Studies

• Students who have previously undertaken tertiary studies (e.g. Bachelor’s degrees, associate degrees, diplomas, higher diplomas, advanced diplomas) may be eligible to apply for credit transfer, depending on the duration of their previous studies and the equivalency to the UQ courses.

• Students who have come from High School or Foundation Year programs are NOT eligible for credit transfer and are required to complete their entire program at UQ.

• If you wish to apply for credit transfer, please email international@bel.uq.edu.au by Friday, 8 March 2019.
Already received credit transfer?

• If you have already received credit transfer, you must sign and return your **Credit Transfer letter** before Census Date (Sunday, 31 March 2019).

• The Credit Transfer letter will be sent to your UQ email address in March. **It is important to respond to this email.**

• If you have received credit transfer for more than 6 units / 3 courses general electives, you will NOT be able to complete two majors.

• If you are considering a program change (e.g. from Bachelor of Business Management to Bachelor of Commerce), you should contact **your first semester adviser** this week so that we can assist you in course planning and ensure your first semester enrolment is correct.
Digital Essentials - UQ Systems module

https://web.library.uq.edu.au/research-tools-techniques/digital-essentials

Learn.UQ (Blackboard)
Where students access their course materials, submit assignments and participate in course discussions

Student enrolment
Where students can ask for help with enrolment and timetabling

Lecture recordings
How students access their lecture recordings

Student email
Information on UQ student email

Printing at UQ
Information on printing at UQ

Assignment submission
Information on submitting assessments while studying at UQ

UQ ePortfolio
UQ students can collate records of their achievements into an ePortfolio that they can use to showcase their professional lives

Booking rooms
Information on booking rooms at UQ
mySI-net

https://www.sinet.uq.edu.au

- Add and drop courses
- Sign on to classes
- View grades and timetables
- Maintain personal details
- Pay your fees
- Lodge Requests such as Deferred Examinations
Course Enrolment and Sign-on

http://www.uq.edu.au/startingatuq/sign-on-to-classes

Course enrolment and sign-on are two separate steps.

Step 1 - **ADD** your four courses first

Step 2 - **SIGNON** to lectures, tutorials, PASS classes, practicals or workshops if your course has the “Signon Available” link

- If one class is full, please select an alternative class
- Once completed, you can view and print your timetable: My Timetable Home Page > Classes Weekly View

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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<th>Location</th>
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<td>Internal</td>
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<tr>
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<td>St Lucia</td>
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<td>St Lucia</td>
<td>St Lucia</td>
<td>Internal</td>
</tr>
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Visa & CoE Matters

- Ensure that you complete your studies within the duration of your visa. If not, apply to extend studies & request new CoE early - this can only be approved in exceptional circumstances

- Make sure you do not overstay your visa

- The amount of credit transfer you receive will affect the duration of your CoE and visa:
  - What major(s) you select will affect your credit transfer
  - If you are unsure whether or not you would complete one major or two majors, please request the minimum units of credit transfer and contact your first semester adviser so that we can make sure your credit transfer is correct before Census Date
  - Credit transfer can be added at a later stage, but cannot be removed once Census Date has passed

- If you experience any difficulties in your courses or fail a course at any point, please contact the BEL Faculty to seek academic advice
Enrich your study with Global Experiences

- Take the opportunity to undertake a **semester exchange** at 200+ partner universities or participate in a **short-term global experience**

- Earn credit towards your UQ degree

- For **an exchange semester** you will continue to pay tuition fees to UQ – **no additional tuition fees** are paid to the host university. For **short term programs**, you pay the tuition fees to the host university.

- With careful and early planning, this will not extend the duration of your UQ program
Your Responsibilities

- You are responsible for confirming your program of study and ensuring that you **enrol in the correct courses**
- Enrol and pay your fees on time each semester
- Check your UQ email account regularly
- Read and understand information provided by UQ
- Ensure any changes are made by the due dates
- Keep your contact details (e.g. mobile number, home address) up to date
- Attend classes and examinations when scheduled
- **Ask for help** if you are unsure - no question is too silly! Visit the **BEL Student Centre**, Colin Clark Building (39)
Useful links

UQ Homepage
http://www.uq.edu.au/

BEL Homepage
http://www.bel.uq.edu.au

Programs and Courses
https://my.uq.edu.au/programs-courses

BBusMan Course List
https://my.uq.edu.au/programs-courses/program.html?acad_prog=2059#international

BBusMan Program Plan
https://bel.uq.edu.au/program-plans/BBusMan

BBusMan Progression Check
https://bel.uq.edu.au/asset/bachelor-business-management

Digital Essentials
https://web.library.uq.edu.au/research-tools-techniques/digital-essentials

Starting at UQ
https://my.uq.edu.au/starting-at-uq/

my.UQ
https://my.uq.edu.au/

Global experiences

Welcome Hub (Where all the action happens!)
Now let’s get started with course enrolment!
Access your Studies Report to find out which courses and how many units you have been granted credit transfer.

Enrolments and Timetables > Studies Report > Click on the yellow button “Studies Report”

Enrolled Courses:
- ACCT 1301: Accounts for Desk Making (2.00, 2.00 T)
- ADUS 2009: Advanced Standing - Elect 2 (2.00, 2.00 T)
- EC300: Economics for Business (2.00, 2.00 T)
- EC303: Introductory Macroeconomics (2.00, 2.00 T)
- EC319: Quant Econ & Bus Analysis A (2.00, 2.00 T)
- MGT201: Introduction to Management (2.00, 2.00 T)
- MGT103: Organisational Behaviour (2.00, 2.00 T)
- MENG 1511: Foundations of Marketing (2.00, 2.00 T)

Credit Total EFTSL: 12.00
Credit Total Units: 15.00
Credit Total Points: 9.00

12/01/2016 Granted 16 units credit towards Bachelor of Business with Guangdong University of Foreign Studies
10 units towards Elect A (ACCT101, EC303), 5 units towards Elect B (MGT103, MGT201, MGT202, MGT103), 5 units towards Elect C (E301010, E401010, E501010), 4 units towards Elect D (EC303)

Advanced standing granted for undergraduate training program courses at Guangdong University of Foreign Studies

Term GPA: 0.00 Term TOTALS: 0.00 0.00 0.00
Prerequisites and Semester Availability

1. Prerequisite courses

You cannot enrol in a course unless you have already passed another course listed as prerequisite. The prerequisite course provides you with the background knowledge for the next course.

2. Semester availability of courses

Some courses are only available in certain semesters.
Why is the following course enrolment **not** permitted?

**Semester 1, 2019**

- **ECON1011** Economics for Business
- **MGTS1301** Introduction to Management
- **MGTS1601** Organisational Behaviour
- **IBUS2301** International Business Management
Why is the following course enrolment **not** permitted?

Semester 1, 2019

**ECON1011** Economics for Business

**MGTS1301** Introduction to Management

**MGTS1601** Organisational Behaviour

**IBUS2301** International Business Management

**Prerequisite** for IBUS2301 is MGTS1301 + 4 units or IBUS2303
Why is the following course enrolment not permitted?

Semester 1, 2019
- ECON1011 Economics for Business
- LAWS1100 Business Law
- FINM1416 Introduction to Financial Management
- MGTS2607 Employment Relations
Why is the following course enrolment **not** permitted?

**Semester 1, 2019**

- **ECON1011** Economics for Business
- **LAWS1100** Business Law
- **FINM1416** Introduction to Financial Management
- **MGTS2607** Employment Relations

**Semester availability/course offering** unavailable Semester 1
Why is the following **ineligible** for the Marketing major?

Completed 12 units (6 courses)

MKTG2501 Consumer Behaviour
MKTG3501 Marketing Strategy

MKTG2505 Product and Service Management
MKTG2508 Brand Management and Strategy
MKTG2511 Marketing Analysis
MKTG3503 Sales and Account Management
Why is the following **ineligible** for the Marketing major?

Completed 12 units (6 courses)

MKTG2501 Consumer Behaviour
MKTG3501 Marketing Strategy

MKTG2505 Product and Service Management
MKTG2508 Brand Management and Strategy
MKTG3509 Contemporary Issues in Marketing
MKTG3503 Sales and Account Management

6 units must be at level 3
Draft Study Plan

The outcome/feedback of your Draft Study Plan will be sent to your UQ email address.

List the course codes (e.g. MGTS1301) of courses you have received credit transfer and exemption.

You should enrol in 8 units (4 courses) in regular semesters.

Summer Semester is not compulsory.

Please read the declaration and sign and date the form.
Further responsibilities

• Understand your program rules and major requirements

• For full-duration students: Follow the 3-year study plan closely

• For students with credit transfer: Follow the Draft Study Plan approved by your first semester adviser

• Each semester, check if your courses are offered and change your study plan if necessary

• Make an appointment to meet with your first semester adviser if you have any questions regarding your study plan, credit transfer or course enrolment.
Contact Us

Email: international@bel.uq.edu.au

To arrange an appointment with your first semester adviser

Visit the BEL Student Centre
Level 2, Colin Clark building (39)
Blair Drive