



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

**HKMA
STUDENT GUIDE
2012**

MASTER OF BUSINESS

Last updated November 2011

PROGRAM INFORMATION

Master of Business (MBus)

(FOR STUDENTS WHO COMMENCE BEFORE JANUARY 1 2012)

Students must complete five prescribed courses (50 units) and three courses from the directed electives (30 units).

Core Courses

Course Code	Course Name	Units
GSBS6200	Accounting and Financial Management	10
GSBS6004	Organisation Behaviour and Design**	10
GSBS6010	Foundations of Marketing Theory	10
GECO6410	Economics of Competitive Advantage	10
GSBS6130	Corporate Finance*	10

Directed Courses

Course Code	Course Name	Units
GSBS6480	International Business Environment	10
GSBS6031	Marketing Research	10
GSBS6162	Entrepreneurship	10

PLEASE NOTE: courses will not necessarily be conducted in this order.

More information on the Master of Business program can be located at <http://www.newcastle.edu.au/program/11545.html> . **Please note that the information contained on this webpage refers to the new Master of Business Program Structure which will apply to students who commence the program from January 1 2012.**

* The course GSBS6130 Corporate Finance is not part of the Master of Business Program under the 2012 Program Structure (<http://www.newcastle.edu.au/program/11545.html>) and hence April 2012 will be the last time that GSBS6130 Corporate Finance will be offered at HKMA for current Master of Business students.

** The course GSBS6020 Management and Organisational Behaviour will be renamed GSBS6004 Organisation Behaviour and Design from 2012

ADMINISTRATIVE MATTERS

The Faculty International Operations Unit (FIO) of Faculty of Business and Law will liaise with HKMA staff regarding all administrative matters.

Your FIO contact at the University of Newcastle is:

Dominica O'Reilly
Dominica.OREilly@newcastle.edu.au

ON-LINE ACCESS

STEP 1

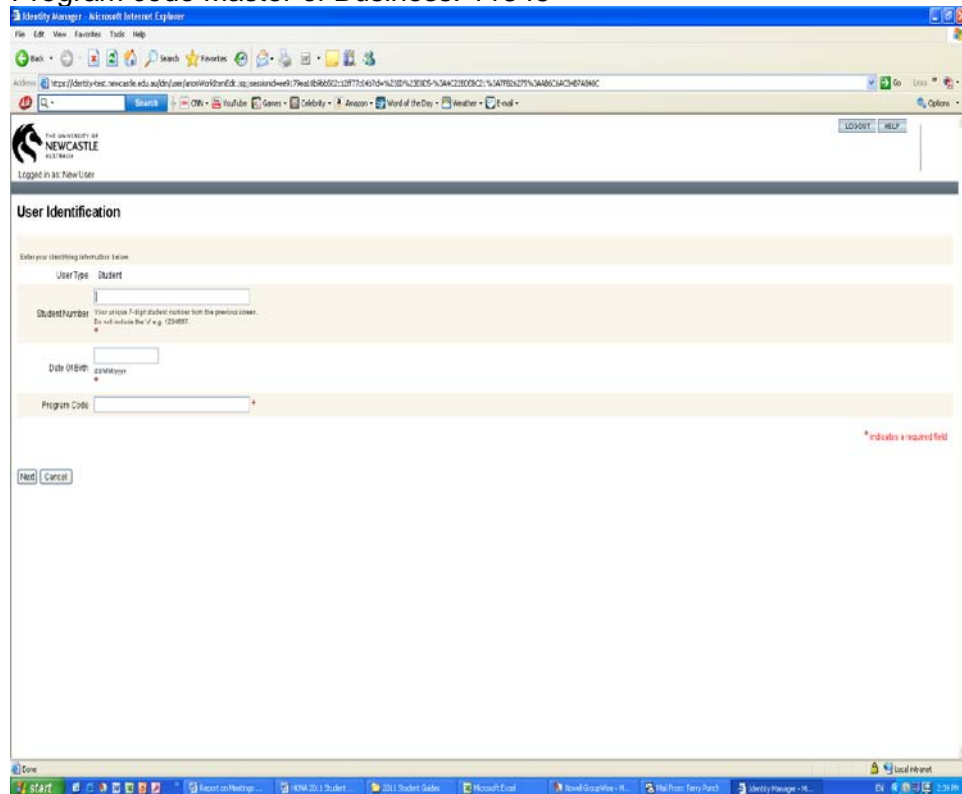
Get your University password:
Go to <http://identity.newcastle.edu.au/sa>

You will need to enter

Student no : Please refer to your reference no. in the upper-right corner of your offer letter.

Date of birth : dd/MM/yyyy

Program code Master of Business: 11545



You will be provided your first password. ***Please write this down for the next step.**

STEP 2

RESETTING YOUR PASSWORD AND ACCEPTING CONDITIONS

Go to <http://identity.newcastle.edu.au>

* Login with the username (eg C3012345) and first password supplied above.

*Set a new password for your computer account (this cannot be your initial password supplied above). SEE PASSWORD RULES ** VERY IMPORTANT**

* Answer at least 5 x "Authentication Questions". (This will help you later if you forget your password).

* Accept the University of Newcastle's Computing and Communications Facilities Conditions.

STEP 3

After approximately 2 hours you will be able to login to Blackboard and online applications.

PASSWORDS – Rules

Passwords **must** following these rules:

- Cannot contain your username, or any part of your name
- Be between 8 and 16 characters in length
- At least 1 letter
- At least 1 uppercase character
- At least 1 number
- At least 1 special character (see table below for acceptable characters)

! (exclamation mark)	% (percent sign)
+ (plus sign)	- (dash)
: (colon)	? (question mark)
* (asterisk)	/ (forward slash)
. (full stop)	_ (underscore)

*Examples of passwords that would meet all the above requirements are:

7Thursday!

Password.1

5Monday?

Locked Password

If you enter your password incorrectly 3 times in a row, your account will be locked for 5 minutes. After 5 minutes you can then try again, or contact the [17triplezero IT Service Desk](#) who will reset your password for you.

Enrolment

Your enrolment is your responsibility. If you are unsure of the courses you are currently enrolled in, you can view your enrolment at <http://myhub.newcastle.edu.au> or contact Bus-Law-FIRS@newcastle.edu.au

If you have signed an enrolment declaration upon admission to the program, or if you have re-enrolled for the current year, then you are officially enrolled in the nominated courses.

Class lists are finalised on day two of the course. You must add or drop courses on or before day one of the class

Adding courses

You may apply to add a course or to change from one course to another, providing you do so formally. You may complete an Application to Vary Course Enrolment form which is available from HKMA or email Bus-Law-FIRS@newcastle.edu.au with your enrolment request.

You may add a course to your enrolment on or before the first day of class.

Please note: failure to officially enrol in a course that you have been attending, may mean that any results you have obtained will not be recorded for that course.

Withdrawing from a course

If you wish to withdraw from a course for a term, you will need to complete an Application to Vary Course Enrolment form which is available from HKMA or email Bus-Law-FIRS@newcastle.edu.au with your enrolment request.

Class lists are finalised on day two of the course therefore if you need to drop a course, you must drop the course on or before day one of the first class.

Please note: failure to withdraw from a course that you are no longer studying will result in a failure on your transcript.

	Result on transcript	Financially liable
Withdrawal on or before day 1 of class	Not enrolled (no record on transcript)	No
Withdrawal <i>after</i> day 1 of course and not less than one week before the final assessment date	WW (Withdraw Without Fail)	Yes
Withdrawal from course within 7 days of final assessment date	FF (Fail)	Yes
Request to withdraw after completion of course	FF (Fail)	Yes

Fee liability statement

- In order to attend classes, students must have fully paid all course fees and must be formally enrolled by the University of Newcastle.
- Students who withdraw from the course once the course has commenced will be liable for all course fees. There is no refund of fees paid or cancellation of debt incurred, except in Exceptional Circumstances as determined by the PVC.
- Withdrawal in writing from a course within 7 days prior to the date of the examination or 7 days prior to the due date for the final assessment item will result in the allocation of a fail grade for the course and no refund of fees, except in Exceptional Circumstances as determined by the PVC.

Name changes

If you change your name whilst enrolled at The University of Newcastle, you will need to complete the appropriate form. Please advise the HKMA administrative staff, who will liaise with the FIO Unit on this matter. You will need to complete the Change of Name form which is located at <http://www.newcastle.edu.au/study/forms/>

Please check your personal details are current and up to date by logging into MyHub at <http://myhub.newcastle.edu.au>

If you notice that your name has been spelt incorrectly or the order of your name is incorrect, please contact the FIO unit at Bus-Law-FIRS@newcastle.edu.au as soon as possible and we will make the necessary adjustments.

Examination Results

The local administrative staff will advise students of the exam results when they are available. Official examination results will be available at: <http://myhub.newcastle.edu.au>

Student (NUmail) email account

All students of the University of Newcastle are automatically granted a NUmail email account once they have completed their enrolment. The best way to keep you updated on new or changed procedures is via NUmail. All emails from the University of Newcastle will be sent to you at your NUmail account.

About NUmail

Access to NUmail is via web browser. You can get there by clicking on any of the links provided on the University web pages, or by typing in the URL <http://www.outlook.com>.

When you sign in to your NUmail account, you must use the format c1234567@uon.edu.au as your Windows Live ID.

More information on NUmail can be found at: www.newcastle.edu.au/NUmail

Conditions of use

All use of student email must be in accordance with the [University Computing and Communications Facilities Conditions of Use Policy](#) and the [Electronic Mail \(Email\) Policy](#).

Electronic Database and Library access

Access to the on-line databases for journal articles is available at: <http://www.newcastle.edu.au/services/library/database/index.html>

Information on how to set up your library PIN can be located at: <http://www.newcastle.edu.au/service/library/faq/pins.html>

For assistance with Library database access, instruction and use, search strategies, identifying and locating information resources, general Library queries or comments, please visit <http://www.newcastle.edu.au/service/library/asapinfo/>

Graduation

At the conclusion of your final term of study in your current program, you will be sent information about graduation from the University of Newcastle. You will be provided with details about your qualification but most importantly direct you to the Graduation website. You must visit the website to complete your [Graduation Response Form](#) (whether you will be attending or not) and to find out everything you need to know about graduation.

The University of Newcastle holds Graduation Ceremonies in Australia in April/May and September/October each year. Details for each graduation ceremony are confirmed closer to the date scheduled. There is also an overseas Graduation Ceremony held in a location in the Asia Pacific Region every year.

For more information on graduations please visit
<http://www.newcastle.edu.au/study/graduation/index.html>

Student Feedback on Courses (SFC)

The SFC allows the University of Newcastle to gain an understanding of what YOU think are the best aspects of a particular course, as well as identifying what YOU see as opportunities for improvement. You will receive an email from the unit of Planning, Quality and Reporting after all teaching has concluded.

POLICIES, FORMS AND OTHER HELPFUL INFORMATION

Faculty International Operations

On this page you will find useful information such as the Code of Conduct, Gold Guide, NBS PG Student manual and more...

<http://www.newcastle.edu.au/faculty/business-law/locations/hong-kong.html>

Academic Integrity

<http://www.newcastle.edu.au/policylibrary/000608.html>

Code of Conduct

<http://www.newcastle.edu.au/Resources/Divisions/Services/Human%20Resource%20Services/code-of-conduct.pdf>

Search the Policy Library at

<http://search.newcastle.edu.au/policy/>

Adverse Circumstances Affecting Assessment Items Policy

<http://www.newcastle.edu.au/policy/000939.html>

Adverse Circumstances Affecting Assessment Items Procedure

<http://www.newcastle.edu.au/policy/000940.html>

Request for Statement of Academic Record

<http://www.newcastle.edu.au/study/forms/>

Blackboard

<http://blackboard.newcastle.edu.au/>

Blackboard – HELP

<http://www.newcastle.edu.au/service/blackboard/>

Computing Access

<http://www.newcastle.edu.au/services/computing/>

Grades

<http://www.newcastle.edu.au/study/examinations/grades.html>

Library

<http://www.newcastle.edu.au/service/library/>

Newcastle Business School

<http://www.newcastle.edu.au/school/business/>

Turnitin

<http://www.newcastle.edu.au/service/academic-integrity/turnitin/for-students.html>

Application to appeal against a final result

<http://www.newcastle.edu.au/policy/000261.html>

Reschedule of Examination

<http://www.newcastle.edu.au/study/forms/>

General Student Forms

<http://www.newcastle.edu.au/study/forms/>