

Important Information for Students

Updated 01/12/2011

Contents

Where do I find information about the learning activities, readings and assessment tasks for the unit?	1
Where do I find more information about the MBA course?	1
Where do I find information about how to study effectively at CDU?	1
Where do I get help if I have difficulties accessing my Student Computer account?	2
Where do I get help finding readings and other resources in the CDU library?	2
Where do I purchase text books and stationery?	2
Where do I find information and advice relating to my enrolment, course information, student cards and student computer accounts?	2
How do I submit assignment work in Learnline?	3
What is the University's Plagiarism Policy	3
How do I apply to resubmit work and/or obtain an extension of time to complete an existing assignment?	4
Under what circumstances am I allowed to resubmit work?	4
Professional assessment	4
Where do I find out about the University's assessment rules?	4
Where do I find out information about special consideration if some situation is hindering my ability to complete assessment tasks satisfactorily?	5
Where do I provide feedback to teaching staff and the University about the unit and/or teaching?	5

Important Information for Students		
Concern		Contact details
<i>Where do I find information about the learning activities, readings and assessment tasks for the unit?</i>	Lecturer teaching the Unit:	Refer to the Introduction in this <i>Unit Information</i> or the Staff Information section of this unit's Learnline site (if applicable)
<i>Where do I find more information about the MBA course?</i>	Dr Rajeev Sharma is currently coordinating the MBA.	Refer to the CDU website at www.cdu.edu.au/studentportal/ & click the link to staff contacts
<i>Where do I find information about how to study effectively at CDU?</i>	<p>The Charles Darwin University website is home to StudentNet. From here, students have quick access to important dates, forms, student policies, support and services information and computer/email account details.</p> <p>Visit http://www.cdu.edu.au/studentportal/ <i>Study Skills Online</i> is designed to familiarise you with a range of study skills strategies appropriate for your needs, especially by providing general advice on the presentation of assessments.</p> <p>Information literacy (the ability to locate and use information effectively) is an essential element of university life. It is recognised nationally by universities as being an essential graduate attribute. The Researching Skills interactive tutorial, which can be found at http://learnline.cdu.edu.au/researchingskills, is designed to give you skills to find materials (books, journal articles, websites, etc) effectively and efficiently using the library's information resources and the Internet. You will not only learn how to develop search strategies but also to evaluate the information you find.</p> <p>More subject specific assistance and can be provided by a Liaison Librarian through the "Ask Us" service. If you can't find what you are looking for or don't know where to look, fill out the "Ask Us" form and a Liaison Librarian will answer your</p>	

	<p>query by email. http://www.cdu.edu.au/library/askus.html.</p> <p>Liaison Librarians can be contacted by phone or email. Details of your subject specific Liaison Librarian can be accessed from the following link: http://www.cdu.edu.au/library/LILL/index.html.</p>	
<i>Where do I get help if I have difficulties accessing my Student Computer account?</i>	<p>ITMS Helpdesk</p> <p>ITMS Helpdesk provides you support if you are having technical difficulties in PC Labs and/or cannot access your CDU computer account.</p>	<p>Ph: (08) 8946 6600 Email: itms-support@cdu.edu.au</p>
<i>Where do I get help finding readings and other resources in the CDU library?</i>	<p>CDU Library</p> <p>Research Support - Help with library databases, Internet searching and Reference queries</p> <p>Help with subject specific searches and library databases, Internet searching and reference queries</p>	<p>Ph: (08) 8946 7016 Email: referencedesk@cdu.edu.au http://libguides.cdu.edu.au/research_support</p> <p>Email: Library-liaison@cdu.edu.au Liaison Librarians contact details: http://www.cdu.edu.au/library/LILL/index.html</p>
<i>Where do I purchase text books and stationery?</i>	CDU Bookshop	<p>Ph: (08) 8946 6497 Fax: (08) 8946 6656 Email: bookshop@cdu.edu.au Charles Darwin University Bookshop PO Box U476 Casuarina Campus Charles Darwin University DARWIN NT 0815</p>
<i>Where do I find information and advice relating to my enrolment, course information, student cards</i>	<p>Student Administration</p> <p>General administration enquiries e.g. admissions/ enrolments, course information, graduation</p>	<p>Ph: (08) 8946 7766 Freecall: 1800 061 963 Email: uni-info@cdu.edu.au</p>

<i>and student computer accounts?</i>	Obtaining Student cards and Student Computer accounts	
<i>How do I submit assignment work in Learnline?</i>	<p>Learnline submission</p> <p>Assignments may be submitted via Learnline: Click on the Assessments navigation button on the left hand side of the screen. Find the assignment number you wish to complete and click View/Complete. (Assignments may be located in other areas of your Learnline unit, depending on how your lecturer has set up the unit). Make sure you add something in the Comments area or Learnline will not accept your assignments.</p> <p>Click on Browse to attach your file, once located click open and the file name will appear in the File to Attach box.</p> <p>You may now click on Save or Submit.</p> <p>Only click Submit once you are certain the assignment is complete. Warning: Once your assignment is submitted you cannot go back and make changes to it. Therefore if you are not ready for your lecturer/tutor to review your assignment use the Save button.</p> <p>If you make a mistake (i.e. submit the wrong essay), you will need to email your lecturer to advise.</p> <p>Please note: Faxed and email to CDU email addresses of assessments are not accepted</p>	
<i>What is the University's Plagiarism Policy</i>	<p>Plagiarism is the presentation of the work of another without acknowledgement. Collusion is another person assisting in the production of an assessment submission without the express requirement, or consent or knowledge of the assessor. Staff and students may use information and ideas expressed by others, but this use must be identified by appropriate referencing. (CDU Academic and Scientific Misconduct policy 3.3 v.1) For further information on referencing, refer to <i>Study Skills Online</i>.</p>	

	<p>Plagiarism will result in an automatic Fail and the student may be subject to disciplinary action by the University.</p> <p>The University policy on academic and scientific misconduct is the overarching CDU policy on plagiarism.</p> <p>http://www.cdu.edu.au/governance/documents/3.3academicandscientificmisconduct.pdf</p> <p>Student Breach of Academic Integrity Procedures can be found at:</p> <p>http://www.cdu.edu.au/governance/documents/StudentBreachofAcademicIntegrityProceduresv1.01Jun2011.pdf</p>	
<i>How do I apply to resubmit work and/or obtain an extension of time to complete an existing assignment?</i>	<p>Please note the policy relating extensions and late submissions is located at http://learnline.cdu.edu.au/units/lb_school_templates/deployed/assignment_extension.docx. You need this information carefully and send the completed application form for an extension to</p> <p>Please return this form to: School Administration Officer, C/- School of Law & Business, Charles Darwin University, Darwin, NT 0909. Fax (08) 8946 6588 email:</p>	
<i>Under what circumstances am I allowed to resubmit work?</i>	<p>In a situation where your work is assessed as being close to a pass grade, but that standard has not quite been reached, the opportunity to re-submit may be offered to you by the lecturer.</p> <p>In this unit, you cannot resubmit your work for reassessment.</p>	
<i>Professional assessment</i>	<p>CDU recognises that students acquire skills and knowledge through work and life experiences. If you feel that you have the skills and knowledge to meet the learning outcomes of this unit, discuss the option of professional assessment with your lecturer. A result of PA may be given for students who have enrolled in a higher education unit and have been assessed as meeting the requirements of the unit on the basis of their professional background.</p> <p>The PA grade has the same value as an ungraded pass (PU) when determining university and chancellor's medal eligibility and does not count towards the Grade Point Average for the course.</p>	
<i>Where do I find out about the University's</i>	<p>Assessment rules</p> <p>Assessment rules provide for all student assessment to be conducted in a fair and</p>	

<i>assessment rules?</i>	impartial manner. http://www.cdu.edu.au/governance/documents/AssessmentRules.pdf	
<i>Where do I find out information about special consideration if some situation is hindering my ability to complete assessment tasks satisfactorily?</i>	Special examinations and special consideration Staff at Support and Equity Services can assist with the processes for special examinations, special consideration and special arrangements. Follow the link below to download the appropriate form. http://www.cdu.edu.au/ses/appeals.html	
<i>Where do I provide feedback to teaching staff and the University about the unit and/or teaching?</i>	Student Evaluation of Learning and Teaching (SELT) Evaluation is part of the university's continual process of assessing and improving the quality of its programs. Not all units are evaluated every semester, but if this unit is one that is selected, your feedback is important and valuable. SELT is conducted so that the reports a Lecturer receives, after survey responses have been analysed, contain no information to identify an individual student.	