

### Vision:

The UNE Business School strives to provide both its on campus and off campus students with a learning environment that facilitates student learning and one in which they feel valued. The UNE Business School seeks to create learning opportunities that challenge students to develop critical, analytical and logical thinking by encouraging students to engage with their peers and academics. It is also important that students develop skills of independent learning and the ability to critically analyse their own work. The UNE Business School also believes that it is important to continually strive for an atmosphere of mutual respect, acknowledgement, and responsibility between academics and students. The following specific expectations have been formulated to build the environment that we wish to create. Our Strategic Plan promotes active engagement and collaboration with and between our students. Using researched and innovative methods students will engage in problem solving, including real world issues.

### All UNE Business School students can expect:

1. that UNE Business School courses are AQF compliant;
2. that the Bachelor of Accounting and the Master of Professional Accounting meet the guidelines for Professional Body Entry to CPA and CA; and that the Bachelor of Business (HRM), Masters of Business Administration (HR) and the Master of Strategic Organisational Development and Human Resource Management meet the accreditation requirements of the Australian Human Resources Institute (AHRI);
3. that the content of the UNE Business School courses are current and responsive to the relevant academic discussion and research;
4. whether they are online or face to face, the learning activities and assessment tasks in each unit provide opportunities for students to demonstrate learning and understanding, and have been designed with the goal of quality student learning in mind;
5. to have access to a Moodle site for each UNE Business School unit, which will provide students with the following:
  - access to University and UNE Business School policies, study guidance materials and resources;
  - the *Unit information and assessment overview* (containing a welcome and introduction to the unit, information on the unit coordinator and teaching team, learning outcomes, prescribed materials, how to study the unit, cyberethics information and links, assessment task information as displayed on CAUC and links to relevant policies and information, prescribed resources and study timetable);
  - assessment task details, including instructions, assessment criteria, submission information, alignment with learning outcomes, due dates, links to relevant policies and information, and any other relevant information;
  - topic notes associated with the unit's topics of study providing content and context;

- opportunities to participate in facilitated discussions (synchronous or asynchronous) conducted in a flexible manner using learning technologies suited to the teaching approach adopted by the unit coordinator; and
  - opportunities for formative learning activities, based on the teaching approach adopted by the unit coordinator (for example, recorded tutorial summary podcasts, discussion forums, notes on tutorial questions posted online for self-review, online tutorials, etc.);
6. off campus students:
    - each unit will provide students with the option of participating in at least three Adobe Connect or Skype for Business sessions per unit/trimester. These sessions will be recorded and provided within the unit's Moodle site;
    - students in core 100-level quantitative units will have access to online peer mentoring with these sessions delivered by high performing students who have completed these units;
    - intensive schools will be offered in Armidale for identified core undergraduate units (subject to a minimum number of registrations). Details of intensive schools are available in the Courses and Units Catalogue;
    - intensive schools will be offered in Parramatta for identified core postgraduate units (subject to a minimum number of registrations (at least 20)). Details of intensive schools are available in the Courses and Units Catalogue;
  7. on campus students:
    - will have at least 20 hours of face to face contact in the form of workshops, tutorials or lectures, or some combination of these activities per unit/trimester; and
    - students in core 100-level quantitative units will have access to peer mentoring with these sessions delivered by high performing students who have completed these units;
  8. to be treated with courtesy;
  9. to be supported by staff they encounter in the learning environment;
  10. that forms of communication in the online environment, e.g. discussion forums, will be monitored by the unit coordinator or other teachers and that appropriate direction is provided in relation to that discussion in a timely fashion, taking into account the desirability for creating space for students to interact with each other in responding to questions and comments; and
  11. that staff will adhere to and apply relevant University rules, policies and procedures.

### UNE Business School staff can expect that students will:

1. be conversant and comply with relevant University rules and policies and procedures;
2. ensure that they set aside approximately 150 hours for each unit in order to study effectively;
3. check their Moodle site/s and UNE email address at least weekly to access important communications;
4. meet expectations communicated by the unit coordinator with respect to work to be completed, such as completing prescribed reading and other activities;
5. check whether an answer is readily available in Unit Announcements, lecture notes or other forums before posting on Moodle or emailing teaching staff;
6. when studying with others, be aware of the seriousness of academic misconduct and plagiarism ensure that they submit only work that is their own;
7. manage their time effectively;
8. conduct themselves courteously when interacting with their peers, teaching and professional staff and when completing teaching and unit evaluations; and
9. attend and participate in the scheduled lectures/tutorials/workshops/seminars in the units in which they are enrolled on campus.