

FIRST YEAR GUIDE



**FLINDERS BUSINESS
STUDENTS' ASSOCIATION**



TABLE OF CONTENTS

- 04** **PART 1: TRANSITIONING
INTO UNI LIFE**
- 16** **PART 2: STUDYING
BUSINESS**
- 27** **PART 3: TIPS FOR SUCCESS**
- 33** **PART 4: FLINDERS BUSINESS
STUDENTS' ASSOCIATION**
- 39** **PART 5: CO-CURRICULAR
ACTIVITIES**
- 46** **PART 6: SUPPORT AT
FLINDERS**



Key Contacts

College related enquiries:
BGLEnquiries@flinders.edu.au

General university enquiries: Please contact Flinders Connect either on campus, via 1300 354 633, or through askflinders@flinders.edu.au

Flinders Business Students' Association:
www.flindersbusiness.com or
facebook.com/flindersbsa

Welcome to Flinders Business!

This First Year Guide is designed to be your go-to place for all the info you will need to help you find your feet in your first year at university. You will find advice about transitioning into uni life, tips for navigating online and on campus resources, information about studying business and how to succeed, an overview of the Flinders Business Students' Association (FBSA) as well as other clubs & associations on campus, and a list of support services for when you require further assistance.

We hope you find this guide informative and useful, and that it helps you feel that bit more comfortable and at ease with university life. If you have further questions or concerns, please don't hesitate to reach out to any of the key contacts listed on this page.

PURPOSE OF THIS GUIDE

PART 1

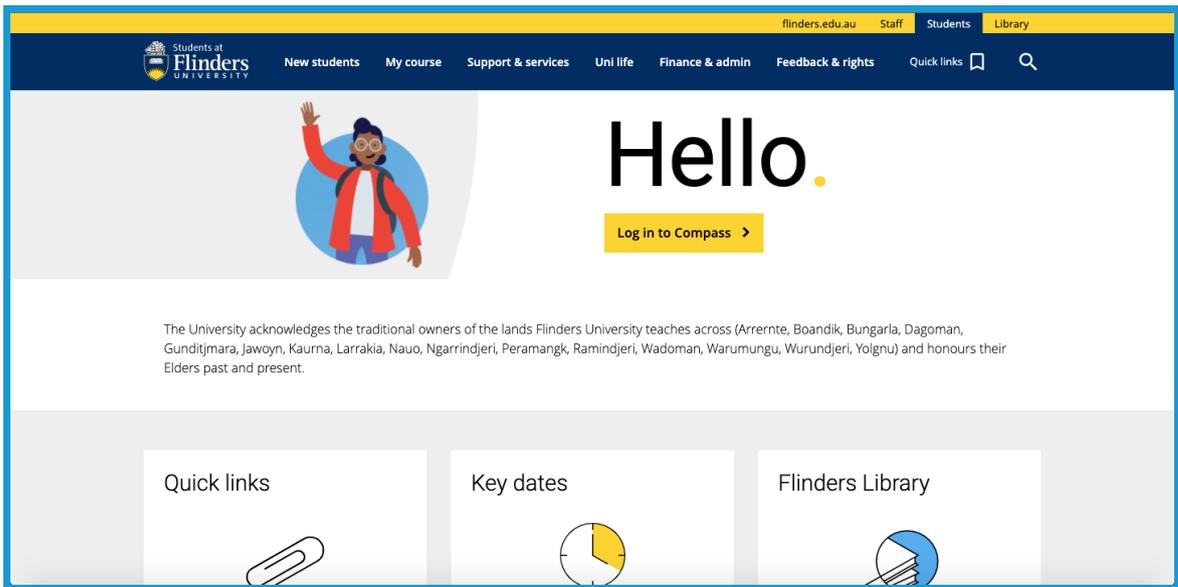
TRANSITIONING INTO UNI LIFE

Get Connected
Getting To (and around) Campus
Finding Your Way
Food & Drink on Campus
Communicating at Flinders
Keys to Effective Transition

GET CONNECTED

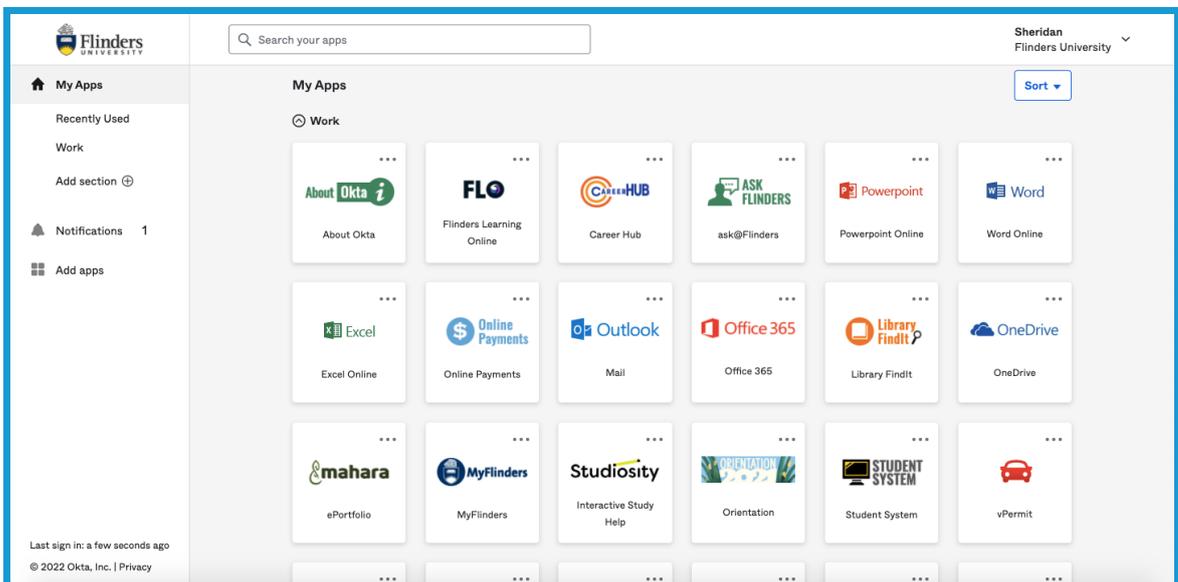
Compass

Compass is a centralised webpage that is home to all university systems and information that you will use on a regular basis. You can log in to access a personalised timetable, grades, course and topic information. At the top of the Compass page, you will see your first name (or preferred name if you have one recorded in the Student System), your FAN and your Student ID number.



My Systems/Okta

Okta is a single-log-in system that allows you access to all of the university systems. You can see some of your Okta apps under the 'My Systems' section in Compass, but you can also head to your Okta dashboard (flinders.okta.com) to see a full list. You will need to know your FAN and password to log into Okta.



Flinders Learning Online (FLO)

FLO is where you will find information for each topic you are enrolled in. Each topic will have its own FLO Page which will contain a topic guide, lecture recordings, notes and powerpoints, links to e-readings, links for online submission of assignments, discussion forums, and other important information and resources

It is crucial that you check FLO regularly, as this is where all essential information related to your topics is located.

Access FLO at: flo.flinders.edu.au

- Can't login to FLO or your email? Check you have activated your FAN at activate.flinders.edu.au/main
- Drop by in person - the help desk is located on Level 1 of the Central Library building.
- Contact the FLO Student Help desk by calling 1300 354 633 and selecting option 3, or by emailing flo.student@flinders.edu.au
- Forgotten your password? Contact IDS Services by calling 8201 2345 and selecting option 2

The screenshot shows the FLO dashboard interface. At the top, there's a navigation bar with 'FLO Quicklinks' and a user profile for 'Sheridan Borgas'. A blue notification banner states: 'Topic Access Topics are made available to students **one week** before teaching commences. For Semester 1 2022 this date will be Monday 21st of February'. Below this, the 'Recently accessed topics' section displays three topic cards: 'Shared BUSN2048 Social Media Mar...', 'BUSN3030 Marketing Applications - ...', and 'Shared BUSN3055 Strategic Manag...'. The 'Recently accessed items' section shows 'Assessment Metho...', 'Assessment 6: Host organisation...', and 'WIL Theme Readings'. On the right, the 'Timeline' section indicates 'No upcoming activities due'. The 'Latest announcements' section features a message from Flinders University dated 22 Nov, 09:00, regarding the closing of Student Evaluation of Teaching (SET) surveys on 1 Nov, 09:00.

Student Information System

You would probably be familiar with the Student Information System from when you accepted your offer to study at Flinders. This is also the home of 'My Enrolments', 'My Timetable', 'My Finances' and all other administrative processes.

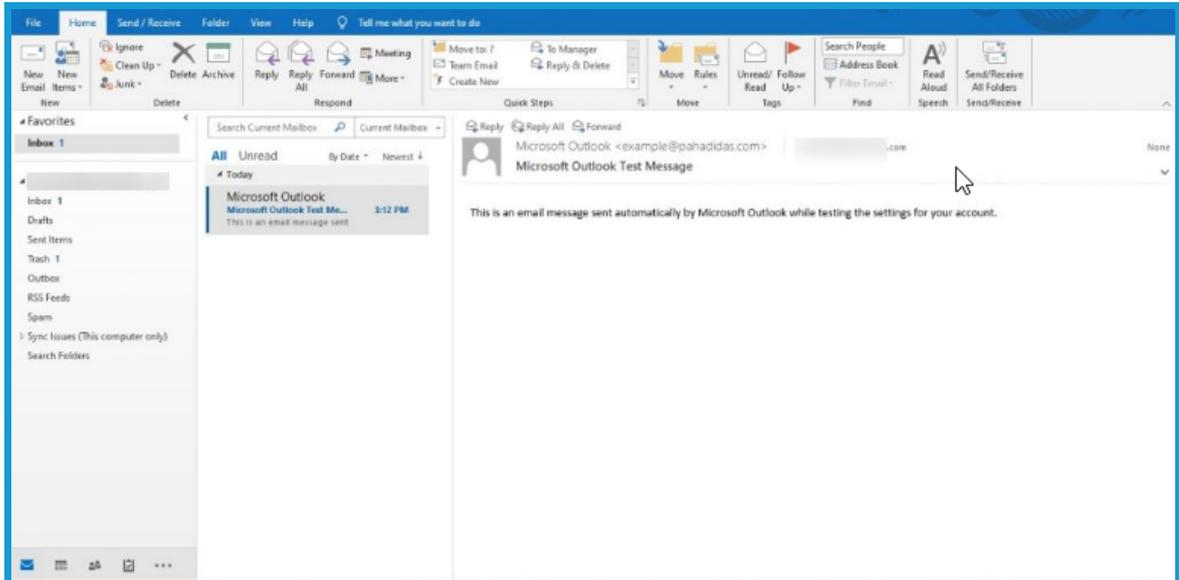
The screenshot displays the 'My Personal Details' page in the Flinders University Student Information System. The header includes the Flinders University logo and the text 'Student Information System'. A navigation bar at the top right says 'Welcome Sheridan' with links for 'Help' and 'Log Out'. Below the navigation bar, there's a menu of options: 'My Details', 'My Applications', 'My Offers', 'My Commonwealth Assistance', 'My Forms', 'My Enrolment', 'My Timetable', 'My Finances', 'My Scholarships', 'My Documents', 'My Exams and Results', and 'My Graduation'. The main content area is titled 'My Personal Details' and features a sidebar with expandable sections: 'Personal Details', 'Address, Phone, Email and Emergency Contact Details', 'Citizenship and Residency Details', 'Cultural Details', 'Disability Details', 'Parent/Guardian Education Details', '> Disability Information', '> Problems Changing Details?', and '> Need Help? Ask Flinders'. The main form contains the following fields:

Student ID	2201331
Title	Miss
Given Name	Sheridan
Other Names	Kate
Family Name	Borgas
Preferred Given Name	--
Formal Name	Sheridan Kate Borgas
Phonetic Name	--
Date of Birth	09-Sep-1999

A blue information box states: 'Your 'Formal Name' appears on official University documents such as transcripts and parchments. Your 'Phonetic Name' is used to announce you at graduation ceremonies. Documentary evidence for changes, other than preferred given and phonetic names, must be provided to [Flinders Connect](#).'

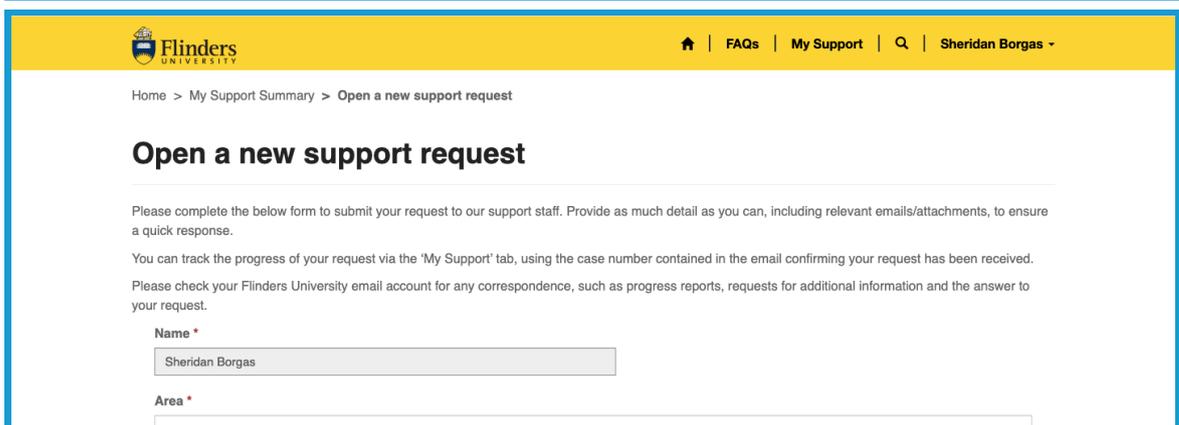
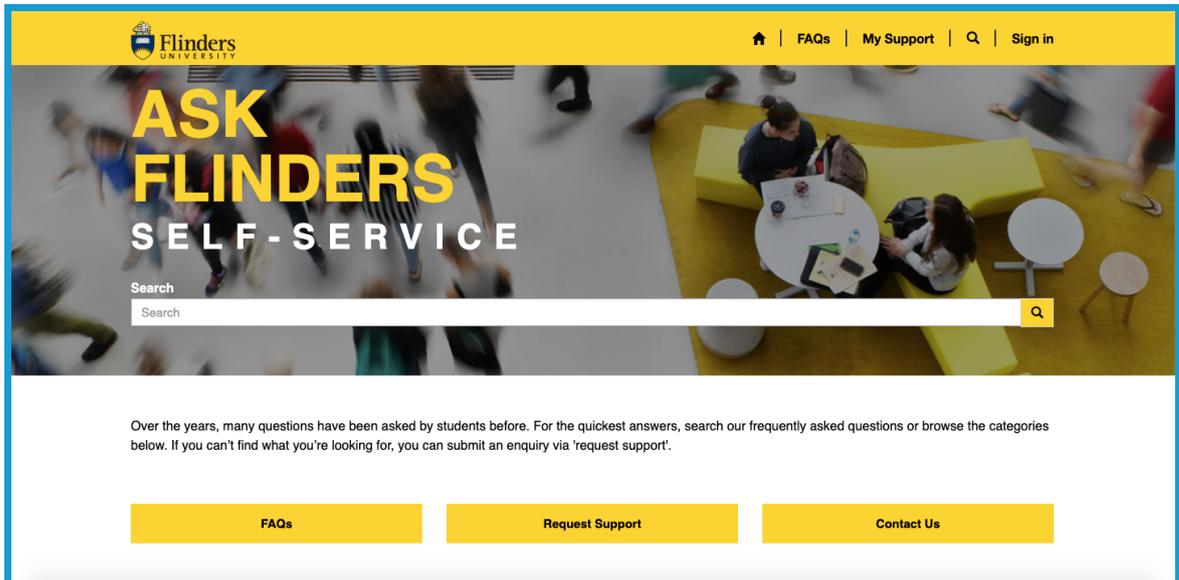
Outlook (Student Email)

All Flinders students get free access to Office 365, which includes Word, PowerPoint, Excel, and Outlook. Outlook is where you can go to access your Flinders email account, and where you may receive important emails from university staff.



AskFlinders

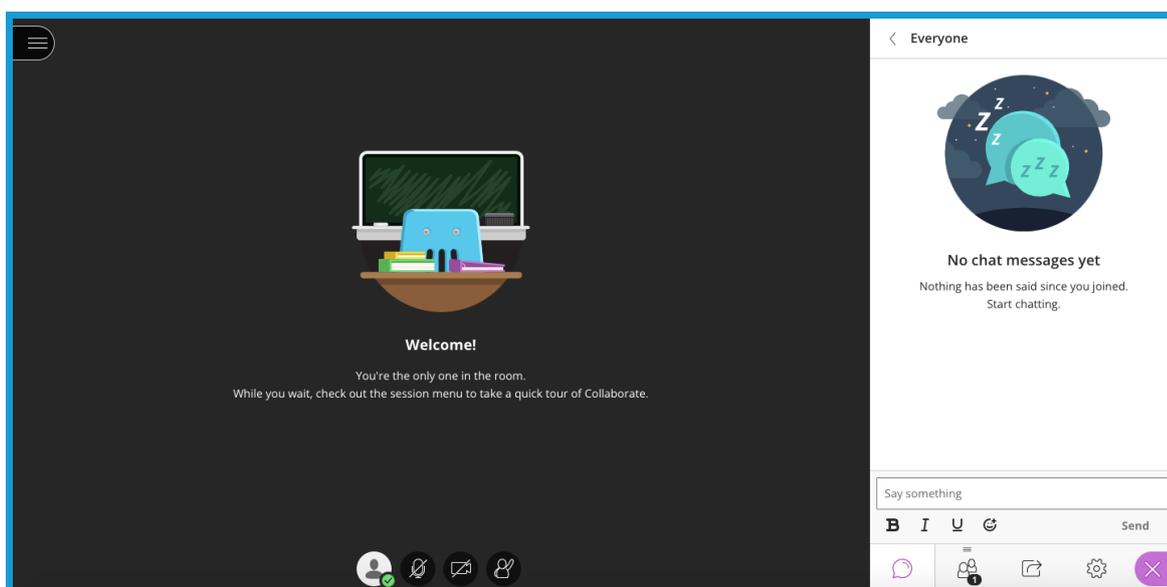
If you have an enquiry about anything while you are at Flinders, you can submit a request via Ask Flinders. This is the best place to go if you have questions about enrolment, credit transfer, changing degrees, or where to find certain support services.



Collaborate

Collaborate is a live, collaborative, web-based tool that allows staff and students to run and participate in online classes. You will become familiar with Collaborate if you are studying online, or are enrolled in any online classes.

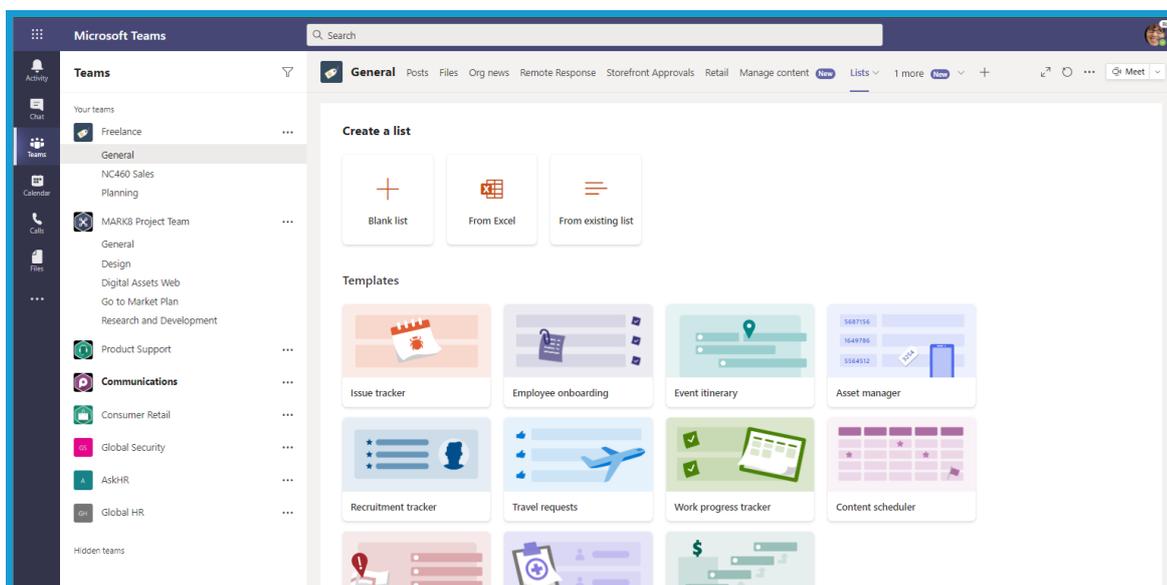
You can access Collaborate via any FLO topic that chooses to use the tool. If available, a purple Collaborate icon will appear on the topic page, and clicking this will lead you to the Collaborate software. If you want to familiarise yourself with the technology go to the Course Room (available at all times, click on Collaborate in your topic, click on the Course Room link at the top, and then click Join Course Room).



Microsoft Teams

Microsoft Teams is another tool that may be used by your lecturers & tutors to facilitate online learning. It can be used to communicate to the class, conduct phone or video calls, schedule meetings, and share files.

You can download the Microsoft Teams app with the student Office 365 subscription, and use your university email to login. It can also be useful as a place to communicate and work collaboratively on group assignments.



FIND YOUR WAY AROUND

KEY LOCATIONS

- 1 College of Business, Government and Law Reception, Social Sciences South Building Level 2, Room 2.61**
You can visit the College Office for student related enquiries, and can also contact them on 8201 3300 or email BGLEnquiries@flinders.edu.au. Their opening hours are 8:30am-5:00pm Monday to Friday.
- 2 Central Library**
Where you can access all physical library resources, the UniCard copy shop, and speak to a librarian. Head up to The Commons on Level 2 to access the Careers & Employability Centre and Student Learning Centre (see page 31 for more info)
- 3 LWCM Computer Lab, Room 1.15, LWCM Building**
A space that all Business, Government and Law can access for independent study
- 4 Flinders University Students Association, Level 1, Student Hub**
You can visit the FUSA office for assistance with any student-related matters, and to access their Student Assist service.
- 5 Flinders Business Students' Association (FBSA), Room 106, LWCM Building**
Drop into the FBSA office during office hours to say hi, ask a question about your study or upcoming events, or to try on our Flinders Business merchandise.
- 6 Security/Lost Property Level 0, Central Library Building**
Security will hold lost property, respond to your calls, and escort you to your car in the evening if needed. Phone 8201 2880 to contact them 24/7.
- 7 Flinders Connect, Level 0, Central Library Building**
Open 9am-5pm Monday-Friday, you can visit Flinders Connect if you need assistance with enrolment, fees, graduation, course changes, or locating any other support service.
- 8 Health, Counselling & Disability Services**
Open 8:45am - 5:00pm Monday - Friday, you can book a free or bulk-billed appointment with a GP, Disability Advisor or Counsellor
- 9 Oasis**
A cultural space offering a point of contact for referral to local religious communities and churches, as well as numerous other community activities.
- 10 Yungorrendi**
You can visit Yungorrendi to access a number of support services for Aboriginal and Torres Strait Islander students, including study spaces, skill development, and financial support.

STUDENT TIP

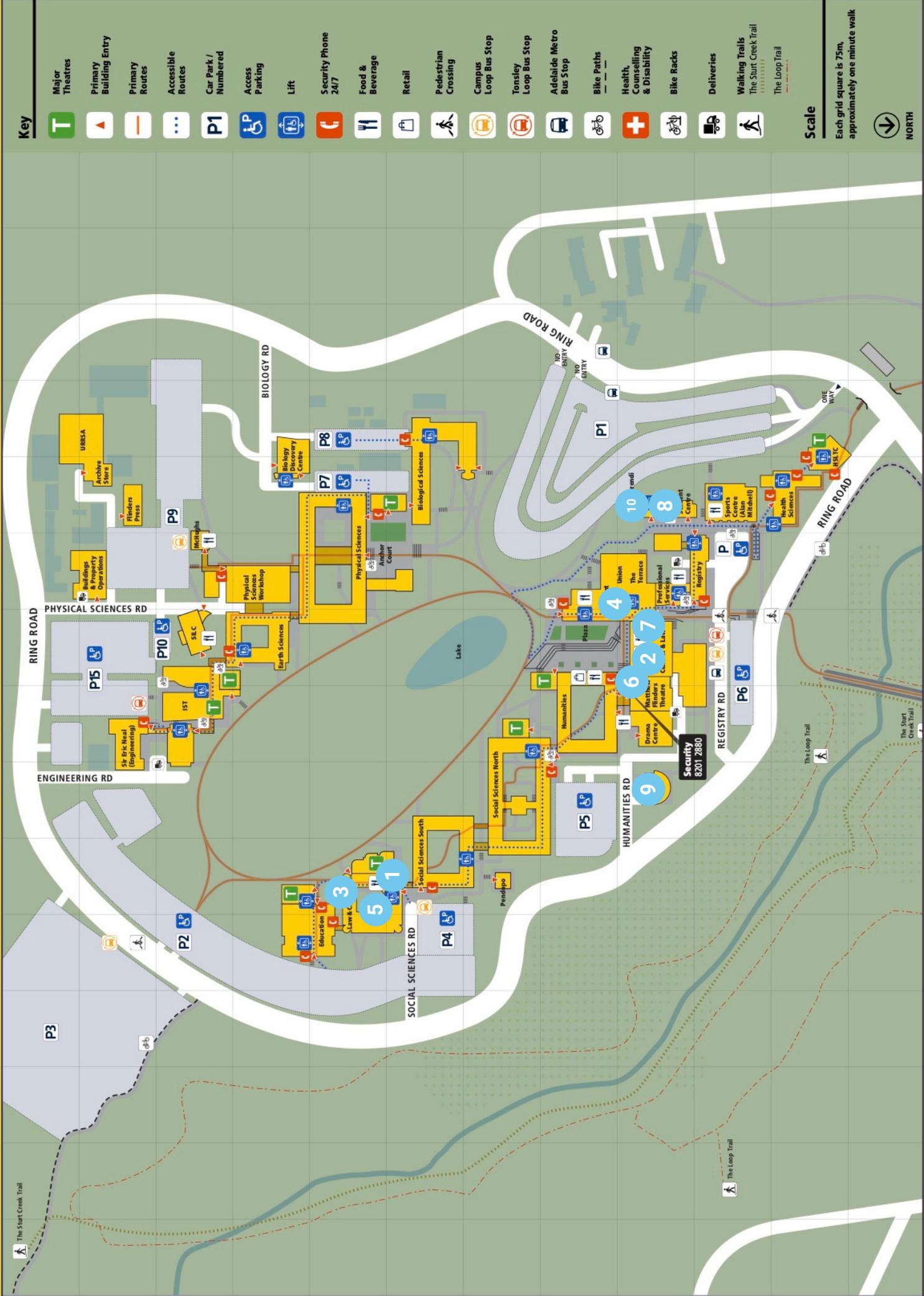
Download the app 'Lost on Campus' onto your phone - this is the best way to navigate the Flinders campus!
Renae, Business (Advanced Leadership)

Key

- Major Theatres
- Primary Building Entry
- Primary Routes
- Accessible Routes
- Car Park / Numbered
- Access Parking
- Lift
- Security Phone 24/7
- Food & Beverage
- Retail
- Pedestrian Crossing
- Campus Loop Bus Stop
- Tonsley Loop Bus Stop
- Adelaide Metro Bus Stop
- Bike Paths
- Health, Counselling & Disability
- Bike Racks
- Deliveries
- Walking Trails
- The Sturt Creek Trail
- The Loop Trail

Scale

Each grid square is 75m, approximately one minute walk



The Sturt Creek Trail

The Loop Trail

The Loop Trail

The Sturt Creek Trail

P3

P2

P4

P5

P6

P10

P9

P8

P7

P1

PHYSICAL SCIENCES RD

ENGINEERING RD

SOCIAL SCIENCES RD

HUMANITIES RD

RING ROAD

BIOLOGY RD

RING ROAD

Lake

The Loop Trail

The Sturt Creek Trail

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GETTING TO CAMPUS

There are many different ways to get to Flinders University. We encourage people to use sustainable methods of travel where possible. Many buses come to the campus and if you live nearby, cycling and walking are healthy and cheap transport methods. If you drive, car pooling might be an option to save travel costs.

Car and motorbike

Flinders University has car parks available throughout Bedford Park campus for students, staff and visitors. You must pay for parking when parked on campus from Monday to Friday, 9am to 5pm. Parking is free on weekends and nationally recognised public holidays. Please park in a general marked parking bay (white) at all times. Reserved, disability, loading zones, blue bays and signed 'at all times' parking areas are monitored 24/7 and are not general marked parking bays. Licence plate recognition technology is used on campus removing the need to display physical permits and tickets.

You can choose between the following options to suit your individual circumstances:

- Purchasing a vPermit which will cover all parking for half a year, or a full year (prices range from \$165-330)
- Download the CellOPark app where you can purchase a monthly permit, or pay for your parking each day (capped at \$4.80 per day)

STUDENT TIP

Always make sure you leave enough time to find a park before class! Carparks can be busy at peak times so plan ahead.
Stephen, Banking and Finance Student

Public transport

Buses: There are a number of buses that come to Flinders University and Flinders Medical Centre. Visit the [Adelaide Metro website](#) for further information and to plan your journey

Train: Flinders University is now even easier to get to with the opening of the new Flinders Railway Line and Flinders Station, offering students and other commuters a faster, smoother journey from the CBD, in just 22 minutes.

Campus bus service

Flinders University operates three free bus services:

- Campus Connector which links the main University Flinders Station Plaza, Sturt and the Flinders Medical Centre (FMC) bus interchange
- Tonsley Link which links Tonsley campus, Bedford Park campus, Ring Road (car park 3) and Sturt campus
- Station Express which links Station Plaza and Registry Road

All services operate Monday to Friday from 7:00am - 6:00pm (excluding public holidays), and during the mid-semester and mid-year breaks.

The service adapts to the peaks and troughs of traffic conditions, demand for the service and to assist with any access assistance required. While there is no specific timetable at the moment, the services run in line with the approximate times shown above. You can also download the [BusMinder app](#) to get real-time information on the location of each service. Visit the Flinders website for more information.

FOOD & DRINK ON CAMPUS

Zambreros: Mexican restaurant on a mission, serving burritos, bowls, tacos, and nachos made with fresh ingredients and fresh ideas.

Location: Plaza

Cafe Alere: This award winning cafe offers an all-day breakfast and lunch menu, including coffee, wines, beers and cocktails, and delivers a chic experience without the price tag.

Location: Level 2 of The Hub

Cafe Bon Voyage and Local Brew Cafe: Visit for organic fair trade coffee, freshly made baguettes and sandwiches, gourmet pies, sausage rolls and vegetarian pastries along with some sweet treats.

Location: The Humanities Laneway, Anchor Court, and LWCM Courtyard (Local Brew)

Grind & Press Cafe: Grind & Press create fresh, wholesome food packages up ready for you to grab it and go. If you're thirsty, try their cold press juices, freshly made smoothies or barista made organic fair trade coffee.

Location: Ground Floor, Professional Services Building (near the main entrance to the University)

Mr Wuhu: Using only the best ingredients, the artisan sushi chefs ensure customers receive the tastiest sushi with every visit, from the classic hand rolls to specialty items like nigiri and plenty of grab and go packs.

Location: Plaza



Subway: Fresh rolls, wraps and salads made to order, as well as their famous cookies.

Location: Ground Floor, The Hub

The Tavern: The Tavern's bar is stocked with local favourites, an open balcony and art from renowned Adelaide street artist Vans the Omega.

Location: Level 1, The Hub

Toly Vietnamese: The hugely popular Vietnamese roll trend is here at Flinders, with fresh, modern Asian rolls, salads and more from Toly Vietnamese.

Location: Ground Floor, The Hub

Urban Paddock: Urban Paddock (or UpCo), is a vintage style caravan serving exceptional coffee and food. They partner with Five Senses Coffee and Tweedvale Milk to deliver high quality, ethically sourced coffee.

Location: Ground Floor, The Hub and Station Plaza (Flinders Station)

On a budget?

- **Student Hub Kitchen:** The student kitchen is open 24/7 allowing you to heat and prepare your own food. It has microwaves, boiling and cold water filter taps, sandwich presses, and vending machines. *Location: Ground Floor, The Hub*
- **Law and Commerce Kitchenette:** Located between North Theatres 4 & 5, you will find a microwave, boiling and cold water taps, and a fridge for storing your lunch.

COMMUNICATING AT FLINDERS

How do we contact you?

Flinders University communicates with students via

- FLO
- Email to your Flinders address
- Ping! (a newsletter received by email)
- The Flinders University and College websites

The University's policy requires you to use your official Flinders student email address for University business.

If you have a personal email account that you check more regularly, then forward emails from your Student Email Account by using the 'Email utilities' at the home page of the University website.

Check your 'clutter' folder. This is designed to filter less important emails out of your inbox but often removes emails from Lecturers and Topic Coordinators. Better still, turn off your clutter folder! You can do this by logging into your email and clicking the settings cog > Your app settings > Mail > Clutter > Turn off Clutter > Save.

Email Etiquette

Check first to see whether information you are requesting is already available on FLO (including FLO forums) or on the Flinders website.

For questions about the administration of a topic (e.g. scheduling of workshops) use that topic's FLO forum first, before sending an email.



STUDENT TIP

Make sure you keep an eye on your Flinders email - this will help you keep track of important communications - Sheridan, Business (Marketing) Student

Always write an accurate subject in the subject line. It is good to also include the name of the topic or topic code. Don't just find an old email from the same person on an unrelated topic and respond to it.

Always include the following information at the top of the email: (1) your full name, (2) your student ID, (3) a concise statement of the reason for the email.

Write clearly, and avoid using abbreviations because you may be misunderstood. Proofread your typing, spelling and grammar before you hit the 'Send' button.

An email is not a secure document. For confidential matters, please do not use email. Instead, see the relevant staff member during their consultation times or make an appointment to meet with them. Consultation times are also good for matters on which you need an immediate answer.

Allow a turn-around time of at least two business days before prompting a staff members for their reply to your email.

Emails that contain discriminatory, defamatory or derogatory remarks will not be tolerated. Any email that contains such remarks will be dealt with according to the relevant university policy.

EMAIL TEMPLATE

Subject: [insert topic code]

Dear [inset recipients name]

My name is [insert your name] and I am a student in [inset topic code]

I am writing to ask [inset query].

I would appreciate any assistance you can provide

Kind regards,

[inset your name]

[inset your student ID number]

Collaborate Etiquette

When participating in online classes, test your video and audio before entering the room, but then ensure that your microphone and video are turned off until the tutor prompts you to do otherwise.

If you would like to speak or ask a question, use the 'raise hand' function to indicate to the tutor that you have something to say.

Use the chat function to pose questions to the whole group, or to the tutor privately.

Communication DOs and DONTs

DO check FLO regularly for information, messages and announcements.

DO discuss ideas, musings, etc. for discussion with other students, if you just want to think something through.

DO think which is most appropriate forum for your message (announcements, general discussion, assessments, etc.) before posting it.

DO stop before you post a message and consider whether it is really appropriate

for 100+ other students to read

DO promote non-commercial activities, especially business-related ones.

DO pass on interesting business-related things you've found on the internet (within reason); but DON'T attach things to messages, especially big files like videos - paste in a link to a website instead.

DON'T use FLO for private personal communications or to do personal things like arranging to see your friends.

For technical questions about FLO, contact the FLO Student Help desk:
P: 1300 354 633 (option 3)
W: flo.student.flinders.edu.au

Find Your Way at Flinders

To help you get started with your studies and Flinders University, you will have access to Finding Your Way at Flinders via FLO. This is designed to give you some experience with our learning management systems (FLO) while familiarising yourself with essential information, skills and resources that will help you throughout your studies.

TIPS FOR TRANSITION

EFFECTIVE TRANSITION TO LIFE AT FLINDERS INCORPORATES:

Connecting

- Quality relationships with your peers
- Quality relationships with academic staff
- With the Flinders Business Community
- With Flinders University more broadly

Building Capacity

- Being clear about your role as a student
- Being clear about what tasks your topics require
- Developing academic skills
- Committing to contribute to our learning community

Understanding

- How things are done
- Academic culture
- Core values of Flinders Business, the College of Business, Government and Law, and the University
- Key ethical principles (e.g. academic integrity)
- The value of critical thinking and inquiry

Purpose

- A sense of vocation
- Ability to set personal goals
- Engaging with the discipline of business

Resourcefulness

- Being willing to ask for help
- Navigating the university systems and resources to access information and assistance
- Balancing work, life and study

Need help with any of these things? FBSA is here to help! If you have any questions about transitioning to university life, connecting with others, understanding how things are done, and establishing a purpose during your study, any members of our team would be happy to chat to you to help you find your way at Flinders. See Part 4 for more information about FBSA!

PART 2

STUDYING BUSINESS

What's Expected
Becoming an Independent Learner
Lectures, Seminars, Workshops and Tutorials
Assessment
Penalties & Extensions
Academic Integrity
Library

WHAT'S EXPECTED?

The University has policy guidelines about how long a student should have to spend, working effectively, to achieve an average mark in any topic.

As all first year Business topics are worth 4.5 units, you should commit an average of approximately 9 hours per week per topic (including 1-3 hours class-time) during the semester. This means that for each topic you should expect to spend 6-8 hours every week on your studies outside of class time.

An example schedule is provided below for how a first year student may plan out their week. (Note: lectures are pre-recorded so can be watched at any time).

Please note that this is just a guide, and in practice each student you ask may tell you something different about how much time they spend studying - many may not spend 6 hours on independent study per topic, and will instead dedicate this time to extra-curricular activities or work, both of which are also important! It can vary between students because everyone has different study habits, as well as different personal expectations.

At the end of the day, it is up to you to balance your different commitments as best you can, and work out what works best for you. You are very welcome to talk things over with a member of academic staff if you have any concerns about this.

FIRST YEAR TIMETABLE							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 AM	BUSN1011 Lecture		BUSN1012 Tutorial	Independent Study	Independent Study	Work	
10:00 AM		BUSN1011 Tutorial	BUSN1022 Tutorial				
11:00 AM	BUSN1012 Lecture	Mentoring Session	Independent Study				
12:00 PM		BUSN1013 Tutorial					
1:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch		Lunch
2:00 PM	Independent Study	Independent Study	BUSN1013 Lecture	Work	Independent Study		
3:00 PM							
4:00 PM			BUSN1022 Lecture				
5:00 PM							
6:00 PM							
7:00 PM	Dinner	Dinner	Dinner			Dinner	Dinner

LECTURES & CLASSES

Throughout your studies at Flinders University, you will find that your topics will include a mixture of lectures, seminars, workshops and tutorials. If you are also studying Science topics, you may also have labs, practicals, or supervised study.

You will need to check your timetable to determine when your classes start. Most lectures or seminars will start in Week 1, with tutorials and workshops starting in either Week 1 or 2. When looking at your timetable you can look at it one week at a time by selecting the dates you would like to view.

You should plan to attend all of your classes in person, if possible. Due to current COVID-19 restrictions, some or all of your classes may be offered online via Collaborate (see p. 6) - so make sure you check your timetable carefully for the delivery mode of each class. Whether you are attending in person or online, you will get the most out of your class if you actively engage and contribute - so try your best to do this!

Lectures

Most, if not all, of your lectures will be pre-recorded and posted on FLO for you to watch in your own time. Lectures will cover the relevant content for the week, and it is important that you view them before attending the relevant tutorial (Tutorials will usually go over the lecture content presented the week before).

Tutorials

Tutorials are typically a 1-2 hour session, and are the most common class format for business topics. They are usually fairly fast-paced, and involve working through questions or problem-based

scenarios that students prepare ahead of time. Tutorials are usually held weekly, but can sometimes be fortnightly, depending on the topic.

Seminars

Seminars can take multiple forms. Larger seminars are designed to take the place of a lecture, but to be more interactive. The lecturer will present for shorter amounts of time, and students will have interactive tasks or problem-based questions to work on. Smaller seminars have a stronger focus on problem-based questions and interactions. You should endeavour to attend all seminars in person.

Workshops

Workshops are interactive sessions that usually run for 1-3 hours. They are held in smaller groups than the lecture, and involve students working through various activities, guided by a workshop facilitator. Workshops are not usually recorded or available online.

Which of these classes do I attend?

When you enrol in topics and create your timetable you will see specific lectures, seminars, workshops or tutorials that relate to that topic. You are expected to attend the classes that you have enrolled in for each topic

If you can't attend a class as a once-off occurrence, it is best to email the lecturer/tutor to let them know (and provide any supporting documentation, if you have it, such as a medical certificate).

You can enrol in different classes up until the end of Week 2. After this, class registration is closed

If you need to change classes (once enrolment has closed, or classes are full) please be aware that changes are only allowed if:

- You are a part-time student (undertaking 9 units or less; 1 or 2 topics only)
- You have a genuine University Timetable clash which means that you cannot attend any other workshop
- You are an Elite Athlete and registered as such by the University
- You have documented medical/disability reasons (pertaining to yourself - not another individual) which prevent you from being able to attend certain classes

How do I prepare for my classes?

Do your readings! Each week you will be assigned readings for each topic, which will be made available on FLO. In your first year, this is most likely going to be a chapter of your prescribed textbook which provides an overview of the content for the week. Make sure you check your FLO page or ask your lecturer if you are unsure about what readings are required.

Sometimes there will be short videos or exercises for you to do before you attend a class. Make sure to check FLO so that you know how best to prepare!

Make sure you bring your preparation and any notes to your workshop.

Answer any questions set for that particular class - it is very beneficial to write out an answer to the questions and bring them with you so that you can test your knowledge.

You will find out more about each topic's readings and requirements during the Week 1 class in that topic, so don't stress too much if you can't find all the answer just yet!

How do I get the most out of classes?

- Be there!
- Come prepared!
- Concentrate - turn off your phone, and don't try to eat or drink (except during the break)

STUDENT TIP

All classes start on the hour and finish 10 minutes before the next class (e.g. a 9am class will finish at 9:50). This will allow you time between classes to take a break or travel to a different location.
Stephen, Banking and Finance Student



ASSESSMENT

What assessment tasks will I be required to do?

Assessment tasks are varied and may include online quizzes, written reports, essays, participation in workshops, practical exercises, group presentations, reflections and exams

Assessments may be due as early as Week 1, and also may be due during mid-semester breaks. Some assessments (such as supplementary exams) will be held outside normal semester dates.

How do I know what assessment is required?

- Read your Topic Guides, Statement of Assessment Methods (SAM) and FLO pages carefully.
- Attend/view your first lecture
- Note the due dates and times carefully and plan how you will meet these

You will find more information about each assessment task with the assessment materials for each topic. If you do not understand what is required, ask your lecturer or tutor as soon as possible!

REMEMBER: You are responsible for knowing when your assessments are due, and for managing your time and commitments to ensure you meet these requirements. This takes time - sometimes more time than you expect. Start your assignments as early as you can to allow yourself the best chance for success!

How do I submit my assignments?

You will need to submit written assignments on the FLO page for that specific topic. Check FLO carefully for instructions about how to submit and what type of file to use

Check that you have included your name, student ID number, word count, topic code and assignment name on your assignment.

STUDENT TIP

Make sure you click 'Submit Assignment' once you have uploaded your draft - many new students miss this step which can result in costly overdue penalties!
Alex, Business (Innovation & Entrepreneurship) Student

What is Turnitin?

Your work is automatically submitted to Turnitin, online text-matching software to see if any text you have used matches any entries online, or in its database.

Always review the Turnitin report before finalizing your submission (and leave enough time to get the report and make changes).

Just because you have a match on the Turnitin report does not mean you have plagiarised (e.g. your footnotes and quotes may be highlighted as an identical match). When you review the Turnitin report make sure that you have referenced properly and included quotation marks. Turnitin cannot detect either of these, but markers can.

How do I find out my grade?

All grades for assessments are released on FLO, in the same place where you submitted the assignment

What if I am not happy with my grade?

This is outlined in the [Flinders University Student Assessment Policy](#).

PENALTIES & EXTENSIONS

Word Limits and Length Penalties

Penalties are imposed when assignments exceed the word limit stated for the assignment. Different topic coordinators may set different penalties for exceeding the word limit, so ensure you check each Topic Guide, SAM and FLO site for the relevant information.

Misstating the number of words used in your assignment will be treated as an academic integrity issue.

Late Submissions

Penalties are imposed when assignments are handed in after the due date and time. Generally, a late penalty of 5% of the total mark possible will be deducted per day or part day by which the assignment is late, including weekends and public holidays.

The time for submission is stated in the Statement of Assessment Methods for each topic. Assignments submitted after the due date will be regarded as late. Assignments not submitted prior to the return date will not be marked and will receive zero.

Extensions

Extensions are designed to address unforeseen and unavoidable circumstances that are reasonably likely to prevent substantial completion of an assessment by the due date.

Flinders Business is committed to making sure those students who need and are entitled to an extension get one.

If you have other assessments due or if you have not organised your time to get the paper in by the due date, these will not be grounds for granting an extension.

When should I apply for an extension?

Apply as soon as you become aware of the circumstances which require an extension. Wherever possible, apply before the due date for that assignment.

If you apply for an extension on or after the due date, your application may be granted only if it was not possible for you to apply earlier.

The length of any extension granted will generally be proportionate to the delay or impairment caused by the circumstances on which your application is based.

What supporting evidence will I need?

Supporting evidence (e.g. medical certificate, letter from child's school, work roster), must be provided for an extension request longer than three University business days.

The evidence must state your unfitness to study for a defined period of time.

If someone you are caring for such as a child, partner or other close relative becomes ill and that prevents you from studying, the University will accept their medical certificate, or formal documentation stating that you were required to care for that person for a specific time.

What is not sufficient basis for an extension?

A study overload, work commitments, family responsibilities, holidays, overseas travel or participation in sport will not usually be a sufficient basis for an extension

If your overall commitments are more than you can manage, it may be appropriate to withdraw from one or more topics, before the census date

Retrospective withdraw not fail (WN) is only available as a last resort, where medical or compassionate circumstances are such that extensions would not provide an adequate solution. A WN will mean no fail grade is recorded on your transcript, and any fees incurred for the topic may be refunded.

You are expected to plan enough time for assignments to allow for minor crises such as printer breakdowns and technological malfunctions

Do not leave submitting your assignment until the last moment and then expect an extension if you have computer problems five minutes before the deadlines.

How do I apply for an extension?

You apply for an extension on FLO directly within the topic you are studying

Click on the 'Assignment Extension' button, click 'Request an Extension'. Fill in the application form, upload your supporting documentation, click the student declaration and click submit request.

CRITICAL ENROLMENT DATES

Life happens, and sometimes circumstances may arise that mean you can't complete all topics that you have enrolled in. If this is the case, make sure you check the critical enrolment dates before you withdraw, to ensure you limit any negative repercussions. Please always consult with Flinders Connect before withdrawing from any topics after the census date.

Last day to enrol:

- 11 March 2022 for Sem 1 topics
- 5 August 2022 for Sem 2 topics

Census date:

- 1 April 2022 for Sem 1 topics
- 26 August 2022 for Sem 2 topics

Last day to withdraw without failure (WN)

- 13 May 2022 for Sem 1 topics
- 7 Oct 2022 for Sem 2 topics

Last day to withdraw (WF)

- 17 June 2022 for Sem 1 topics
- 4 Nov 2022 for Sem 2 topics

Please refer to the Handbook for key dates for non-semester and summer topics.

STUDENT TIP

Don't be afraid to request an extension - they are there if you need them and should be used if a situation arises where you are unable to submit your work on time.

Tim, Business (International Business) Student

ACADEMIC INTEGRITY

Academic integrity is an incredibly important part of university life. While you are at university, you will learn how to read and understand academic texts, and how to think critically. You will also learn skills such as notetaking and referencing. It is crucial that you pay close attention to where you find material, and reference it accordingly.

What is academic integrity?

Academic integrity is a question of ethics and of intellectual honesty. It is about giving due acknowledgement when you use the ideas and words of other writers, and it is about ensuring that you are assessed on your own work and not the work of other people. Both the University and your lecturers take it extremely seriously, and so will your future employers.

Schedule 3 of the University's Student Academic Integrity Policy provides examples of failure to meet academic integrity requirements:

- **Plagiarism:** this occurs 'when the work of another is represented, intentionally or unintentionally, as one's own original work, without appropriate acknowledgement of the author, creator or the source': Student Academic Integrity Policy sch 3(a). Examples of plagiarism include copying or paraphrasing a source without acknowledgement and submitting another students' work as one's own.
- **Collusion:** this is defined as, 'unauthorised collaboration on assessable work (written, oral or practical) with others': Student Academic Integrity Policy sch 3(b). Examples of this include allowing

another student to copy one's work or working with other students to produce work where this has not been authorised by teaching staff.

Other failures to meet academic integrity requirements include: contract cheating; submitting identical work; cheating in examinations, test and quizzes; fabrication and falsification of results; misrepresentation; solicitation; and complicit actions.

What happens if you breach academic integrity?

Breaches of academic integrity will be treated in a very serious manner.

Students have been interviewed under the University's academic dishonesty policies in the past. Some have been found to have engaged in deliberate dishonesty, and had to wear the consequences.

Deliberate breaches of academic integrity can result in a mark of zero for the assignment, a fail for the subject, or, in extreme cases, expulsion from the University.

It is your responsibility to ensure that you read the material provided and seek further information and clarification until you are confident of your understanding.

How do you maintain academic integrity?

Students are sometimes tempted to copy out what they read because they feel that other authors speak with greater authority or eloquence. Resist this temptation.

Assessment in each topic is an opportunity to develop your own writing skills, and to get feedback on them. Your efforts to do this demonstrate more

about your own learning, and contribute more to your development as a thinker and writer, than any quote can ever do.

Section 3(b) of the Student Academic Integrity Policy sets out a list of requirements for students to maintain academic integrity. These include acting honestly in preparing and submitting assignments and protecting work from being copied or misused by other students.

Further tips and things to remember to maintain academic integrity include:

- Using specific research and writing practices to avoid academic dishonesty
- Clearly mark in your notes when you have quoted or paraphrase
- Use quotation marks and include references in your notes (even for short quotes!)
- Take a note of the citation details and page references so that you can use them in your assignments
- It is not an excuse to say that you were in a hurry, couldn't find where the quote came from, or that you never read the material on academic integrity provided.
- If you need help, please consult staff in the topic rather than putting your future at risk by plagiarising the work of authors you believe are more informed than you are.

Where you can find information?

This guide only provides an overview of what academic integrity is and expectations for students. It is your responsibility to inform yourself of the University's academic integrity policies and procedures.

Student Academic Integrity Policy:
<https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-academic-integrity-policy.pdf>

There is also a FLO module you can use to test your knowledge of academic integrity



LIBRARY

LIBRARY HOURS

All levels: 24/7 (card access required after hours)
Staffed hours: Mon-Fri 9am-5pm

In person: Info Desk, Level 1
By email: library@flinders.edu.au
By phone: 1300 354 633 (Option 3)

Flinders University provides an extensive range of services and resources to help you with your studies. The Library's Getting Started guide can be a good place to start: library.flinders.edu.au/students

Finding your essential topic readings

Readings are your essential course readings which may be in electronic format as eReadings, or in print copy held in the library collection. The Readings Link is located in each of your FLO topic pages.

Finding more resources for your topics

- Findit@Flinders: Findit@Flinders is the Library search engine that provides credible, relevant ranked results from the Library's print and online books, journals, and articles, and digital collections in a single search.
- [Subject Search Smart Guides](#): Subject Search Smart Guides contain quick links to specific resources (books,

- databases, journals and websites) for your topic. library.flinders.edu.au/students
- Databases: Databases assist in finding peer reviewed journal articles and other research material for assignments. To find subject specific databases, check the list of databases that are recommended for your topic. library.flinders.edu.au/students
- High demand collection (Central Library, Level 1): This is where you can borrow:
 - All of your set textbooks and casebooks
 - Topic readers

At least one copy of each textbook can only be borrowed for 2 hours, meaning you can access it quickly to photocopy or read before your workshops. Other copies can be borrowed for 7 days.

Borrowing books

Where do I borrow books?

- You can borrow set textbooks from the High Demand collection - just give the staff the location number and your student card. To borrow all other books, you can use the Self Check machines on Level 1 & 0. If you have any problems, ask for help at the information desk

How long can I borrow a book for?

- Items are initially loaned for either 7 or 28 days. Your loan is automatically renewed up to 9 times, unless someone else puts a request on it. You will get an email when it is due back.

Where do I return books?

- There are return chutes by the entrance

What if I bring them back late?

- You will get demerit points. Once you get 20 points you will be suspended from borrowing for 2 weeks

What if the book I want is out?

- Sign in to Findit@Flinders and you will see the option to 'Request' the book. You will get an email when it is ready to pick up.

What if the Library doesn't have the book I want?

- Flinders students can borrow books at Adelaide University and University of South Australia. Just use your Flinders ID card. You can also advise the Library Services Team, who may be able to purchase a copy of the book for the Library.

Study Spaces

The library is zoned into different study areas to accommodate students' varied preferences

- Silent area: go to Level 3 to study with minimal noise. You will find plenty of individual study spaces here, most with views over the hills or towards the city
- Quiet area: Level 2 is where you can find more individual study spaces, plus some areas for small groups to work together quietly.
- Social area: Work in a group or catch up with friends on Level 1 of the Central Library.

Students can make group study room bookings for spaces in the Central and Sturt Libraries.

Computer and printing facilities are available at all Library branches
unicard.com.au/flinders

Need more help?

If you have any questions about the Library or need help using FLO, the friendly Library Services Team are here to help. They can also provide advice on using Library resources and searching for information for your assignments.

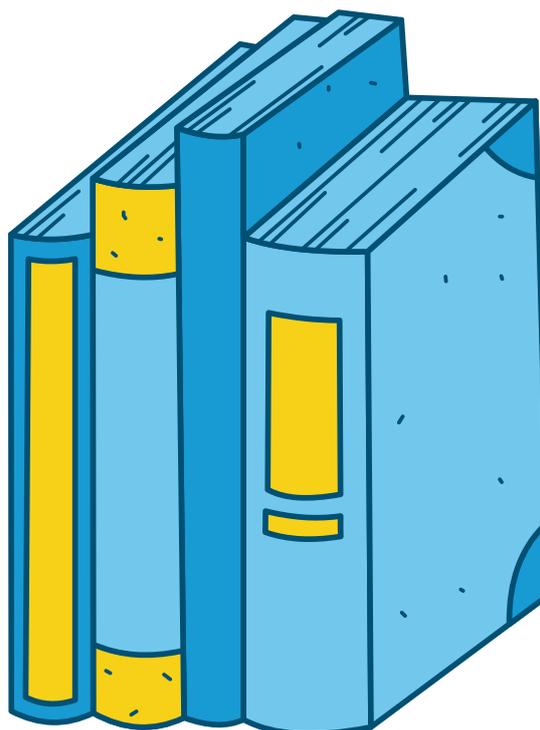
You can contact this team for help by:

- Visiting the information desk at any of the Library's branches (Central, Medical, Sturt)
- Emailing library@flinders.edu.au
- Calling 1300 354 633 (Option 3)

Visit library.flinders.edu.au for additional information on opening hours, news, services and resources.

STUDENT TIP

There are some great study spots in the library (Level 3 is my favourite when I have a lot of work to do) and there are also bookable study rooms where you can go to complete group assignments
Ally, Creative Industries Student



PART 3

SUCCESSING AT UNIVERSITY AND BEYOND

Strategies for Success
Coping with Deadlines
Getting Career Ready

STRATEGIES FOR SUCCESS

IMPROVE YOUR CHANCES OF SUCCEEDING WITH THESE TOP TIPS:

- Attend lectures and tutorials
- Check FLO regularly (at least once a week, if not more often)
- Use FLO discussion forums to ask questions or discuss the topic material
- Read the assigned materials
- Compare your lecture notes with the notes you took on readings; refer back to them when preparing assignments and undertaking further reading
- Real learning and skills building happens when you are engaged with the material and working to apply it actively. No one else can do that for you - it takes energy and effort - yours!
- Don't cram - effective learning doesn't happen in a few days
- Prepare written answers to tutorial questions before the tutorial - and make the effort to participate in tutorials
- Read the Topic Guides and Statement of Assessment Methods (SAM) for every topic
- Note all due dates for assignments carefully in your diary
- Schedule lots of reading and study time - it may take longer than you expect
- Start work on assignments early
- Use staff consultation times and ask questions
- Get to know your class mates
- Join a study group
- Be realistic about balancing study and work commitments
- Get enough rest, allow time to exercise, relax, and spend time with friends & family

GET ORGANISED



Being organised and staying on top of your work load is a crucial factor in success at university.

A great first step in getting on top of your organisation is creating a calendar/diary either on paper or online that you can use to keep track of your tasks and deadlines. Tip - the calendar feature on FLO will show you when all your assignments are due.

Check the Statement of Assessment Methods for each topic and enter all of your due dates in your calendar at the beginning of each semester.

Set advance reminders about due dates - a week or a few days before your assignment is due.

Work out which due dates are close together; plan ahead for how you will manage this.

Block out study time in advance - schedule when you will work on assignments.

Find a quiet space at home to study if you can - or find a place in the Flinders Library or Student Hub.

STUDENT TIP

Getting organised is the key to success! I like to aim to get my assignments done a few days before the due date, so I have enough time to read over & make changes if I need.
 Sheridan, Business (Marketing) Student

COPING WITH DEADLINES

Meeting Study Deadlines

Adapting to University life involves developing good study habits and learning to juggle competing deadlines. This includes completing weekly readings in multiple topics, doing written preparation for your tutorials, and completing online quizzes and other assignments on time.

It can take some time to develop good time management skills, but in the meantime, it is important to keep working at it, and to seek advice from your mentors, peers, and academic staff.

It is also very important to make sure you schedule time for things that aren't part of uni life. This includes going to the gym or doing other, regular exercise; spending time with friends or family; walking the dog; going shopping or to the beach; and doing leisure activities that you enjoy. This will help you to develop a good life-study balance.

If you find that you aren't getting through all of the study load do not feel bad! Talk to friends, family or the academic staff to get some tips and tricks for getting through it.

Remember: university assignments may be different to assignments you have done previously. This means that assignments during your first few semesters may take you longer than you are used to. Make sure you schedule in extra time, and start early!

Make sure that you ask for help when you need it (and it's better to ask for help early, rather than late! This means that as soon as you find you are struggling, go and talk to someone).

Getting support can make dealing with stress easier, quicken your return to having a good life and being an effective student, and help you to deal with the difficulty you are facing.

Where to Seek Help

Firstly, talk to your Topic Coordinators, lecturers or tutors.

For reading and writing support, contact the Student Learning Centre: students.flinders.edu.au/study-support/slc.

For assistance with academic writing have a look at Studiosity on FLO.

For help with dealing with stress, contact the Health, Counselling and Disability Service here at Flinders - they have a great deal of experience dealing with students under stress, and this is a free and confidential service available to all students. flinders.edu.au/current-students/healthandcounselling.

For tips on general health and wellbeing, don't forget to subscribe to the Flinders Health and Wellbeing Blog! blogs.flinders.edu.au/student-health-and-well-being

STUDENT TIP

Often the hardest part of completing assignments is starting - so try and break down the assignment into smaller, more achievable tasks to get you going.
Alex, Business (Innovation & Entrepreneurship) Student

GETTING CAREER READY

While it is important to get the best grades you possibly can, success in your classes isn't the only thing you should be focusing on at university. In a modern, ever-changing and competitive work landscape, you can no longer walk out of university and into job with just a completed degree. More and more, it is the things you do outside of the classroom and the active steps you take to develop your skills and connect with employers that will make you stand out and set you on the path to career success.

At the end of the day, we are all at university to ultimately get a job - right? So it is just as important, especially in business where soft-skills and personal networks are crucial, to be putting in the work to set yourself up for life beyond university.

The number one tip for getting career ready is simply to keep an eye out for opportunities outside of your study, and be proactive about taking these up. University is a place where a multitude of great career building opportunities are available to you - sometimes you just need to go looking for them or simply say yes to opportunities that are offered to you.

The **Careers & Employability Centre** is an excellent resource for getting career ready. They offer a huge range of initiatives and programs to help you build your skills and capabilities. Their [CareerHub](#) (accessible from your Okta dashboard/Compass) has heaps of great resources to get you started on your career journey. See the next page for their career action plan.

How do I make myself more employable? See below for some examples of what successful Flinders Business graduates have done!

Jasmine - Executive Assistant at Equality Lawyers

I joined FBSA as a HR officer which was my closest area of interest. FBSA were super supportive and I learnt so much and gained a lot of confidence from talking to the other members and hearing about their experiences.



Anja - Human Capital Consultant at Deloitte

I applied for a casual job working in the Careers team at Flinders University to gain some experience in a professional workplace. My time working with the Careers team equipped me with the soft skills and networks required to succeed in the workforce.



Darian - Graduate at KPMG

I completed a Vacation Program at KPMG which allowed me to gain great experience in a professional workplace. I was also able to credit this experience towards my industry placement topic. At the end of the program I was offered a graduate role at KPMG.



CAREER ACTION PLAN

Steps to take in your First Year

1. **Explore CareerHub:** CareerHub is a one-stop shop for up-to-date employment opportunities, relevant career events, and online resources.
2. **Explore Career Pathways:** Access the course-specific resource pages on CareerHub, and discover your career options, how you could get work, and how you to get connected.
3. **Explore Potential Jobs & Opportunities:** Explore the types of jobs and opportunities you may like to have when you graduate
4. **Join the Horizon Award:** Earn your Bronze award in your first year of study to start developing the skills that can make you more employable. (See page 38 for more info)
5. **Volunteer:** Volunteering is a great way to develop the skills that employers want, build your networks, and gain referees for your resume
6. **Join a student club:** This is a great way to get to know like-minded people while studying - and it looks good on your resume
7. **Start a brag file:** Recording all the great things you have done so far will help you build your resume.

Steps to take in your Second Year

1. **Research Employers:** Now is a good time to identify potential employers you are interested in and whether you would be a good fit for their organisations.
2. **Get Experience:** Develop skills, build your networks, and learn what it's like to work in a professional environment. Keep an eye out for volunteer opportunities, internships and vacation programs listed on CareerHub. Many big companies will want you to apply for their intern/vacation programs in March-May of your second year, so make sure you keep an eye out!
4. **Continue your Horizon Award:** Aim for Silver or Gold status throughout your middle years of study.
5. **Network!:** Get connected with people in your future industry by attending dedicated networking events, or reaching out to specific people you would like to meet.
6. **Create a LinkedIn Profile:** LinkedIn is a great way to stay connected with people you meet at networking events and throughout your studies.
7. **Make the Most of CareerHub Resources:** Look at the Career Resources tab to find a range of valuable information on resumes, interviews, selection criteria, and more!

Steps to take in your Final Year

1. **Attend a JobLink Summit:** Connect with employers and industries hiring Flinders students and learn about what employers are looking for
2. **Finalise your job search:** Early in your final year, create a list of potential employers you may like to work for. Many organisations run graduate programs that open in Feb-May. You can use websites like [GradAustralia](#) and [GradConnect](#) to search for opportunities.
3. **Strive for Gold & Platinum:** Continue participating in Horizon activities.
4. **Get Job Application Ready:** Use online resources to help you get your resume & cover letter ready. REMEMBER, applying for jobs can take a LOT of time!
5. **Practice Interview Skills:** Discover what to expect in an interview and know how to respond by practising your interview skills.
6. **Become a Leader:** Volunteer to become a Mentor or O'Guide to help younger students and build your leadership capabilities.
7. **Make a Plan B:** Plan an alternative pathway if you don't get your dream job, and remember that you have access to CareerHub up to 18 months after graduation

PART 4

*FLINDERS BUSINESS
STUDENTS'
ASSOCIATION*

What is FBSA?
Meet the Team
Events Calendar

WHAT IS FBSA?



Flinders Business Students' Association is run for students, by students. Our Mission is to help all Flinders Business students succeed during their time at university, and prepare them for success beyond their degree. To help students achieve this success, we provide a range of academic, social and professional development opportunities throughout the year. We also provide support for all business students, and advocate for students on various College committees.

By joining as a member of FBSA, you will:

- Be invited to attend all of our events, including some which will offer exclusive member-only discounts
- Receive our monthly newsletter containing a feature article, updates from FBSA, and the latest job postings and graduate opportunities
- Get access to our office space during our office hours if you want to charge your phone, store your lunch, or just drop by and say hello!
- Join a welcoming community of like-minded students who will be there to support you throughout your study!



How to become a member:

- Head to our website: flindersbusiness.com
- Click the 'Sign Up' icon in the upper right corner of the page
- Fill out your details and submit the online form

You will receive email confirmation of your sign up

Join the FBSA community

To stay up to date with our latest events and activities, make sure you follow us on social media



@flindersbsa

MEET THE TEAM

FBSA is run by a team of six dedicated executive directors, as well as a larger committee of officers.

Read the profiles of our executives below and make sure you say hello if you see any of them around campus!

Want to join the FBSA committee? At the start of the year we recruit new members to our committee - head to our social media or get in contact to see if we currently have any positions open.

Want to become an executive director? We hold our Annual General Meeting (AGM) in October every year, and this is where we elect the executive team for the following year. Anyone can nominate and will get a chance to speak about why they would like to join at the AGM



TIM TOWNEND

PRESIDENT

My name is Tim and I am studying a Bachelor of Government and Public Management/Bachelor of Business (International Business). My role as President is to lead the association's external engagement, and to make sure the exec team have everything they need to succeed. When I am not studying I like to hike, watch films, and travel with friends.



ALEX HOFFMAN

VICE-PRESIDENT

My name is Alex and I am studying a Bachelor of Business (Innovation and Enterprise)/Bachelor of Letters (Creative Enterprise). My role as the Vice President is to manage internal coordination of the association to ensure FBSA is run smoothly. When I am not studying, I like to get creative with art and writing, and I love combing the beach for shells.



RENAE PROFIRIS

SECRETARY

My name is Renae and I am studying a Bachelor of Business (Advanced Leadership).

My role as the Secretary is to make sure the team is always organised and on track. When I am not studying I like to listen to music and exercise!



STEPHEN OTTANELLI

TREASURER

My name is Stephen and I am studying a Bachelor of Banking and Finance. My role as the Treasurer is to work closely with our Social & WEP teams to ensure they receive the necessary funding to implement their engagement initiatives. When I am not studying I like to go to the gym and catch up with mates over a friendly game of FIFA.



SHERIDAN BORGAS

SOCIAL DIRECTOR

My name is Sheridan and I am studying a Bachelor of Business (Marketing)/Bachelor of Letters (Creative Enterprise). My role as the Social Director is to plan events for the business cohort, including our Business Mixer, Pub Crawl, Ball, and more! When I am not studying I like to listen to podcasts, practice yoga, and attend quiz night at the Flinders Tavern!



ALLY GUM

WELLBEING, EDUCATION & PROFESSIONAL DEVELOPMENT (WEP) DIRECTOR

My name is Ally and I am studying a Bachelor of Creative Industries (Theatre and Performance).

My role as the WEP Director is to give students the opportunity to improve your academic and professional performance, and promote an environment of inclusion for all students studying business, or with an interest in business.

When I am not studying I like to spend time with my pets (and friends) and experiment with basic photography.

SOCIAL EVENTS

One of the key things FBSA does for the student cohort is run various social and WEP (wellbeing, education and professional development) events to help students enjoy and get the most out of their time at university.

Unfortunately, due to ongoing COVID-19 restrictions, we are unable to confirm what events we will be holding in 2022, but here are some of the events we are hoping to un! Keep an eye on our socials for the latest updates on event dates & times.



Business Mixer - Meet with fellow students and hear from lecturers and past graduates as we kick off the new academic year!



Pub Crawl - One night, four pubs, cheap drinks, food deals - a night out you won't forget



Business Ball - The Ball is our biggest event of the year, and is your opportunity to get dressed up and celebrate the year!



BGL Quiz Night - Get your quiz on and mingle with fellow Business, Government, Law and Criminology students

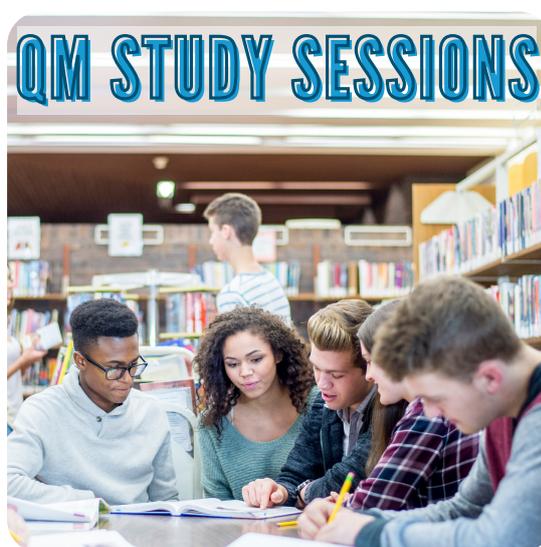
WEP EVENTS

Attending wellbeing, education and professional development events can be a great way to build your resume and skills outside of the classroom, and ultimately make yourself more employable! You can also earn Horizon points for most of our professional development events, which is another great step towards enhancing your qualification.

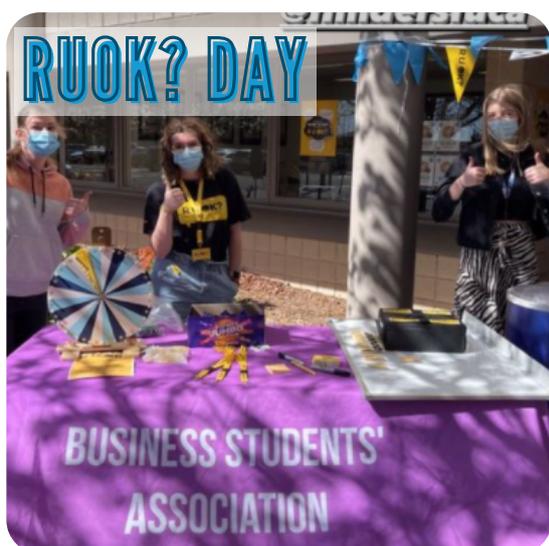
Have an idea for an event you would like to see? We would love to hear it! Send us an email at education@flindersbusiness.com with your ideas



Harmony Day - A day dedicated to celebrating cultural diversity with lots of fun activities!



Quantitative Methods Study Session - A specialised study session for the core first year topic - Quantitative Methods



RUOK? Day - A day to prioritise mental health and encourage the business community to ask each other RUOK?



End of Year Dinner - A night for students to network, hear from industry guests, and celebrate the end of the academic year.

PARTS

CO-CURRICULAR ACTIVITIES

Horizon Professional Development Award
Clubs & Associations
Internships, Professional Experience, and
Studying Abroad

HORIZON PROFESSIONAL DEVELOPMENT AWARD

What is it?

The Horizon Professional Development Award brings together a full range of experiences that will broaden your skills, expand your thinking, make you highly attractive to employers and set you up for success in your career

It is an award program unique to Flinders University, which recognises the importance of developing professional skills alongside your academic studies and rewards you for it

It is based on the latest research informing what work skills you need, now and in the future.

How does it work?

Participate in professional development activities to earn points and work progressively towards three Award levels

- Bronze (5 points)
- Silver (20 points)
- Gold (50 points)
- Platinum (100+ points)
- Leadership Specialisation (30 leadership points)

You will be awarded a certificate for each level you achieve. Certificates are presented at biannual Award Events

There are no time restrictions placed on Award participants - you are able to

accrue points and work towards Award levels for as long as you are an enrolled Flinders student

Benefits of the Horizon Award

Stand out to employers

- Employers prioritise graduates who have the skills to make a real difference from day one
- We help you develop the skills employers want and the tools to market them
- Plus, we're talking to more and more employers about the Horizon Award, so they'll be looking for graduates that have it

Access Opportunities

- Horizon brings you a huge variety of experiences in the one place. Easily find opportunities that interest you, including:
 - Work experience
 - Professional mentoring
 - Leadership programs

Formal Recognition

- When you choose to do stuff in your

- time you aren't often recognised for it. With the Horizon Award, you are
- You'll earn points for the things you do to develop your professional skills
- Reach point milestones and we'll award you certificates to formally recognise your achievement

Feel Confident

- Face the future with confidence
- In a world that is rapidly changing, the skills you'll develop through the Horizon Award will help you navigate your own career, stay ahead and thrive in a changing environment, no matter what your profession
- Feel confident to enter or re-enter the workforce, knowing you have the skills to succeed

How can I earn points?

On FLO, you will have access to a dedicated FLO page for the Horizon Award - on this page you can explore activities that will earn you points, complete online learning modules, and claim points for activities that you have completed

Activities that could earn you points include the following

- Workshops, courses & events (e.g. Horizon workshops, Horizon online modules, Flinders Careers sessions and workshops)
- Volunteering & experiences (e.g. charity, event or other volunteering, virtual internships, international experience and study tours)
- Professional associations (e.g. joining a professional association in your particular field)
- Student clubs & associations (e.g. join the committee of a student association such as FBSA, or attend club or association events)
- Mentoring (e.g. professional mentoring, peer mentoring, or Inspire Mentor Program)
- Student partners & representatives

- (e.g. become a course or topic representative, or join the Student View Group)
- Capstone activities (compulsory online activities to be completed at each award level)

Contact

If you would like to find out more about the Horizon Professional Development Award, please contact the Horizon Award Coordinator on 8201 2832 or email horizon@flinders.edu.au or visit the website at: students.flinders.edu.au/support/careers/horizon



STUDENT TIP

If you are looking for ways to build up your resume, Horizon is a perfect way to do just that. Not only will you get a recognisable award, but you will also gain plenty of new skills to add as well!

Tim, Business (International Business) Student

CLUBS & ASSOCIATIONS

Flinders University Student Association (FUSA)

FUSA is the peak representative body for all Flinders University students. The committee is made up of students, elected by students. FUSA runs a variety of activities for students, including social events on campus and manage all non-sporting clubs and societies

FUSA provides domestic and international student representation, and sub-committees such as the Women's Action Group and the Queer Action Group

One branch of FUSA, Student Assist, provides student support including academic, administrative, and welfare assistance. These include student appeals, extension requests, financial counselling, emergency financial assistance, and loan advice

Contact details:

- Physical: Level 1, Student Hub
- Phone: 8201 2371
- Email: fusa@flinders.edu.au

Flinders Business Students' Association

All business students are represented by the Flinders Business Students' Association (FBSA) who provide educational and careers based activities, student support, student advocacy, and social events. You can find out more about FBSA on pages 28-33 of this guide.

Associations in Other Degrees

Students studying business often

combine their studies with another degree, or take elective topics in other disciplines. Depending on your personal study plan, there may be other student associations that you wish to engage with. Some of these associations are listed below:

- Flinders Law Students' Association
- Flinders University Criminology Association
- Flinders Politics & International Relations Association
- Flinders Psychology Students' Association
- Flinders Thinking CaPS (Chemical and Physical Sciences)

Language and Cultural Clubs & Associations

Some of the language and cultural clubs are listed below:

- French at Flinders Club
- Chinese Students and Scholars Association
- Flinders Indigenous Student Association
- Indonesian Student Association

Non-Sporting Clubs

FUSA manages a variety of non-sporting clubs on campus. You can find a list of them on the FUSA website at fusa.edu.au/clublist

Some of the non-sporting clubs are listed below

- Flinders 8 Ball Club
- Flinders Uni Amnesty Club
- Flinders Automotive Solar Team

- Flinders Film Society
- Flinders Computer Society
- Flinders University Digital Gaming Enthusiasts
- Flinders Sustainability and Environment Club
- Flinders Motorsport
- Flinders Outdoor Club
- Flinders University Tabletop Und Roleplaying Enthusiasts (FUTURE)

Sporting Clubs

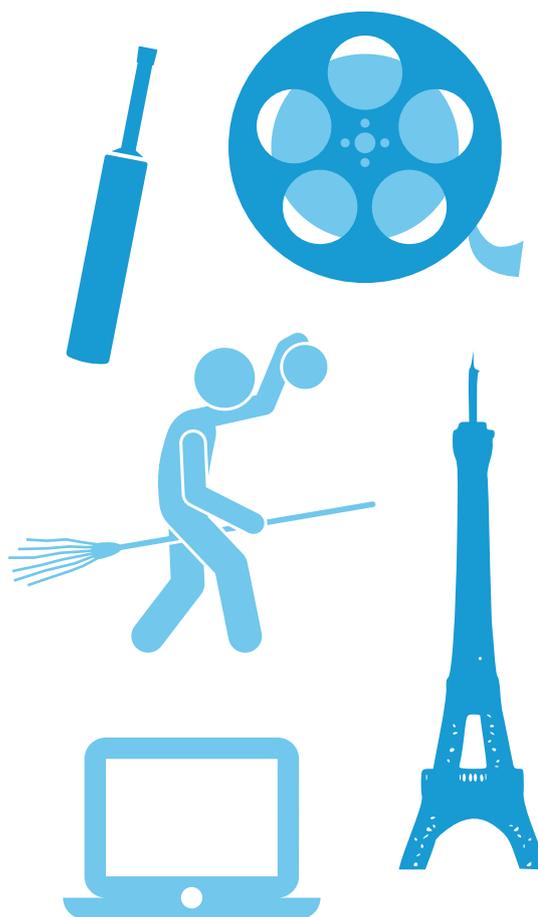
Flinders One Sport and Fitness runs the gym on campus. The gym offers traditional gym equipment (with 24/7 access options), a variety of group fitness classes and wellness events. They also manage a large variety of different sporting clubs, which are listed below. For the full list and contact details for each club, go to the Flinders One Sport and Fitness website:

onesportandfitness.com.au/club-list

- Aikido Athletics
- Badminton
- Baseball
- Basketball
- Cricket
- Crossfit
- Football
- Hockey
- Judo
- Kendo
- Korfbal
- Lacrosse
- Soccer
- Muay Thai
- Netball
- Ultimate Frisbee
- Volleyball
- Wing Chun

STUDENT TIP

Joining a club or association is the best way to meet new people at university!
Ally, Creative Industries Student



INTERNSHIPS, PROFESSIONAL EXPERIENCE & STUDYING ABROAD

Industry Placements

Industry placements at Flinders Business provide you with a real opportunity to gain relevant work-based experience; put theory into practice and help guide career choices.

Industry placements cover a diverse range of disciplines and options and you can seek a general placement or discipline specific placement depending on your goals, aims or requirements.

All business students will have the opportunity to take BUSN3044 Industry Placement as an elective topic if they wish to gain practical experience during their study.

The College of Business, Government and Law has numerous partnerships with industry who provide student placements and the Work-Integrated Learning (WIL) team will match you as best as possible to suit your needs and the needs of the organisation.

Alternatively, you can source your own placement! The College will support this

process and communicate with you and the host organisation. Your placement needs to be approved by the WIL coordinator, and placement documents completed and signed before commencing your placement.

Although most students will complete an industry placement in third year, it is never too early to start thinking about where you might like to do your placement, and enquiring with that business about any opportunities they have available.

Study Abroad

Business students in their second year or beyond are eligible to apply for a semester-long exchange, as long as they meet the pre-requisites

Exchanges are available in more than 70 exchange partners available from a wide range of countries. The Flinders Learn Without Borders Team coordinates your exchange process, including assisting you in making a decision on where to study, lending advice regarding the application procedure, providing

information about scholarships, processing your application, lodging your application with the exchange partner university, and providing pre-departure services and support

You should begin planning your exchange as early as possible to ensure your exchange fits with your degree requirements. Often students decide to go on exchange later in their degree and find it is too late to receive credit for overseas study, so first year is actually the perfect time to start thinking about exchange!

It takes most students at least 3 months to do the necessary research to identify an exchange partner university, work out their study plan, get it approved by their College and request academic references. Ensure you leave plenty of time before the Flinders application deadline dates for study. Applications are due at least eight months prior to your departure.

This information is taken from the Flinders Study Abroad website. Please check out this website for further information: flinders.edu.au/international-students/student-exchange-study-abroad/outbound

Short-Term Study Tours

Students are also able to enrol in various elective topics in their degree that allow them to travel overseas.

Keep an eye on the Learn Without Borders page or look through the Handbook for information about any upcoming study tours.

STUDENT TIP

It's never too early to start looking at your study abroad options! Semester exchanges can take a long time to plan, so make a start in your first year!

Sheridan, Business (Marketing) Student



PART 6

SUPPORT AT FLINDERS

YOUR GUIDE TO SUPPORT AT FLINDERS

DO YOU NEED...

- Advice about study strategies
- Assistance with essay writing
- Help with maths and numeracy



SERVICE

Student Learning Centre

The Commons, Level 2, Central Library
 P: 8201 2518
 E: slc@flinders.edu.au
 W: flinders.edu.au/slc

- Help planning your career
- Opportunities to broaden your skills and experience
- Connections with employers and industry professionals
- Assistance preparing for employment and finding job opportunities



Careers & Employability Team

The Commons, Level 2, Central Library
 P: 8201 2832
 E: careers@flinders.edu.au
 Access services online via [CareerHub](#)

- Assistance or resources for Aboriginal and Torres Strait Islander students
- Support for Aboriginal and Torres Strait Islander students



Office of Indigenous Strategy and Engagement

Yunggorendi Mande, Student Centre
 P: 1800 641 811
 E: yunggorendi@flinders.edu.au
 W: students.flinders.edu.au/support/indigenous-student-support

- Assistance with Flinders websites (email, FLO)
- Help with your password
- Other technological support for Flinders electronic resources



FLO Help Desk

Level 1, Central Library
 P: 1300 354 633 (option 3)
 E: flo.student@flinders.edu.au
 W: <https://flo.flinders.edu.au/mod/boobk/view.php?id=2730584&chapterid=306476>

DO YOU NEED...

- A confidential, free service
- Coping strategies, motivational techniques and ways to develop self-confidence
- Help with personal issues e.g. relationships, stress, anxiety, depression, grief
- Help with academic issues, e.g. time management, motivation, extensions and supplementary assessment

**SERVICE****Counselling Service**

Level 3, Student Centre

8:45am - 5:00pm (Mon-Fri)

P: 8201 2118

W: students.flinders.edu.au/support/health/counselling

- Assistance from a doctor
- A confidential service
- A bulk billed service (bring your Australian Medicare card or International OSHC Worldcare card)

**Health Service**

Level 3, Student Centre

8:45am - 5:00pm (Mon-Fri)

P: 8201 2118

W: students.flinders.edu.au/support/health/health

- Assistance due to a disability, impairment or medical condition (e.g. chronic fatigue, depression, anxiety, chronic pain, vision/hearing impairment, dyslexia, mobility difficulties, or other difficulties)
- Assistance with a Disability Action Plan
- A confidential service

**Disability Advisors**

Level 3, Student Centre

8:45am - 5pm (Mon-Fri)

P: 8201 2118

W: students.flinders.edu.au/support/health/disability

- Free legal advice from Flinders University law students (supervised by qualified legal practitioners)
- Service is appointment only and bookings can be made for one of two venues
- For more information and to book online, visit their website

**Flinders Legal Advice Clinic**

E: legal_advice_clinic@flinders.edu.au

W: flinders.edu.au/engage/community/clinics/flinders-legal-centre

DO YOU NEED...

- International student support about visas, or studying in Australia
- Support with your enrolment, study or social life as an international student studying at Flinders
- General international student orientation and activities, including day tours



SERVICE

International Student Services
 Level 1, Professional Services Building
 (enter from Student Hub, Level 1)
 E: iss@flinders.edu.au
 P: 8201 2717
 W: students.flinders.edu.au/support/iss

- Independent and confidential information and advice on a wide variety of academic and financial issues you may face as a student
- Support in dealing with academic integrity breaches, 'at risk' and 'show cause' procedures, etc. Assistance with appeals against final grades, request for re-marks, placements/supervision issues, complaints, etc.
- Financial counselling, second-semester grants, interest-free student loans of up to \$500, and emergency financial assistance



Student Assist
 Flinders University Student Association,
 Level 1, Student Hub
 P: 8201 2371
 E: student.assist@flinders.edu.au
 W: fusa.edu.au/studentassist/

- Information and support if you feel you have been experiencing discrimination, harassment or bullying



Equal Opportunity Unit
Student Equal Opportunity Unit
Advisor
 Health & Counselling Level 3, Student Centre
 P: 8201 2118
 E: studenteo@flinders.edu.au
 W: students.flinders.edu.au/feedback-rights-policy/eo

- A safe place for people to talk about issues related to sexuality and/or gender identity
- Education about issues related to sexuality and/or gender identity



Ally Network
 P: 8201 2880
 W: students.flinders.edu.au/feedback-rights-policy/eo/sexual-and-gender-diversity/ally-network

DO YOU NEED...

- Information about after hours access to buildings
- A personal safety escort (e.g. to your car at night time)
- Assistance with lost property
- Assistance with emergency procedures



SERVICE

Security Office (24 Hours)
Level 1, Central Library Building (by the main outdoor stairs, next to Flinders Connect)
P: 8201 2880
E: security@flinders.edu.au

- Assistance with on or off-campus accommodation



Flinders Living
P: +61 8 7221 8900
E: flinders.living@flinders.edu.au
W: flinders.edu.au/living

- Occasional child care for children under school age, or vacation care



Flinders University Childcare Centre
Sturt Drive, Bedford Park
7:30am - 6:15pm
P: 8201 2881
E: flinderschildren.com.au

- Community child care for ages 6 weeks to 5 years
- Mon-Fri 6:30am - 6pm



Flinders Medical Centre Community Child Care Centre Inc
P: 8204 5306
E: fmcchildcare.com/

- Facilities including lounge spaces, prayer room, kitchen, garden
- A place to meet and connect with other students
- Access to chaplains and student volunteers to assist with connecting you to university and community resources
- Wellbeing focused programs including meditation, yoga, conversation groups and more
- A weekly community market with free fresh produce and low cost pantry items



Oasis - Student Community Wellbeing Centre
Mon-Fri 8am-4pm
P: 8201 3530
E: oasis@flinders.edu.au
W: flinders.edu.au/oasis



FIRE SAFETY DOOR
DO NOT OBSTRUCT
DO NOT KEEP OPEN

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