



**Business School**

**Master of Business Research**

**Program Handbook**

**2011**

## **Master of Business Research**

This program is designed to provide research training for students who complete a postgraduate coursework degree (Master of Commerce, Master of Accounting and Finance, Master of Business Administration, Master of Finance & Business Economics, or equivalent coursework masters) and who wish to go on to undertake research leading to a PhD.

The Master of Business Research provides the student with teaching in research methodologies and disciplines specialisations. A dissertation comprises 1/3 of the total program.

To qualify for the degree, a candidate shall satisfactorily complete a program of study comprising three semesters of full-time study or equivalent part-time. The maximum time permitted for completion of the program is six years.

The Masters of Business Research Graduate Attributes are as follows:

### **Knowledge**

- 1) A high level knowledge, understanding and proficiency in research methods.
- 2) Knowledge and understanding of the content of their chosen discipline at advanced levels that are internationally recognised.

### **Intellectual and social capabilities**

- 1) A higher level of cognitive skills such as the ability to analyse, evaluate and synthesise information from a wide variety of sources and experiences.
- 2) A growth in critical thinking and problem-solving skills.
- 3) A further development of communication skills of a high order.
- 4) A maturing of skills in interpersonal understanding, with the capacity to communicate effectively and to work both independently and co-operatively.
- 5) A confidence in undertaking future research in their chosen area of specialisation.
- 6) The enhanced capacity to learn and maintain intellectual curiosity and a commitment to continuous learning throughout their lives.
- 7) The significant improvement in their ability to take a leadership role in the community and a commitment to the highest standards of professional endeavour.
- 8) An enhanced proficiency in the appropriate use of modern technologies within a socially responsible context.

### **Attitudes and values**

- 1) The heightened capacity to be informed, responsible and critically discriminating participants in academic, social, cultural and moral issues, in the community of scholars, in the workforce and as citizens of both Australia and the world.
- 2) The engraining of a profound sense of social justice, a commitment to ethical behaviour and an understanding of the role of cultural diversity.
- 3) Independent learning.
- 4) Organisational skills to meet deadlines.

## **GENERAL INFORMATION**

### **Duration of program**

To qualify for the degree, a candidate shall satisfactorily complete a program of study comprising three semesters of full-time study or equivalent part-time.

### **Date of Commencement**

The Masters of Business Research program begins in the first week of February for students who have completed the 12 units selected from one discipline. Students should make special arrangements with their supervisor if they unable to start at this time.

The induction into the program by the University of Adelaide will be held in February

- as notified by the Graduate Centre for residents of Australia
- as notified by the International Office for international students

All students are required to attend. Otherwise the School has to be notified.

An orientation workshop organised by the Business School will also be scheduled during the first week in February. All students are required to attend, otherwise the School must be notified.

The program does not have a commencement intake in Semester 2. Students wishing to do this should discuss this with the Program Director.

### **Program Advice**

Questions about the Masters of Business Research should be email to [research.business@adelaide.edu.au](mailto:research.business@adelaide.edu.au)

For information regarding specific University rules to please consult the following website addresses: <http://www.adelaide.edu.au/calendar/pg/pdf/2010/Business.pdf>

### **Fees and Financial Matters**

Information regarding payment of fees is available from the Student Centre or online at <http://www.adelaide.edu.au/student/finance>

Students can view their University financial accounts online in Access Adelaide: [www.access.adelaide.edu.au](http://www.access.adelaide.edu.au)

### **Admission**

- 1 An applicant for admission to the academic program for the degree of Master of Business Research shall have completed
  - A bachelors degree in a business- related discipline or a Masters by coursework degree of the University of Adelaide in a business-related discipline

- Or a degree of another institution accepted by the Faculty for the purpose as equivalent, and
  - obtained at least a credit average or other selection criteria as determined by the Faculty.
- 2 The Faculty may, subject to such conditions as it may see fit to impose in each case, accept as a candidate for the degree a person who does not satisfy the requirements the above but who has presented evidence satisfactory to the Faculty of fitness to undertake work for the degree.
- 3 Status, exemption and credit transfer. No candidate shall be granted credit for courses with a total value of more than 12 units on account of courses presented for any other award.

## Application Process

### Business School Students

- 1) Students will be invited to attend two information sessions, one a discipline specific and the other a general information session of the Honours/Masters of Business Research (MBR) Program during the teaching semester by the individual disciplines. Students who are interested in the program can contact the discipline head or nominated person for expressions of interest prior to the information sessions.
- 2) Application is open after the general information session of the Honours/Masters of Business Research (MBR) Program.
- 3) Application is by completion of an application form together with a 2 page description of research interests or research proposal.
- 4) An interview will be arranged for you if you meet the initial requirements of the Business School for the MBR Program. This normally occurs during the period following exams in semester 2.
- 5) Once approved –
  - You will be asked to formally apply by completing an application form if you are an International student - <http://www.international.adelaide.edu.au/>.
  - You will be asked to apply formally through SATAC.

### Other Applications

- 1) Please send email to [research.business@adelaide.edu.au](mailto:research.business@adelaide.edu.au) to submit your notification of interest. In the email, you need to –
  - State your name in full.
  - Your research interest in a one to two page proposal of your nominated discipline (Accounting/Finance/Marketing/Management/Information Systems).
  - Attached your academic transcript.
- 2) An interview (if possible) will be arranged for you if you meet the initial requirements of the Business School for the MBR Program.
- 3) Once approved –
  - You will be asked to formally apply by completing an application form if you are an International student - <http://www.international.adelaide.edu.au/>.
  - You will be asked to apply formally through SATAC.

### IMPORTANT:

The last date to change programs from Honours to MBR or vice versa is on 5<sup>th</sup> Mar 2011.

## Qualification Requirements, Policies and Procedures

To qualify for the degree of Master of Business Research, a candidate shall satisfactorily complete courses to the value of 36 units, as follows:

- I) 12 units selected from within one discipline from courses listed in the academic program rules for the Master of Commerce or Master of Business Administration, or a combination of courses approved by the Faculty.

Research Interests –

- Finance
- Accounting
- Marketing
- Management
- Information Systems

- II) In addition, the courses presented must include:

COMMERCE 7016 Advanced Readings (M) .....	3
COMMERCE 7037 Research Methodology (M) .....	3

- III) 3 units chosen from:

COMMERCE 7033 Quantitative Methods (M) .....	3
COMMERCE 7100 Qualitative Methods (M) .....	3
ECON 7001 Topics in Applied Econometrics.....	3
ECON 7022 Econometrics Theory IIID .....	3
ECON 7204 Econometrics IV .....	3

OR an equivalent course approved by the Program Director.

- IV) 3 units chosen from:

ACCTING 7101 Advanced Theory in Accounting (M) .....	3
CORPFIN 7102 Advanced Theory in Finance (M).....	3
COMMERCE 7104 Advanced Theory in Management (M).....	3
MARKETING 7103 Advanced Theory in Marketing (M).....	3

*and*

- V) COMMERCE 7105 Dissertation (M) ..... 12

## Coursework

Each course will have a Course Co-ordinator who will be responsible for providing students in that course with a Course Outline. The Course Outline will contain timelines allowing the Course Co-ordinator to submit the final marks for the course to the MBR Co-ordinator no later than the beginning of Semester 2. Assessment components within a course are at the discretion of the Course Co-ordinator. No assignments may be resubmitted.

Students will be advised by the MBR Co-ordinator of marks awarded for each course at the end of the first semester. These grades are preliminary and are subject to final review by the MBR Committee after submission of the thesis and may be amended. Each Course Co-ordinator may advise the students in their course of the overall and component grade recommended e.g. High 2A, 1<sup>st</sup>, but it must stress that these preliminary grades are subject to final review by the MBR Committee. The MBR Committee awards the final results in all components of the MBR Program.

Students are required to attend the following workshops conducted by the Professions Learning Centre (PLC):

- “How to Write a Literature Review”
- “Referencing and Avoiding Plagiarism”
- “How to Write a Proposal”
- “How to Write a Thesis”

Quantitative Methods is a generalised quantitative course not specific to any discipline. Another quantitative course may be substituted if the student’s supervisor considers it necessary. Qualitative Methods may also be substituted for Quantitative Methods if advised by student’s supervisor.

Where possible, Advanced Theory will be taught by multiple teachers and subject to multiple assessment tasks and markers.

Advanced Readings will be taught by the student’s intended thesis supervisor and whilst broader, will prepare the student for the literature review chapter in his/her thesis. Students are required to submit a Literature Review for assessment in this course. The Literature Review will be assessed by 2 markers determined by the Program director in consultations with discipline heads, but must not include the student’s supervisor. The maximum word limit will be determined by each discipline.

No staff members on study leave for any part of the current calendar year can act as the sole supervisor. If a staff member is on study leave, then with the permission of the MBR Coordinator, arrangements will be made for a second supervisor during the period of absence.

## THESIS

Each student will submit a thesis with of 20,000 words.

Supervisors will suggest relevant reading and statistical techniques, proof read the thesis and monitor progress against thesis timelines. They will not contribute to the writing of the thesis as such.

Students will present to the School a research proposal in the first week of the SWOT VAC of Semester 1 as part of their Research Methodology course.

Each student will meet with the MBR Co-ordinator and the student's supervisor at the end of August/beginning of September to discuss the progress of his/her thesis.

The firm deadline for submission of 4 bound copies of the final thesis is the 29<sup>th</sup> of Oct, 2011.

## **ROLE AND RESPONSIBILITIES OF THE SUPERVISOR**

The thesis is both the most valued and stressful part of the honours/ MBR program. To assist in defining the role of the student and supervisor in the production of the thesis the following guidelines, together with a helpful list of do's and don'ts, have been developed.

### **General Guidelines**

The allocation of students to supervisors is ultimately the responsibility of the Coordinator of the Program together with the discipline representative. Ideally, this should be organised in advance of the student's candidature.

The supervisor should assist the student to define a topic but the student is responsible for proposing the area and the general idea behind the thesis. The supervisor can provide particular help in advising when a topic is of manageable size, whether it is appropriately linked to theory and generally in refining a broad idea into a precise question.

It is appropriate that the supervisor indicate to the student areas of the literature which are relevant, potentially useful techniques and specific references to items of discipline knowledge which have escaped the student's attention. This is not considered to be an excessive amount of work.

### **Responsibilities of Supervisors**

1. At the beginning of the candidature
  - a. Arranging a meeting with the student at the commencement of candidature to clarify their respective roles, responsibilities and expectations throughout the candidature.
  - b. Suggesting ways the student can make the most effective use of their time. This will involve discussing the nature of research with the student, the standard and timeframe expected, the choice of research topic, planning of the research program, the availability of resources, bibliographical and technical assistance and applying for ethical clearances where required.
  - c. Assessing the student's proficiency in the English language within the first 2 months of candidature and where necessary making necessary recommendations to improve the student's proficiency.
2. During candidature
  - a. Meeting with, or otherwise contacting the student at least once per fortnight and ensuring that the student takes notes at these scheduled meetings.
  - b. Providing appropriate academic support throughout the candidature to enable the student to achieve their highest standard.
  - c. Monitoring the performance of the student relative to the standard required for the degree, and ensuring that inadequate progress or work below the standard

generally expected is brought to the student's attention. Supervisors should assist with the development of solutions to problems as they are identified. Problems with issues such as data collection and analysis are to be ultimately 'solved' by the student after consultation with the supervisor.

- d. Requiring written work from the student on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals.
  - e. Providing a constructive and critical assessment of the student's written work. However, it is not their responsibility to rewrite materials for students. Track changes is not to be used (e.g., the supervisor will point out sloppy or incorrect grammar or expression by making comments but not by using track changes to re-write for the student). In each instance, an appropriate turnaround time should be established.
  - f. Advising the program coordinator in the event the student fails to maintain adequate attendance.
3. Later stages of candidature/ submission
- a. Commenting on the content and on drafts of the thesis in a timely manner.
  - b. Ensure that comment on draft of final thesis is in adequate time for student to carry out final revisions. It is however, the student's responsibility to make ensure that the supervisor has sufficient time to do this.
  - c. Recommending that the thesis is prima facie worthy of examination both in terms of content and its presentation.
  - d. Providing advice and necessary assistance to the student in their preparation for the 'viva' examination. This includes attendance the viva examination.

## **Responsibilities of Student**

1. At the beginning of the candidature
  - a. Reading and becoming familiar with the Honours/ MBR handbook and administrative processes relevant to the program.
  - b. Undertake preliminary readings in research area of interest.
2. During candidature
  - a. Selecting an appropriate research topic with the assistance of the supervisor. As mention above, the student is responsible for proposing the area and the general idea behind the thesis.
  - b. Pursuing research at a high standard and without interruption as far as possible, to ensure completion within the timeframe allowed for the degree
  - c. Keeping to an agreed schedule of meetings that will ensure regular contact with the supervisor.
  - d. Taking notes during each scheduled meeting with the supervisor.
  - e. Maintaining regular attendance of the School's seminar program
  - f. Notifying the program director and supervisor promptly of withdrawal from candidature
  - g. Taking the initiative in raising problems or difficulties and sharing responsibility for seeking solutions.
3. Later stages of candidature/ submission

- a. Ensuring that the supervisor has adequate time to read and comment on final draft(all chapters) of thesis
- b. Accepting responsibility for producing the final copies of the thesis and ensuring that both content and presentation are in accord with the relevant requirements.
- c. Ensure availability for viva examination.

## MBR Thesis Examination Instructions

### General Perspective

The MBR thesis has generally been assessed on the basis of the potential to be an academic researcher. The general indications of grade therefore are:

- 80% +: The thesis and its process should demonstrate that the student has the capacity to do higher level research (i.e. PhD) without extensive supervision and should be encourage to do so.
- 70 – 79: The thesis and its process should demonstrate that the student has the capacity to do higher level research (i.e. PhD) with appropriate supervision (more supervision than that expected if received a 1<sup>st</sup>).
- 60 - 69: The thesis and its process should demonstrate that the student has some capacity to do higher level research but because of the requirement of extensive supervision, should consider a masters as their next step.
- < 59: The thesis and its process should demonstrate that the student should be discouraged from doing higher level research.
- Fail

The assessment process is a balance between what the thesis actually achieves, and what it demonstrates of understanding the process – these things are of course linked, but in the context of a 6 month time limit for the actual research, it is important that the students understand the weaknesses of what they have done as much as achieve a definite result.

### Process

A panel of 3 academic will examine the final thesis. The panel will comprise 2 staff from the relevant discipline and a general examiner who, will have regard for the structure of the thesis, its writing style, and it's comprehensibility to a general reader. Where possible the general examiner will be familiar with the research methods employed and will be involved in marking more than one thesis for a discipline. In case the school does not have adequate number of discipline specific examiners (there should be 2 discipline specific examiners), the Hons/MBR Committee should be used to approve an external examiner.

A student's supervisor will not be appointed as an examiner.

The MBR/Hons Co-ordinator (or nominated staff member chosen by the MBR/Hons Co-ordinator) will chair viva examinations to ensure the examination is conducted in a fair and equitable manner and ensure consistency of standards.

The examiners individually read and assess the thesis taking into account the following issues:

- Is there a defined research objective?
- Is the research objective clearly explained?
- Is the research objective framed by an appropriate and well presented literature/ theory context?
- Has a clear research/ methodology process been applied?
- Is the research methodology been consistently applied?
- Have limitations in the research methodology that have been learned or acted as constraints been understood/ acknowledged?
- Have technical aspects of the methodology been appropriately applied (e.g. statistical tests, interpretation of case studies)?
- Has the thesis been well written, appropriately referenced etc

## **Viva**

The examiners will meet to start the Viva by discussing the thesis, identifying the strengths and weaknesses, and each will record an undisclosed preliminary mark.

The examiners will then meet with the supervisor and allow the supervisor to present any issues associated with the development & writing of the thesis, including a description of the support offered to the student in thesis development.

The student will then join the meeting and answer any questions, supported by the supervisor. The student will be advised that a preliminary mark has been given for the thesis and that the viva can only cause the mark to be raised. Questions asked of the student are designed to give the student an opportunity to clarify their understanding of the research process and issues involved.

Once the student leaves the supervisor remains to make any last observations to the examiners.

After the student and supervisor leave the meeting, the examiners will each submit their final mark to the MBR Co-ordinator. If there is a significant divergence, further discussion will be undertaken with purpose of reducing the discrepancy. Each examiner will write a brief report on the thesis to be made available to the student.

The average mark is recorded by the convenor, and the supervisor is then informed of the general level of the grade by convenor. The mark is then affirmed by the MBR Committee.

## **Other Information**

These guidelines and requirements should be read in conjunction with information for research postgraduates as per website: [www.adelaide.edu.au/student/postgrad](http://www.adelaide.edu.au/student/postgrad)

Areas of research interest: [www.business.adelaide.edu.au/research/postgraduate/](http://www.business.adelaide.edu.au/research/postgraduate/)

## **MASTER OF BUSINESS RESEARCH – DETAILED COURSE REQUIREMENTS**

No candidate shall be granted credit for courses with a total value of more than 12 units on account of courses presented for any other award except with permission of the Executive Dean of the Faculty.

To qualify for the degree of Master of Business Research, a candidate shall satisfactorily complete courses to the value of 36 units, as follows:

### **Discipline Specific Subjects**

- i. 12 units selected from within one discipline from courses listed in the academic program rules for the Master of Commerce or Master of Business Administration, or a combination of courses approved by the Faculty.
- ii. In addition, the courses presented must include:

#### **COMMERCE 7037 - Research Methodology (M) 3 units)**

This course is designed for students to fulfil the following learning objectives: Understand the philosophies, concepts and elements of designing a research inquiry; Appreciate alternative approaches to research in commerce and the social sciences, with emphasis on deductive empirical research; Have knowledge of methods of collecting, measuring and in a broad structural sense, analysing, quantitative and qualitative data; Be familiar with designing and administering field surveys, laboratory experiments, case study, archival analysis and action-based approaches to research.

Topics covered in this will include: Science, research and theory; The research process and the research proposal; Deductive empirical research; Constructs, variables, hypotheses and empirical schema; Deductive empirical research: measurement and sampling; Inductive qualitative research: Design issues, concept formulation, methods of analysis; Field surveys and questionnaires; Experimental designs; Observational studies: case studies and interviews; Non-reactive research: content analysis and secondary data mining; Other research methods: Historical-comparative research, action research; Presentation of a research proposal. Students will engage in interactive discussion of set questions and presentations of reviews of methodologies in selected research articles. A full research proposal for their dissertation will be presented at an academic staff seminar; students will use feedback from this seminar in the final write-up of their proposal.

A full research proposal for their dissertation will be presented at an academic staff seminar; students will use feedback from this seminar in the final write-up of their proposal.

#### **COMMERCE 7106 Advanced Readings (M) (3 units)**

The primary objectives of this course are that students will: Become familiar with their intended area of research; Gain a general overview of the research area and undertake a critical assessment of the relevant literature; Gain skills in preparing an in-depth literature review and presenting a research paper; Become familiar with accessing and searching electronic and other databases of business literature;

Compile comprehensive reference lists based on their search of literature; Write a clear and concise review of the literature relevant to their intended research project; Explain in writing the basic purpose and significance of their research project in the context of past work in the field.

Students will need to discuss possible research topics with appropriate staff members to identify a supervisor. References, resources and the reading material will be specific to a project and will need to be discussed with the research supervisor. - Seminars and workshops will be conducted covering library search techniques, referencing, and preparing and presenting a research proposal.

iii. 3 units chosen from:

### **COMMERCE 7100 Qualitative Methods (3 units)**

This course is designed for students to fulfil the following learning objectives; Understanding the characteristics, roles and importance of qualitative research; Achieve a working familiarity with a range of qualitative methods; Acquire skills in qualitative data collection and analysis methods; Develop the ability to select, justify and execute qualitative methods appropriate to central research questions.

Topics covered in this course may include: Qualitative research features and approaches; Theoretical traditions in qualitative research; The interface between qualitative and quantitative research; Qualitative data collection; Qualitative data analysis; The theory and application of a range of qualitative methodologies which may include components such as historical method, field based case study, interview methods, visual method, ethnography, grounded theory, action research and hermeneutical method.

### **COMMERCE 7033 Quantitative Methods (M) (3 units)**

The course will examine quantitative analysis approaches essential for both academic and applied research with an emphasis on what procedures are most useful. Topics: revision of principles, characteristics of data and its collection, hypothesis testing with well behaved variables, financial econometrics, heteroscedasticity, autocorrelation, multi-collinearity, simultaneous equation (or system) solution, time series modelling and co-integration, logit and probit, non-linear regression, other approaches to developing models, hypothesis testing when variables are not well behaved.

### **ECON 7204 Econometrics IV (3 units)**

The objective of this course is to study more advanced topics on econometrics. Students are expected to have knowledge in statistics and multiple regression models at the level of Econometrics III/IIID or equivalent. Topics include specification and data problems, regression analysis with time series data, panel data, instrument variables estimation, simultaneous equation models, and limited dependent variable models. The emphasis is on understanding the models in light of actual empirical applications. Through the course, we will apply the econometrics models to real-world data and interpret the estimation results in many respects.

### **ECON 7001 Topics in Applied Econometrics (3 units)**

The aim of this course is to teach students various aspects of estimation and inference for linear regression models. Particular attention is paid to the econometric theory, to the application of econometrics to real-world problems, and to the interpretation of the estimation results. Standard econometric packages are used for computer exercises. Topics include probability theory and statistics for economist (probability space, random variables, probability distributions, populations, parameters, random sampling, finite sample and asymptotic properties of estimators, interval estimation, and hypothesis testing), simple and multiple linear regression models for cross-sectional data (estimation, inference, OLS asymptotics), and multiple regression models with qualitative variables information (binary variables).

### **ECON 7022 Econometric Theory IID (3 units)**

The objective of this course is to study more advanced topics on econometrics. Students are expected to have knowledge in statistics and multiple regression models at the level of Applied Econometrics III or equivalent. The topics in the course include heteroskedasticity, specification and data problems, regression analysis with time series data, panel data, instrument variables estimation, simultaneous equation models, and limited dependent variable models. The emphasis is on understanding the models in light of actual empirical applications. Through the course, we will apply the econometrics models to real-world data and interpret the estimation results in many respects. Standard econometric packages are used for computer exercises.

- iv. 3 units chosen from:

### **ACCTING 7101 Advanced Theory in Accounting (3 Units)**

This course is designed to fulfil the following student learning objectives: obtain an in-depth understanding of some of the main theoretical and research perspectives that have contributed to the literature in accounting; ability to critically review the application of behavioural and market based theories underlying financial accounting and reporting, auditing and management accounting research, respectively.

Topics in financial accounting and reporting include: applications of agency theory, positive accounting theory, legitimacy theory, institutional theory. -Topics in management accounting include: applications of contingency theory, control theory and grounded theory.

This is essentially a reading-based course in which students will critically review scholarly research articles each week in advance. Participation marks will also be awarded for demonstration of effective reading and understanding the arguments presented.

### **CORPFIN 7102 Advanced Theory in Finance (3 Units)**

This course is designed to: Obtain an in-depth understanding of some of the main theoretical and research perspectives that have contributed to the literature in finance; and ability to critically review issues in financial economics and corporate finance respectively.

Financial economics topics include: asset pricing models, market efficiency, behavioural finance, trading mechanisms and volatility. Corporate finance topics include: capital structure, signalling models, executive compensation and takeovers.

This is a readings-based course in which students will critically review scholarly research articles each week in advance. It will be the responsibility of students to select additional readings for each session. It is suggested that this should be a shared responsibility with students taking turns to choose material and make copies of it available to course lecturers and other class members. Students should distribute this extra reading material one week prior to the session. Students are to come to each session prepared to summarise and comment on what they have read. It is anticipated that a minimum of five - eight hours of preparation time will be required. Class presentations are expected to be comprehensive requiring not only mastery of the arguments but also supported by visual material. Participation marks will be awarded for demonstration of effective reading and understanding the arguments presented

### **MARKETNG 7103 Advanced Theory in Marketing (3 Units)**

This course is designed to fulfil the following student learning objectives: -Gain an in depth understanding of the main theoretical and research perspectives that have contributed to the knowledge of marketing. - Investigate some of the important debates to which theorising about these different issues has given rise. -Explore the implications of these debates for both marketing research and marketing practice. - Become familiar with academic publications in marketing. -Develop an ability to critically analyse and evaluate such publications. - Improve oral and written communication skills.

Generally the course aims to give students a greater familiarity with methodologies used in marketing research as well as the ability to assess the validity of findings described in the current or recent marketing literature.

Topics will arise throughout the course from theoretical and research perspectives that have influenced (and continue to influence) scholarly thinking about issues of central importance to the actual practice of marketing.

This is essentially a readings-based course in which students will critically review scholarly research articles each week in advance. Participation marks will be awarded for demonstration of effective reading and understanding the arguments presented.

### **COMMERCE 7104 Advanced Theory in Management (3 Units)**

This course is designed to fulfil the following student learning objectives: Gain an in-depth understanding of some of the main theoretical and research perspectives that have contributed to knowledge of management; Investigate some of the important debates to which theorising about these different issues has given rise; Explore the implications of these debates for both management research and management practice; Become familiar with academic publications in management; Develop an ability to critically analyse and evaluate such publications; Improve oral and written communications skills. Generally, the course aims to give students a greater familiarity with theoretical and philosophical perspectives used in management research in the current or recent management literature. Topics arise throughout the

course from theoretical and research perspectives that have influenced (and continue to influence) scholarly thinking about issues of central importance to the practice of management.

This is essentially a readings-based course in which students will critically review scholarly research articles each week in advance. Participation marks will be awarded for demonstration of effective reading and understanding the arguments presented.

**v. COMMERCE 7105 Dissertation (M) (12 units)**

This course aims to develop in students a capacity to work independently under the guidance of their supervisor, to carry out research and to report the results in a formal document that demonstrates the ability to argue the case. Each student will prepare under supervision an individual research dissertation that exhibits original investigation, analysis and interpretation.

**Guidelines for writing a thesis**

The thesis is an academic research document of 20,000 words. Each discipline will determine the maximum word limit. It is determinant in the final grade achieved by the student for the year. This section aims to clarify the purpose and processes involved in writing a thesis.

The skills, which will be developed in the process of writing a thesis, are numerous. A non-exhaustive list of these would include:

- Ability to research a particular topic independently.
- Capacity to synthesise and critically evaluate previous work conducted in an area.
- Competence in identifying current gaps in knowledge and/or limitations in existing research.
- Ability to identify a worthy research question.
- Ability to design a methodology suitable in order to investigate such a question (this may include ability to improve on research designs previously used).
- Ability to define a set of hypotheses relevant to the research question.
- Competence in analysing data collected for the purpose of testing those hypotheses.
- Ability to present the results of the research project in a concise and academically written document. This document should include proper referencing and bibliographical listing.

The exact topic of a thesis can only be determined after several meetings with the supervisor. Factors, which should play a part in the decision process, will include:

- Topic of particular interest to the student.
- Topic of particular interest to the supervisor.
- Availability of a previous body of research.
- Scope and aims of the proposed research questions.

As a rule, the supervisor will attempt to accommodate the student's preference if there is a good case for doing so. There will often be a need to narrow down the question substantially as students typically aim to examine research questions more worthy of a PhD. In some instances, the opposite is true and the student's proposed

topic is too narrow and the supervisor will try to provide a bigger, more significant, focus to the study, while hopefully still encapsulating the core interest of the student.

It is important for students to realise that working independently is not a substitute for quality research and therefore seeking advice from their supervisor is crucial. Similarly complexity is not a substitute for understanding. No matter how complicated is the research methodology employed it is not a surrogate for a well written thesis.

A Thesis Grading Sheet, containing assessment guidelines, is presently under review and a revised version will be distributed during the first semester.

## Structure

A typical thesis will comprise six chapters as follows:

- Introduction
- Literature Review,
- Research Question/Hypotheses
- Methodology
- Results
- Discussion/Conclusion

Each chapter should include its own introduction presenting the structure of the chapter to come, and its own conclusion summarising the key points. Likewise, the introduction chapter should provide an overview of the thesis structure and the conclusion chapter should review the main aspects of the total thesis.

## Reviewing articles for literature review

The purpose of reviewing an article is to see how it impacts upon your research. You should be objective in this process i.e. free from biases of your own or the article. Always observe the following:

Understand the article. Make the best attempt at understanding the article even if it means background research on your part whilst at the same time recognising your limitations. Your skill level/ education background will always place a limit upon your potential level of understanding. For example, articles that are highly mathematical or statistical, will require sufficient background expertise that you may not have and are not likely to get in the near future. You should minimise your discussion of and exposure to such articles as it will become quite apparent to the reader of your literature review that you have no idea what you are talking about.

Discuss using your own words. By using your own choice of words you are demonstrating that you are confident in your understanding of the material presented in the article. Avoid paraphrasing from articles, (unless you are attempting to stress a point made by the author(s)) as this may highlight a lack of understanding from your part.

Link the article. Articles that you read will be linked together in some way, either by theory or topic, and therefore it is important that you recognise these links. It also demonstrates that you have a good understanding of the subject matter. If there is not a link then you have to question its relevance in your review. Articles with a common link can be discussed together under a single heading allowing you to

review the linked of articles as a group as well as individually thus demonstrating a good grasp of the material.

Discuss findings. Empirical studies will present findings as well as arguments. Your understanding of research methods (i.e. statistical tests) may not be up to the task because you don't have the skills at present, but do the best you can. It's important that you recognise whether the empirical results are supportive of the authors' arguments or not.

Minimise the number of words. It is important that you adopt a writing style that is typical of the articles that you read- objective, well argued, factual and to the point. Don't include unnecessary words or even phrases or sentences if they are not necessary to get your point across. Remember you are not demonstrating your creative writing skills but your level of understanding and assessment of the articles that you review. If you can say something equally well in 4 words rather than 5 then say it with 4 words.

Structure of the literature review

1. What are the theoretical arguments?
2. What evidence has been provided to prove/ disprove these arguments?
3. Summarise make conclusions about theory with respect to evidence provided i.e. supports, inconclusive

## Thesis Style

Academic writing is intended for academic readers, not necessarily experts in the subject area. Therefore, the text should avoid excessive jargon but should also avoid trivialisation of the topic.

Academic writing involves using unambiguous, concise and specific words. It involves avoiding three words when two can do, and then two when one can do. As a result, academic writing requires numerous drafts. The supervisor can help with this but it is not fair to provide him or her with a first draft. The student should work on a draft three or four times before submitting it as a draft for the supervisor.

When the deadline for submission approaches, however, sufficient time should be allowed for several drafts to be prepared and edited by the supervisor. Students who run late are often penalised because they have to submit an early draft when it could be greatly improved by redrafting and editing rounds. Particular attention must be paid to the referencing and bibliography.

Tables and graphs must be incorporated in the main body of the text and must be referenced in the text rather than merely displayed.

It is important when writing a thesis to understand that some elements of analysis are peripheral rather than central to the main argument. Hence, appendices must be used to provide the reader with additional information that is useful but not essential to understanding the text. The appendix should also include:

- Copy of survey instrument
- Copy of raw data
- Details on specific analysis
- Tables of results that are not central to the hypotheses
- All other material judged useful for the reader

Each page should be numbered and each chapter should have a title and chapter number. A Table of Contents developed using the facility on Microsoft Word will detail the page numbers.

## Thesis Research Progress Presentation

Where deemed appropriate by the supervisors and Program Director, a research progress report reflecting insights from the draft literature review and research methodology chapters and project progress to date shall be presented by full-time and part-time students at a seminar of staff and postgraduate students at a suitable time beyond the mid-point of the relevant minimum University candidature period for MBR. This presentation is in addition to the research proposal presented as part of the assessment criteria for Research Methodology.

### General

A compulsory component of the year's program will involve workshops conducted by Professions Learning Centre (PLC) to help students write a thesis. Workshops will be conducted on:

- How to write a literature review.
- How to write a proposal.
- Referencing and avoiding plagiarism.
- Managing the uniting process and academic style.
- How to write a thesis (Part 1 & 2).

A complete list of the workshops can be viewed from - <http://www.adelaide.edu.au/professions/plc/>

No matter how many assignments students have written in their undergraduate program, they usually have never written anything like an academic paper. It is necessary that students adopt the academic writing style when writing their thesis. The Advance Readings and Advanced Theory courses, together with the assistance of the supervisor feedback will aid the student in this endeavour.

Small assignments in these subjects will also provide the student with an opportunity to try their hand and get feedback from lecturers and supervisors. The workshops will, however, have a critical role in making sure that they start writing the thesis with the necessary attention paid to structure, style and referencing.

### Workshop Schedule

Contact Lecturer	Workshop title	Date/week/time/venue	Learning Advisor
Athena Kerley	How to write a Literature Review	Tues 23 Feb 2.00-3.30pm Orientation Week Seminar Room 13.01,	Sasikala Nallaya
Athena Kerley	How to write a Proposal	Wed 24 Feb 2.00-3.30pm Orientation Week Seminar Room 13.01,	Sasikala Nallaya
Athena Kerley	Referencing and Avoiding Plagiarism	Tues 2 Mar 2.00-3.30pm Semester 1, Week 1	Sasikala Nallaya

		Seminar Room 13.01,	
Athena Kerley	Managing the Writing Process and Academic Writing Style	Tues 13 April 2.00-3.30pm Mid Semester Break Seminar Room 13.01,	Athena Kerley
Athena Kerley	How to write a Thesis (Part 1)	Tues 20 July 2.00-3.30pm Mid Year Break Seminar Room 13.01,	Sasikala Nallaya
Athena Kerley	How to write a Thesis (Part 2)	Tues 27 July 2.00-3.30pm Semester 2, Week 1 Seminar Room 13.01,	Sasikala Nallaya

## Supervision

Each student will be assigned a supervisor (or in some cases two) at the beginning of their candidature. The supervisor is instrumental in providing guidance to the student throughout their program and in developing their research interests into a formal dissertation. Students and supervisors will meet on a regular basis (at least once a fortnight during semesters 2 and 3) beginning February.

## Program Schedule

	Units	No of Course(s)	Description
Semester 1	12	4	Selected from within one discipline from courses listed in the academic program rules for the Master of Commerce or Master of Business Administration, or a combination of courses approved by the Faculty.
Semester 1	3	1	Research Methodology.
	3	1	Advanced Readings.
	3	1	Quantitative/Qualitative or an equivalent subject.
	3	1	Advanced Theory (from your discipline).
Semester 2	12	-	Dissertation.

## Assessment and Examinations

There shall be four classifications of pass in any course for the Masters degree: Pass with High Distinction, Pass with Distinction, Pass with Credit and Pass.

A candidate shall not be eligible to attend for examination unless the prescribed work has been completed to the satisfaction of the teaching staff concerned.

For the purpose of this Rule, a candidate who is refused permission to sit for examination shall be deemed to have failed the examination.

A candidate who fails a course and wishes to repeat that course shall, unless exempted partially there from by the Head of School of Commerce or nominee, again complete the required work in the course to the satisfaction of the teaching staff concerned.

The final grade for each student's year is the compilation of their coursework and thesis mark, moderated by the Research Committee for consistency.

An Honours 2A degree or satisfactory completion of Masters of Business Research degree is required for admission to a Master by Research (Commerce) degree or Doctor of Philosophy.

### **Advance Readings (Literature Review) marking guidelines:-**

Band 1 (>90) Shows clear evidence of independent thought and grasp of issues. The writing is clear and concise, the presentation is of a high standard, and there are no shortcomings.

Band 2 (85- 90) Similar to above but with some trivial weaknesses. Errors of understanding are non-existent or trivial. It has the same qualities but with less independence of thought. The writing is clear and concise, although there may be some minor weaknesses in presentation.

Band 3 (80 -84) There is less evidence of independence of thought shown by higher grades and any shortcomings are minor.

(70 -79) Provides evidence of competence in handling the research project but less evidence of independent thought and a less inspired grasp of the issues. There is sound, thorough and clear treatment of all aspects and no serious flaws in the knowledge or comprehension. Sound and well written but there may be minor errors in understanding the issues. The writing is generally competent, but there may be a tendency to fail to grasp the full implications of the literature.

(60 -69) Meets the basic needs for a literature review although there may be clear inadequacies in understanding. There may be critical misconceptions, inconsistencies or omissions in one or more areas, or poor organisation or misinterpretation or inability to recognise limitations.

(50 -59) The literature review may be simplistic or limited. It may be written in such a way that it is very difficult for the marker to ascertain the nature or significance of the problem. The work presented does not demonstrate evidence that the student has developed levels of proficiency. It contains a number of misconceptions, inconsistencies or omissions.

Fail (< 50) The work cannot be considered as a serious attempt or that the appropriate literature was undertaken. There may be major problems in conceptualisation or execution or an ability to present arguments coherently or with clarity.

### **Review of Academic Progress**

The Faculty may prescribe rules for review of academic progress. Any student who meets the requirements for review will be asked to show cause as to why they should be permitted to continue their studies. Students who cannot adequately explain poor academic performance may have their enrolment cancelled or restricted, and/or be precluded from undertaking further studies toward their program.

A candidate who has failed a course twice may not re-enrol in that course except by special permission of the Faculty and then only under such conditions as may be prescribed.

## Supplementary exams

Supplementary (Supp) examinations may be granted on the following grounds: academic, medical, compassionate or 'last course for degree'. Each lecturer will announce the supplementary examination policy at the commencement of each course. Written information about assessment and grading will be provided at the commencement of each course.

A supplementary examination will not be awarded to a student who misses an examination, or arrives late for an examination, as a result of misreading the examination timetable.

### On Academic Grounds

Students achieving a mark of between 45 and 49 in a course may be granted a supplementary examination on academic grounds, at the discretion of the Head of School. The student's result will be based 100% on this exam and cannot be higher than '50 Pass'.

### On Medical Grounds

Where a student is prevented by illness or injury from attending an examination and/or where a student believes that an illness or injury has significantly impaired his or her preparation for, or performance at an examination, an application for supplementary examination on medical grounds may be submitted.

### On Compassionate Grounds

Where a student is prevented by circumstances beyond his or her control from attending an examination or believes that such circumstances significantly affected him or her before or during the examination, an application for a supplementary examination on compassionate grounds may be submitted.

### Medical & Compassionate Supplementary Exam Application Process:

**Before the primary exam:** students with an illness and/or exceptional personal circumstances must submit their application for supplementary assessment to their School **no later than 7 working days** after the occurrence of the condition/illness and/or exceptional personal circumstances, which form the grounds of which the application is made, regardless of the date of the primary exam.

**On the day of the primary exam:** students with an illness and/or exceptional personal circumstances on the day of the exam must notify an examination supervisor and apply for a supplementary exam **within 5 working days** of the date of the primary exam.

Supplementary examinations are discretionary. Students are encouraged to attend the primary exam whenever possible; as there can be no guarantee that a supplementary exam will be offered.

All applications for supplementary exams must be completed on the official application forms that can be downloaded from <http://www.adelaide.edu.au/sas/forms/#S> and be accompanied by credible supporting documentation or evidence. Medical certificates must clearly indicate

the period for which they apply, Generally the University does not consider minor ailments such as colds or respiratory infections as grounds for being certified unfit to sit an exam.

For further details please visit:

<https://www.commerce.adelaide.edu.au/current/pg/assessment>

## **STUDENTS WITH DISABILITIES**

The University of Adelaide is committed to assisting students with disabilities to overcome the impact of the disability as far as possible. Students with a disability are encouraged to discuss their needs with their Supervisor or a professional staff so that the appropriate assistance can be negotiated.

The University provides a range of services to students with an ongoing medical issue or disability. For more information, visit Disability Services, Ground Floor, Horace Lamb Building or visit the website at <http://www.adelaide.edu.au/disability>

## **COUNSELLING SERVICES**

The Counselling Service provides personal counselling for students in relation to issues that are affecting study. All counsellors are professionally qualified in either psychology or social work and have extensive counselling experience.

For more information, visit Disability Services, Ground Floor, Horace Lamb Building or visit the website at [http://www.adelaide.edu.au/counselling\\_centre](http://www.adelaide.edu.au/counselling_centre)

## ADMINISTRATION MATTERS

### STUDENT RESPONSIBILITIES

It is each student's responsibility:

- to check notice boards, student email and student mail box regularly
- to note the deadlines (critical dates\*) for withdrawal and amendments to enrolment;
- to notify the relevant course lecturer if there are any difficulties with completing requirements;
- to attend lectures, seminars and tutorials
- to attend research seminars in discipline area
- to meet assignment requirements by the due date;
- to check (via Access Adelaide) the ongoing accuracy of the enrolment transcript;
- to check the MyUni website at least once a week
- to inform the Education Office of any changes of address, telephone, etc. (Changes must also be made online through Access Adelaide.)
- to apply for graduation by the due date. (For December graduations, this date is in October.)

### ATTENDANCE AT TUTORIALS AND CURRICULUM SEMINARS

1. Students must attend at least 80% of all tutorials and curriculum seminars.
2. Students who cannot meet this requirement should contact the Supervisor. The student will have the right of appeal to the Appeals Committee, Business School, where necessary.
3. Students who have **NOT** attended 80% of tutorials and curriculum seminars, and have **NOT** been granted exemption, will **NOT** have their final essays, exams or projects marked, and will **NOT** be eligible for an academic supplementary.
4. Any students who consider that they have good grounds to request a variation to their course requirements may make such a request to the Supervisor.

### ASSESSMENT

The grading scheme for most courses is: High Distinction; Distinction; Credit; Pass; Fail. A mark within the appropriate grade is given.

For further details please visit:

<https://www.commerce.adelaide.edu.au/current/pg/assessment>

## NOTES ON ESSAYS AND WRITTEN ASSIGNMENTS

### DISSERTATION (THESIS)

The thesis is a research project of not more than 20,000 words (excluding bibliographies and appendices), written primarily in the second semester. It will be the student's own work, based on coursework taken in the first semester, readings of the literature and discussions with the supervisor.

Supervisors will suggest relevant reading and statistical techniques, proof read the thesis and monitor progress against thesis timelines. They will not contribute to the writing of the thesis as such.

Students will present to the School a research proposal in the first week of the SWOT VAC of Semester 1 as part of their Research Methodology Course.

Each student will meet with the MBR/Hons Director and the student's supervisor at the end of August/beginning of September to discuss the progress of his/her thesis.

Students are invited to consult the School of Commerce Communication handbook for all matters relating to format and reference style.

<http://www.commerce.adelaide.edu.au/current/ug/commskills/comskills2008.pdf>

### ASSIGNMENTS

- 1 Each written assignment must have a **ASSESSMENT COVER SHEET**
- 2 **STUDENTS MUST KEEP COPIES OF THEIR EXERCISES / ASSIGNMENTS (either electronic or hard copies).**
- 3 All assignments must be neat and legible. There should be room for marker's comments. All assignments are to be produced on computer and submitted in hard copy, unless otherwise instructed. Any student with difficulties in meeting these requirements should see the Supervisor concerned. Computers are available in the Honours Room 10.21 on Level 10, 10 Pulteney Street. Additionally, computers are available for use in the Barr Smith Library. (Your own disk is required).
- 4 Assignments submitted must represent the work of the student submitting them. Plagiarism will not be tolerated: thoughts and writings of others must be accompanied by complete reference. Footnotes and appendices should be included where appropriate. A fully detailed bibliography must be given. Any student submitting assignments not representing his or her own efforts will be given a nil assessment and may incur more serious penalties. (See notes on plagiarism below.)
- 5 Extensions will be granted only on medical grounds (in which case a medical certificate must be produced), or compassionate grounds.  
Requests for extensions will be considered only if they are made days before the due date for the assignment for which the extension is being sought.
- 6 Essays are not necessarily marked by the tutors of the students submitting them.
- 7 Students must not submit the same material for two different courses.

## REFERENCING

Following is an example of text with citations and their references according to the American Marketing Association guidelines:

The country-of-origin literature shows that consumers have varying predispositions towards products originating from certain countries (Samiee 1994). Although research findings in this area are mixed, country-of-origin information appears to influence attitudes to brand as well as purchase evaluation, particularly where consumers are unfamiliar with the product (Han 1990). While consumers in general are less likely to be familiar with motor vehicle components, and manufacturers seldom make information readily available regarding the country-of-manufacture (or design) of their products (or components), consumers who display high levels of involvement for the product category and access such information via the media or internet may be sensitised to the origins of such elements of the product.

### References

Han, C. K. (1990), "Testing the Role of Country Image in Consumer Choice Behaviour", *European Journal of Marketing*, 24, 24-40.

Samiee, S. (1994), "Customer Evaluation of Products in a Global Market", *Journal of International Business Studies*, 25, 579-603.

Note the following:

- Punctuations should always follow the citation at the end of a sentence
- Quotations need to include page numbers and enclosed in parentheses or shown as italics
- References should be formatted consistently. Software packages such as Endnote are available for honours students and will make this easier
- Where there are multiple authors, all should be cited when cited for the first time whereas it is often acceptable to use et.al. for subsequent citations of the same authors
- All author names should be shown in the references list, never use et.al. in the references list.

While students may use other formats (e.g., Harvard or other journal formats), they should ensure that they are consistent with its usage. Please refer to the School of Commerce Communication handbook.

## PLAGIARISM, COLLUSION AND RELATED FORMS OF CHEATING POLICY STATEMENT AND GUIDELINES

The statement defines and outlines the University's prohibition of plagiarism and related forms of academic cheating and summarises the ways in which the University prevents, detects and penalises plagiarism. The Guidelines provide advice for staff and students on the implementation of the policy statement.

To view this policy please use the following URL: <http://www.adelaide.edu.au/policies/230/> and Policy on Cheating in Examinations and Related Forms of Assessment is on [www.adelaide.edu.au/policies/1963](http://www.adelaide.edu.au/policies/1963)

## Plagiarism

The University of Adelaide takes incidents of plagiarism, collusion and cheating very seriously as it compromises the University's commitment to high standards of academic integrity. Credit to others must be given where it is due and the contributions of others must be acknowledged. Plagiarism, collusion and cheating are unacceptable and expressly forbidden under the University's Rules for Assessment.

If you are unsure how you should set out your assignments, first check the course outline or with the lecturer or tutor in charge. Centre for Learning & Professional Development on the 1st floor of the Schulz Building provides students assistance to develop the necessary academic skills. Refer to their website for more information: [www.adelaide.edu.au/clpd/](http://www.adelaide.edu.au/clpd/)

### What is Plagiarism?

- i. Failure to acknowledge the work of others.
- ii. Paraphrasing without reference.
- iii. Students separately submitting the same piece of work.
- iv. A student submitting the same piece of work for assessment in different courses.

### Penalties for Plagiarism include:

- i. Revising and resubmitting the piece of work.
- ii. Receiving a zero result.
- iii. Failing the course.
- iv. Expulsion from the program.
- v. Financial penalty.

### Procedure for dealing with plagiarism

If plagiarism is suspected then in the first instance, the student will be required to meet with the Course Coordinator, or the Head of School.

All suspected plagiarism and inappropriate referencing incidents are recorded at Faculty level. All confirmed plagiarism and inappropriate referencing incidents are recorded on the Central Plagiarism and Cheating Register of the University.

Students with previous records and offences can expect that subsequent offence penalties will take into account their previous records and offences.

Further penalties may be applied for multiple and/or systematic acts of plagiarism.

For more detailed information about the University's Rules for Assessment go to

[www.adelaide.edu.au/policies](http://www.adelaide.edu.au/policies).

### INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

The statement defines and outlines the University's responsibility towards the appropriate use of information systems provided for the University's academic, administrative and business activities. The University must be protected from damage or liability resulting from the unlawful or inappropriate use of its facilities.

To view this policy please use the following URL:

<http://www.adelaide.edu.au/policies/565>

## ATTENDANCE IN THE MASTERS OF BUSINESS RESEARCH PROGRAM

### Illness

In the case of **illness** or unavoidable reasons for absence students should contact the School Secretary. For absences through illness of more than 3 days a medical certificate is required. This should be given to the School Secretary on return to the University.

### Absences

Where possible, prior notification of absences should be made to the Academic Supervisors. Notification of absence does not, however, qualify as 'attendance'.

Students are advised to not leave Adelaide before the end of November, in case resubmissions of work are necessary.

## WITHDRAWALS

Students needing to withdraw from courses must withdraw on Access Adelaide by the deadline (critical date\*) to avoid being charge fees.

For Critical Dates, please visit the website <http://www.adelaide.edu.au/student/info/dates/>

## INTERRUPTING AND CEASING STUDIES

Students are entitled to leave of absence from their program for specified periods in certain circumstances. All students must apply to their Faculty or School for leave of absence from their program. All students who have approved leave of absence and wish to extend their leave of absence must apply to their Faculty or School. All students who discontinue their studies at the University, must notify their Faculty or School. All students must notify their Faculty or School of their return from approved leave of absence.

Please refer to the Academic Program Rules for the maximum duration of your program. The rules are available on the University Calendar website: [www.adelaide.edu.au/calendar/pg](http://www.adelaide.edu.au/calendar/pg)

The Leave of Absence form and the Discontinuation of Studies form can be downloaded from [www.adelaide.edu.au/policies/1305/](http://www.adelaide.edu.au/policies/1305/)

### IT and ID (Student Cards and ID numbers)

Your student card is a photo-bearing card, which allows you to access various facilities and buildings in the University. Student cards display the unique Student ID Number, which will be used in communication from the school, particularly for the generation of results. Please take note of this number for future reference.

Online resources require the Student ID as a username. In these cases, the number must be prefixed by the letter "a" (e.g. a1071234). Your password / PIN number is the number on the top left-hand corner of your enrolment confirmation notice.

During orientation, students will be informed as to where they can initially obtain a Student Card. You will need to present your driver's licence or other photo-bearing ID, and provide your student number. Details of the card's various functions will be given at the time of issue.

Continuing students must update their card from the Card Centre every year (normally at the end of February). You are required to take a copy of your Enrolment Confirmation Notice, downloaded from Access Adelaide.

If you have any queries, please call the Card Centre on 8303 3363.

The Card Centre is open for card issue and building access inquiries from 9.00 am to 4.30 pm weekdays. If your card is lost, damaged or stolen you will be required to pay a replacement fee of \$20 to obtain a new card from the Card Centre.

### **Username and Passwords**

The username for University of Adelaide resources is the student ID and must be prefixed by the letter "a" (e.g. a1071234). All students are initially allocated an 8-character password. If you are a new student, your password appears at the bottom of the confirmation letter.

If you have misplaced this notice, you may receive confirmation of your pin from the Student Centre if you visit them in person. Alternatively, you can contact them by telephone (8303 5208) to request for your PIN to be posted to you.

### **Email and Communication with the School**

All students in the University are to use their official student email account to send and receive email messages. The Business School, Administration, Student Records and the Barr Smith Library will send notices to all students at their student account address.

All the information regarding student email accounts is contained on the following website, including information on Dial-up access from home: [www.adelaide.edu.au](http://www.adelaide.edu.au)  
Click on Current Students, then on Student Email.

It is essential that you maintain your contact addresses, current telephone and email address information on the University system.

Access Adelaide lets you update your details online. To set your university account to forward emails to your preferred address, follow the instructions below.

- Login to Webmail: [webmail.adelaide.edu.au](http://webmail.adelaide.edu.au)
- Locate and click the "accounts manager" icon near the top of the page.
- Locate and click the "Forward" option link on the left hand side.
- Choose "set/install a forward to:" Enter the email address you would like your student email address to be diverted to.
- Remove the tick in the " Keep a copy in your mailbox", otherwise a copy will stay in your student box, eventually filling it up.
- Enter your password and click "submit".
- Close the browser window.

Note: If one of your email addresses is discontinued or you change one of your email addresses then you must update any email forwards you have set. Remember to save any important emails first before your email account is discontinued.

You can also set a spam filter on your University email account if you are receiving a lot of "junk email". For more information, visit [webmail.adelaide.edu.au](http://webmail.adelaide.edu.au).

If you have any questions please contact the ITS Helpdesk on 8303 3000.

## Access Adelaide

Access Adelaide is where you can view your personal, financial and academic details. Log on at [www.access.adelaide.edu.au](http://www.access.adelaide.edu.au) to access the services and check, update, and/or print information such as:

- View or amend your enrolment for the calendar year.
- View or print an unofficial record of your academic results.
- View all outstanding fees and payments.
- View or amend your name, addresses, phone numbers.
- Graduation eligibility. This is no longer mailed out in physical form; you will be notified as to the deadlines for receiving eligibility confirmation.

## MyUni

MyUni is used for exchanging documents between individual students and the instructors. Students should refer to MyUni for materials for their courses, to communicate with other students in the course, and to submit assignments when requested by the lecturer.

You can log on to MyUni at [www.myuni.adelaide.edu.au](http://www.myuni.adelaide.edu.au)

Assignments can be submitted using the Digital Drop Box, which enables files to be uploaded from a disk or an online repository. Students can store files in their "Digital Drop Box" and then edit them later, and when they have finished editing a document they can electronically submit it to their instructor.

Instructions for uploading a file to the Digital Drop Box in MyUni:

- Once logged in to MyUni, go to "Control Panel" and click "Digital Drop Box" (In the "Course Tools" section)
- Click "Add File"
- Type a title for the document you are adding into the "Title" field
- Click "Browse" and locate the file you want to upload to your "Digital Drop Box". Select the file you want to upload in the "Choose file" dialog and click "Open"
- Optionally you can type additional comments about the document you are adding in the "Comments" field
- Click "Submit"
- This will bring up a dialog that informs you that the documents that you are adding to your "Digital Drop Box" will be added to your "Digital Drop Box" but not sent; click "OK"
- This will bring up a receipt screen. Click "OK", you have now successfully added a document to your "Digital Drop Box"

Assignments submitted to the Digital Dropbox must have an Assignment Cover sheet attached, and must be sent in the following format (unless otherwise specified by the Course Lecturer concerned):

Please remember to keep a copy of your assignment for each course until you have been notified of your final grade for the course.

## Computer & Printing facilities

Computer facilities and workstation are available in the Honour/MBR room and you will be set up a quota limit for your print-outs.