GET STARTED!

Click through the links below to information in this Guide

STEP 1 Have a look at your Course Map for the structure of your course. This may vary depending on the campus and the year you started the course. Make a note of the core units you need to enrol in for 2019.

STEP 2 Make sure you have read the Course Information. It has links to the Handbook, which contains information on the major, minor and specialisation options available in your course. Be sure you are familiar with the rules and structure of your course.

STEP 3 Next check the Unit Information for details about elective units offered at your campus this year. Pay particular attention to any prerequisite requirements.

STEP 4 Go to the Enrolment page on the ACU website. You will see step-by-step instructions on how to enrol in units via Student Connect. Remember to enrol in all units for the whole calendar year, not just Semester 1. Students can change Semester 2 enrolment any time until late August and won’t be charged until census date has passed. Note that some units may be cancelled if too few students remember to enrol early.

The Course Enrolment Guide is designed to assist you in the selection of units and to ensure that you are aware of the requirements of your degree. Specific information relating to unit content and assessments will be provided by your School.

Before you go, did you know?
Course Enrolment Guides can change so you should check the website for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student email address so make sure you have got it set up and you check it regularly. All email communication with University staff must be sent from your ACU student email account.
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Useful Information

Students who do not follow the sequence recommended in a Course Map cannot be guaranteed a clash free timetable or completion within the normal course duration period.

STUDY MODES

Attendance: Indicated by the letter ‘C’ on timetables and in enrolment selection
Unit is delivered face-to-face on campus and can also include a video conference incorporating students from another campus or location.

Multi-mode: Indicated by the letter ‘M’ on timetables and in enrolment selection
Unit delivered via a combination of online content and a compulsory attendance component (including examinations, practicums, residential etc).

Online: Indicated by the letter ‘O’ on timetables and in enrolment selection
Unit delivered fully online (including assessments).

PREREQUISITE

A unit that must be successfully completed before a student can enrol into a particular unit. It is the student’s responsibility to ensure that prerequisites are met prior to enrolling in a unit that has a prerequisite listed.

INCOMPATIBLE UNITS

The content of the unit listed has been developed or incorporated into a new unit which is listed above the incompatible unit. A student should undertake the new unit if they have not successfully completed the unit listed as “incompatible”. **Students will not receive credit for both units.**

APPLYING FOR CREDIT

An [Application for Credit or Recognition of Prior Learning CR/RPL Form](#) can be accessed via Student Connect and must be completed if a student:

1. Transfers between degrees within ACU.
2. Is assessed as eligible for credits during the enrolment process. The credited units will be listed on the student offer letter.
3. Has previously studied at another higher education provider and would like units successfully completed which are deemed comparable to units taught within the student’s chosen degree.

**Note:** Please ensure that any documents submitted with your study in this postgraduate course are in .pdf or Word format – other formats will not be accepted.
2. COURSE MAPS

Master of Business Administration

View your Course Map here

3. COURSE & UNIT INFORMATION

Course Structure

The ACU Handbook¹ provides detailed information about each ACU course, including minimum duration, requirements for completion, exit points, any available majors/minors/specialisations, Core Curriculum Program units and descriptions of units. Please follow the links below to view the rules for your course:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Rules Handbook Link</th>
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2019 Unit Selection

Please enroll for both Semester 1 and semester 2 in 2019. Remember, you can change your Semester 2 enrolment up until the second week of Semester 2. This will help prevent units being cancelled due to small enrolment numbers. Semester 2 tuition fees aren’t payable until August.

Please note that study modes and unit availability are subject to change and not all units are on offer in all study periods at all times. Students must refer to their course map first, and then check the relevant offering list/s below for 2019 unit availability prior to enrolling. Students can enrol in any offered mode of a unit (Attendance or Online).

Note: Minimum enrolment numbers apply to all units. The Faculty of Law and Business reserves the right to cancel units with low enrolment numbers. Students’ progression will not be compromised and they will be advised of cancellations prior to the start of semester and offered an alternative unit where possible.

Click here to see your 2019 Units

¹ http://www.acu.edu.au/452097
4. GETTING ADVICE

Course Advice

Students should first contact AskACU on 1300 ASKACU or askacu@acu.edu.au for all enquiries. It is possible AskACU will then forward your enquiry onto:

- Your Campus Lecturer for advice about a specific unit
- the Post Graduate Course Advisor on your campus
- National Course Coordinator
- Course Administrator

All general advice and questions relating to your enrolment should be directed to AskACU in the first instance. The Postgraduate Course Coordinator is available to assist you with course specific advice only.

<table>
<thead>
<tr>
<th>National Post Graduate Coordinator</th>
<th>Dr Al Marshall</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Post Graduate Course Administrator</td>
<td><a href="mailto:Business.PG@acu.edu.au">Business.PG@acu.edu.au</a></td>
</tr>
</tbody>
</table>

General Advice

All queries not specifically related to your course, such as admissions, enrolment, fees, scholarships, exams, timetabling and graduations should be directed to AskACU\(^2\).

The Administration & Enrolment\(^3\) webpage also has useful information to help you in managing your studies (log in required).

Course Completion

ACU graduation ceremonies are held in the Autumn and Spring. If you are completing your course at the end of Semester 1 (for Spring ceremonies) or Semester 2 (Autumn ceremonies in the following year), you must apply online to course complete at https://www.studentportal.acu.edu.au/acuinfo/cau/course-complete
Please ensure you check Student Connect for the dates you can submit an online Application to Course Complete.

If you require a course completion letter, you need to submit an online Request for Course Complete Letter which you can access via the Student Portal. AskACU will issue your letter after your course completion has been processed.

Social Media Policy

ACU encourages its staff, students and affiliates to participate in social media in ways that demonstrate respect for the dignity of all human beings; and do not bring ACU into disrepute or imply ACU endorsement of personal views.
Please visit the link below for more information about your obligation and responsibilities: Social Media Policy

\(^2\) https://acu.service-now.com/kb/
\(^3\) https://students.acu.edu.au/332297

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Information last updated on 14 January 2019 V7