Frequently Asked Questions

What is the last day I can apply to enrol in a GSB program?

Domestic students should submit their application form at least two weeks before orientation.

International students should apply at least one month before orientation to allow for processing of their student visa. Note: visa processing times will vary in each country.

What is the duration of my course?

GSB Masters programs require 12 months full time study, with the exception of the Master of Business Administration which is 18 months duration. Graduate Certificate programs require 6 months full time study. The listed course duration assumes that students enrol and successfully complete the maximum workload of 24 credit points (four subjects) in Autumn/ Spring or alternatively, 12 credit points (two subjects) in Intakes A, B, C and D. Students who study part time usually complete their degree over double the course duration of a full time student.

Can I study my course part time?

The Graduate School of Business offers all programs at all onshore locations on a part time basis. Students who are on a visa may be restricted from part time study, and should check their minimum enrolment requirements. Those who study part time usually complete their program double the course duration of a full time student. Part time students usually enrol in 12 credit points (two subjects) in Autumn/ Spring sessions or 6 credit points (one subject) in Intakes A, B, C and D.

Do I need to attend orientation before commencing my course?

Attendance at orientation is compulsory for all new students. When classes commence the following week, it is essential that your enrolment is finalised and you are familiar with UOW systems and practices.

Orientation provides students with important information including: program of study; subject timetable and enrolment; key academic matters; introduction to library resources and; academic skills development, such as effective research and referencing techniques.

What are the course fees?

Course fees can be viewed at the website http://www.uow.edu.au/gsb/prospective/index.html

International students: The tuition fee remains the same for the duration of the course, provided the course is completed within the minimum time, and is fixed at the price quoted in their final offer letter.

Domestic students: The tuition fees are subject to annual review. Students will be charged fees for each session of enrolment at the approved rate for that year. FEE-HELP is a government loans scheme available to eligible domestic students to assist with part or all of their tuition fees. For details visit the website http://www.goingtouni.gov.au/

What benefits do students receive from completing a postgraduate degree at the GSB?

Graduates of the GSB have developed their careers in a range of professions and industries. To view student testimonials, visit: http://www.uow.edu.au/gsb/index.html

Can I receive credit for previous studies completed?

Students who have previously completed relevant postgraduate level study may apply for credit towards their GSB degree. The maximum amount of credit which may be granted is 25 per cent of the total credit point requirement for that course. For example, if your degree is 8 subjects (48 credit points) in length, you may apply for up to 2 subjects (12 credit points) advanced standing. To complete an application form, please visit GSB reception and attach copies of transcripts of the relevant postgraduate level study completed.
How do I enrol in subjects and tutorial classes?

As part of the compulsory student orientation, staff will assist you with your initial enrolment. Enrolments are processed via the internet using the Student Online Services System (http://www.uow.edu.au/student/). Students will need to clear any conditions listed on their letter of offer before they can process their online enrolment. For example, the University may have requested proof of citizenship documentation or English language test results. For information about clearing your conditions please contact UniAdvice on telephone 1300 367 869 or email uniadvice@uow.edu.au.

At orientation, students will be given a list of subjects to enrol in each session. Students who are enrolled in subjects that have tutorial classes scheduled will also be required to enrol in a tutorial class via SOLS. Tutorial classes are not open for student enrolment until after orientation. Tutorial class open dates and times can be found at the GSB website http://www.uow.edu.au/gsb/tutorials/index.html.

Can I study subjects at another GSB campus?

GSB students have the flexibility of enrolling in subjects at either Wollongong or Sydney campuses provided that the subject is listed within the course structure which the student is enrolled. Domestic students may also enrol in subjects offered at one of UOW's remote campuses including: Shoalhaven, Loftus, Moss Vale, Bega or Batemans Bay.

What is the maximum number of subjects I am able to enrol in one session?

Students who are enrolled in Autumn/Spring sessions at Wollongong campus are able to enrol in a maximum of 24 credit points (four subjects) over the session. Students who are enrolled in Intakes A, B, C and D at Sydney, Shoalhaven, Loftus or other campuses are able to enrol in a maximum of 12 credit points (two subjects) each intake.

Students may apply to enrol in more than the above credit point limit by submission of a Variation of Enrolment form (http://www.uow.edu.au/gsb/current/UOW018435.html). This is subject to academic approval, and will only be granted in extreme circumstances to students with an exceptional academic record.

Is it compulsory to attend class?

In order to maximise student’s academic performance, it is recommended that students attend all classes. However, to be eligible to pass a subject, students must attend at least 80 per cent of lectures and tutorials scheduled throughout the session. Class attendance will be recorded and retained within the School.

What do I do if I am unable to submit my assignment by the due date or attend an examination?

If due to personal illness or adverse and unforeseen circumstances, you are unable to complete assessable work by the due date or attend an examination, you may apply for Special Consideration. Students should apply for special consideration in SOLS (http://www.uow.edu.au/student/) no later than five working days after the assessment date, and then submit supporting documentation to administration.

Special consideration may include: an extension of time to submit work; a supplementary examination; or the student's composite result is reconsidered without any additional work being submitted.

The University applies strict criteria to the granting of special consideration. Before applying, students should carefully read the University's Special Consideration Policy. Visit: http://www.uow.edu.au/handbook/courserules/specialconsideration.html

What should I do if I have an issue or concern about a mark awarded for an assessment task or final grade?

If you have a grievance over a result, in the first instance, attempt to informally resolve this grievance with your lecturer. If the grievance cannot be resolved and is within the eligible grounds listed below, the student may complete an Appeal of Assessment Results form (http://www.uow.edu.au/gsb/current/UOW018435.html) and lodge the grievance at the GSB. This form should be lodged as soon as practical after the release of results of the assessment task or final mark for the subject but no later than ten (10) working days after release of results.

Students are eligible to lodge a formal grievance on one or more of the grounds listed below:
   a. failure to adhere to University or Faculty assessment or examination requirements
   b. failure to assess work in accordance with specified criteria
   c. bias by marker
   d. technical marking or collating error

For further details, visit: http://www.uow.edu.au/handbook/courserules/studacgrievpol.html
Can I get assistance with academic skills such as referencing and essay writing?

Student Services offer a range of free resources and teaching services to all enrolled students who wish to improve their academic performance. There are various online resources on academic matters including: essay and report writing; studying for examinations; referencing techniques; and time management skills.

For further information visit: http://www.uow.edu.au/student/services/ld/

How do I apply to transfer from one course to another?

Students who are considering transferring to another course should meet with the Course Co-ordinator for the course they wish to enrol in to discuss any advanced standing (credit) for previous studies completed and to develop a study plan.

Students who wish to transfer to another program within the GSB, should submit an Articulation/Course Transfer form, visit: http://www.uow.edu.au/gsb/current/UOW018435.html For applications to transfer to a course offered by another Faculty, please contact UniAdvice on telephone 1300 367 869.

When do I need to apply to graduate?

The University of Wollongong has two graduation ceremonies held each year in July and December. Graduation applications are due approximately three months before graduation, therefore students will need to apply via SOLS while enrolled in their final session of study. Graduation ceremony dates and application closing dates are available at: http://www.uow.edu.au/student/graduation/

Can I get assistance with searching for a job?

The UOW Careers Service offers a range of services to students including: job seeking workshops; job application and resume checks; employment experiences programs; employer information sessions; and advertising employment vacancies. For further information visit the website http://www.uow.edu.au/careers/