

Q manual



As its name suggests, this publication is aimed at increasing your effectiveness as a student. For many of you who have not experienced university level study, the Q Manual will provide you with ideas, suggestions and guidelines to enable you to achieve academic success by producing quality work, and getting it submitted on time. We suggest you read the Q Manual thoroughly and refer to it often throughout your course of study. The Q Manual commences with an overview of the Faculty of Business and Economics, its goals, structure and expectations regarding student performance, as well as important policy information about student assessment.

The next chapter provides useful advice in relation to approaches to study at the university level. Then follows the bulk of the Q Manual, which focuses on research skills, academic writing skills, and in particular, chapters devoted to commonly required academic assignments, such as essays, literature reviews, reports and case study method. The section relating to academic writing and assignment preparation is followed by chapters covering academic honesty and referencing techniques. The final sections of the Q Manual cover oral presentation skills and exam strategies.

There are many people whose valuable contributions to this edition of the Q Manual must be acknowledged. They include (in no particular order): Andrew Dixon, Caulfield Campus Library David Horne, Caulfield Campus Library Owen Hughes, Faculty of Business and Economics Sally Joy, Faculty of Business and Economics Lynne Macdonald, Faculty of Business and Economics Michael Scorgie, Department of Accounting and Finance Claire Tanner, Faculty of Arts Our special thanks go to Lynne Macdonald and Claire

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Together, we have produced a publication that we hope will assist you in your studies. Finally, we wish you a stimulating, challenging and rewarding learning experience throughout your undergraduate and postgraduate studies with the Faculty of Business and Economics. Nell Kimberley
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Chapter 1 Introduction 1. 1 Welcome Congratulations on your selection to study one of the courses offered by the Faculty of Business and Economics at Monash University.

This manual is intended to provide you with information on how to produce quality work and achieve the best possible results in your examinations. The major goal of the university is to assist you to obtain an excellent education so that you may take your place in society as a well-qualified graduate. It is important to note that while the courses provide the teaching support and

the necessary framework for your studies, success can be achieved only through your personal commitment and dedication to hard work throughout all the years of your course.

The following information is aimed at familiarising you with the Monash University study environment and increasing your effectiveness as a Monash student, thereby enabling you to reach your potential. For those of you who are experiencing university level study for the first time, this manual will lay an important foundation and prepare you for a new world. 1. 2 Monash University Monash University was established in 1961 and named after General Sir John Monash (1865-1931).

Sir John was a soldier, scholar and engineer, and the Commanding General of the Australian forces in France in World War 1. In addition, as the first Chairman of the State Electricity Commission, he took on the immense task of overseeing the development of the LaTrobe Valleys brown coal resources. Sir John was a man of wide interests and vast intellectual range. He was this country's first Doctor of Engineering and exemplifies the University's motto - *Ancora Imparo* (I am still learning).

The university now has a population of more than 50,000 students from over 100 countries, who speak 90 languages. There are eight Monash campuses and two centres, in Italy and London. The primary pursuits of teaching and research are carried out in the university's ten faculties. The faculties, which each cover a specific body of knowledge, are: Art and Design; Arts; Business and Economics; Education; Engineering; Information Technology; Law; Medicine, Nursing and Health Sciences; Pharmacy; and Science. 1. 3 1. 3.

Faculty of Business and Economics Goals The aim of the faculty is to use its scale, scope and unique internal diversity to become an international leader in the pursuit, dissemination and analysis of knowledge, particularly in the disciplines of accounting, banking, econometrics, economics, finance, management, marketing, and tourism. By the application of such knowledge, its staff and students will contribute to the economic, social and commercial development of Australia and other countries in an increasingly globalised environment.

1 . 3. Faculty structure The Faculty of Business and Economics is the largest faculty in the university, with more than 17, 000 students enrolled over five Australian campuses at Berwick, Caulfield, Clayton, Gippsland and Peninsula, as well as in Malaysia and South Africa. In addition to a diverse range of undergraduate bachelors degrees, the faculty offers a comprehensive range of graduate courses including an executive certificate, graduate certificates and diplomas, masters degrees by coursework and research, the Master of Business Administration, the Doctor of Business Administration, the Master of Philosophy and the Doctor of Philosophy.

Courses are delivered on campus, usually through lectures, tutorials and WebCT Vista, while offcampus students are catered for by distance education. The Dean and the main faculty office are located on the Caulfield campus. In addition, there are faculty staff located at the other campuses. Go to [http:// www. buseco. monash. edu. au/student/contact/](http://www.buseco.monash.edu.au/student/contact/) for location and contact details.

1 . 3. 3 Departments and centres The Business and Economics faculty is subdivided into organisations that are responsible for particular areas of knowledge.

There are six departments and two research centres. The departments are: Accounting and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing. The research centres are: Centre of Policy Studies, and Centre for Health Economics. They cover fields of study including accounting, banking, business law, business statistics, economics, econometrics, finance, international business, management, human resource management, marketing, taxation and tourism.

Whatever your major or areas of study it is essential that you have an understanding of each of the disciplines and how they interact with each other in the overall operations of a business organisation. 1 . 3. 4 Aims for learning at Monash University and in the Faculty of Business and Economics The university and the faculty recognise the needs of students for their lives following graduation. As a Monash graduate you will be operating in a globalised and rapidly-changing world, and the university and faculty aim to develop in students' attributes beyond the ability to understand and operate competently with course and unit content.

The aims are that students will develop in ways that will enable them to: Engage in an internationalised and increasingly globalised world; Engage in discovery, analysis, integration and application for problem solving and learning with knowledge; Communicate competently orally and in writing across cultures and settings, including their specific disciplines. As you undertake your studies, you will notice an emphasis on these attributes and you will be engaged in activities and tasks to help you develop them. In the

following chapters of this guide, we explain the influences of these attributes on your approach to study.