

Murdoch Business School

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Guidelines for Murdoch Business School Undergraduate Program Chairs

The key role of an MBS Program Chair is to assist students to complete their degrees in a timely and cost effective manner. This should include helping the students with their study plan for the desired major(s) to enable them to graduate in the shortest possible time. This objective needs to be tempered with the need to protect the academic quality of each major and ensuring that students academic interests are best served. While a student may cite economic, personal, family, time constraints or other reasons for needing to 'fast-track' their degree, the student will not benefit if they then fail units and, as a result, may be required to spend more time, money and effort completing the units in the conventional manner.

It is imperative that MBS Program Chairs give relevant, sound and timely advice based on the university rules and regulations. In most cases students will be required to meet completion requirements for the year in which they commenced studies at Murdoch (or any year thereafter). However, if the student takes a break in studies of a year or more then it is the rules governing the year that they return to Murdoch which they will be required to comply with.

When seeking advice from MBS Program Chairs students should provide a copy of their latest academic record (which can be printed from MyInfo) and any other relevant information pertaining to their studies, such as their intended study plan.

All students, whether based at Murdoch, Rockingham or Peel campus or at an offshore location, should be encouraged to contact their MBS Program Chair if they feel they need advice and/or guidance in their studies.

If the matter cannot be resolved by the Program Chair, then MBS Head of School or Division of Arts Student Administration Office should be consulted.