

Colbourne College

INDUCTION MODULE for New Students Orientation 2012-14



STUDY: UK University Degrees and UK Higher National Diploma
Accounting/Management/Airline, Travel and Tourism/Law/Computing/Psychology

Colbourne College Orientation Manual

Colbourne Students studying On-campus Access

- Boarding Accommodation
- Student Loans
- Hubert Perry Library, Media & Business Centre*
- Cafeteria
- DistantEdu Portal
- iTutor
- 24 Hours of Lecture for each course
- 12 Hours Tutorial for each course
- 1 Business seminar in the area of the specialization studying per session
- 2 Written Examinations for each course
- 1 Research Paper per course
- 1 Oral Presentation to defend the Research Thesis per course
- Student Clubs and Societies
- Local and Overseas Internships & Work Experiences
- Local and Overseas Field Trips
- Colbourne Students eDocuCentre

Colbourne Distant Learners Access

- Online Library (additional cost)
- DistantEdu Portal
- iTutor
- 18 Hours F2F Tutorial per course/session
- 18 Hours Online Tutorial per course/session
- Student loans
- 2 Written Examinations for each course
- 1 Research Paper per course
- 1 Oral Presentation to defend the Research Thesis
- Local and Overseas Internship and Work Experience
- Local and Overseas Field Trips
- Specialised Distant Learning Programme Coordinator
- Colbourne Students EdocuCentre



STUDY BUSINESS with:

Accounting/Management/Airline, Travel and Tourism/Law/Computing/Psychology

STUDY AT COLBOURNE COLLEGE

EARN EDEXCEL BTEC L5 DIPLOMA IN BUSINESS LEADING TO A UK/USA University Bachelor of Business and Management Degree
(SEE LIST OF FINAL YEAR UNIVERSITIES BELOW)



WORK EXPERIENCE IS PROVIDED
6-12 MONTHS WORK EXPERIENCE IN JAMAICA OR
THE UNITED STATES (H2B VISA PROGRAM)

Admission Requirements

STEP 1

- Regular: 5 CXC/GCE SUBJECTS
- Pre matriculation: 3 CXCs

Mature Students Entry:

- 25 Years with 3 years of valid and relevant Work Experience and 3 CXC passes
- 30 Years with 5-8 years of Work Experience. No CXC required but must show valid work history and pass the entrance examination.

STEP 2

UK L5 Higher National Diploma in Business

CONTACT US:

Admission Office, Colbourne College
6 Hillview Avenue, Kingston 10
Tel: **876-906-8085/906-0918**
Fax: **876-908-8401**
Email: admin@colbournecollege.com
Website: www.colbournecollege.com

PROGRAMME OUTLINE:

Bachelor of Business and Management Degree

STEP 1: UK L5 Higher National Diploma (HND)

DURATION: 24 Months

AWARD: Edexcel BTEC L5 HND in Business

STUDY: Study with Colbourne College

On-campus in Jamaica **OR** by Distant Learning (DL is text based and online)

COST: Tuition: **\$96,000** per year & Exam: **£464**

Tuition and Examination Instalment Plan

- \$54,000 paid in two payments per year
- £116 for exam fees (each semester)

STEP 2: BA (Hons) Business Degree (Top Up)

DURATION: 12 - 15 Months

AWARD: Bachelor of Business and Management (Top Up)

[Anglia Ruskin University](#)

[University of Sunderland](#)

[University of Northampton](#)

[Select other UK/USA University](#)

MODE: Study from right here in Jamaica

OR On-campus in the UK

COST: **Vary according to the select university.**

Achieve a prestigious Bachelor's Degree AND a UK Higher National Diploma that are recognised globally. Colbourne College provides access to the largest suite of accredited business programmes in the Caribbean. OUR TUITION IS THE LOWEST IN THE ISLAND WHILE OUR PROGRAMMES ARE THE MOST WIDELY RECOGNIZED GLOBALLY.

The University Council of Jamaica equivalent the UK L5 Diploma in Business to the Associate Degree (NCC IADB).

Edexcel BTEC L5 Higher National Diploma and the L7 Professional Diploma are internationally recognised awards accredited by Edexcel and validated by a number of UK Universities for

STUDY AT COLBOURNE COLLEGE IN JAMAICA

FOR EDEXCEL'S UK L7 PROFESSIONAL DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP LEADING TO A UK/USA MBA

(SEE LIST OF FINAL YEAR UNIVERSITIES BELOW)



Admission Requirements

STEP 3

- Bachelor's Degree **OR**
- Age 23 and older with the UK L5 Higher National Diploma and 2-3 years of fulltime, verifiable & relevant work experience

STEP 4

- Edexcel L7 Diploma in Strategic Management and Leadership
- Two Years Work Experience

CONTACT US:

Admission Office, Colbourne College
6 Hillview Avenue, Kingston 10

Tel: **876-906-8085/0918**

Fax: **876-908-8401**

Email: admin@colbournecollege.com

Website: www.colbournecollege.com

PROGRAMME OUTLINE:

Master of Business Administration Degree (MBA)

STEP 3: UK Masters Diploma

DURATION: 7 -12 Months

AWARD: Edexcel L7 Professional Diploma in Strategic Management and Leadership

STUDY: Study with Colbourne College
On-campus in Jamaica or by Distant Learning (DL is text based and online)

COST: £2200.00

Instalment Plan - £750 to start and **£150** in 12 consecutive monthly payments.

STEP 4: **MBA TOP-UP** in;

DURATION: 12 Months

AWARD: Master of Business Administration Degree.

[University of Northampton](#)

[Leeds Metropolitan University](#)

[University of Derby](#)

[University of Sunderland](#)

[Select other USA/UK University](#)

MODE: Distant Learning

COST: **Depending on the select university**

Achieve a prestigious MBA Degree that is recognised globally. Colbourne College provides access to the largest suite of accredited business programmes in the Caribbean. **OUR TUITION IS THE LOWEST IN THE ISLAND WHILE OUR PROGRAMMES ARE THE MOST WIDELY RECOGNIZED GLOBALLY.**

Edexcel BTEC L5 Higher National Diploma and the L7 Professional Diploma are internationally recognised awards accredited by Edexcel and validated by a number of UK Universities for progression to final year of the MBA and Bachelor's Degree.

The MBA is the leading internationally recognized qualification for practicing managers

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Programs Validation and Accreditation Information

In an emerging global community Colbourne's value proposition is "bringing quality British University Degree to you" - **Prestigious MBA or Bachelor's Degree that are recognized globally.** OUR TUITION IS THE LOWEST IN THE ISLAND WHILE OUR PROGRAMMES ARE THE MOST WIDELY RECOGNIZED GLOBALLY.

Colbourne College is duly registered by the Ministry of Education since 2003 and registered with the University Council of Jamaica (UCJ) in 2007. Colbourne College is accredited by NCC Education and BTEC Edexcel, leading global providers of UK Qualifications to more than 4 million learners in and outside of the UK to the Master's Level.

CURRENT ACCREDITED PROGRAMS

INTERNATIONAL BACHELOR'S AND MBA DEGREE TOP-UP

- UK L5 Higher National Diplomas (UK HND);
- UK L7 Post Graduate/Professional Diplomas;
- Joint Board at University of the West Indies Post Graduate Teacher's Diploma (Business).
- MBA and Bachelor's Degrees. Colbourne College provides access to the largest suite of accredited business degrees in the Caribbean leading to the Bachelor's and MBA Degrees. Our students progress to the Bachelors and MBA Degrees awarded by top UK and USA University. Students can finish the degree from right here in Jamaica or can apply to study on campus overseas with the articulating university of choice.

Here is just few of the UK HND US & UK Articulating Universities

University of Northampton (UK)

West Texas A&M University (USA)

University of Sunderland (UK)

University of Tampa (USA)

Anglia Ruskin University (UK)

East Carolina University (USA)

University of Leicester (UK)

University at Buffalo, The State

University of Denver (USA)

University of New York (USA)

[If you have internet access click here to view the entire list of UK and USA Universities](#)

FUTURE ACREDITATION. Colbourne College is now working with the UCJ to design and accredit our own Associate and Bachelor's Degree. UCJ Assessment of the Bachelor's Degree started on November 14, 2012. The program will not be available for offer until fall 2014. START the International MBA and complete in 18 Months and the Bachelor of Business and Management in 36 Months.

Programs Accreditation Verification Information

1. Post Graduate Diploma in Teaching (Business)

- Accreditation Validation: **Joint Board of Teachers Education (JBTE).**
- Diploma Awarded by: **JBTE, School of Education, University of the West Indies, Mona, Kingston 7, Jamaica**
- Delivery Method: **Full-Time and face to face at Colbourne College**
- Students Progression: **Master's Degree**

The Diploma is the oldest national qualification for classroom teachers recognised the Ministry of Education. Students may transfer the credits from the JBTE Teachers Diploma into a Masters Degree Program.

Evidence supplied: [Articulation between Colbourne College and JBTE at UWI](#)

2. UK Level 5 Higher National Diploma leading to the Bachelor of Business Administration Degree

Program Title: **NCC Education International Diploma in Business**
 Program Accreditation Number: **100/6397/3**
 Accreditation Validation: <http://register.ofqual.gov.uk>
 Delivery Method: **Full-Time and face to face at Colbourne College or Distant Learning**
 Programme Accredited by: **British Council and Office of Qualifications and**

Examinations Regulators (ofqual)

Students Progression: **180 Credits earned from the NCC Diploma at Colbourne will be transferred to 3rd year of the UK Bachelor of Business Administration.**

3. UK Level 5 Higher National Diploma leading to the Bachelor of Business Administration Degree

Program Title: **Edexcel BTEC Higher National Diploma in Management and Leadership**
 Program Accreditation Number: **501/0894/3**
 Accreditation Validation: <http://register.ofqual.gov.uk>
 Delivery Method: **Full-Time and face to face at Colbourne College**
 Programme Accredited by: **British Council and Office of Qualifications and Examinations Regulators (OFqual)**
 Students Progression: **Credits earned from the BTEC Diploma in Management and Leadership at Colbourne College will be transferred to 3rd year of the UK Bachelor of Business Administration.**

Evidence supplied: [Certificate of Approved BTEC International Centre. Registration Number: 90869.](#)

4. UK Level 7 Post Graduate Diploma in Strategic Management and Leadership leading to the Masters of Business Administration Degree

Program Title: **Edexcel BTEC L7 Diploma in Strategic Management and Leadership**
 Program Accreditation Number: **501/0998/4**
 Accreditation Validation: <http://register.ofqual.gov.uk>
 Delivery Method: **Full-Time and face to face at Colbourne College or Distant Learning**
 Programme Accredited by: **British Council and Office of Qualifications and Examinations Regulators (OFqual)**
 Students Progression: **Credits earned from the BTEC L7 Diploma in Management and Leadership studied at Colbourne College will be transferred**

to the Anglia Ruskin University Masters of Business Administration where students will complete two modules for the MBA through RDI online.

Evidence supplied: [Certificate of Approved BTEC International Centre. Registration Number: 90869.](#)

24 Months Timetable for BTEC Cohorts from September 2013

24 MONTHS UK HND PROGRAM		YEAR ONE TUITION: \$96,000 EXTERNAL EXAM FEES: £464	Payment Deadlines	Payments
Sep 2, 2013	UNIT 1	BUSINESS ENVIRONMENT	Jul 29	\$54,000
Oct 4, 2013 - Nov 2013	UNIT 2 UNIT 3	MANAGING FINANCIAL RESOURCES AND DECISIONS ORGANISATIONS AND BEHAVIOURS	Oct 3	£116
Dec 2013	FOUR WEEKS MIDTERM BREAK		Dec 3	£116
Jan 6, 2014		Select your Specialism Course	Nov 29	\$54,000
Feb 3, 2014 - Mar 2014	UNIT 4 & Unit 17	MARKETING PRINCIPLES & Marketing Intelligence Select your Specialism Course	Feb 3	£116
April 2014	FOUR WEEKS END OF YEAR BREAK		Apr 3	£116
		YEAR TWO TUITION: \$96,000 EXTERNAL EXAM FEES: £464	Payment Deadlines	Payments
May 5, 2014	UNIT 5	ASPECTS OF CONTRACT AND NEGLIGENCE FOR BUSINESS	Mar 29	\$54,000
June 2, 2014 - July 2014	UNIT 8	RESEARCH PROJECT Select your Specialism Course	Jun 3	£116
Aug 2014	MIDTERM BREAK		Aug 3	£116
Sep 1, 2014	UNIT 6	BUSINESS STRATEGY	Jul 29	\$54,000
Oct 6, 2014 - Nov 2014	UNIT 7	BUSINESS DECISIONMAKING Select your Specialism Course	Oct 3	£116
December	FOUR WEEKS END OF YEAR BREAK		Dec 3	£116
		YEAR THREE TUITION: \$96,000 EXTERNAL EXAM FEES: £464	Payment Deadlines	Payments
Jan 5, 2015	UNIT 21 Unit 23	Human Resource Management & Human Resources Development	Nov 29	\$52,000
Feb 2, 2015 - March 2015	UNIT 34 UNIT 33	OPERATIONS MANAGEMENT IN BUSINESS Small Business Enterprise	Feb 3	£116
April 2015	FOUR WEEKS MIDTERM BREAK		Apr 3	£116
May 4, 2015	UNIT 40 UNIT 47	Business Work Experience Employability Skills	Mar 29	\$52,000
June 1, 2015 - July 2015	UNIT 49	work Based Experience (Local or Overseas Internship)	Jun 3	£116
Aug– Sep 2015	FINAL EXAMINATIONS! END OF UK HND PROGRAM		Aug 3	£116

TUITION AND FEES - UK HIGHER NATIONAL DIPLOMA

TUITION	ANNUAL TUITION	EARLY BIRD DISCOUNT
ONE PAYMENT	\$96,000	Save \$12, 000.00 (Only when tuition is paid on or before the published deadlines. After Tuition is \$108,000)
TWO PAYMENTS	\$54, 000	\$0
FOUR PAYMENTS	Payment 1: \$44, 000 Payment 2: \$10, 000 Payment 3: \$44,000 Payment 4: \$10, 000	\$0

ANNUAL EXAMINATION FEES

TUITION	ANNUAL TUITION	EARLY BIRD DISCOUNT
ONE PAYMENT	£424	£40
TWO PAYMENTS	£440	£24
FOUR PAYMENTS	£464	£0

SLS STUDENT LOANS

TUITION LOAN AMOUNT \$324, 000 WITH 36 MONTHS TO PAY	ANNUAL MAINTENANCE FEES	FORTHNIGHT PAYMENTS (PER YEAR)	TOTAL ANNUAL REPAYMENT
YEAR 1: 12 MONTHS	\$40,000.00	\$3,500 x 24	\$124, 000.00
YEAR 2: 12 MONTHS	\$40,000.00	\$3,500 x 24	\$124,000.00
YEAR 3: 12 MONTHS	\$40,000.00	\$3,500 x 24	\$124,000.00
Loan Calculation: $\$40,000 + (3,500 \times 24) = \$124,000$			

DEGREE PROGRESSION

Students will receive the UK Higher National Diploma accredited by Ofqual upon completing and passing all 23 required courses. The University Council of Jamaica (UCJ) has provided equivalency for students with the HND L5 as equal to the Associate Degree (IADB).

Students will now be eligible to complete the Bachelor's Degree upon earning the certification of the UK HND L5 Diploma in Business. The Bachelor's Degree can take 9 months, 12 months, and up to 15 months depending on the University you choose to complete the degree with.

Colbourne College assists you through-out the process until you start the Bachelor's Degree when you now become a student of the University and proud graduate/alumni of Colbourne College. Enquire about Colbourne's Bachelor Degree Programme starting 2014 if you wish to complete the Degree with us.

Colbourne College

ENROLMENT AND FINANCIAL AGREEMENT

Effective May 2013

1. ADMISSION, EXAMINATION AND CONTINUING RESIDENCY

- 1.1. Application Fee is \$3,000. Application Fee is nonrefundable.
- 1.2. The HND duration is 24 Months. Eight months equal 'one Academic Year'.
8 months X 3 = 24 MONTHS (3 Academic Years)
- 1.3. Students paying in FULL pay \$96,000, but only if paid before the published semester deadlines. After midnight of the published deadline the tuition is \$108,000 nonnegotiable.
- 1.4. Tuition already includes the Students/Holding Fee.
- 1.5. Applicants receiving acceptance MUST pay \$27, 000 Holding Fee within fourteen (14) days of notification of acceptance to the college. This amount automatically transfers to your Tuition.
- 1.6. Holding Fees are nonrefundable.
- 1.7. If the required Holding Fee is not paid within the fourteen days of the College notifying by way of an Offer Letter, your space is released to another applicant waitlisted, requiring you to reapply for admission for the next intake period, at a cost of \$3, 000 for Application.
- 1.8. New Admission/Intake is September, October, January, February, May, & June yearly.

2. EXTERNAL EXAMINATION FEES AND EXAMINATION RULES

- 2.1. Examination Fees are paid four times per year as listed on the Tuition and Fees Schedule.
- 2.2. Deadlines for Examination Fees are on Timetables, College Website and eNotice Board.
- 2.3. Examination Fees are non-refundable.
- 2.4. Students with failed courses (0-39%) will only be required **to pay the External Examination at £116 per course** to re-taking the exams, and not required to pay for and re-take the entire course.
- 2.5. Students are allowed to retake a failed examination only once. After, students will pay for and take over the entire course with examination when it is offered as

stated in the Tuition and Fees Schedule. Tuition and Examination Fees are paid as quoted on the TUITION AND FEES TABLE.

- 2.6. Students earning a Supplemental/Resit Grade (40-44%) in the course will automatically be entered for a re-sit. Students **MUST take the Examination for all courses they earn a Supplemental Grade (0-49%) in the very next session it is offered.**
- 2.7. **The cost of Re-sit for one supplementary examination is £58.**
- 2.8. Examinations missed for extenuating circumstances will be posted for the following examination schedule – when the course and examination is scheduled.
- 2.9. The fee of £29 is charged for retaking an examination for extenuating circumstances.
- 2.10. 'Extenuating' conditions are limited to accident, illness or death of immediate family with medical certification, and jury or military duty with evidence.
- 2.11. Students applying for extenuating circumstances must do so on the Special Considerations Form available in the eDocuCentre on the Current Students Page of Colbourne's website. The form must be signed by appropriate authority and submitted to the Registrar with fees, once approved.
- 2.12. Students **MUST take the deferred examination due to extenuating circumstances in the very next session it is offered.**
- 2.13. Failure to meet the exam payment deadline for the very next offering of the course will see the Incomplete (IC) grade changing to Fail (with a missed retake attempt) requiring re-sit of the entire course(s), at the regular course and examination cost listed in the Tuition and Fees Table.
- 2.14. Final Examinations and Re-sits are scheduled for December, April, and August of each year. Examinations are usually only taken in periods courses are taught and assessed. See courses schedule in the Tuition and Fees Table.
- 2.15. For students to be eligible for Final Examination for a course, all preceding coursework requirements, and tuition and examination fees requirements must be fully met.
- 2.16. Examination Fees are non-refundable and non-transferrable.
- 2.17. *All rules above are enforced under the constitution of the college and its contract with the overseas awarding institutions.*

3. INDEPENDENT STUDY (FREE COURSES)

- 3.1. Students MUST TAKE AND PASS the 3 courses delivered through Independent Study, and studied online.
- **Prior to starting Semester 1 - INDUCTION Module (2).** Students will begin the Induction Module as soon as the Holding/Student fees are paid. This is a part of the new students' orientation.
 - **New Students will not be allowed to commence classes** until they have successfully completed and passed the Induction Module. This involves reading the Induction Manual and completing a set of 4 short tasks based on key areas of the program, academic requirements, Harvard Referencing standards, and Personal and Professional Goal Setting. Assessment is done on-line.
 - Students can retake the exam for the Induction Module as many times as needed until they earn a pass. Pass mark is 100%. There are no exam or re-sit fees involved.
 - **Year 1** - ENG 100 Writing across the Curriculum (2)
 - **Year 2** - MATH 100 Introductory College Mathematics (2)
- 3.2. All three courses are delivered Free of cost online (in the first sitting only).
- 3.3. Students will earn maximum of six credits from the three courses passed.
- 3.4. If students fail MATH 100 and ENG 100 at the first sitting, the cost of re-sit of the course will be borne by the student at JMD\$12, 000 per course.
- 3.5. No examination fee charges are incurred at any sitting or re-sitting of the three above courses.

4. Admission Requirements for the UK Higher National Diploma

Students admitted for the UK HND must meet the following requirements;

- 4.1. **Regular Entry.** Five(5) CXC /GCE O Level Passes including English Language and Mathematics/MATH 100.
- 4.2. **Pre matriculation Entry.** Three (3) CXC/GCE Subjects. Pre-matriculation students are required to sit and pass all additional courses to a total of 5 CXC Subjects including English Language and Mathematics/ MATH 100. Proof of passes must be submitted to the Registrar before final year. Students will be asked to withdraw if these conditions are not met.

4.3. Mature Students

4.3.1. **Students age 30 and older.** These Students are admitted without the required CXC Passes conditional to having 5-8 years verifiable and relevant work experience, submitting a good Personal Statement with the Admission Application, passing the Entrance Test, and submitting a Formal and Detailed Work History, with an appropriate Resume.

4.3.2. **Students age 25 and older.** These Students are admitted with 3 CXC Passes conditional that they have at least three (2-3) years continuous, verifiable and relevant work experience; submit a good Personal Statement with the Admission Application; pass the Entrance Test; and submit a Formal and Detailed Work History, with an appropriate resume.

5. TUITION AND EXAMINATION FEES DEADLINES 2013-2014

4.3. See Tuition and Fees Schedule for the program.

4.4. Students commencing in February, June and October will have the Annual Tuition and Examination Fees Prorated.

5. DEGREE PROGRESSION

Students will receive the UK Higher National Diploma accredited by Ofqual upon completing and passing all 16 required BTEC courses. However students are required to complete 23 courses stipulated by Colbourne for graduation.

- The University Council of Jamaica (UCJ) has provided equivalency for students with the HND L5 as equal to the Associate Degree (IADB).

Students will now be eligible to complete the Bachelor's Degree upon earning the certification of the UK HND L5 Diploma in Business. The Bachelor's Degree can take 9 months, 12 months, and up to 15 months depending on the University you choose to complete the degree with. Colbourne College assists you through-out the process until you start the Bachelor's Degree when you now become a student of the University and proud graduate/alumni of Colbourne College. Enquire about Colbourne's Bachelor Degree Programme starting 2014 if you wish to complete the Degree with us.

6. CONTRACT TERMS OUTLINE

- Application is different from Registration.
- You receive a written Offer for the program and session that you seek admittance for.
- You are INVOICED for the Student/Holding Fee to secure a place for the session that you applied for commencement.

(PLEASE DO NOT CONSIDER YOURSELF REGISTERED UNTIL THE NON-REFUNDABLE AND NON TRANSFERABLE STUDENT/HOLDING FEE IS FULLY PAID).

7. CONTRACT AND FEE PAYMENT DUE AT COLBOURNE:

7.3. APPLICATION

Freshmen Application: NON REFUNDABLE ADMISSION FEE of \$3,000.00 is due upon the return of the Application for Admission Form.

Continuing/returning students: Submit \$1,500.00 reapplication fee with the Reapplication Form and the required Holding and Student Fees.

7.4. REGISTRATION

Applicants may only consider themselves students of the college after;

- Receiving the Offer Letter. The Offer Letter indicates that you have met the entry criteria of the college and will be accepted. It delineates that the Holding fees are to be paid within fourteen days of the Offer.
- Acceptance of the offer. (Acceptance of the offer is when the fully completed and signed Financial and Enrolment Agreement is returned to the college along with the nonrefundable Student/Holding fee of \$27, 000 within fourteen days of the offer).

7.5. ENROLMENT

Students may only receive timetables and schedules for classes after enrolment.

Enrolment involves meeting the required minimum published tuition for the Programme admitted for. Late fee will be applied after published deadlines and while space is still available.

8. COLBOURNE REFUND/WITHDRAWAL POLICY

The following policy applies to all Colbourne students effective January 2011. Students who officially withdraw will be eligible to receive a refund of tuition only according to the following schedule. The application, examination and student fees/holding fees are non-refundable.

8.3. TIME FRAME

REFUND AMOUNT	
The Holding Fee of \$27,000 is nonrefundable and nontransferable	
In Week Two of the Semester of the annual tuition	50%
In Week Three of the Semester of the annual tuition	0%

- 8.4. All Refund requests must **ABSOLUTELY BE RECEIVED IN WRITING BEFORE THE START OF THE THIRD WEEK OF THE SEMESTER.**
- 8.5. Refund Requests are accepted on the official college Refund Request Forms that are available in the Student Office, or from the eDocuCentre on the students' page of the college's website.
- 8.6. The refund is determined and calculated on the date the written request is received.
- 8.7. Absolutely no refund requests are accepted after week two of the official commencement of the college semester has expired.
- 8.8. Please note that the refunded amount is a percentage of the amount on the enrolment agreement (total tuition for your enrolled programme for the year).

9. ENROLLMENT AGREEMENT

It is understood that the contents of the Academic and Examinations Policies subsequent amendments published or electronic copies, for which I agree to fully read and abide by when published and made available online for reading and/or download, constitute a contract between the student/parents/guardians and the college, in addition to the details of this agreement. This contract is enforceable whether or not you read. If

there is anything you are unclear about please ask the admission representative for assistance.

Students must agree to the following terms for acceptance

- 11.1. Pay the application, registration and student fee and tuition as set forth in the agreement for the academic year in which they seek entry, at the time the contract is delivered to the college. Admission, registration and student fees are not refundable and the refund of the tuition is subjected to the terms laid out in the Refund Policy.
- 11.2. They have delinquent account that they may be refused all services and certification unless others provided with special permission is granted in writing by the Account Manager.
- 11.3. Cooperate with and support the college's Mission and Philosophy statements.
- 11.4. Keep the college administration informed of any changes in address, email, phone numbers or family status that will affect the enrollment and satisfactory completion of college.
- 11.5. The financial contract is for one full academic year, irrespective of the session you start. If you withdraw for any reason, you agree to pay the full annual tuition rate. The payment is due at the time of the withdrawal and includes reasons such as voluntary withdrawal or expulsion for disciplinary reasons, or non-payment of tuition and/or fees. You understand that resulting from the failure to pay the required annual tuition as scheduled, that you will be required to pay; in addition to the tuition and fees owing, any and all other costs involved in the collection or resolution of the matter, including but not limited to all attorney's fees and court fees.
- 11.6. You understand that the college is legally allowed to refuse to release transcripts of a student or graduate who owes the college money (i.e. tuition, fees, school equipment, etc). Final exams can also be withheld until all financial obligations due to the college are paid in full.
- 11.7. ACCEPTABLE BEHAVIOR: Students are required to respect the facilities and property of the college and others. Academic dishonesty (plagiarism), morally destructive behaviors; drugs, tobacco or alcohol use, and heterosexual or homosexual acts on campus, are not acceptable. Applicants unable to comply

with the standards of the college will not be accepted. Students failing to observe the rules and standards in place will be dismissed. Colbourne College's admission procedures are fair and non discriminatory. Applicants who meet the academic and character requirements of the college and are willing to cooperate and uphold the standards of the institution will be accepted.

11.8. ACADEMIC STANDARD: Standards of Satisfactory Academic Progress

11.7.1. Show satisfactory academic progress according to the following criteria:

- a) Evaluations of all academic progress will take place at the end of each semester. Students must successfully complete 55% of all credits attempted at the first evaluation point and 60% of all credits attempted thereafter.
- b) Students must have earned the indicated minimum grade point average at the evaluation points in their programs. Students whose cumulative GPA is below that required for the successful completion of their programs (2.0 for undergraduates) will be placed on academic probation unless mitigating circumstances apply. Students whose GPA fall below 1.75 for two consecutive semesters will be placed on academic probation.
- c) Students whose GPA fall below 1.75 on the third consecutive attempt will be discontinued. This student will not be able to re-apply until after one (1) year.

COLBOURNE ACTIVITIES SCHEDULE 2013 - 2015

Start Dates, Payment Deadlines and Midterm and Final
Examinations Dates for 2013-2015 Cohort

INTAKE PERIODS	Feb 2013 - SEP 2013	May 2013 - DEC 2013	Jun 2013 - JAN 2014	Sep 2013 - APR 2014
COURSES Commence	March 4	May 6	June 3	September 2
Tuition Payment Deadline	December 29	March 29	April 29	JULY 29
Refund Request Deadlines	March 22	May 24	June 21	September 20
EXAM FEE Deadlines	April 3, 2013 June 3, 2013 August 3, 2013 October 3, 2013	June 3, 2013 Aug 3, 2013 Oct 3, 2013 Dec 3, 2013	Aug 3, 2013 Oct 3, 2013 Dec 3, 2013 Feb 3, 2014	Oct 3, 2013 Dec 3, 2013 Feb 3, 2014 April 3, 2014
MIDTERM Examinations	APR 30 (MT Paper 1)	MAY 17	JUN 28	SEP 16, 2013
FINAL Examinations	APR 30 (F Paper 11)	JUN 7	AUG 6	OCT 4, 2013
Term Paper 1 Submission & Oral Presentation Deadline	APR 30	JUN 6	JUL 29	OCT 4
INTAKE PERIODS	Oct 2013 - May 2014	JAN 2014 -AUG 2014	Feb 2014 - SEP 2014	May 2014 - DEC 2014
COURSES Commence	October 7	January 6	Feb 3	May 5
Tuition Payment Deadline	August 29	November 29	December 29	March 29
Refund Request Deadlines	October 18	January 24	February 21	May 23
EXAM FEE Deadlines (For the full School Year)	Dec 3, 2013 February 3, 2014 April 3, 2014 June 3, 2014	Feb 3, 2014 April 3, 2014 June 3, 2014 August 3, 2014	April 3, 2014 June 3, 2014 Aug 3, 2014 Oct 3, 2014	June 3, 2014 Aug 3, 2014 Oct 3, 2014 Dec 3, 2014
MIDTERM Examinations	NOV 1, 2013	JAN 17, 2014	FEB 28, 2014	MAY 16, 2014
FINAL Examinations	DEC 6, 2013	FEB 7, 2014	APR 4, 2014	JUN 6, 2014
Term Paper 1 Submission & Oral Presentation Deadline	NOV 29	FEB 7	MAR 28	JUN 6
INTAKE PERIODS	June 2014 - JAN 2015	Sep 2014 - APR 2015	Oct 2014 - MAY 2015	Jan 2015 - AUG 2015
COURSES Commence	June 2	September 1	October 6	January 5
Tuition Payment Deadline	April 29	JULY 29	August 29	November 29
Refund Deadlines	June 20	September 19	October 24	January 23
EXAM FEE Deadlines	Aug 3, 2014 Oct 3, 2014 Dec 3, 2014 Feb 3, 2015	Oct 3, 2014 Dec 3, 2014 Feb 3, 2015 April 3, 2015	Dec 3, 2014 Feb 3, 2015 April 3, 2015 June 3, 2015	Feb 3, 2015 April 3, 2015 June 3, 2015 Aug 3, 2015
MIDTERM Examinations	JUNE 30, 2014	SEP 15, 2014	OCT 31, 2014	JAN 16
FINAL Examinations	AUG 8, 2012	OCT 3, 2014	DEC 5, 2014	FEB 6
Term Paper 1 Submission & Oral Presentation Deadline	JUL 28	OCT 3	NOV 28	FEB 6

 This Table of Schedule is provided with the Offer Letter.

Colbourne College

**ACADEMIC RULES AND
REQUIREMENTS**

The following Information must be provided to all undergraduate students as a part of their Course Information

1. CLASS FORMATS

For Students studying on-campus

- I. The course will be divided in fifteen lessons - lesson one to fifteen, covering both class and assessment periods. **Each lesson consists of 2 hours of lecture and one hour of tutorial.**
- II. The lecturer/tutor will use the methods; seminar, group presentations, workshops, case study, quizzes, guest speakers and discussions to get active participation of students. Students will be assigned materials in advance to prepare for class activities. Students will be allowed to present problems encountered in research or homework for discussion in tutorials.

For Students studying Distant Learning

- I. The courses are delivered through our DistantEdu Portal providing access to lecture notes, quizzes, videos and power point lessons 24 hours a day.
- II. Distant Learners connect on iTutor. iTutor is a discussion forum hosted alternately by the course lecturer and tutor at a weekly time scheduled on the Timetable to interact with students studying on the course. iTutor facilitates lecturers to discuss the week's lesson themes and students to present problems encountered in research or homework .
- III. ALL Distant learners are recommended to attend weekly face to face tutorials – but are not penalized for not attending. Students choosing not to attend F2F sessions MUST attend the scheduled online lesson on iTutor.
- IV. Distant learning requires minimum of 8 hours of independent study and three hours of lessons discussion on iTutor on a weekly basis, for each unit/course.

2. ATTENDANCE

For Students studying on-campus

- I. You are expected to attend class every meeting, arrive on time, and remain until class is over. Missing an exam or quiz will result in a grade of zero. If you arrive for class late on the day of a quiz, or after 30 minutes examination time has elapsed you will be marked absent and will not be allowed in the room. You will receive a grade of zero for the quiz.
- II. If you will miss a class for an acceptable reason, make special arrangements with the lecturer before class begins.
- III. Acceptable excuses for absences on assignment due dates or examination dates will only include a death in your immediate family or a severe illness, and you are responsible for providing documentation of your excuse and completing and submitting the Special Considerations Form for approval. A student may be dropped from a course, when, in the opinion of the lecturer/tutor and the academic committee, repeated absence indicates that the fulfillment of the course work requirements is not being attempted.
- IV. Attendance is taken at the beginning of each class meeting. Late coming can be disturbing to the class in progress. Students must be punctual for all classes. Students who are tardy for three times will receive an equivalence of absence.

For Students Studying Distant Learning

- I. You are required to attend the face 2 face tutorials or alternately attend and participate in the iTutor classes as timetabled.
- II. All of above conditions 1-IV are applicable to both On campus and Distant learners.

3. Assessments

All students studying at Colbourne College whether on campus or through distant learning, are subjected to the same assessment and requirements as outlined below;

B. ASSIGNMENTS

Student will be required to;

- Complete reading assignments.
- Complete assigned homework.

C. EVALUATION

1. To receive credit for a course, Students must pass the written component with at least a 45% (C-) grade to pass the course.
(Final and Midterm = 50% of the course grade)
2. To receive credit for a course, Students must pass the written component with at least a 45% (C-) grade to pass the course.
(Term Papers 1 and 2 = 50% of course grade)
3. Students must attend at least 7 of the 13 classes (face 2 face or online) to pass the course.

There are reading assignments given prior to every lecture period and are available on DistantEdu, our online portal. Lecture materials and quizzes are brought into the discussion at the weekly lectures and tutorial s.

The Term Paper must be turned in on due dates. **Late submissions will not be accepted for any reason.**

GRADING/ASSESSMENT POLICY

- | | |
|---------------------------------|------------|
| 1. Two written Tests | 60% |
| - <i>Midterm Examination</i> | 20% |
| - <i>Final Examination</i> | 40% |
| 2. Two Assignments | 40% |
| <i>Term Paper 1: Individual</i> | 30% |
| <i>Term Paper 2: Team work</i> | 10% |

(Term Paper 2 is viva voce examination (oral) group presentation to defend the Research Thesis. Distant learners will defend their research individually - can be arranged through Skype)

4. Curriculum and Assessment Objectives

Colbourne's Curriculum focuses learning on the critical competencies needed for success in business and management. Teaching and Assessment of Learning are designed to test students';

1. knowledge
2. Understanding
3. Application
4. Analysis
5. Evaluation and
6. Synthesis

Academic Goal

Colbourne's end product is students who are well rounded and fully prepared to take on the challenges of further study and wider society.

Academic Objectives

To achieve the academic goals,

1. Colbourne recruits qualified personnel to plan, implement, and monitor assessments, tasks, instructions, and our learner support programs, and
2. Recruit qualified students capable of meeting entry and graduation criteria.

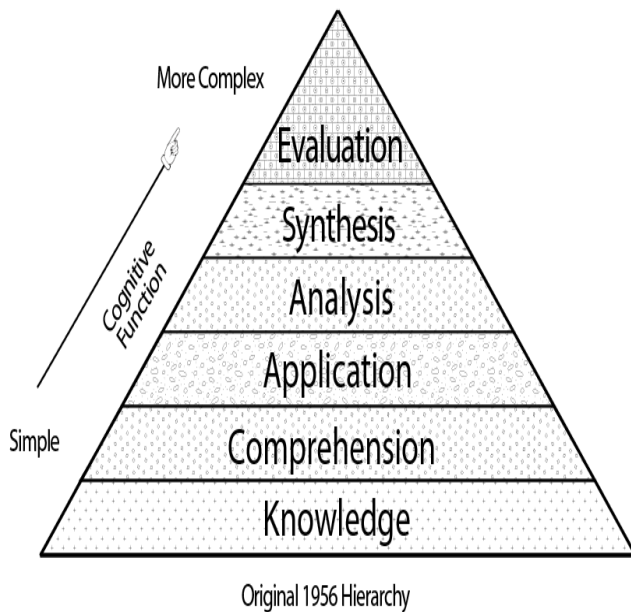
Colbourne Six (6) Core Competency Standards:

1. **Critical Thinking:** Students are able to understand, analyze, test and evaluate arguments and evidences.
2. **Effective Communication Skills:** Students develop reading, writing, active listening, and public speaking skills.
3. **Interpersonal Skills:** Students develop effective teamwork, ethical consciousness, conflict resolution, and workplace skills.
4. **Use of existing and new technology:** Students demonstrate the ability to incorporate and use modern technology in collecting and analyzing data from a variety of sources.
5. **Community:** Students develop an awareness of our interdependence as global citizens combined with an understanding of the history, culture, diversity, and commonality of life's experiences.
6. **Life Long Learning:** Students develop a life-long habit of pursuing knowledge.

Our Curriculum:

Colbourne's model is a unique blend of case based learning, international and local work experiences, community service, self-managed learning and higher levels assessment of applied and contextualized problem solving.

Students must demonstrate the Six (6) Core Competency Standards using the following Assessment and Performance Criteria starting with basic factual knowledge, and progress through comprehension, application, analysis, synthesis, and evaluation.



- Remember - Using memory to recall facts and definitions.
- Understand - Constructing meaning from information.
- Apply - Using procedures to carry out a task.
- Analyze - Breaking materials into parts to determine structures and relationships.
- Evaluate - Making judgments based on checking against given criteria.
- Create - Putting materials together to form a unique product.

FOR THE STUDENTS:

- **Remember** (Demonstrate Knowledge of the Subject by specifically defining topics)
- **Understand** (Demonstrate that you understand the subject concept by saying how it works that is, by explaining the processes)
- **Apply** (Show how the knowledge you have of the subject can be used in real life to improve the organization/ case you are using)
- **Analyze** (Once the knowledge is applied to the real situation, what are your observations or findings ie. Did it solve the problem? Did you get expected results? What were the SWOT? Establish what caused it not to work as it should? What linkages were necessary?)
- **Evaluate** (Assess your findings against what you already know -your knowledge and understanding, and of course where you have you're your experience- and needs to be done to improve failings, overcome challenges and maintain strengths – the tell how, what, where, by when, in what quantity etc.)
- **Create** (Organise your work in a presentable, methodic and coherent way).

Remember	Understand	Apply	Analyze	Evaluate	Create
define	Cite examples of	Apply	Analyze	Appraise	Arrange
Identify	Demonstrate use	Demonstrate	Appraise	Assess	Assemble
List	of	Dramatize	Calculate	Choose	Collect
Name	Describe	Employ	Categorize	Compare	Compose
Recall	Determine	Generalize	Compare	Critique	Construct
Recognize	Differentiate	Illustrate	Conclude	Estimate	Create
Record	between	Interpret	Contrast	Evaluate	Design
Relate	Discriminate	Operate	Correlate	Judge	Develop
Repeat	Discuss	Operationalize	Criticize	Measure	Formulate
Underline/ Circle	Explain	Practice	Deduce	Rate	Manage
	Express	Relate	Debate	Score	Modify
	Give in own	Schedule	Detect	Select	Organize
	words	Shop	Determine	Validate	Plan
	Identify	Use	Develop	Value	Prepare
	Interpret	Utilize	Diagram	Test	Produce
	Locate	Initiate	Differentiate		Propose
	Pick		Distinguish		Predict
	Report		Draw		Reconstruct
	Restate		conclusions		Set-up
	Review		Estimate		Synthesize
	Recognize		Examine		Systematize
	Select		Experiment		Devise
	Tell		Identify		
	Translate		Infer		
	Respond		Inspect		
	Practice		Inventory		
	Simulates		Predict		
			Relate		
			Solve		
			Test		
			Diagnose		

Assessing and Scoring Students Work

RESEARCH PROJECTS

To be awarded DISTINCTION students must demonstrate their ability to;

- use critical reflection to evaluate own work and justify valid conclusions
- take responsibility for managing and organizing activities
- demonstrate convergent/lateral/creative thinking

To be awarded MERIT students must demonstrate their ability to;

- identify and apply strategies to find appropriate solutions
- select/design and apply appropriate methods/techniques
- present and communicate appropriate findings

To be awarded PASS students must demonstrate their ability to;

- Achieve the course requirements defined in the course learning outcomes for pass for each course.

Grading Scheme

Grades, Quality Points and Grade Point Average (GPA)

Percentage Scored	Grade	Quality Points	Definition	Percentage Scored
90-100	A	4.00	Distinction	EXTERNAL ASSESSMENT
80-89	A-	3.66	Higher Merit	EXTERNAL ASSESSMENT
70-79	B+	3.33	Merit	EXTERNAL ASSESSMENT
65-69	B	3.00	Very Good	EXTERNAL ASSESSMENT
60-64	B-	2.66	Good	
55-59	C+	2.33	Satisfactory	
50-54	C	2.00	Above Average	
45-49	C-	1.66	Marginal	EXTERNAL ASSESSMENT
40-44	D	1.33	Unsatisfactory/ Resit	EXTERNAL ASSESSMENT
0-39	F	0	FAIL	EXTERNAL ASSESSMENT
Incomplete	I	0	FAIL	
No Credit	NC		n/a	
Withdrew while Passing/ Withdrew while failing	WP WF			

ASSESSING AND SCORING STUDENTS WORK: EXAMINATIONS

<p>A Paper D I S T I N C T I O N</p>	<ul style="list-style-type: none"> - Apply knowledge of subject concepts - Identify, formulate, and solve problems - Analyze and interpret data - <u>Use seven or more (combination of) theories, techniques, skills, and modern tools of the practice</u> - Paper is lively, well-paced, interesting, even exciting. - The paper has style. Everything in it seems to fit the theme exactly. - It may have a proofreading error or two, or even a misspelled word, but these errors are the consequence of the normal accidents all good writers encounter. - Reading the paper, it is clear that the writer cares for his or her ideas, and about the language that carries them. - Ends by keeping the promise to argue and inform that the writer makes in the beginning.
<p>B Paper M E R I T</p>	<ul style="list-style-type: none"> - It is well organized, it presents a worthwhile and interesting idea. - The idea is supported by sound evidence presented in a neat and orderly way. - <u>Use five or more (combination of) theories, techniques, skills, and modern tools of the practice</u> - Some of the sentences may not be elegant, but they are clear, and in them thought follows naturally on thought. - The paragraphs may be unwieldy now and then, but they are organized around one main idea. - The B paper is always mechanically correct. The spelling is good, and the punctuation is accurate. - The paper makes sense throughout. It has a theme that is limited and worth arguing. It does not contain unexpected digressions. - Ends by keeping the promise to argue and inform that the writer makes in the beginning.
<p>C Paper P A S S</p>	<ul style="list-style-type: none"> - Has a theme, but it is vague and broad, or else it is uninteresting or obvious. - Does not advance an argument that anyone might care to debate. - The theme often hangs on some personal opinion, expressing personal opinions, rather than justifying, then further defending them. - <u>Use less than five (combination of) theories, techniques, skills, and modern tools of the practice.</u> - Rarely uses evidence well; sometimes it does not use evidence at all. Even if it has a clear and interesting theme. A paper with insufficient supporting evidence is a C paper. - Often has mechanical faults, errors in grammar and spelling, but please note: a paper without such flaws may still be a C paper.
<p>D Paper R E S I T</p>	<ul style="list-style-type: none"> - Strikingly vague, broad, or uninteresting. - Little indication that the writer understands the material being presented. - Ideas do not develop from sentence to sentence. - The paper is filled with mechanical faults, errors in grammar, and errors in spelling.
<p>F Paper F A I L</p>	<ul style="list-style-type: none"> - No theme - The paragraphs do not hold together - This paper usually repeats the same thoughts again and again, perhaps in slightly different language but often in the same words. - The paper is filled with mechanical faults, errors in grammar, and errors in spelling.

Objectives of the Written Examination Papers:

1. Mid Semester Paper (Value: 20 Marks)

Duration of the Examination: 1 hr

Section A:

25 Compulsory Multiple Choice Questions

- (Objective: Students must be able to 'Remember' - Using memory to recall facts and definitions)

Section B:

25 Compulsory Short Answer Questions

- (Objective: Students must be able to 'Understand' - apply knowledge of subject concepts and constructing meaning from information)

The marking of the Mid Term Paper is automated. The examination is supervised and may be done online. Result can be collected within 24-48 hours of sitting the examination.

2. Final Examination Paper (40 Marks)

Duration of the Examination: 2 hrs

3 Essay Questions from a selection of 6 (300 Words each)

- Objectives:
- Students must 'Assess' and 'Evaluate' a subject case, and 'Apply' their 'Knowledge' and 'Understanding' of key concepts and theory situational to draw conclusions and make recommendations.
- Students must think critically about a subject, formulate and present a worthwhile and interesting idea, and solve problems.
- Students will 'synthesize'- organize their work in a presentable, methodic and coherent way.

Research Project Guidelines

Term Paper 1

A. Objective

- enabling the students to; understudy business and management practices in selected companies, collect and analyze data, apply contrasting theory to assess the findings, and make suitable recommendations to improve the performance of the company.
- Additionally encouraging the students to identify and analyze professional and ethical business practices that aid in constructing their own professional identity.

Term Paper 1 Guidelines

A. Overview

- The research task is assigned by the Lecturer. The task will enable students to conduct case review and analysis of a real company /case, and should enable evaluation of ALL the assessment criteria of the course outline.
- The focus on the topics covered, is the same presentation topic for the viva voce examination.
- The organization, format, and content of the paper are scholarly.
 - Properly Reference your work using Harvard Referencing. The Handout is provided with Instructions.
 - Plagiarism is not tolerated. ALL sources you present in your work must be fully acknowledged - sources from which you derive ideas, analyses or leads, and not simply sources you quote or paraphrase.
 - You must scan you research projects in Turnitin before submitting for marking. Turnitin checks work for originality by matching students' works against existing academic and other work on the web to identify all sources of information used.
 - You will print the Report generated by Turnitin when the scan is completed. Include this in your Project before submitted your work for marking.

- Work presented with 15% or more in plagiarized work will be assigned a 'Fail' grade.
- .Assignments must be printed, bounded and submitted. A soft copy must be emailed alongside the hard copy to enable verification of the Report.
- Students work will not be collected or marked if the Turnitin Report and soft copy of the work are not submitted with the hard copy.
- If you forget to place speech marks around all direct quotations that you use, then this is claiming the work as your own and is Plagiarism. This includes the works of authors of books, journals, internet materials and the works of other students.”
- If you forget to attribute the work to the source it is Plagiarism as you are claiming this work as your own.
- You will protect yourself from accusations of plagiarism and moreover demonstrate that you are developing your academic skills by properly referencing all work.
- New Students Orientation includes online training and testing in Research Methods for Business using Harvard Referencing.

B. Organization of Term Paper 1

Structure of the Paper

1) Front Pages

- i. Title Page covers Unit Title, Unit Index, Name of Lecturer, Name of Student, Institution, Date
- ii. Table of content covers headings, subheadings and the page numbers
- iii. Remember you MUST Page format your work.

2) An introductory section

- Summarize the issues of the case to be examined and tells what you plan to cover in the body of the paper.
- Include an overview of for example, the nature and background of the company or issues of the case.
- State the objectives of the research, that is, what are the desired outcomes.
- Describe briefly the Research Methods used to gather information

3) The Findings Section

- This section discusses your observations and findings of the study.
- A critical analysis of the theories or concepts dealing with the issue
- a description of contrasting points of view in contemporary debates over the issue.

3) Your Recommendations

- A description of alternative and creative approaches to resolving the issue. You may link this with other fields of study.
- A presentation of your rationale for recommending a particular approach or course of action.

4) Your Conclusion

- A conclusion that ties ideas together and synthesizes the information brought out in the paper.

5) The Appendices

contains evidence which supports the report but is not essential because it's either too long or too technical for the audience. Questionnaires used to gather information and survey subjects will be contained in the appendices.

6) The Reference Page.

- Use the Harvard rules of Referencing provided by the Tutor.

C. Style and Format

Steps in preparing the report

1. Font is Standard Arial and font size is 11.
2. Use size 16 for first headings, size 14 for second headings, and size 12 for all following headings.
3. Set left margin at 2.5 inches and 2 inches from the left.
4. Line spacing should be 1.5.
5. The Project must be paginated (you are encouraged to make and keep a copy).

6. Your paper's first page should include a paragraph telling the reader what you plan to cover in the balance of the paper. Use simple and clear language.
7. A heading (or subheading) should appear at least every second page.
8. Strive to begin a new paragraph with every six to seven sentences.
9. Properly referenced, a paper of eight pages could easily include 40 footnotes.
10. Generally, try to avoid using quotations. Quotations interrupt the flow, and often you can say it better in your own words. Identify the source of all direct quotes in the text, e.g. Interior Secretary Gale Norton has observed, "....." In a footnote cite the publication or occasion where your source made his or her remark. Again: Never use a quote without identifying the source of the quote in the text.
11. When reviewing a case, use the past tense.. Also, never say "The Mintzberg felt..." Instead, say the Mintzberg reasoned, observed, stated or believed. Similarly, say "I believe" rather than "I feel."
12. Bibliographies or reference lists are necessary.
13. Avoid excess verbiage. Generally, use short words, short sentences and short paragraphs. Spare the reader high-flown rhetoric, windy generalizations, lame clichés, and uncritical thought.
14. Do not use long words such as "utilize" when a short word such as "use" will suffice. It's hard to see the advantage of the long words in the left hand column, when the ones on the right can do the job:

ameliorate	improve
approximately	about
commence	begin
deactivate	close
endeavor	try
in consequence of	because
proliferation	spread
remuneration	pay
15. Stay away from wordy phrases like "It should be noted that," "It must be realized that," "It is important to note that," "Also important is the fact that,"

"Therefore it seems that," "I would at this juncture of my paper," "It is now time for this to writer to admit her own," "The thesis here is that," "The point I'm trying to make is," "In conclusion," and "At this point in time."

16. Use "to" rather than "in order to."

17. Spelling and usage:

- a. it's = it is; its = possessive
- b. Almost every "which" can be changed to "that" and about half of the "that's" can be eliminated.
- c. Try to avoid contractions.
- d. Spell out all numbers zero to nine. Use numerals for numbers 10 and higher.
- e. Do not use XYZ "etc." Instead, say "such as X, Y and Z."
- f. The verb effect means to bring about: the verb affect means to influence.
- g. Avoid these common mistakes:
 - all intents and purposes, not all intensive purposes
 - input, not imput
 - deep-seated, not deep-seeded
 - free rein, not free reign
 - tenets (principles), not tenants
 - one and the same, not one in the same
 - spit and image, not spittin' image
 - complement (add to), not compliment

18. Be careful not to overuse the words clearly obviously, or plainly.

19. Always use the active voice. "Nancy led the discussion" is strong. "The discussion was led by Nancy" is weak.

20. Do not say "This paper will explore..." The paper is not a person. Say, "In this paper, I will explore..."

D. Research Strategies

1. First, conduct a thorough search of the library literature and available documents. You should interview knowledgeable lecturers and recognized business leaders or experts. Interviews will give your paper more credibility and will enable you to make an original contribution to knowledge.
2. You may collaborate with anyone on locating appropriate sources.
3. Use primary sources—original cases, documents, and interviews—whenever you can. Scholarly journal articles are desirable secondary sources. Use newspaper and magazine stories only to complement your other materials.
6. When applying a theory, explain not only what the theory says but how it works.
7. Stop researching when you have enough material to substantiate your claims, enlighten your reader, and put the problem in context. You must make sense of what you have gathered and learned. Too much time devoted to the research will leave you too little time for intelligent writing. You ought to spend 60% to two-thirds of your available time researching and one-third to 40% of your time writing.

E. Writing Strategies

1. Writing a paper is an interpretative process. After you have gathered the necessary materials, sit down and start writing freely. Just get your ideas down on paper. When you review what you've written, remember that vigorous writing is concise. A sentence should contain now unnecessary words, a paragraph no unnecessary sentences.
2. Spend time perfecting your introduction. The introduction should be tightly written and clear. Do you have a main contention or finding? What is the central issue? Define it. Explore its origins and historical development.

3. Your opening paragraph is especially important. It must capture the reader. It must also provide a few hard details that tell the reader why you are writing this research paper and why she/he ought to read it.
4. Several topics in this course may require some mastery of scientific or technological data. Your description of the science or technology surrounding an issue might be necessary.
5. Strive for cadence, balance, and logical sequence. Think about the logical progression of your arguments. Present facts chronologically and in an organized fashion. Make the connections between various pieces of information; don't leave it up to the reader.
6. EDIT, EDIT, EDIT!!! This cannot be stressed enough. Recast and tighten your material. Have the courage to cut.
7. Correct spelling, punctuation, and typographical errors. Leave at least one hour for proofreading before submitting your draft. (Poorly edited and proofread papers show lack of care, and will turn off the reader (marker)).

F. Due Dates

Research assignments will not be accepted after the published deadlines under any circumstances. Assignment not received and presented on the published datelines will automatically receive a 'Fail' grade.

Students who do not submit the Individual research assignment automatically fails the course. Please see Colbourne Activities Schedule for published deadlines for the examinations and assignments.

G. Grade Reports

Grades are usually published 10 Weeks after the examination is taken. Examination Papers are assessed by the Lecturer -Tutor as First Markers, further reviewed by Internal Verifiers, then second marked by BTEC External Moderators. Students receive the Grades via email.

Oral Presentation (Group Assignment)

- The Oral Presentation is a 15-20 minutes group activity worth 10% of the course grade. It is a Viva Voce (oral) examination to defend the research (Term Paper 1)
- The assignment has two specific requirements;
 - i. You will be required to submit a Briefing Document that discusses the nature of the group assignment and Tuckman's four (4) stages of group development as applied to the assignment to achieve targets. This report should be between 350-450 words.
 - ii. You will make the group presentation using contemporary business presentation techniques. The Instructions of the assignment will be provided by the Lecturer.
- The written component is 5% and the presentation is valued at 5%.
- Students will still be graded, but penalized, for presentations by self, as the objective of group assignment is to allow students to develop cooperative and interpersonal skills - highly valued in the world of business. The penalty is 5% as a student presenting as an individual is not required to submit the Briefing Document.
- **Each group will consist of not more than five students.** Each student is required to sign and identify his/her portion/contribution to the report, although only one document is submitted. A soft copy and a hardcopy must be submitted. Students work will be checked for plagiarism. Students are asked to check for plagiarism in their own work on viper, free software online, or turnitin used by the College, before submitting work. Work showing 15% or more for plagiarism will be awarded a fail grade.
- Each member of the group is required to make a 3-5 minutes lead presentation.
 - **Dress smartly** and according to your role.
 - **Say hello and smile** when you greet the audience. Try to appear confident and enthusiastic.
 - **Speak clearly**, firmly and confidently as this makes you sound in control.
 - **Keep within the allotted time** for your talk.

- **Eye contact is crucial to holding the attention of your audience.** Involve your audience by asking them a question. Don't read out your presentation and look at your notes too much as this suggests insecurity and will prevent you making eye contact with the audience.
- **Build variety into the talk and break it up into sections:** Have a logical order, introduction, middle with your main points and a conclusion.
- **Use powerpoint** to present your findings.
- **Request a mark sheet** to familiarize yourself with other oral presentation assessment criteria.

Standards of Satisfactory Academic Progress

Students must show satisfactory academic progress according to the following criteria:

- I. Evaluations of all academic progress will take place at the end of the semester.
- II. Students must successfully complete 55% of all credits attempted at the first evaluation point and 60% of all credits attempted thereafter.
- III. Students must have earned the indicated minimum grade point average at the evaluation points in their programs.
- IV. Students whose cumulative GPA is below that required for the successful completion of their programs (2.0 for undergraduates) will be placed on academic probation unless mitigating circumstances apply.
- V. Students whose GPA falls below 1.75 for two consecutive semesters will be placed on academic probation. After a period of one semester's probation, barring improvement of academic performance the student will be discontinued with the option of re-registering after one semester's academic probation leave.

Mitigating Circumstances

- All students should sit the examinations at the prescribed time, yet accommodations are made in extenuating circumstances.
- Students who did not sit an examination and did not withdraw formally will receive a Failing grade. Where a medical certificate is produced to the Principal no later than 2 days after the examination is conducted, and is approved, a supplemental examination will be given. The same rule applies for a student who has taken ill before 50% of the paper is completed.
- A student who has taken ill during an examination after 50% of the examination is completed may on the discretion of the Principal, after investigations, be assessed for the final course grade through assessing the portion of work completed in the examination along with the coursework grade contributing towards a final grade.

Procedure for non-timetabled sitting of exams:

- I. The Student should immediately contact the lecturer with extenuating circumstance.
- II. The lecturer assesses the merit of the circumstance then advises the student accordingly. If the lecturer believes the evidence sufficient, the *Special Considerations Form* must be completed noting the student reason/s and evidences produced.
- III. The form is then submitted to the registrar.
- IV. The Registrar confers with the Principal, who recommends or does not recommend approval.
- V. After approval, the student pays the required fees and confirmed for the next sitting of the examination at the prescribed time.

Appeal

Students may appeal a determination of unsatisfactory academic progress by submitting a written petition to the Campus Academic Committee. Their decision is final.

Withdrawal

It is the responsibility of the student to inform the Campus Registrar in writing that he/she wishes to withdraw from the college. Any refunds that may be due to the student are governed by the refund policies described below. Any refunds due to a student will be made within thirty calendar days of the student's official withdrawal date on the refund policy.

Programme Development and Assessment

There are two committees at the governing levels engaged in quality assurance specific to academic programmes and curriculum design and development;

- **Quality Assurance**

- I. **Academic Board, chaired by Chairman of Academic Affairs**

The ultimate academic authority within the College is the Academic Board with independence in the designs and reviews of programmes, curriculum, examinations and institutional assessment of the performance of the college in general Academics. Recommendations are submitted to the Board of Directors

for action. The Chair, Chief Examiner, Principal and other members appointed by the Board of Directors sit on the Academic Board. The Academic Board has direct management of the Curriculum and Examination Committees.

II. The Curriculum Committee and the Examinations Committee

The Examination committee has memberships of Second Markers who are courses specialists appointed by the Executive Chair, in consultation with the Board. The Committees meet twice per semester to provide independent assessment for the objectives of; ascertaining that the academic standards of our courses achieve the desired outcome, and are comparable to similar standards in other colleges and universities, and that our examinations and other assessment are fair and conducted in accordance with Higher Education standards. The Curriculum and the Examinations Committee prepare formal reports to the Academic Board through the respective Chairs. These Reports are assessed to influence actions regarding the curriculum, examination structures and grading scheme.

Academic Honours

Semester Honours

Dean's List

Fulltime Students who maintain a GPA of 3.50 or better, with no grades below B and no Incompletes are eligible for membership on the Dean's List.

Honor Roll

Fulltime Students who achieve a cumulative GPA of 3.00 or better during the year, with no grades below C and no Incompletes are given honor status for the year.

Graduation Honors

Latin Honors based on the Student's cumulative grade-point average. The schedule follows:

Required Cumulative	Grade-Point Average
Summa Cum Laude (With Highest Honor)	3.66 to 4.00
Magna Cum Laude (With High Honor)	3.60 to 3.79
Cum Laude (With Honor)	3.40 to 3.59

Graduation Requirements

Petitions for graduation should be submitted at least one term before the proposed graduation date. The Director of Student Affairs will approve these petitions if all degree requirements are met and if all required documents have been submitted.

Students in their final semester are required to sit and pass a communication and content examination which is orally administered by a panel of impartial judges during or after the student's Internship. This examination assesses the maturity of thought, content knowledge and communication skills of the student. Students who fail this evaluation must re-sit.

Students must have a cumulative grade point average of 2.00 and satisfactorily all courses and credit requirement.

UNIVERSITY RECOGNITION AND PATHWAY 2013 - 2014

BTEC is trusted by institutions and students around the world and provides quality vocational qualifications created by Edexcel (the largest awarding body in the UK). In 2007, over 1 million students from the UK alone and 500,000 students outside the UK enrolled on a BTEC course. Rigorous quality assurance ensures that students are awarded with a globally recognised qualification.

Fast track your BA degree with a HND qualification!

Edexcel BTEC qualifications are recognised as a progression route to higher education. Students who undertake Edexcel BTEC qualifications are also able to obtain credits, exemptions and membership to more than 100 professional bodies and over 200 Universities worldwide. Some of these universities will allow you to study for final year of the degree from Jamaica and ALL will accept you as a resident student on-campus if you wish to study overseas.

Over the past number of years the number of students deciding to progress to universities in the USA and Canada has increased. The BTEC HND are widely recognised and understood in the USA and many institutions will grant advanced entry onto a same-subject degree course.

USA and Canada Universities

University at Buffalo, The State University of New York	www.buffalo.edu/intadmit
University of Denver	www.du.edu/
West Texas A&M University	www.tamu.edu/international
University of Tampa	www.ut.edu
St Catherine University	www.Stkate.edu
East Carolina University	www.ecu.edu
Hawaii Pacific University	www.hpu.edu/hobsons
Iowa State University	www.iastate.edu
Johnson & Wales University *	www.jwu.edu
Plattsburgh State University of New York, (SUNY)	www.plattsburgh.edu/international
San Francisco State University	www.sfsu.edu
Southern Illinois University, Carbondale	www.siu.edu
Wichita State University	www.wichita.edu/international
The University of Tulsa	www.utulsa.edu
Dalhousie University (NS)	
Mount Saint Vincent University (NS)	
Laurentian University (Ont)	

UK Universities

The following UK universities have confirmed that they will give final year entry (Year 3) to BTEC HND L5 students who have studied Business, Computing or Engineering subjects:

Anglia Ruskin University	St Patrick's College
Bournemouth University	St Patrick's International College
Bath Spa University	Staffordshire University
Bradford University	Southampton Solent University
Brunel University West London	Swansea Metropolitan University
Buckinghamshire Chilterns University College	Thames Valley University – London
Cambridge Education Group (Stafford House College)	York St John University
Canterbury Christ Church University	University of Brighton
Coventry University	University of Derby
De Montfort University	University of East Anglia
Griffith College Dublin	University of Essex
Guildhall College	University of Gloucestershire
Harper Adams University College	University of Hertfordshire
Hult International Business School	University of Teesside
Kingston University	University of Kent
Liverpool John Moores University	University of Central Lancashire
London Metropolitan University	University of Huddersfield
London South Bank University	University of Wales, Newport
Manchester Metropolitan University	University of Wales Institute
Nescot College International	University of Surrey
Northumbria University	University of Ulster
Nottingham University	University of the West of England, Bristol
Oxford Brookes Univer	University of Wolverhampton
Queens University Belfast	University of East London
	University of Glamorgan
	University of Northampton
	University of Plymouth

University of Salford
University of Sunderland
University of the West of England
University of Wales Institute,
Cardiff
University of Westminster
University of Bedfordshire
The University of Bolton
The University of Greenwich

The University of Liverpool
The University of Portsmouth
The University of Reading
The Surrey Institute of Art and
Design University College
The University of Southampton
The University of Sussex
The University of Lincoln

Australian and New Zealand Universities

Edexcel has received confirmation from the following universities in Australia and New Zealand that they recognise Edexcel BTEC Higher National Diplomas gained outside the UK and will welcome applications from students with such qualifications:

Curtin University, Sydney
Curtin University of Technology, Sydney
Edith Cowan University
Murdoch University
University of New England (NSW)
Queensland University of Technology
University of South Australia
University of Technology Sydney
University of Western Australia
University of Canterbury
University of Otago

Online Student Support Services

eDocuCentre

Students can access information and student support services on the current students page on our website to - our eDocuCentre. The following task and documents are available:

<ul style="list-style-type: none"> • Request a Certificate • Request a Transcript • Request an Official Grade Report • Request a Status Letter • Request a Recommendation • Request an Acceptance Letter • Submit a Complaint • Submit Suggestions • Submit a General Query • Request an Account Balance or Invoice • Confidential! Contact the Chairman directly • New! Register Online for Classes with Payment. • DistantED Portal • Contact a Faculty Member • Contact a Staff or Student • Academic Help: Ask a question 	<ul style="list-style-type: none"> • Admission and Reference Forms • Programmes Outline/Prospectus 2013 • Enrolment Agreement and Refund Policy • Medical Report • Mature Students Work Reference • Academic and Examination Policies • Credit Tracker • Course Exemption Request • Courses Description • Boarding Application and Agreement • Internship/Work Experience Application (word file) • Internship/Work Experience Application (pdf file) • Internship Manual • Programmes Accreditation • Timetable, Tuition, Fees & Exams 2013-2014 • Refund Request Form • Timetable Spring 2013 (Kingston) • Complaint Process and Form • RBC Bank Student Loan Information • Request for Special Considerations
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Harvard Referencing

Books & eBooks		
Material Type	In-Text Example	Reference List Example
Book: Single Author	(Holt 1997) or Holt (1997) wrote that...	Holt, DH 1997, Management principles and practices, Prentice-Hall, Sydney.
Book: 2 or 3 Authors	(McCarthy, William & Pascale 1997)	McCarthy, EJ, William, DP & Pascale, GQ 1997, Basic marketing, Irwin, Sydney.
Book: More Than 3 Authors	(Bond et al. 1996)	Bond, WR, Smith, JT, Brown, KL & George, M 1996, Management of small firms, McGraw-Hill, Sydney.
Book: No Author	(A history of Greece 1994)	A history of Greece 1994, Irwin, Sydney.
Book: Editor	(ed. Jones 1998)	Jones, MD (ed.) 1998, Management in Australia, Academic Press, London.
Book: 2 or More Editors	(eds Bullinger & Warnecke 1985)	Bullinger, HJ & Warnecke HJ (eds) 1985, Toward the factory of the future, Springer-Verlag, Berlin.
Book: Translator & Author	(trans. Smith 2006)	Colorado, JA 2006, Economic theory in the Mexican context: recent developments on the ground, trans. K Smith, Oxford University Press, Oxford.
Book: Organisation as Author	(Australian Bureau of Agricultural and Resource Economics, 2001)	Australian Bureau of Agricultural and Resource Economics 2001, Aquaculture development in Australia: a review of key economic issues, ABARE, Canberra.
Book: Chapter or Article in Edited Book	A number of disturbing facts intrude' (Milkman 1998, p. 25)	Milkman, R 1998, 'The new American workplace: high road or low road?' in Workplaces of the future, eds P Thompson & C Warhurst, Macmillan Press, London, pp. 22-34.
Book, edition other than first.	(Drafke, 2009)	Drafke, M 2009, The human side of organizations, 10th edn, Pearson/Prentice Hall, Upper Saddle River, N.J
E-book	(Aghion & Durlauf 2005)	Aghion, P & Durlauf, S (eds.) 2005, Handbook of economic growth, Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].
E-book: Chapter or Article in an Edited Ebook	'Historical thinking is actually a Western perspective' (White 2002, p. 112)	White, H 2002, 'The westernization of world history' in Western historical thinking: an intercultural debate, ed J Rusen, Berghahn Books, New York pp. 111-119. Available from: ACLS Humanities E-Book. [14 May 2009].
Book: Different Works by Same Author in Same Year	(Bond 1991a) (Bond 1991b)	Bond, G 1991a, Business ethics, McGraw-Hill, Sydney. Bond, G 1991b, Corporate governance, Irwin, London.
Journal Articles		
Material Type	In-Text Example	Reference List Example
Journal Article: Print	(Conley & Galeson 1998)	Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', Journal of Economic History, vol. 58, no. 2, pp. 468-493
Journal Article: Electronic Database	(Liveris 2011)	Liveris, A 2011, 'Ethics as a strategy', Leadership Excellence, vol. 28, no. 2, pp.17-18. Available from: Proquest [23 June 2011].

Harvard Referencing

Internet/Websites		
Material Type	In-Text Example	Reference List Example
Webpage: No Author	(Improve indigenous housing 2007) Use first few words of the page title	Improve indigenous housing now, government told, 2007. Available from: < http://www.architecture.com.au/i-cms?page=10220 > . [8 February 2009].
Webpage: No Date	(Jones, n.d.)	Jones, MD n.d., Commentary on indigenous housing initiatives. Available from: < http://www.architecture.com.au >. [6 June 2009].
Web Document	(Department of Industry, Tourism and Resources 2006)	Department of Industry, Tourism and Resources 2006, Being Prepared for an Influenza Pandemic: a Kit for Small Businesses, Government of Australia, Available from: < http://www.innovation.gov.au >. [28 February 2009].
Website	(Australian Securities Exchange 2009)	Australian Securities Exchange 2009, Market Information. Available from: < http://www.asx.com.au/professionals/market_information/index.htm >. [5 July 2009].
Blog	(Newton 2007)	Newton, A. 2007, Newcastle toolkit. 16 January 2007. Angela Newton: Blog. Available from: < https://elgg.leeds.ac.uk/libajn/weblog/ >. [23 February 2007].
Computer Software	(OpenOffice.org 2005)	OpenOffice.org, computer software 2005. Available from: < http://www.openoffice.org >. [11 January 2005].
Web Based Image / table / figure	(The Lunar Interior 2000)	The Lunar Interior, 2000. Available from: < http://www.planetscapes.com/solar/browse/moon/moonint.jpg >. [28 November 2000].
Cases and Legislation		
Material Type	In-Text Example	Reference List Example
Cases	(R v Tang (2008) 237 CLR 1)	R v Tang (2008) 237 CLR.
Acts of Parliament	(Corporations Act 2001 (Cth) s 3)	Corporations Act 2001 (Cth).
Delegated Legislation	(Police Regulations 2003 (Vic) reg 6.	Police Regulations 2003 (Vic) reg 6.
Bills	(Corporations Amendment Bill (No 1) 2005 (Cth)	Corporations Amendment Bill (No 1) 2005 (Cth)

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Company Information		
Material Type	In-Text Example	Reference List Example
Company Report	(Aspect Huntley 2009)	Aspect Huntley DatAnalysis 2009, National Australia Bank Limited Company Report. Available from: Aspect Huntley DatAnalysis. [20 May 2009].
Company Profile	(Datamonitor 2009)	Datamonitor 2009, Wesfarmers Limited Company Profile. Available from: Business Source Premier. [20 May 2009].
Financial Data	(Datastream, 2009)	Datastream, 2009, S&PASX200 daily index data 2000-2009. Available from: Datastream. [20 May 2009].
Conference Papers & Proceedings		
Material Type	In-Text Example	Reference List Example
Conference Proceeding Paper: Print	(Riley 1992)	Riley, D 1992, 'Industrial relations in Australian education', in Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.
Conference Proceeding Paper: Electronic	(Fan, Gordon & Pathak 2000)	Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34. Available from: ACM Portal: ACM Digital Library. [24 June 2004].
Conference Proceeding Paper: Unpublished	(Brown & Caste 1990)	Brown, S & Caste, V 2004, 'Integrated obstacle detection framework'. Paper presented at the IEEE Intelligent Vehicles Symposium, IEEE, Detroit MI.
Newspapers		
Material Type	In-Text Example	Reference List Example
Newspaper: Print	(Ionesco 2001)	Ionesco, J 2001, 'Federal election: new Chip in politics', The Advertiser 23 October, p. 10.
Newspaper: Electronic Database	(Meryment 2006)	Meryment, E 2006, 'Distaff winemakers raise a glass of their own to their own', The Australian, 7 October, p. 5. Available from: Factiva. [2 February 2007].
Newspaper: From a Website	(Hilts 1999)	Hilts, PJ 1999, 'In forecasting their emotions, most people flunk out', The New York Times 16 February. Available from < http://www.nytimes.com >. [19 February 2000].
Newspaper: No Author	(The Sydney Morning Herald 7 January 2011, p. 12)	Not required.

Harvard Referencing

Multimedia		
Material Type	In-Text Example	Reference List Example
Video	(Effective performance appraisals 1994)	Effective performance appraisals 1994, (video recording), Melbourne, Educational Media Australia
Television Programme	(Crystal 1993)	Crystal, L (executive producer) 1993, The MacNeil/Lehrer news hour (television broadcast) 11 October 1993, New York and Washington DC, Public Broadcasting Service.
Audio Podcast	(Van Nuys 2007)	Van Nuys, D (producer) 2007, 'The anatomy of a lobotomist [Show 84]', Shrink Rap Radio (podcast). Available from: < http://www.shrinkrapradio.com/ >. [11 April 2007].
Video Podcast	(Kloft 2006)	Kloft, M (producer/director) 2006, The Nuremberg trials (motion picture), in M.Sameuls (executive producer), American experience (podcast). Available from: < http://www.pbs.org/wgbh/amex/rss/podcast_pb.xml >. [4 March 2006].
Music Track from an Album	(Shocked 1992)	Shocked, M 1992, 'Over the waterfall', on Arkansas Traveller (CD). New York, Polygram Music.
Video Blog Post	(Norton 2006)	Norton, R 2006, 'How to train a cat to operate a light switch' (video file). Available from: < http://www.youtube.com/watch?v=Vja83KLQXZs >. [4 November 2006].
Standards & Patents		
Material Type	In-Text Example	Reference List Example
Patent	(Cookson 1985)	Cookson, AH 1985, Particle trap for compressed gas insulated transmission systems, US Patent 4554399.
Standard: Retrieved From a Database	(Standards Australia 2008)	Standards Australia 2008, Personal floatation devices -General requirements. AS 4758.1-2008. Available from: Standards Australia Online. [1 December 2008].
Standard: Published	(Standards Australia/New Zealand Standard 1994)	Standards Australia 1994, Information processing -text and office systems -office document architecture (ODA) and interchange format: part 10: formal specifications, AS/NZS 3951.10:1994, Standards Australia, NSW.
CMO		
Material Type	In-Text Example	Reference List Example
CMO Article	(Jennings 1997)	Jennings, P 1997, 'The performance and competitive advantage of small firms: a management perspective', International Small Business Journal, vol. 15, no. 2, pp. 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2004].

Harvard Referencing

Lecture Notes		
Material Type	In-Text Example	Reference List Example
Lecture Notes	(Foster 2004)	Foster, T 2004, Balance sheets, lecture notes distributed in Financial Accounting 101 at The University of Western Australia, Crawley on 2 November 2005.
Theses		
Material Type	In-Text Example	Reference List Example
Thesis: Unpublished	(Hos 2005)	Hos, JP 2005, Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes. Ph.D thesis, University of Western Australia.
Thesis: Published	(May 2007)	May, B 2007, A survey of radial velocities in the zodiacal dust cloud. Bristol UK, Canopus Publishing.
Thesis: Retrieved From a Database	(Baril 2006)	Baril, M 2006, A distributed conceptual model for stream salinity generation processes: a systematic data-based approach. WU2006.0058. Available from: Australasian Digital Theses Program. [12 August 2008].
Personal Communication		
Material Type	In-Text Example	Reference List Example
Telephone Call, Interview, email, etc.		<p>If the information you are referencing was obtained by a personal communication such as a telephone call, an interview or an email that fact is usually documented in the text and are not added to the reference list. If desired you can add the abbreviation pers.comm.to the reference.</p> <ul style="list-style-type: none"> • When interviewed on 6 June 2008, Mr M Ward confirmed... • Mr M Ward confirmed this by facsimile on 6 June 2008. • It has been confirmed that he will be touring Australia in the middle of next year (Mr M Ward, 2008, pers. comm., 6 June).
Citing Information Someone else has Cited		
Material Type	In-Text Example	Reference List Example
Citing Information that Someone Else has Cited	(O'Reilly, cited in Byrne 2008)	In the reference list provide the details of the author who has done the citing.