CONTENTS

Welcome to Murdoch University .................................................................................................1

STEP
1 Accept Offer and Activate Account .................................................................................. 2
2 Research Your Options ...................................................................................................... 3
3 Complete Your Enrolment ................................................................................................. 4
4 Get Advice .......................................................................................................................... 6
5 Important Information and FAQs ....................................................................................... 7

APPENDICES
A Full Handbook Description and Course Structure* .......................................................... 9
   Postgraduate Certificate in Business Administration ....................................................... 9
   Postgraduate Diploma in Business Administration .......................................................... 11
   Master of Business Administration (MBA) ......................................................................... 12
   MBA in International Business: China (MBAIntBus) ....................................................... 15
   Postgraduate Certificate in Human Resource Management ............................................ 17
   Postgraduate Diploma in Human Resource Management .............................................. 18
   Master of Human Resource Management ..................................................................... 20
B Personal Study Plan ........................................................................................................... 23
C Program Chair & Academic Contact Details ................................................................... 24
D Enrolment Enquiries ......................................................................................................... 24
E Handy Contacts and Websites .......................................................................................... 25

*These Course structures include both Trimester 3 2008 information and the new 2009 offerings.
Welcome to Murdoch University

Congratulations on your offer of a place to study at Murdoch University. The details included in this booklet will assist you with accepting your offer, seeking advice on your enrolment options, choosing your units and completing your enrolment online. The 7 Steps below ensure that you have the basic information you need to navigate successfully through your first enrolment experience at Murdoch.

Students who are unable to access computer facilities due to exceptional circumstances are able to apply to receive their University correspondence via hardcopy. For further information please contact the External Studies Unit on 93602710.

- **STEP 1** Accept Offer and Activate Account
- **STEP 2** Research Your Options
- **STEP 3** Complete Your Enrolment
- **STEP 4** Get Advice
- **STEP 5** Important Information and FAQs
STEP 1
Accept Offer and Activate Account

☐ Go to the Murdoch Home page …
    … [http://www.murdoch.edu.au/](http://www.murdoch.edu.au/) and click on the “New students” link on the bottom left of your screen. This will take you to our New Students website.

☐ Select the Accept & Activate icon

☐ Read the instructions …
    … carefully for your offer type, then click on the “New students…walk this way” icon.

    You will need your Offer Letter (Domestic students) or Confirmation of Enrolment- eCOE (International students) as this contains your Student Number.

☐ Enter your Student Number

☐ Enter your Date of Birth …
    … in the format DD/MM/YYYY (eg 12/03/1985) and click the SUBMIT button.

☐ Now you can:
    ☐ Choose to Accept, Defer or Reject your offer (domestic students only)
    ☐ Set your Murdoch Password (all students)
    ☐ Set and confirm your email address (all students)
    ☐ Select your course as offered (domestic students only)

☐ Congratulations …
    … you have accepted your place as a Murdoch student and you are now ready to select your units and complete your enrolment!
STEP 2
Research Your Options

☐ **Read your Handbook Description and Course Structure (Appendix A)**
  The description will provide you with information about your course and any relevant specialisations. The structure of your course details the units you need to complete for your degree. It includes required prerequisites to help you plan the order of your units.

☐ **Choose your units ...**
  ...you want to enrol in for the current year by using the information you have reviewed above (Appendix A). You can find out about each unit in the Handbook online [http://handbook.murdoch.edu.au/units/](http://handbook.murdoch.edu.au/units/).

☐ **Check your Timetable**
  Generally you should find that the lectures for your core units and specified elective units will not clash, however some specified elective units may not fit into your timetable. If this happens you may need to choose another specified elective.

  You can check the timetable for the units you have chosen for your enrolment to make sure they are not timetabled to run at the same time.

  The quickest method of checking this is to refer to the online teaching timetable’s Nominated Units Enquiry website at: [http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html](http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html).

  Don’t panic if you are unsure of your choice of units. Do the best you can, and then seek help via:

  ☐ **New Student website** [http://www.murdoch.edu.au/students/new/](http://www.murdoch.edu.au/students/new/) provides more details regarding the choices of units and enrolment in units via MyInfo.

  ☐ **Your Postgraduate Coursework Advice Session** that will be held on Monday 18th August where there will be staff available to answer your queries about your course. (see Step 4)

  ☐ **Faculty Student Administration staff member.** You have been allocated a staff member to assist you with your enrolment queries regarding your chosen course, for contact details see Appendix D.

☐ **Now you are ready to enrol ...**
STEP 3
Complete Your Enrolment

Log in to MyMurdoch ..
… at http://www.murdoch.edu.au/goto/MyMurdoch to access your portal to Murdoch’s online facilities using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1).

Click on MyInfo tab
Log in to MyInfo using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1). And yes, the University is working on this double log in process!

What is MyInfo? MyInfo is the University’s student self enrolment and management system. Within MyInfo you can manage your enrolment including unit selection, unit set (course and specialisations – if applicable) enrolment and activity signup. You can also update your personal details (home and postal addresses, email address etc).

☐ Go to Self Enrolment Steps
On the left menu, click on <Change Enrolment Details> and then <Self Enrolment Steps>. Read all of the information on this page and then scroll down to the <Self Enrolment Steps> heading. Work your way through each of the steps.

Icons are used to represent the status of each Self Enrolment Step. Each step has an explanation to the process so please read each one carefully.

☐ Disclaimer
☐ Services
☐ Government Statistics

☐ Course Completion Date
Keeps the university informed of when you expect to graduate, so please keep this up to date as it is very important.
Unit Sets (Course and Specialisation – if applicable)
You will need to have at least one Unit Set recorded as your Primary Unit Set. Your Primary Unit Set must relate to the course you are currently enrolled under.

What are Unit Sets? This is the name given to the Course and Specialisations (if applicable) by MyInfo, and often referred to as a Course. You must have at least one primary unit set on MyInfo that matches the course you were offered (eg. Master of Arts in Public Policy, with Primary Unit set of MA-PUB-POL).

Units
This is where you enrol in your individual units. Use the Search function to find the unit you want. You can also just type in the unit code of the unit you wish to enrol in. Do one unit at a time and Save Changes after each unit added. Remember to enrol in all of your units for the year.

D = internal, X = external, S1 = Semester 1, S2 = Semester 2.
When you have successfully enrolled in a unit the ‘Status’ column will show ‘Enrolled’ and the background colour will change from grey to blue.

Remember to make sure you have your Pop-Up Blockers turned off when you are in MyInfo as it will affect your ability to save your units.

Commonwealth Assistance Form (Domestic Students only)
This is a Commonwealth Government requirement. To complete this you will need your Tax File Number (TFN). If you do not have your TFN handy or have not applied for one from the Australian Taxation Office yet you can come back to this step later, however this step must be completed by the Census Date to avoid having your course cancelled as per Commonwealth Government regulations.

Check your Current Enrolment Details
When you have enrolled in all units that you intend to take for the year you are encouraged to view your current enrolment from the <Current Enrolment Details> menu in MyInfo. Select <Course and Unit Details> and then click on the course code next to the <Units> heading. You will need to check that all of the units that you intend to take for the year are included.

Unit Status shows as ENROLLED!
Well done, you have enrolled in your units. Please be aware that your Course Status will remain as Inactive until semester begins.

If you have any trouble getting into or navigating your way around MyMurdoch or have a technical issue, check out the Help link or contact the IT Service Desk (itservicedesk@murdoch.edu.au, p: 93602000 or Level 2, North Wing, Library).
STEP 4

Get Advice

Your Program Chair(s) will advise you on the requirements of your course and answer any unit selection and enrolment queries at your Postgraduate Coursework Advice session held on Monday of Trimester 3. This session will provide you with valuable information relating to your course, units and enrolment options and includes an introduction to key Murdoch University staff, the campus and to the facilities and services that are available to you.

You are therefore encouraged to attend.

☐  When and Where is your Postgraduate Coursework Advice Session?

When: Monday, August 18 from 3.00 pm
Where: Economics Commerce and Law Building, Lecture Theatre 3
Who: All MBS postgraduate students.

Help
If you are still unsure of your choice of units after you have read this booklet and you have attended the relevant Postgraduate Coursework Advice Session you can email or phone your Faculty Student Administration staff member (Appendix D) with details of your query.

☐  Things to do during Week 1:

☐ Attend your Postgraduate Coursework Advice Session
☐ Hear about Support at Murdoch – Who can help you? Find out before you need it!
☐ Join the Campus and Library tours (after the course advice session). How not to get lost.
☐ Ask about Computer use on campus
☐ Meet the Student Guild and find out about their services
☐ Have your photo taken for your Student ID/Library Card
☐ Organise a parking permit (or avoid the queues and do it online at: http://www.oss.murdoch.edu.au/parking/)
☐ Join one of the many Murdoch Clubs & Societies
☐ Meet other students in your same course.
Important Information and FAQs

Units – Which units do I need to do and how do I know that I have enrolled in the right units? Your Course Structure (Appendix A) in this booklet shows you which are your required units. Details for other courses are available from the Faculty Student Administration website http://www.murdoch.edu.au/fsa/.

Invalid Units – Why is my unit enrolment INVALID? Beside the invalid unit, you will find a grey button labelled ‘Why is this Invalid?’ When you click on this button, a pop-up window will display the reason that the unit is invalid. If you still require help, print off or copy down this information before contacting your Faculty Student Administration staff member (Appendix D).

Where can I find my credit and exemptions (Advanced Standing)? If you have notified the University that you wish to be assessed for Advanced Standing (either on your application or via contact with the Accreditation Officer), your credit and exemptions will be shown on MyInfo part of MyMurdoch. Go to ‘Current Enrolment Details’, select <Course and Unit Details>, scroll down the list to <Advanced Standing> and click on course code next to this heading (eg M1006). Allow at least 10 working days from receipt by the University of your application and supporting documentation before this information will be available on your enrolment record. Should you have any queries regarding Advanced Standing you should contact the Accreditation Officer (see Appendix E).

Enrolment Deadlines – Internal and External units. You will be expected to enrol in all your units for the current year as soon as possible. The last date to add a unit is the Friday of Week 1 of the teaching period. For external units, the mail-out of unit materials will commence two weeks prior to the start of each teaching period, so you should enrol in your external units as soon as possible. If you enrol in an external unit after the initial mail-out you should allow up to 10 days from the date you enrolled to receive your materials.

University Regulations and Rules Students should ensure they are familiar with the University’s internal legislation, including provisions specifically relevant to their studies. University Regulations and Rules. http://www.murdoch.edu.au/admin/legsln/
How do I add or change my course? To change your course entirely will require a new application to be submitted which can only be applied for near the end of each semester. The relevant course application forms can be found at http://www.murdoch.edu.au/Future-students/Postgraduate-

Email Account & Correspondence The University’s primary form of contact with students is via email. The University automatically provides you with an email address, (yourstudentnumber@student.murdoch.edu.au) and you can access this email account at: https://wwwstudent.murdoch.edu.au/mail using your Murdoch User name and Password (same as MyMurdoch). You can choose to use a different email account, for example a Yahoo account. It is essential that you keep the email address listed in MyInfo page of MyMurdoch up to date so that you receive important communications from your lecturers and the University.

Cancellation of Courses The University reserves the right to cancel, without notice, any course or unit if the number of students enrolled falls below limits set by the University.

Glossary A general summary to help you with some of the more common terms that you will come across as you plan your studies can be found on the Faculty Student Administration web page. A full list of Murdoch terminology and relevant regulation requirements can be found in the Murdoch Glossary http://handbook.murdoch.edu.au/2008/09_glossary.pdf.
APPENDIX A

Full Handbook Description and Course Structure*

*These Course structures include both Trimester 3 2008 information and the new 2009 offerings.

Postgraduate Certificate in Business Administration

Credit Points 12
Course Codes C1032
Description The Postgraduate Certificate in Business Administration develops the basic analytical tools needed to make sound business decisions. It focuses on the management of organisations and provides unit choices in many of the other key business disciplines. The course can be completed in one semester of full-time study, or part time equivalent. Students who successfully complete the Postgraduate Certificate may apply for admission to the Postgraduate Diploma in Business Administration.

Course Structure -- 12 points
Core Units -- 4 points
MBS508 Organisational Behaviour and Management -- 4 pts
Murdoch 2008: T3-internal, T3-external
Murdoch: S1-internal, S1-external, W-internal, W-external

Specified Electives -- 8 points
Select from the following:
MBS513 Accounting for Managers -- 4 pts
Murdoch 2008: T3-internal, T3-external
Murdoch: S1-internal, S1-external, S2-internal
MBS531 Economics of Globalisation -- 4 pts
Murdoch: S1-internal, S1-external
MBS617 Human Resource Management Perspectives -- 4 pts
Murdoch: S1-internal, S1-external
MBS630 International Business -- 4 pts
Murdoch: S2-internal, S2-external

Students should note that from 2009, the teaching periods of these units will change as indicated.
Students should note that from 2009, the teaching periods of these units will change as indicated.

- MBS671 Effective Leadership -- 4 pts
  Murdoch: S2-internal, S2-external
- MBS666 Economics and Business Strategy -- 4 pts
  Murdoch 2008: S2-internal, S2-external
  Murdoch: S2-internal, S2-external
- MBS572 Risk Management -- 4 pts
  Murdoch 2008: T3-internal, T3-external
  Murdoch: U-internal, U-external
- MBS558 Supply Chain Management and Logistics -- 4 pts
  Murdoch 2008: T3-internal, T3-external
  Murdoch: W-internal, W-external
- MBS699 Special Topics in Business: Not for Profit Business -- 4 pts
  Murdoch: W-internal, W-external
- MBS629 Entrepreneurship and Innovation Management -- 4 pts
  Murdoch: W-internal, W-external
- MBS502 Law for Business -- 4 pts
  Murdoch 2008: S2-internal, S2-external, T3-internal, T3-external
  Murdoch: S1-internal, S2-internal
- MBS641 Project Management -- 4 pts
  Murdoch 2008: T3-internal, T3-external
  Murdoch: U-internal, U-external
- MBS618 Dispute Management -- 4 pts
  Murdoch: S1-internal, S1-external
- MBS605 Business Finance -- 4 pts
  Murdoch: S2-internal, S2-external
- MBS606 Strategic Decision-Making -- 4 pts
  Murdoch: S2-internal, S2-external
- MBS623 Occupational Health and Safety Requirements -- 4 pts
  Murdoch: W-internal, W-external

Students may substitute one of the units above with any 500/600-level units offered by the Murdoch Business School with permission of the Program Chair.
Postgraduate Diploma in Business Administration

Credit Points 24
Course Codes P1028

Description The Postgraduate Diploma in Business Administration develops the basic analytical tools needed to make sound business decisions. It focuses on the management of organisations, marketing and accounting, and provides for further studies in many of the other key business disciplines. The course requires two semesters of full-time study, or can be completed on a part time basis. Students who successfully complete the Postgraduate Diploma may apply for admission to the MBA or MBA in International Business: China.

Course Structure -- 24 points
Core Units -- 12 points
MBS513 Accounting for Managers -- 4 pts
Murdoch 2008: T3-internal, T3-external
Murdoch: S1-internal, S1-external, S2-internal
MBS507 Marketing Management -- 4 pts
Murdoch: S1-internal, S1-external
MBS508 Organisational Behaviour and Management -- 4 pts
Murdoch 2008: T3-internal, T3-external
Murdoch: S1-internal, S1-external, W-internal, W-external

Specified Electives -- 12 points
Select from the following:
MBS531 Economics of Globalisation -- 4 pts
Murdoch: S1-internal, S1-external
MBS617 Human Resource Management Perspectives -- 4 pts
Murdoch: S1-internal, S1-external
MBS630 International Business -- 4 pts
Murdoch: S2-internal, S2-external
MBS605 Business Finance -- 4 pts
Murdoch: S2-internal, S2-external
MBS558 Supply Chain Management and Logistics -- 4 pts
Murdoch 2008: T3-internal, T3-external
Murdoch: W-internal, W-external
MBS572 Risk Management -- 4 pts
Murdoch 2008: T3-internal, T3-external
Murdoch: U-internal, U-external

Students should note that from 2009, the teaching periods of these units will change as indicated.
Students should note that from 2009, the teaching periods of these units will change as indicated.

MBS606 Strategic Decision-Making -- 4 pts
Murdoch: S2-internal, S2-external

MBS671 Effective Leadership -- 4 pts
Murdoch: S2-internal, S2-external

MBS502 Law for Business -- 4 pts
*Murdoch 2008: S2-internal, S2-external, T3-internal, T3-external*
Murdoch: S1-internal, S2-internal

MBS699 Special Topics in Business: Not for Profit Business -- 4 pts
Murdoch: W-internal, W-external

MBS548 Organisational Consultancy -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S2-internal

MBS629 Entrepreneurship and Innovation Management -- 4 pts
Murdoch: W-internal, W-external

MBS666 Economics and Business Strategy -- 4 pts
*Murdoch 2008: S2-internal, S2-external*
Murdoch: S2-internal, S2-external

MBS641 Project Management -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: U-internal, U-external

MBS618 Dispute Management -- 4 pts
Murdoch: S1-internal, S1-external

MBS623 Occupational Health and Safety Requirements -- 4 pts
Murdoch: W-internal, W-external

Students may substitute one of the units above with any 500/600-level units offered by the Murdoch Business School with permission of the Program Chair.

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**Master of Business Administration (MBA)**

**Credit Points** 48

**Course Codes** M1000

**Description** The Master of Business Administration provides a comprehensive exposure to the key analytical tools required to make sound business decisions. It can be completed in one year (full-time) or two years (part-time), using semesters and summer and winter terms.

Evening classes are convenient for students working full-time. Students may commence in Semester 1 or 2.

*Students should note that from 2009, the teaching periods of these units will change as indicated.*
Course Structure -- 48 points

Core Units -- 24 points

MBS513 Accounting for Managers -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S1-internal, S1-external, S2-internal

MBS507 Marketing Management -- 4 pts
Murdoch: S1-internal, S1-external

MBS508 Organisational Behaviour and Management -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S1-internal, S1-external, W-internal, W-external

MBS507 Marketing Management -- 4 pts
Murdoch: S1-internal, S1-external

MBS605 Business Finance -- 4 pts
Murdoch: S2-internal, S2-external

MBS606 Strategic Decision-Making -- 4 pts
Murdoch: S2-internal, S2-external

Specified Electives -- 24 points

Select 24 points from the following list with a minimum of 12 points at 600-level:

MBS531 Economics of Globalisation -- 4 pts
Murdoch: S1-internal, S1-external

MBS548 Organisational Consultancy -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S2-internal

MBS502 Law for Business -- 4 pts
*Murdoch 2008: S2-internal, S2-external, T3-internal, T3-external*
Murdoch: S1-internal, S2-internal

MBS617 Human Resource Management Perspectives -- 4 pts
Murdoch: S1-internal, S1-external

MBS666 Economics and Business Strategy -- 4 pts
*Murdoch 2008: S2-internal, S2-external*
Murdoch: S2-internal, S2-external

MBS629 Entrepreneurship and Innovation Management -- 4 pts
Murdoch: W-internal, W-external

MBS501 Human Resource Management Law -- 4 pts
Murdoch: S1-internal, S1-external

MBS618 Dispute Management -- 4 pts
Murdoch: S1-internal, S1-external

*Students should note that from 2009, the teaching periods of these units will change as indicated.*
Students should note that from 2009, the teaching periods of these units will change as indicated.

MBS641 Project Management -- 4 pts  
*Murdoch 2008: T3-internal, T3-external*  
Murdoch: U-internal, U-external

MBS619 Qualitative Business Research Methods -- 4 pts  
NA 2009

MBS616 Quantitative Business Research Methods -- 4 pts  
NA 2009

MBS630 International Business -- 4 pts  
Murdoch: S2-internal, S2-external

MBS572 Risk Management -- 4 pts  
*Murdoch 2008: T3-internal, T3-external*  
Murdoch: U-internal, U-external

MBS558 Supply Chain Management and Logistics -- 4 pts  
*Murdoch 2008: T3-internal, T3-external*  
Murdoch: W-internal, W-external

MBS558 Supply Chain Management and Logistics -- 4 pts  
Murdoch: W-internal, W-external

MBS593 Chinese Economy -- 4 pts  
*Murdoch 2008: T3-internal, T3-external*  
Murdoch: W-internal, W-external

MBS699 Special Topics in Business: Not for Profit Business -- 4 pts  
Murdoch: W-internal, W-external

MBS625 Managing, Evaluating and Developing Human Resources -- 4 pts  
Murdoch: S2-internal, S2-external

MBS623 Occupational Health and Safety Requirements -- 4 pts  
Murdoch: W-internal, W-external

MBS612 Research Project -- 4 pts  
*Murdoch 2008: S2-internal, T3-internal*  
Murdoch: H-internal, H-external, S1-internal, S1-external, S2-internal, S2-external, U-internal, U-external, W-internal, W-external, Y-internal, Y-external

OR

MBS615 Industrial Project -- 8 pts  
*Murdoch 2008: S2-internal, T3-internal, T3-external*  
Murdoch: H-internal, H-external, S1-internal, S1-external, S2-internal, S2-external, U-internal, U-external, W-internal, W-external, Y-internal, Y-external
MBA in International Business: China (MBAIntBus)

Credit Points 48
Course Codes M1069
Description The MBA in International Business: China prepares managers for effective management of business ventures in China. It develops the critical analytical skills common to all MBA courses and provides a focus on international, Asia-Pacific and China business. An in-country module includes an individual company placement, a major applied industrial project, an executive seminar program and site visits to industry and government.

Special Requirements The Chinese Business Enterprise Development unit is taught at the Murdoch campus and requires four hours of contact time per week for six weeks. The workshop component of this unit comprises a program of industry seminars which are offered only in China. Students are required to travel to China for five weeks during Summer Term, and this includes a five-week, full-time industry placement. The Industrial Project: China unit is completed independently, with the guidance of supervisors at Murdoch and a company mentor in China.

Australian citizens must possess an Australian passport valid for at least six months from the date of departure from Perth, with eligibility for a visa to enter the People's Republic of China. Non-Australian citizens must possess a passport valid for at least six months from the date of departure from Perth, with eligibility for a visa to enter the People's Republic of China, and multiple entry visas for re-entry into Australia if the student intends to return to Australia before returning to their home country. The program concludes officially on the last scheduled date in China, and students are not required to return to Australia. They may remain in China or return directly to their home country or other destinations.

All students are required to pay an additional program charge that includes inter-city and intra-city transport to company seminars whilst in China. This charge is payable in two non-refundable instalments, the first as a deposit no later than the end of Week 2 in Semester 1, and one additional instalment no later than the end of Week 2 in Semester 2. This additional charge will be published annually with the appropriate tuition fee information. Students are covered by Murdoch University for travel insurance.

Students are responsible for all other costs including accommodation, airfares, passport and visa fees, vaccinations, meals, taxis and personal

Students should note that from 2009, the teaching periods of these units will change as indicated.
expenses.

The availability of this course will be subject to sufficient enrolment numbers. Murdoch reserves the right to make changes to the travel program at any time, should conditions require it.

Enrolment in this course will require students to travel overseas to China. Therefore students must be aware of Australian Department of Foreign Affairs and Trade (DFAT) travel advisories prior to their departure by checking the following link:
Where the intended overseas location has a high level travel advisory in place the student can opt not to travel to that destination. Instead they can seek alternative arrangements as determined by the Program Chair and approved by the Dean of School.

All students must complete the University’s online Travel Register prior to departure.

**NOTE:** Students are recommended to undertake study of the Chinese language prior to placement in China in Summer Term.

**Course Structure -- 48 points**

**Core Units -- 48 points**

**MBS513 Accounting for Managers -- 4 pts**  
*Murdoch 2008: T3-internal, T3-external*  
Murdoch: S1-internal, S1-external, S2-internal

**MBS531 Economics of Globalisation -- 4 pts**  
Murdoch: S1-internal, S1-external

**MBS507 Marketing Management -- 4 pts**  
Murdoch: S1-internal, S1-external

**MBS671 Effective Leadership -- 4 pts**  
Murdoch: S2-internal, S2-external

**MBS508 Organisational Behaviour and Management -- 4 pts**  
*Murdoch 2008: T3-internal, T3-external*  
Murdoch: S1-internal, S1-external, W-internal, W-external

**MBS605 Business Finance -- 4 pts**  
Murdoch: S2-internal, S2-external

**MBS630 International Business -- 4 pts**  
Murdoch: S2-internal, S2-external

Students should note that from 2009, the teaching periods of these units will change as indicated.
MBS606 Strategic Decision-Making -- 4 pts  
Murdoch: S2-internal, S2-external  

MBS593 Chinese Economy -- 4 pts  
*Murdoch 2008: T3-internal, T3-external*  
Murdoch: W-internal, W-external  

MBS672 Chinese Business Enterprise Development -- 4 pts  
*Murdoch 2008: T3-internal, T3-external*  
Murdoch: WS3-internal  

MBS615 Industrial Project -- 8 pts  
*Murdoch 2008: S2-internal, T3-internal, T3-external*  
Murdoch: H-internal, H-external, S1-internal, S1-external, S2-internal, S2-external, U-internal, U-external, W-internal, W-external, Y-internal, Y-external  

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### Postgraduate Certificate in Human Resource Management

**Credit Points**  
12  

**Course Codes**  
C1057  

**Description**  
The award is a professionally-oriented coursework qualification in Human Resource Management (HRM). It provides students with a foundation of the strategic view of HRM which links an organisation’s strategic goals and objectives to the management of its human resources. Coursework options include strategic overviews of the HRM operating environment, HR planning, staffing, training and development, performance management, remuneration, and a specialised unit covering occupational health and safety, drugs and alcohol in the workplace and counselling. Graduates will often continue studies towards the Master of Human Resource Management.  

**Professional Recognition**  
This course is accredited by the Australian Human Resource Institute (AHRI).  

**Articulation**  
This Certificate will articulate into the Postgraduate Diploma in Human Resource Management and then into the Master of Human Resource Management.  

### Course Structure -- 12 points

**Core Units -- 4 points**  
MBS617 Human Resource Management Perspectives -- 4 pts  
Murdoch: S1-internal, S1-external  

**Specified Electives -- 8 points**  
Select from the following:
Students should note that from 2009, the teaching periods of these units will change as indicated.

MBS511 Acquisition of Human Resources -- 4 pts
Murdoch: S2-internal, S2-external

MBS570 Health and Well-Being in the Workplace -- 4 pts
Murdoch: U-internal, U-external

MBS508 Organisational Behaviour and Management -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S1-internal, S1-external, W-internal, W-external

MBS625 Managing, Evaluating and Developing Human Resources -- 4 pts
Murdoch: S2-internal, S2-external

MBS626 Managing Remuneration, Benefits and Motivation -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S2-internal, S2-external

MBS501 Human Resource Management Law -- 4 pts
Murdoch: S1-internal, S1-external

MBS623 Occupational Health and Safety Requirements -- 4 pts
Murdoch: W-internal, W-external

Students may substitute one of the units above with any 500/600-level unit offered by the Murdoch Business School with permission of the Program Chair.

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**Postgraduate Diploma in Human Resource Management**

| Credit Points | 24 |
| Course Codes | P1039 |

**Description**

This is a professionally-oriented coursework qualification in Human Resource Management. It takes a strategic view of HRM which links an organisation’s strategic goals and objectives to the management of its human resources. Coursework options include strategic overviews of the HRM operating environment, HR planning, staffing, training and development, performance management, remuneration, and a specialised unit covering occupational health and safety, drugs and alcohol in the workplace and counselling. Graduates will often continue studies towards the Master of Human Resource Management.

**Professional Recognition**


**Articulation**

This Postgraduate Diploma will articulate into the Master of Human Resource Management.
Course Structure -- 24 points

Core Units -- 12 points

Specified Electives -- 12 points

MBS617 Human Resource Management Perspectives -- 4 pts
Murdoch: S1-internal, S1-external

MBS501 Human Resource Management Law -- 4 pts
Murdoch: S1-internal, S1-external

MBS511 Acquisition of Human Resources -- 4 pts
Murdoch: S2-internal, S2-external

Specified Electives -- 12 points

Select from the following:

MBS502 Law for Business -- 4 pts
Murdoch 2008: S2-internal, S2-external, T3-internal, T3-external

MBS605 Business Finance -- 4 pts
Murdoch: S2-internal, S2-external

MBS507 Marketing Management -- 4 pts
Murdoch: S1-internal, S1-external

MBS513 Accounting for Managers -- 4 pts
Murdoch 2008: T3-internal, T3-external

MBS531 Economics of Globalisation -- 4 pts
Murdoch: S1-internal, S1-external

MBS548 Organisational Consultancy -- 4 pts
Murdoch 2008: T3-internal, T3-external

MBS671 Effective Leadership -- 4 pts
Murdoch: S2-internal

MBS606 Strategic Decision-Making -- 4 pts
Murdoch: S2-internal, S2-external

MBS508 Organisational Behaviour and Management -- 4 pts
Murdoch 2008: T3-internal, T3-external

MBS625 Managing, Evaluating and Developing Human Resources -- 4 pts
Murdoch: S2-internal, S2-external

Students should note that from 2009, the teaching periods of these units will change as indicated.
Students should note that from 2009, the teaching periods of these units will change as indicated.

MBS626 Managing Remuneration, Benefits and Motivation -- 4 pts
_Murdoch 2008: T3-internal, T3-external_
Murdoch: S2-internal, S2-external

MBS630 International Business -- 4 pts
Murdoch: S2-internal, S2-external

MBS570 Health and Well-Being in the Workplace -- 4 pts
Murdoch: U-internal, U-external

MBS623 Occupational Health and Safety Requirements -- 4 pts
Murdoch: W-internal, W-external

MBS572 Risk Management -- 4 pts
_Murdoch 2008: T3-internal, T3-external_
Murdoch: U-internal, U-external

Students may substitute one of the units above with any 500/600-level units offered by the Murdoch Business School with permission of the Program Chair.

_Master of Human Resource Management_

_Credit Points_ 48

_Course Codes_ M1053

_Description_ The MHRM is a professionally-oriented coursework masters degree in Human Resource Management (HRM). The degree takes a strategic view of HRM which links an organisation's strategic goals and objectives to the management of its human resources. Coursework proceeds from strategic overviews of the operating environment through HR planning, staffing, training and development, performance management, remuneration, and a specialised unit covering occupational health and safety, drugs and alcohol in the workplace and counselling.


_Course Structure -- 48 points_

_Core Units -- 24 points_

MBS617 Human Resource Management Perspectives -- 4 pts
Murdoch: S1-internal, S1-external

MBS511 Acquisition of Human Resources -- 4 pts
Murdoch: S2-internal, S2-external

MBS501 Human Resource Management Law -- 4 pts
Murdoch: S1-internal, S1-external

Students should note that from 2009, the teaching periods of these units will change as indicated.
MBS625 Managing, Evaluating and Developing Human Resources -- 4 pts
Murdoch: S2-internal, S2-external

MBS508 Organisational Behaviour and Management -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S1-internal, S1-external, W-internal, W-external

MBS508 Organisational Behaviour and Management -- 4 pts
Murdoch: S1-internal, S1-external, W-internal, W-external

MBS626 Managing Remuneration, Benefits and Motivation -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S2-internal, S2-external

MBS626 Managing Remuneration, Benefits and Motivation -- 4 pts
Murdoch: S2-internal, S2-external

**Specified Electives -- 24 points**
Select from the following with a minimum of 12 points at 600-level:

MBS502 Law for Business -- 4 pts
*Murdoch 2008: S2-internal, S2-external, T3-internal, T3-external*
Murdoch: S1-internal, S2-internal

MBS513 Accounting for Managers -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S1-internal, S1-external, S2-internal

MBS507 Marketing Management -- 4 pts
Murdoch: S1-internal, S1-external

MBS531 Economics of Globalisation -- 4 pts
Murdoch: S1-internal, S1-external

MBS606 Strategic Decision-Making -- 4 pts
Murdoch: S2-internal, S2-external

MBS548 Organisational Consultancy -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: S2-internal

MBS612 Research Project -- 4 pts
*Murdoch 2008: S2-internal, T3-internal*
Murdoch: H-internal, H-external, S1-internal, S1-external, S2-internal, S2-external, U-internal, U-external, W-internal, W-external, Y-internal, Y-external

MBS671 Effective Leadership -- 4 pts
Murdoch: S2-internal, S2-external

MBS572 Risk Management -- 4 pts
*Murdoch 2008: T3-internal, T3-external*
Murdoch: U-internal, U-external

*Students should note that from 2009, the teaching periods of these units will change as indicated.*
MBS699 Special Topics in Business: Not for Profit Business -- 4 pts
Murdoch: W-internal, W-external
MBS616 Quantitative Business Research Methods -- 4 pts
NA 2009
MBS619 Qualitative Business Research Methods -- 4 pts
NA 2009
MBS630 International Business -- 4 pts
Murdoch: S2-internal, S2-external
MBS615 Industrial Project -- 8 pts
*Murdoch 2008: S2-internal, T3-internal, T3-external*
Murdoch: H-internal, H-external, S1-internal, S1-external, S2-internal, S2-external, U-internal, U-external, W-internal, W-external, Y-internal, Y-external
MBS618 Dispute Management -- 4 pts
Murdoch: S1-internal, S1-external
MBS570 Health and Well-Being in the Workplace -- 4 pts
Murdoch: U-internal, U-external
MBS623 Occupational Health and Safety Requirements -- 4 pts
Murdoch: W-internal, W-external
Other units may be substituted with permission of the Program Chair.

*Students should note that from 2009, the teaching periods of these units will change as indicated.*
APPENDIX B

Personal Study Plan

Course: ____________________________________________

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APPENDIX C
Program Chair & Academic Contact Details

Murdoch Business School Postgraduate Coursework Awards, Dr Yingchi Chu
Y.Chu@murdoch.edu.au, p: 08 9360 2993, Economics, Commerce and Law Building 4.015

Correct at time of printing. For the most up-to-date list of Academic contacts, please consult:
http://www.murdoch.edu.au/contacts/academic/

APPENDIX D
Enrolment Enquiries

Enrolment advice can be sought from either the Program Chair or your Faculty Student Administration staff member

Tania Thornton, Executive Officer, Faculty Student Administration
T.Thornton@murdoch.edu.au

Education and Humanities Building Room 2.002
p: 08 9360 6191
http://www.murdoch.edu.au/fsa/

The New Students website (http://www.murdoch.edu.au/students/new/) will also assist you with links to enrolment procedures, Fees, Orientation and Services and Facilities.
## Handy Contacts and Websites

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<td>9360 6770</td>
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<tr>
<td>Advanced Standing – Credit &amp; Exemptions</td>
<td>Mr Allan Wong (Domestic Students) Mr John Tan (International Stud.)</td>
<td><a href="mailto:A.Wong@murdoch.edu.au">A.Wong@murdoch.edu.au</a> <a href="mailto:J.Tan@murdoch.edu.au">J.Tan@murdoch.edu.au</a></td>
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