

Individual Study in Business

Policy Number:	BBS 2.01
Name of Policy:	Individual Study in Business
Applicability:	All Bond Business School students active in Business, EMBA, BBT Global Leadership MBA or PG Study Abroad/Exchange programs.
Applicable Subjects:	Individual Study in Business (BUSN13-630, BUSN71-620) Individual Study in EMBA (EXEC70-620, EXEC71-620) Individual Study in Global Business (GMBA70-620, GMBA71-620)
Contact Position:	Student Affairs and Service Quality Manager (or Research Development Manager for HDR students)
Policy Status:	Issue 1
Date of approval:	14 February 2018
Date last amended:	14 February 2018
Date of next review:	14 February 2021
Related policies:	Nil

1. Overview

1.1 This policy sets out the current practice within the Bond Business School in relation to:

- a) A Bond Business School undergraduate student's entitlement to complete up to two Individual Study subjects, in circumstances where the student wishes to pursue a theme or focus not catered for by the Bond Business School's undergraduate elective offerings.
- b) A Bond Business School postgraduate student's entitlement to complete up to two Individual Study subjects (and to allow for the completion of a third Individual Study subject for eligible Masters students, see 4.5 below, only), in circumstances where the student wishes to pursue a theme or focus not catered for by Bond Business School's postgraduate elective offerings.
- c) A Postgraduate Business Study Abroad/Exchange student's entitlement to complete an Individual Study subject at Bond Business School.
- d) A Higher Degree Research student's entitlement to complete up to two Individual Study subjects in circumstances where a student wishes to pursue a theme or focus not catered for by the Bond Business School's postgraduate elective offerings.

1.2 Each semester, the Bond Business School will appoint an academic to act as the *Individual Study in Business* coordinator. A Program Director or Associate Dean of Learning & Teaching will notify students of the outcome of their application to complete an *Individual Study in Business*.

2. Definitions

Bond Business School undergraduate student:	A student enrolled in a Bachelor of: Business, Commerce, Actuarial Science, International Hotel and Tourism Management, Sport Management or approved variants.
Bond Business School postgraduate student:	A student enrolled in a Master of: Accounting, Actuarial Science, Actuarial Practice, Business, Finance, Financial Management, Bond University - BBT Global Leadership MBA, MBA, EMBA, Sport Management or approved variants.
Bond Business School Higher Degree Research student:	A student enrolled in a Master of Philosophy (MPhil) or Doctor of Philosophy (PhD)
Elective offering:	A subject offered, which when completed and combined with all requirements of a specific program, form part of the degree program.
Postgraduate Business Study Abroad/Exchange Student:	A student admitted into a Postgraduate (PG) Business Study Abroad/Exchange program.

3. Undergraduate Bachelor Program Students

- 3.1. In the case of an Individual Study subject credited towards a Bond Business School (BBS) Bachelor program, the student will provide a 2,000 word research proposal (weighted at 20%) which leads to an 8,000 word research paper (weighted at 70%) and an oral presentation (weighted at 10%) in satisfaction of the requirements of the subject. As a general rule, word limits are exclusive of footnotes, and footnotes should contain only references.
- 3.2. The student will meet regularly with a Faculty academic during the semester to finalise a topic, determine methodology and discuss progress. The Faculty academic will act as supervisor as well as examiner.
- 3.3. A student enrolled in a BBS Bachelor program may substitute up to two elective subjects with two Individual Study subjects, provided that approval is granted by the Associate Dean Learning and Teaching, or delegate, based upon the following criteria:
 - a) An approved Faculty academic must be prepared to supervise the student on an agreed topic within their area of expertise and the topic should be a discrete area of inquiry not covered in previous studies by that student.
 - b) The student will normally be required to have a 65% (or above) average in BBS subjects and to have completed a minimum of 50% of subjects mandatory to their program.
 - c) There is no subject offered or intended to be offered within the term of the expected length of the student's program that would adequately satisfy the topic area of the individual study.
 - d) The student submits an *Application for Individual Study in Business* form as per the submission procedure listed on the form.
- 3.4. The student must submit their assessment pieces by the required deadlines to allow time for marking and confirmation at the Board of Examiners meeting of that semester.

4. Masters Students

- 4.1. In the case of an Individual Study subject credited towards a Bond Business School (BBS) Masters program, the student will provide a 2,000 word research proposal (weighted at 20%) which leads to an 8,000 word research paper (weighted at 70%) and an oral presentation (weighted at 10%) in satisfaction of the requirements of the subject. As a general rule, word limits are exclusive of footnotes, and footnotes should contain only references
- 4.2. The student will meet regularly with a Faculty academic during the semester to finalise a topic, determine methodology and discuss progress. The Faculty academic will act as supervisor as well as examiner.
- 4.3. A student enrolled in a Masters program may substitute up to two elective subjects with two Individual Study subjects, (with an additional Individual Study subject available for eligible Masters students, see 4.5), provided that approval is granted by the Associate Dean Learning and Teaching, or delegate, based upon the following criteria:
 - a) A Faculty academic must be prepared to supervise the student on an agreed topic within their area of expertise and the topic should be a discrete area of inquiry not covered in previous undergraduate or postgraduate studies by that student.
 - b) A student enrolled in a Masters program will normally be required to have a 65% (or above) average in BBS subjects and to have completed a minimum of 50% of mandatory business subjects.
 - c) There is no subject offered or intended to be offered within the term of the expected length of the student's degree that would adequately satisfy the topic area of the individual study.

d) The student submits an *Application for Individual Study in Business* form as per the submission procedure listed on the form.

4.4 If appropriate supervision is available a BBS student may replace two elective subjects with a minor dissertation worth 20cp, subject to the approval of the Associate Dean Learning and Teaching, or delegate, based upon the above criteria.

4.5 A BBS student may complete a third Individual Study subject if necessary to complete a theme or focus developed in their prior postgraduate studies subject to the approval of the Associate Dean Learning and Teaching, or delegate, based upon the above criteria, but with the additional criterion that there should be more than one supervisor for the three Individual Study subjects.

4.6 A BBS student will not be entitled to obtain credit using Individual Study subjects for more than 50% of the total postgraduate coursework component of their program.

4.7 The student must submit their assessment pieces by the required deadlines to allow time for marking and confirmation at the Board of Examiners meeting of that semester.

5. Postgraduate BBS Study Abroad/Exchange Students

5.1. In the case of an Individual Study subject undertaken by a Postgraduate BBS Study Abroad/Exchange student, the student will provide a 2,000 word research proposal (weighted at 20%) which leads to a 10,000 word research paper (weighted at 70%) and an oral presentation (weighted at 10%) in satisfaction of the requirements of the subject. Alternatively, the Associate Dean Learning and Teaching, or delegate, may permit the student to provide a research paper to meet the word count requirements of the degree in which they are enrolled at their home institution, provided that this is not less than 10,000 words. As a general rule, word limits are exclusive of footnotes, and footnotes should contain only references.

5.2. The student will meet regularly with a Faculty academic during the semester to finalise a topic, determine methodology and discuss progress. The Faculty academic will act as supervisor as well as examiner.

5.3. A student admitted into a Postgraduate BBS Study Abroad/Exchange program may undertake one Individual Study subject, provided that approval is granted by the Associate Dean Learning and Teaching, or delegate, based upon the following criteria:

a) A Faculty academic must be prepared to supervise the student on an agreed topic within their area of expertise and the topic should be a discrete area of inquiry not covered in previous undergraduate or postgraduate studies by that student.

b) The student will normally be required to have a 65% (or above) average in a minimum of two postgraduate subjects credited towards the degree in which they are enrolled at their home institution.

c) The student submits an *Application for Individual Study in Business* form as per the submission procedure listed on the form.

5.4. The student must submit assessment pieces by the required deadlines to allow time for marking and confirmation at the Board of Examiners meeting of that semester.

6. Higher Degree Research Students

6.1. In the case of an Individual Study subject credited towards a Master of Philosophy program, the student will provide a 2,000 word research proposal (weighted at 20%) which leads to a 10,000 word research paper (weighted at 70%) and an oral presentation (weighted at 10%) in satisfaction of the requirements of the subject. As a general rule, word limits are exclusive of footnotes, and footnotes should contain only references.

6.2. The student will meet regularly with a Faculty academic during the semester to finalise a topic, determine methodology and discuss progress. The Faculty academic will act as supervisor as well as examiner.

- 6.3. A student enrolled in Doctor of Philosophy program may complete up to two coursework subjects by two Individual Study subjects, provided that approval is granted by the Associate Dean Research, or delegate, based upon the following criteria:
- a) A BBS academic must be prepared to supervise the student on an agreed topic within their area of expertise and the topic should be a discrete area of study not covered in research work undertaken in previous undergraduate or postgraduate studies by that student.
 - b) There is no subject offered or intended to be offered within the term of the expected length of their candidature that would adequately satisfy the topic area of the individual study.
 - c) The student submits an *Application for Individual Study in Business* form as per the submission procedure listed on the form.
- 6.4. An MPhil student will not be entitled to obtain credit using Individual Study subjects for more than 50% of the total postgraduate coursework component for their MPhil degree attempted at Bond Business School.
- 6.5. The student must submit their assessment pieces by the required deadlines to allow time for marking and confirmation at the Board of Examiners meeting of that semester.

7. Related Policies/Procedures

Nil

8. Related Guidelines and Forms

Application for Individual Study in BBS – see below.

APPLICATION FOR INDIVIDUAL STUDY IN BUSINESS

Please Note:

An Individual Study in Business is available in exceptional circumstances only and is not available in an area of study in which a subject is being offered by the Bond Business School.

Submission Procedure:

- Bachelor and Master students must submit a completed *Application for Individual Study in Business* form to SASQ_business@bond.edu.au by Thursday of Week 12 of the semester prior to their intended enrolment.
- Postgraduate Study Abroad or Exchange students must submit a completed *Application for Individual Study in Business* form to SASQ_business@bond.edu.au by Thursday of Orientation Week of the semester in which they wish to enrol in the Individual Study in Business
- MPhil & PhD students must submit a completed *Application for Individual Study in Business* form to FoBResearch@bond.edu.au by Thursday of Week 12 of the semester prior to their intended enrolment.

Student ID							
Family Name							
First Name							
Current Program							
Have you previously completed an individual study subject	<input type="checkbox"/> YES			<input type="checkbox"/> NO			
Year you intend to enrol in the individual study subject	20__						
Semester you intend to enrol in the individual study subject	<input type="checkbox"/> Jan		<input type="checkbox"/> May		<input type="checkbox"/> Sep		
PLEASE INDICATE IN PRIORITY ORDER (1-3) YOUR PREFERRED SUBJECT AREA/S (please include proposed topic/s if known): Note: You must provide at least one preferred Subject Area.							
Area	Topic						
1.							
PROPOSED SUPERVISOR/S NAME/S (if known):	⇒						
2.							
PROPOSED SUPERVISOR/S NAME/S (if known):	⇒						
3.							
PROPOSED SUPERVISOR/S NAME/S (if known):	⇒						
Student Signature:				Date:			

FACULTY USE ONLY					
Bachelor Program	Yes	No	Masters Program	Yes	No
65% (or above) average in BBS subjects	<input type="checkbox"/>	<input type="checkbox"/>	65% (or above) average in BBS subjects	<input type="checkbox"/>	<input type="checkbox"/>
Completed a minimum of 50% of mandatory BBS subjects	<input type="checkbox"/>	<input type="checkbox"/>	Completed a minimum of 50% of mandatory BBS subjects	<input type="checkbox"/>	<input type="checkbox"/>
MPhil			PhD		
Admitted to MPhil	<input type="checkbox"/>	<input type="checkbox"/>	Admitted to PhD	<input type="checkbox"/>	<input type="checkbox"/>
PG Study Abroad/Exchange			Student Enrolled in current semester: Yes <input type="checkbox"/> No <input type="checkbox"/> Initials: _____ Is the student a Student Visa Holder? Yes <input type="checkbox"/> No <input type="checkbox"/>		
65% (or above) average in a minimum of 2 postgraduate BBS subjects credited towards their home degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Subject Code: Choose an item.		