



# UNDERGRADUATE FAQs

*Study, support and trimesters*

## Frequently asked questions for undergraduate Griffith Business School students

*At Griffith Business School we put students at the centre of everything we do. We're committed to delivering a high quality learning experience, which means providing the best possible student support and advice services.*

*Here are some questions you may have and the main types of support we provide to help you succeed.*

### What's a 'program' and how do I develop a good study plan so I graduate on time?

Your Program is the degree you are enrolled in. You can seek advice and assistance on your program structure and study plan from a number of people. Program Directors oversee program quality and the first year student experience, and are supported by Program Service Officers (learn more about the [role of a Program Director PDF 147k](#)). First Year Coordinators work with Program Directors to enhance the learning experience for first year students. To find your program structure:

- [Login to myGriffith](#)
- Select 'My courses' from the menu at the top of the screen
- Choose 'Check my degree requirements' under the 'I want to ...' heading
- Your program structure will then be displayed by year level and semester

For more information on selecting majors/minors, program advice, guidance or development of an individual study plan email your Program Director (login to [myGriffith](#) and select 'My contacts' to see your Program Director's email), and your Program Director or Program Service Officer will reply to your enquiry.

### Who should I speak to about my course/s?

Your Course Convenor is responsible for the management, conduct, teaching and assessment of our course/s ([role of a Course Convenor \(PDF 171k\)](#)). Login to [myGriffith](#) and select 'My contacts' to see contact details for your Course Convenor.

## | Who can assist me with assignments?

Learning Advisers are professional educators who work with students to help them achieve their academic goals. They offer general advice on academic matters via free 20-minute consultations on issues relating to academic writing (structure, coherence, argument and referencing), time management, exam preparation and other aspects of your study. They also have free writing resources available to help you improve your writing skills.

For more specific advice (such as marking criteria, topic and content, referencing style, general expectations and structure required) you should contact your Course Convenor or lecturer (as outlined in the course profile and/or course Learning@Griffith site).

## | What support can I get at the Library?

On top of fantastic support in accessing digital and print resources, printing and binding services and quiet study facilities, our libraries offer a variety of free workshops and training programs to enhance your study and research skills.

- Academic skills—Develop strategies for effective reading and study, time management, academic writing, critical thinking and more.
- Computing skills—Brush up on Word, Excel, Access, PowerPoint, EndNote, Dreamweaver and other software. For new and advanced computer users.
- Library research skills—Get a head-start with finding items on your reading list and researching effectively for assignments.

See [griffith.edu.au/library](http://griffith.edu.au/library) for more.





# STUDENT SERVICES AND STUDENT ADMINISTRATION

## | What do Student Services do?

[Student Services](#) provides a variety of supports to help you succeed at Griffith. All students are welcome to cost-free support from Careers and Employment, chaplaincy, counselling, health, student equity and disabilities, welfare and student liaison, or work integrated learning.

If you are having difficulties with motivation, time management, anxiety about academic or social issues, financial difficulty, personal/relationship or communication problems, contact [Counselling Services](#).

Students who are having difficulties with finance, accommodation or appeals and grievances should contact Welfare and Student Liaison Services.

## | What does Student Administration do?

Student Administration provides administrative support and advice to all students. They also provide the ['Ask Us' website](#), which provides 24/7 answers to common queries.

Common student issues managed by Student Administration include:

- Academic transcripts and statements
- Advice and follow up on admission, enrolment procedures and policies
- Advice and changes on postgraduate enrolments; leave of absence; change of address; official transcripts and statements
- Appeals
- Confirmation of enrolment statements
- Confirming and checking eligibility to graduate
- Credit transfer and articulation
- How to seek financial assistance
- Managing your enrolment (Griffith Portal), password not working
- Student policies

Visit [griffith.edu.au/admissions](http://griffith.edu.au/admissions) for more.

## | How do I apply for an internal transfer?

### *Domestic students*

Apply for an internal transfer between undergraduate programs by completing the [application for an internal transfer](#) by the due date. Detailed information (including key dates and eligibility advice) can be found on the [Internal transfer and readmission website](#).

### *International students*

If you are an International sponsored student, you need permission from your sponsor before applying for a transfer into a new program. When you have appropriate permission (if required), follow the steps outlined on the [How to Apply page](#) and complete a [Griffith International application for admission](#) into your new preferred program.

## | What does Griffith International do?

Griffith International provides advice and support to all international students studying at Griffith. They can assist with:

- Visa requirements
- International orientation
- Fee advice
- Confirmation of enrolment
- Australian living and working conditions
- Overseas health cover scheme
- Leave of absence (International students)
- International admission requirements
- English language testing
- Information on cultural community groups/ organisations
- Advocacy—general referral point
- Transition issues / homesickness

See [griffith.edu.au/international](http://griffith.edu.au/international) for more.





# TRIMESTERS

## | What is a trimester?

The current Academic Calendar is based on two compulsory semesters of study per year, with the option of completing a Summer Semester during the end of year break. The two compulsory semesters include 13 weeks of teaching.

Trimesters will replace the existing semesters and each trimester will include a 12 week teaching period. Trimesters will be referred to as Trimester 1, Trimester 2 and Trimester 3.

## | When did trimesters commence?

Trimesters began in 2017 with Trimester 1 commencing in February, Trimester 2 in July and Trimester 3 in October.

## | Why was Griffith changing to a trimester system?

The new model offers students increased flexibility, additional industry engagement opportunities and, for some programs, the opportunity to accelerate your degree and graduate sooner.

## | Are all trimesters compulsory?

You are not required to study in all three trimesters. However, you are still required to undertake minimum study loads to ensure you meet Centrelink or Department of Immigration and Border Protection requirements.

For all students, Trimester 1 and Trimester 2 will be compulsory and Trimester 3 will be optional. Refer to the ['Ask Us' website](#) for further details.

## | How does the trimester system benefit me?

The new trimester model provides some students with the option to accelerate their study and complete their degree sooner. Depending on the program, trimesters will also offer some students greater flexibility to balance work, study and lifestyle commitments by enabling them to study across all trimesters.

## | Will all programs be offered in Trimester 3?

No, not all programs will be offered in Trimester 3. Program offerings are still being developed and availability will depend on degree popularity and market demand. Please refer to the [Degree Finder website](#) for program specific trimester study options.

## | How will trimesters affect my Centrelink payments?

If you commence in Trimester 1 you must undertake a full-time study load in Trimester 1 and Trimester 2. If you do not enrol in Trimester 3, then Centrelink will disregard the Trimester 3 study period.

Similarly if you commence in Trimester 2, student income support is paid if you are studying at the correct workload during this period.

Commencing in Trimester 3, income support may be paid from the onset of your program if you are studying at the correct workload during this study period.

Currently the workload to be deemed full-time for each study period is 0.375EFTSL or above, representing 75% of the normal full time workload of that study period.

## | How will trimesters affect my visa requirements?

If you commence in Trimester 1, Trimester 1 and Trimester 2 will be compulsory and you must undertake a full-time study load. Study in Trimester 3 will be optional.

If you commence in Trimester 2, you must undertake a full-time study load in both Trimester 2 and Trimester 1 the following year.

If you commence study in Trimester 3, you must undertake a full-time study load in Trimester 3 and also the following Trimester 1 and Trimester 2. When the first enrolment cycle has been completed, future enrolments in Trimester 3 will then be optional.

## | Will I be able to study part-time across all trimesters?

Part-time study across all trimesters will be dependant on course availability and offerings.

Part-time study across all trimesters will not be available to domestic students who require Centrelink support, or to international students who need to comply with student visa requirements.

## Will trimesters affect my vacation periods?

Yes. The mid-year break has been reduced from three weeks to two weeks. If you elect to study in Trimester 3, you will no longer have a long summer break. Refer to the [academic calendar](#) for a complete list of vacation dates.

## If semesters had 13 teaching weeks and trimesters only have 12, will I miss out on a week of tuition?

No. All programs from 2017 onwards were redeveloped to ensure all course content fits into the new 12 week trimester structure.

## How will trimesters affect my 'Leave of Absence'?

If you were due to return to study in Semester 1, you will now return to study in Trimester 1. This also applies if you were previously due to return in Semester 2, you will now return in Trimester 2. Refer to the [academic calendar](#) for specific trimester dates.

If you want to apply for a leave of absence in the future, you will be required to indicate which trimester you will be returning to study on the online form.

## Need further assistance?

Email [gbs@griffith.edu.au](mailto:gbs@griffith.edu.au) and one of our friendly staff will respond to your enquiry.

You can also contact both **Griffith Business School** and **Griffith University** on social media.

