

Tutorial timetable for Semester 1, 2017

- Classes commence the week beginning **Monday, 6 March 2017**
- Classes cease the week ending **Friday, 2 June 2017**
- There will be a one week break during the semester. Details will be advised in your first class.
- Classes which would ordinarily occur on a public holiday will be rescheduled.
- Classes are held subject to minimum enrolments at the discretion of Governance Institute

Online learning centre

- The online learning centre is scheduled to go live **Friday, 3 March 2017**

Assessment 1

- **Assignment due date: Tuesday, 2 May 2017**

Assignments are submitted online. The Governance Institute does not accept emailed or faxed assessments.

- ***Risk Management Project – Briefing paper due Tuesday, 28 March 2017**

Briefing papers are submitted online. Governance Institute does not accept emailed or faxed assessments.

Assessment 2

- **Examination date & time:**

Week beginning: Monday, 12 June 2017 Time: To be advised

The main exam night for all candidates will be **Tuesday, 13 June**. Students sitting more than one exam will have arrangements made to sit the additional exam during the day during the exam week. Details will be advised closer to the exam week.

- ***Risk Management Project – Risk Report due Tuesday, 13 June 2017**

Reports are submitted online. Governance Institute does not accept emailed or faxed assessments.

**Only applicable to the Risk Management Project subject*

Please refer to the relevant education policies on the website at governanceinstitute.com.au/learning/postgraduate/courses/education-policy.

Sydney: Ph: 02 9223 5744 or email nsw@governanceinstitute.com.au

Applied Corporate Law	Thursdays 6:00pm – 8:00pm	Governance Institute of Australia, Level 10, 5 Hunter Street	Course Director: Robin Bowley FGIA
Corporate Accountability: Meetings & Disclosure	Tuesdays 6:00pm – 8:00pm	Governance Institute of Australia, Level 10, 5 Hunter Street	Course Directors: Bill Hundy FGIA
Corporate Financial Management (will not be offered in Semester 2 2017 by tutorial. Financial & Management Accounting will be offered instead)	Mondays 6:00pm – 8:00pm	Governance Institute of Australia, Level 10, 5 Hunter Street	Course Director: Glenn Burke
Corporate Governance	3 Saturdays 18/3, 8/4, 13/5 9.00am – 4.00pm	Governance Institute of Australia, Level 10, 5 Hunter Street	Course Director: Catherine Maxwell FGIA
Risk and Compliance	Wednesdays 6:00pm – 8:00pm	Governance Institute of Australia, Level 10, 5 Hunter Street	Course Director: Joanne Macdonald
	3 Saturdays 25/3, 22/4, 20/5 9.00am – 4.00pm	Governance Institute of Australia, Level 10, 5 Hunter Street	Course Director: Joanne Macdonald

Melbourne: Ph 03 9620 2488 or email vic@governanceinstitute.com.au

Advanced Risk Management	Thursday 5:45pm – 7:45pm	Governance Institute of Australia, Level 7, 500 Collins Street	Course Director: Dennis Clark FGIA
Applied Corporate Law	3 Saturdays 18/3, 8/4 & 20/5 9:00am to 4:30pm	Governance Institute of Australia, Level 7, 500 Collins Street	Course Director: Lidia Xynas
Corporate Accountability Meetings & Disclosure	Tuesday 5:45pm – 7:45pm	Governance Institute of Australia, Level 7, 500 Collins Street	Course Director: Lidia Xynas
Corporate Governance	Wednesdays 5:45pm – 7:45pm	Governance Institute of Australia, Level 7, 500 Collins Street	Course Director: Lawrence Tutton FGIA
Financial and Management Accounting (will not be offered in Semester 2 2017 by tutorial. Corporate Financial Management will be offered instead)	3 Saturdays 18/3, 8/4 & 20/5 9:00am to 4:30pm	Governance Institute of Australia, Level 7, 500 Collins Street	Course Director: Dr. Kevin Adams
Risk and Compliance	Mondays 5.45pm – 7.45pm	Governance Institute of Australia, Level 7, 500 Collins Street	Course Director: Philip Thomas FGIA

Brisbane: Ph: 07 3229 6879 or email gld@governanceinstitute.com.au

Applied Corporate Law (will not be offered in Semester 2 2017 by tutorial)	Mondays 5:45pm – 7:45pm	Governance Institute of Australia, Level 3 370 Queen Street	Course Director: Steven Maycock AGIA
Corporate Governance (will not be offered in Semester 2 2017 by tutorial)	Wednesdays 5:45pm – 7:45pm	Governance Institute of Australia, Level 3 370 Queen Street	Course Director: Jayne Staddon FGIA
Financial and Management Accounting (will not be offered in Semester 2 2017 by tutorial. Corporate Financial Management will be offered instead)	3.5 Saturdays 11/3, 8/4 and 13/5 8.30am – 4pm 3/6 9.00am – 12.30pm	Governance Institute of Australia, Level 3 370 Queen Street	Course Director: Peter Whelan FGIA
Risk and Compliance	3.5 Saturdays 11/3, 8/4 and 13/5 8.30am – 4pm 3/6 9.00am – 12.30pm	Governance Institute of Australia, Level 3 370 Queen Street	Course Director: David Kelley AGIA

Perth: Ph: 08 9321 8777 or email wa@governanceinstitute.com.au

Applied Corporate Law	3 Saturdays 18/3, 8/4 and 20/5 9:00am – 4:00pm	Governance Institute of Australia, 8 Victoria Avenue, Perth	Course Director: Laurie Factor FGIA
Corporate Accountability Meetings and Disclosure	Wednesdays 5.30pm – 7.30pm	Governance Institute of Australia, 8 Victoria Avenue, Perth	Course Director: TBC
Corporate Governance	Thursdays 5:30pm – 7:30pm	Governance Institute of Australia, 8 Victoria Avenue, Perth	Course Director: TBC
Risk and Compliance (will not be offered in Semester 2 2017 by tutorial)	Tuesday 5:30pm – 7:30pm	Governance Institute of Australia, 8 Victoria Avenue, Perth	Course Director: Margaret Pynchla FGIA

Distance timetable for Semester 1, 2017

- Online support commences the week beginning **Monday, 6 March 2017**
- Online support cease the week ending **Friday, 2 June 2017**
- There will be a one week break during the semester.

Online learning centre

- The online learning centre is scheduled to go live **Friday, 3 March 2017**

Assessment 1

- **Assignment due date: Tuesday, 2 May 2017**

Assignments are submitted online. The Governance Institute does not accept emailed or faxed assessments.

NB – please refer to the Assignment Rules & Procedures on the Governance Institute governanceinstitute.com.au/education-training/postgraduate-courses/education-policy/.

- ***Risk Management Project – Briefing paper due Monday, 28 March 2017**

Briefing papers are submitted online. Governance Institute does not accept emailed or faxed assessments.

Assessment 2

- **Examination date & time:**

Week beginning: Monday, 12 June 2017

Time: To be advised (evening)

The main exam night for all candidates will be **Tuesday, 13 June**. Students sitting more than one exam will have arrangements made to sit the additional exam during the day during later that week. Details will be advised closer to the exam week.

NB – please refer to the Examination Rules & Procedures on the Governance Institute governanceinstitute.com.au/education-training/postgraduate-courses/education-policy/.

- ***Risk Management Project – Risk Report due Tuesday, 13 June 2017**

Reports are submitted online. Governance Institute does not accept emailed or faxed assessments.

**Only applicable to the Risk Management Project subject*

Please refer to the relevant education policies on the website at governanceinstitute.com.au/education-training/postgraduate-courses/education-policy/.

Chat Schedule (Semester 1, 2017)

Note: This chat session schedule is subject to change. Students will be notified of any changes to the chat schedule during the semester

Advanced Risk Management

Date	Time*	Modules	Course Director:
13 Mar 2017 (Mon)	1.30pm	Modules 1 & 2	Peter Whyntie, Executive Director and Principal Consultant, Compliance Australia and Peter Whyntie & Associates
27 Mar 2017 (Mon)	1.30pm	Modules 3 & 4	
04 Apr 2017 (Tue)	1.30pm	Modules 5 & 6	
24 Apr 2017 (Mon)	1.30pm	Modules 7 & 8	
15 May 2017 (Mon)	1.30pm	Modules 9 & 10	
29 May 2017 (Mon)	1.30pm	Modules 11 & 12	

Applied Corporate Law

Date	Time*	Modules	Course Director:
13 Mar 2017 (Mon)	12.00pm	Modules 1 & 2	A/Prof Anil Hargovan Australian School of Taxation & Business Law, The University of New South Wales
27 Mar 2017 (Mon)	12.00pm	Modules 3 & 4	
03 Apr 2017 (Mon)	12.00pm	Modules 5 & 6	
01 May 2017 (Mon)	12.00pm	Modules 7 & 8	
15 May 2017 (Mon)	12.00pm	Modules 9 & 10	
29 May 2017 (Mon)	12.00pm	Modules 11 & 12	

Corporate Accountability: Meetings & Disclosure

Date	Time*	Modules	Course Director:
08 Mar 2017 (Wed)	12.00pm	Modules 1 & 2	Laurie Factor FGIA, Former Senior Lecturer, School of Business Law, Curtin University of Technology
29 Mar 2017 (Wed)	12.00pm	Modules 3 & 4	
12 Apr 2017 (Wed)	12.00pm	Modules 5 & 6	
03 May 2017 (Wed)	12.00pm	Modules 7 & 8	
17 May 2017 (Wed)	12.00pm	Modules 9 & 10	
31 May 2017 (Wed)	12.00pm	Modules 11 & 12	

Corporate Financial Management

Date	Time*	Modules	Course Director:
16 Mar 2017 (Thu)	12.00pm	Modules 1 & 2	Dr Kevin Adams, Former Deputy Pro Vice-Chancellor, Business Learning and Teaching, RMIT
30 Mar 2017 (Thu)	12.00pm	Modules 3 & 4	
20 Apr 2017 (Thu)	12.00pm	Modules 5 & 6	
04 May 2017 (Thu)	12.00pm	Modules 7 & 8	
18 May 2017 (Thu)	12.00pm	Modules 9 & 10	
01 Jun 2017 (Thu)	12.00pm	Modules 11 & 12	

Corporate Governance

Date	Time*	Modules	Course Director:
14 Mar 2017 (Tue)	1.30pm	Modules 1 & 2	Dr Ulysses Chioatto FGIA Department of Law, University of Technology Sydney
28 Mar 2017 (Tue)	1.30pm	Modules 3 & 4	
18 Apr 2017 (Tue)	1.30pm	Modules 5 & 6	
02 May 2017 (Tue)	1.30pm	Modules 7 & 8	
16 May 2017 (Tue)	1.30pm	Modules 9 & 10	
30 May 2017 (Tue)	1.30pm	Modules 11 & 12	

Financial & Management Accounting

Date	Time*	Modules	Course Director:
16 Mar 2017 (Thu)	1.30pm	Modules 1 & 2	Dr Kevin Adams, Former Deputy Pro Vice-Chancellor, Business Learning and Teaching, RMIT
30 Mar 2017 (Thu)	1.30pm	Modules 3 & 4	
20 Apr 2017 (Thu)	1.30pm	Modules 5 & 6	
04 May 2017 (Thu)	1.30pm	Modules 7 & 8	
18 May 2017 (Thu)	1.30pm	Modules 9 & 10	
01 Jun 2017 (Thu)	1.30pm	Modules 11 & 12	

Public Law & Government

Date	Time*	Modules	Course Director:
17 Mar 2017 (Fri)	1.30pm	Modules 1 & 2	Dr Marco Bini FGIA
31 Mar 2017 (Fri)	1.30pm	Modules 3 & 4	
21 Apr 2017 (Fri)	1.30pm	Modules 5 & 6	
05 May 2017 (Fri)	1.30pm	Modules 7 & 8	
19 May 2017 (Fri)	1.30pm	Modules 9 & 10	
02 Jun 2017 (Fri)	1.30pm	Modules 11 & 12	

Risk & Compliance

Date	Time*	Modules	Course Director:
10 Mar 2017 (Fri)	12.00pm	Modules 1 & 2	Damian McKenzie-McHarg, Manager Audit Risk and Governance, Office of Sport NSW
07 Apr 2017 (Fri)	12.00pm	Modules 3 & 4	
21 Apr 2017 (Fri)	12.00pm	Modules 5 & 6	
05 May 2017 (Fri)	12.00pm	Modules 7 & 8	
19 May 2017 (Fri)	12.00pm	Modules 9 & 10	
02 Jun 2017 (Fri)	12.00pm	Modules 11 & 12	

Risk Management in Practice

Date	Time*	Modules	Course Director:
15 Mar 2017 (Wed)	1.30pm	Modules 1 & 2	A/Prof Michael Tarrant
29 Mar 2017 (Wed)	1.30pm	Modules 3 & 4	
19 Apr 2017 (Wed)	1.30pm	Modules 5 & 6	
03 May 2017 (Wed)	1.30pm	Modules 7 & 8	
17 May 2017 (Wed)	1.30pm	Modules 9 & 10	
05 Jun 2017 (Mon)	1.30pm	Modules 11 & 12	

Risk Management Project

Date	Time*	Modules	Course Director:
07 Mar 2017 (Tue)	12.00pm	Chat 1	Dr Ulysses Chioatto FGIA Department of Law, University of Technology Sydney
14 Mar 2017 (Tue)	12.00pm	Chat 2	
21 Mar 2017 (Tue)	12.00pm	Chat 3	
02 May 2017 (Tue)	12.00pm	Chat 4	
16 May 2017 (Tue)	12.00pm	Chat 5	
30 May 2017 (Tue)	12.00pm	Chat 6	

- * All chat times are based on Sydney standard time (EST / EDST) and will be for approximately 1 hour.

System Requirement (Distance-mode)

Browsers (any one below)

Microsoft Internet Explorer 8.0 and up
Firefox 1.x and up
Google Chrome 8.x and up
Safari 5.05 and up

Operating Systems (any one below)

Windows XP and up
MAC OS X 10.4 and up

Flash Player

Adobe Flash Player 10.2 and up (latest version preferred)

Hardware

USB Headset with microphone