

# Semester 2, 2019 timetable

## Census date

All subject enrolments must be complete by 11.59pm EST/EDST **Friday, 6 September 2019** the official deadline for students of Governance Institute to finalise their enrolment and tuition fees for each teaching session. It is a pivotal date which must be met in order to avoid academic and or financial penalties in relation to aspects including enrolment, withdrawal, leave of absence, payment of fees, and student records. The approved census date is published on Governance Institute's website

## Key dates

- The online learning centre opens **Friday, 26 July 2019**
- Tutorial classes and online support commence the week beginning **Monday, 12 August 2019**
- Tutorial classes and online support conclude the week ending **Friday, 8 November 2019**
- Tutorial classes are held subject to minimum enrolments at Governance Institute's discretion

## Assessment dates

### Assessment 1

- \*Risk Management Project**  
**Briefing paper and presentation due: Tuesday, 3 September 2019**  
*\*Only applicable to the Risk Management Project subject*
- Presentation due date: Tuesday, 17 September 2019**

### Assessment 2

- Assignment due date: Tuesday, 8 October 2019**

*NB: there is no assignment for the Risk Management Project subject*

### Assessment 3

- Examination date: Week beginning - Monday, 18 November 2019 (Details TBA)**  
The main exam night for all candidates will be **Tuesday, 19 November**. Students sitting more than one exam will have arrangements made to sit the additional exam during the exam week.
- \*Risk Management Project – Risk Report due: Tuesday, 19 November 2019**  
*\*Only applicable to the Risk Management Project subject*

**Note:** All Assignments, Briefs and Presentation assessments are submitted online. Governance Institute does not accept emailed assessments.

Please refer to the relevant [education policies](#) for details on enrolments and assessments.

## Tutorial students: class schedule

### Sydney: Governance Institute of Australia - Level 10, 5 Hunter Street

Ph: 02 9223 5744 or email [nsw@governanceinstitute.com.au](mailto:nsw@governanceinstitute.com.au)

<b>Applied Corporate Law</b> (Corporate Accountability Meetings & Disclosure will be offered in semester 1 2020)	Thursdays 6:00pm – 8:00pm	Course Director: Robin Bowley FGIA FCIS
<b>Financial &amp; Management Accounting</b>	Mondays 6:00pm – 8:00pm	Course Director: Glenn Burke
<b>Corporate Governance</b>	3 Saturdays 31/8, 12/10 & 2/11 9.00am – 4.00pm	Course Director: Mark McCoy FGIA FCIS
<b>Risk and Compliance</b>	Wednesdays 6:00pm – 8:00pm	Course Director: Joanne Macdonald FGIA

### Melbourne: Governance Institute of Australia – Level 7, 500 Collins Street

Ph: 02 9223 5744 or email [vic@governanceinstitute.com.au](mailto:vic@governanceinstitute.com.au)

<b>Corporate Accountability: Meetings &amp; Disclosure</b> (Applied Corporate Law will be offered in semester 1 2020)	3 Saturdays 31/8, 28/9 & 2/11 9:00am to 4:30pm	Course Director: Lidia Xynas FGIA FCIS
<b>Corporate Financial Management</b>	3 Saturdays 31/8, 28/9 & 2/11 9:00am to 4:30pm	Course Director: Dr Kevin Adams
<b>Corporate Governance</b>	Wednesdays 5:45pm – 7:45pm	Course Director: Lawrence Tutton FGIA
<b>Risk and Compliance</b>	Mondays 5:45pm – 7:45pm	Course Director: Philip Thomas FGIA

**Brisbane: Governance Institute of Australia - Level 8, 100 Creek Street**

Ph: 02 9223 5744 or email [gld@governanceinstitute.com.au](mailto:gld@governanceinstitute.com.au)

<b>Applied Corporate Law</b> (Corporate Accountability Meetings and Disclosure will be offered in semester 1 2020)	Tuesdays 5:45pm – 7:45pm	Course Director: Jayne Staddon
<b>Corporate Financial Management</b>	3.5 Saturdays TBC 9.00am – 12.30pm	Course Director: Peter Whelan FGIA
<b>Corporate Governance</b>	Wednesdays 5:45pm – 7:45pm	Course Director: David Kelley AGIA
<b>Risk and Compliance</b>	3.5 Saturdays TBC 9.00am – 4.00pm	Course Director: Jevon Turner FGIA

**Perth: Governance Institute of Australia - 8 Victoria Avenue**

Ph: (08) 9321 8777 or email [wa@governanceinstitute.com.au](mailto:wa@governanceinstitute.com.au)

<b>Applied Corporate Law</b> (Corporate Accountability Meetings and Disclosure will be offered in semester 1 2020)	3 Saturdays 31/8, 21/9 & 26/10 9:00am – 4:00pm	Course Director: Laurie Factor FGIA
<b>Corporate Governance</b>	Thursdays 5:30pm – 7:30pm	Course Director: Caron Sugars FGIA
<b>Risk and Compliance</b>	Tuesdays 5:30pm – 7:30pm	Course Director: Margaret Pynchla FGIA

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## Distance course directors

<b>Advanced Risk Management</b>	<b>Peter Whyntie FGIA,</b> Executive Director and Principal Consultant, Compliance Australia and Peter Whyntie & Associates
<b>Applied Corporate Law</b>	<b>A/Prof Anil Hargovan</b> Australian School of Taxation & Business Law The University of New South Wales
<b>Corporate Accountability: Meetings &amp; Disclosure</b>	<b>Laurie Factor FGIA,</b> Former Senior Lecturer, School of Business Law, Curtin University of Technology
<b>Corporate Financial Management</b>	<b>Dr Kevin Adams,</b> Former Deputy Pro Vice-Chancellor, Business Learning and Teaching, RMIT
<b>Corporate Governance</b>	<b>Dr Ulysses Chioatto FGIA</b> Adjunct Associate Professor, Western Sydney University and Industry Fellow, University of Technology Sydney
<b>Financial &amp; Management Accounting</b>	<b>Dr Kevin Adams,</b> Former Deputy Pro Vice-Chancellor, Business Learning and Teaching, RMIT
<b>Public Sector Accountability and Transparency</b>	<b>Dr David White FGIA FCIS</b>
<b>Risk and Compliance</b>	<b>Damian McKenzie-McHarg,</b> Manager Audit Risk and Governance, Office of Sport NSW
<b>Risk Management in Practice</b>	<b>A/Prof Michael Tarrant</b>
<b>Risk Management Project</b>	<b>Dr Ulysses Chioatto FGIA</b> Adjunct Associate Professor, Western Sydney University and Industry Fellow, University of Technology Sydney

## Distance students: indicative chat schedule

**Note:** This chat session schedule will be provided in more detail (days and times for the different subjects) closer to the start of semester.

Week in Semester	Online Activity	Topics
<b>Week One</b>	Welcome announcement from your Online Course Director	
<b>Week Two</b>	Chat session	Modules 1 & 2
<b>Week Three</b>	Forum discussion on questions in modules	
<b>Week Four</b>	Chat session	Modules 3 & 4
<b>Week Five</b>	Forum discussion on questions in modules	
<b>Week Six</b>	Chat session	Modules 5 & 6
<b>Mid-semester break</b> Week commencing 22 April		
<b>Week Seven</b>	Forum discussion on questions in modules	
<b>Week Eight</b>	Chat session	Modules 7 & 8
<b>Week Nine</b>	Forum discussion on questions in modules	
<b>Week Ten</b>	Chat session	Modules 9 & 10
<b>Week Eleven</b>	Forum discussion on questions in modules	
<b>Week Twelve</b>	Chat session	Modules 11 & 12 Advice on exam preparation and sample exam paper

**Note:** All chat sessions will usually be scheduled between 12.00pm to 3.00pm (EST) and will last a minimum of one hour.

**Technical Requirements:** Adobe Flash Player 10.2 and up, USB Headset with microphone