ACCT1511
Accounting & Financial Management 1B

Course Outline
Semester 2, 2015

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Part B: Key Policies, Student Responsibilities and Support
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PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

The following full-time staff members are assigned to the course:

<table>
<thead>
<tr>
<th>Course Role:</th>
<th>Staff</th>
<th>Email</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer-in-charge</td>
<td>Dr Victoria Clout</td>
<td><a href="mailto:v.clout@unsw.edu.au">v.clout@unsw.edu.au</a></td>
<td>Quad 3095</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Dr Per Tronnes</td>
<td><a href="mailto:p.tronnes@unsw.edu.au">p.tronnes@unsw.edu.au</a></td>
<td>Quad 3091</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Dr Leon Wong</td>
<td><a href="mailto:leon.wong@unsw.edu.au">leon.wong@unsw.edu.au</a></td>
<td>Quad 3063</td>
</tr>
</tbody>
</table>

The policies regarding staff contact are as follows:

- The Staff are available for consultation starting from Weeks 2 to 13 and STUVAC.
- Consultation hours will be advised on Moodle in a consolidated timetable. Students are encouraged to consult with staff face-to-face. Consultation will not be provided via email or phone.
- Content questions can ONLY be posted to the Discussion Board on Moodle. These questions will not be answered by email.
- Consultation times during Week 13 and STUVAC will likely vary and be posted on Moodle later in the semester.

While emails to staff should be a rare occurrence as noted above, in instances where it is warranted please make sure that:

- You use your UNSW email address when corresponding with AFM1B staff. Emails from other addresses are not accepted nor replied to.
- You must use appropriate communication level with staff, emails and discussion board posts that use short hand and “SMS” language are not acceptable, and communication must be in English. If your email cannot be understood by staff will not reply.
- You must identify yourself by your full name, student number and seminar details.

Please be aware that Staff will not reply to students to inform them if their emails are noncompliant.

2 COURSE DETAILS

2.1 Teaching Times and Locations

Seminars start in Week 1 and finish in Week 12. The time and location are as per myUNSW. Students can only undertake assessments of this course in the seminar enrolled in on myUNSW and in the group allocated.

If a student does not attend at least 80% of the seminars and this includes being physically present for the full 2 hour seminar, then the student may be given a grade of unsatisfactory fail (UF). Medical certificates can be provided to cover an absence from a seminar. A student who leaves the 2 hour seminar before the seminar has concluded will be marked as absent.

2.2 Units of Credit

The course is worth 6 units of credit.

2.3 Summary of Course

Accounting and Financial Management 1A and 1B are part of the integrated first-year accounting program designed to give students an understanding of the ways in which financial information is generated within the corporation, and the uses of this information.

- AFM1A is concerned with the analysis and design of a financial accounting system which reflects the activities of an entity in the economic and legal environment, and attempts to meet the information needs of parties in the present institutional and regulatory environment. The assumptions and choices made in the design of such an accounting information system are explored.

- AFM1B builds on this introductory knowledge from AFM1A by showing ways in which accounting information systems can accommodate more complex events and provide additional reports. It further develops the preparation of the Balance Sheet, Income Statement and Cashflow Statement. It also considers the analysis of financial statements by users, the use of accounting information by the management within the entity. AFM1B prepares you for further accounting courses and contains the appropriate preparation for you in an accounting major.

2.4 Course Aims and Relationship to Other Courses

This course is offered by the School of Accounting and is a core course for students enrolled in the Bachelor of Commerce Major in Accounting (or Double-Major with Accounting and some other major). To enrol in this course, the following pre-requisite must have been satisfied – ACCT1501: Accounting and Financial Management 1A. This course is also a part of the core curriculum studies required by CPA Australia and the Institute of Chartered Accountants in Australia (ICAA).

2.5 Student Learning Outcomes

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate students in the Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. ‘be an effective team player’). You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree (e.g. ‘participate collaboratively and responsibly in teams’).

For more information on the Undergraduate Program Learning Goals and Outcomes, see Part B of the course outline.
Business Undergraduate Program Learning Goals and Outcomes

1. Knowledge: Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts.
   You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.

2. Critical thinking and problem solving: Our graduates will be critical thinkers and effective problem solvers.
   You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.

3. Communication: Our graduates will be effective professional communicators.
   You should be able to:
   a. Prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context, and
   b. Prepare and deliver oral presentations that are clear, focused, well-structured, and delivered in a professional manner.

4. Teamwork: Our graduates will be effective team participants.
   You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team’s processes and ability to achieve outcomes.

5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of the ethical, social, cultural and environmental implications of business practice.
   You should be able to:
   a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
   b. Identify social and cultural implications of business situations.
The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in tutorials and other activities):

<table>
<thead>
<tr>
<th>Program Learning Goals and Outcomes</th>
<th>Course Learning Outcomes</th>
<th>Course Assessment Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course helps you to achieve the following learning goals for all Business undergraduate students:</td>
<td>On successful completion of the course, you should be able to:</td>
<td>This learning outcome will be assessed in the following items:</td>
</tr>
</tbody>
</table>
| 1 Knowledge                        | To understand and apply concepts from the conceptual framework relating to assets, liabilities, revenues and expenses. To prepare financial statements. | • In-class tests  
• Final Exam                                                                                   |
| 2 Critical thinking and problem solving | To interpret and analyse transaction data, financial statement data and to communicate the findings of these results. | • In-class tests  
• Final Exam                                                                                   |
| 3a Written communication           | Written communication is required for the Final Exam.                                     | Not specifically assessed but a minimum standard is required in the final exam               |
| 3b Oral communication              | Communicate ideas in a succinct and clear manner during seminars with fellow team members.  | Not specifically assessed                                                                   |
| 4 Teamwork                        | Work collaboratively during seminars                                                     | Not specifically assessed                                                                   |
| 5a Ethical, social and environmental responsibility | Not specifically addressed in this course.                                                | Not included in this course.                                                               |
| 5b Social and cultural awareness   | Not specifically addressed in this course.                                                | Not included in this course.                                                               |
3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

In this course, the focus is on your learning of knowledge with some preparation required prior to each seminar, and then this knowledge is built on during the seminars. Seminars, textbooks, exams and other resources are all provided to assist you in your learning process. To assist your study, there are Notes provided for each seminar on Moodle. These Notes set out the learning objectives for the week, indicate where to find the required readings (e.g. in the textbook, on Moodle or website links) and the preparation questions.

Accounting is a practical discipline and, as such, a significant part of this course is technical in content. The most effective way to learn and be competent with the technical content is to work on exercises and solve practical problems. To this end, seminar preparation questions are provided to you for your pre-seminar practice. You are encouraged to discuss questions raised while attempting these questions in the seminar, as this will further assist your learning and articulation skills. Keeping up to date with the course materials is very important and the material in each class builds on that covered in the prior seminars. Questions will be used during the seminar for further learning and guidance on how to complete these questions is provided by your tutor.

3.2 Learning Activities and Teaching Strategies

There are 12 weeks of seminars. You are expected to attend a 2-hour duration seminar once a week from Week 1 to Week 12. Each seminar will contain lecture, tutorial and group discussion components.

The purpose of each lecture component is to introduce and explain concepts that are critical to the core themes of the course.

Tutorial and discussion components will cover materials introduced in the lecture component.

For your learning, the following four categories of questions are used in this course:

Preparation Questions:

These questions are to assist you in your pre-seminar learning and practice. Answers to these questions will be provided on Moodle. You are advised to attempt these questions and review the answers before answering attending each seminar.

PASS Questions:

These questions are demonstrated during PASS classes, but can also be attempted by students on an individual self-study basis. Solutions are provided on Moodle.

Workshop Questions:

The seminar tutor will demonstrate a workshop question during the seminar. Students are advised to print out and bring a copy of the workshop question template or be able to make notes on a device. The onus is on the student to make notes in order to use the workshop question solution to work through the seminar questions and as preparation for the in-class tests.
Seminar Questions:

These questions are past-exam questions and are to be worked on as a group. The seminar tutor will assist the groups with the questions and provide a discussion during the seminar of important points for these questions. The solutions of these questions are posted at the end of each week however by the end of the seminar your group will have obtained a solution which you can write down and take with you.

3.3 Seminar Conduct

During the seminar a roll will be sent around the classroom. Each student must put their signature on the roll and ensure that they have signed in. It is academic misconduct if a student signs in for an absent student. The seminar tutor will be verifying whether each student is physically present in the seminar. Students must not be more than 15 minutes late past the hour to the seminar and must not leave the seminar early in order to have their attendance recorded on the roll. If there is a valid reason for early departure this must be stated in full to the seminar tutor at the beginning and recorded on the roll.

3.4 Learning support & feedback in this course

In order to obtain feedback on content questions you should in the first instance ask your tutor during the seminar. As your group prepares an answer to a seminar question the tutor will be providing feedback to the group as a whole and to individuals where needed. Students must take notes during the seminar in order to obtain the full benefit of the seminar. Notes can be taken in paper form or on electronic devices such as laptops, tablets, etc. In order to be able to answer seminar questions during class students need to come to the seminar prepared – i.e. having watched the podcast, completed the preparation questions and looked at the Workshop and Seminar Questions (printed or brought an electronic copy to the seminar).

Staff Consultation: from week 2

Staff consultation times provide a friendly opportunity to meet with one of the lecturing team in a different environment in which to address your general areas of difficulty in the course. This is a face-to-face opportunity to have your questions answered. Specific questions are welcome. Staff consultation can also be used to ask general questions, like “I’m having real difficulty in applying the definition and recognition criteria of assets. Can you please help me?” The full-time teaching staff of 1B are available for consultation whether you take 5 or 50 minutes. As such, you are wasting resources by NOT attending. However, note that during busy times staff will try to accommodate as many students as possible. The casual staff will be available during the STUVAC week for consultation prior to the final exam.

Peer Assisted Study Sessions (PASS): from week 2

PASS is an integral component of ACCT1511. They are alternative consultations sessions in a more informal setting. Feel free to walk-in and walkout anytime or stay for the entire 2 hours. PASS leaders are third year students who have gone through a similar experience and can understand and empathise with your situation.
In these sessions your PASS leader will help you revise lecture, workshop and tutorial materials from previous weeks, and answer any questions (whether general or specific) that you may have.

For more information see: https://www.business.unsw.edu.au/students/resources/learning-support/peermentoring/peer-assisted-study-sessions-(pass)
4 ASSESSMENT

4.1 Formal Requirements

All assessment tasks are compulsory. This ensures that you have every opportunity to illustrate your knowledge of the course material. Failure to complete an assessment task may result in students being refused permission to sit the Final Examination, and being given an "Unsatisfactory Fail" (UF) grade for this course.

In order to pass this course, you must:

- Attain an attendance of at least 80%.
- Achieve an overall composite mark of at least 50%;
- Satisfactorily complete all assessment tasks; and
- Achieve a satisfactory level of performance in the Final Exam. Any student having an overall mark of 50% or more, but a below satisfactory level of performance in the Final Exam, may be given an UF grade.

In accordance with the university policy, you are expected to attend at least 80% of all classes (i.e. 80% of seminars).

4.2 Assessment Details

There are a number of reasons for having assessable tasks as part of an academic program. The assessable tasks are designed to encourage you to explore and understand the subject more fully. The fact that we grade your work provides you with an indication of how much you have achieved. Providing feedback on your work also serves as part of the learning process.

This course uses 2 main assessment pieces – In-Class Tests and Final Exam. The final exam assesses knowledge of the learning outcomes in all topics.

The final composite mark for AFM1B will be calculated as follows:

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Length</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 In-Class Tests</td>
<td>30%</td>
<td>Each of the 3 In-Class Test is worth 10%, 20 mins duration</td>
<td>In-Class Test 1 in Week 4 In-Class Test 2 in Week 8 In-Class Test 3 in Week 12</td>
</tr>
<tr>
<td>Final Exam</td>
<td>70%</td>
<td>2 hours and 10 mins perusal</td>
<td>University Exam Period</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In-Class Tests (30%)

There will be three in-class tests worth 10% each during the semester and will be 20 minutes in duration. The three in-class tests will be held in Weeks designated in the table above during the seminar. Each test will relate to the seminar materials for the previous weeks and will be indicated in an Information document provided on Moodle. You should prepare for test by studying the materials provided on Moodle and your own notes taken during the seminars. The tests will be open book and conducted on a device that is brought by you, preferably a laptop, but also tablets are acceptable. Your test answers must be completed during the seminar and submitted via Moodle by the end of the seminar. You must be present in seminar to receive a mark in-class test.

For the in-class tests there will be no Supplementary opportunity to take this assessment item. If you are absent due to illness you must apply for Special Consideration using myUNSW. This application must include an attached medical certificate scanned-in or photographed. For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without these details will not be valid.

Final Examination (70%)

The final examination will be held during the formal end-of-session examination period. The duration of the examination will be 2 hours. The final examination will cover topics from all classes – i.e. Topics 1 to 12. Further details will be provided in the final seminar of the semester.

The aim of the final examination is to enable you to demonstrate to the examiner that you have achieved all the Learning Objectives for this Course and acquired an adequate level of technical competency in accounting so as to apply it analytically and critically in a business environment.

You will need to bring a university-approved calculator, blue or black pens, and 2B pencils to the exam. Please make sure to get your calculator approved by the university prior to the exam, details at the link below:

The examination will consist of a set of questions. Where there are written questions these can be composed of multiple parts and may consist of both numerical questions and questions that require short written answers. All questions are to be attempted.

<table>
<thead>
<tr>
<th>Marking guideline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical (Calculation, T-accounts, formulas)</td>
</tr>
<tr>
<td>Discursive, Journal-entries</td>
</tr>
</tbody>
</table>

Note: Half marks will not be awarded.

MARKS MAY BE DEDUCTED FOR ANSWERS DEMONSTRATING A COMPLETE LACK OF UNDERSTANDING OF CORE CONCEPTS; OR BEING TOTALLY OFF TOPIC.
Quality Assurance
The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.
5 COURSE RESOURCES

The Prescribed Textbook is:


You should have a copy of the above textbook as it was used in AFM1A previously. There are many second-hand copies available and we use textbook questions as preparation and PASS questions.

Access to the Management Accounting Supplements for the 5th edition is via the instructions provided with the textbook MAC card (not the other card that is about general resources). The supplementary chapters can be purchased individually using the details provided on Moodle. The Supplement will not be made available by staff due to copyright restrictions.

Recommended resources:

  Note: relevant standards are indicated where appropriate in the weekly lecture materials.

6 COURSE EVALUATION AND DEVELOPMENT

Each year, feedback is sought from students and other stakeholders about the courses offered in the School, and continual improvements are made based on this feedback. UNSW’s Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered. Changes to this course will benefit subsequent cohorts of students. ACCT1511 provides a view of accounting in a seminar approach and seeks to offer insights into real world accounting issues.
## 7 COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Wk</th>
<th>Topic</th>
<th>TGC</th>
<th>PASS</th>
<th>PREP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financial Reporting Principles &amp; Accounting Standards</td>
<td>Ch 6.1-6.3, 6.5-6.7 (inclusive)</td>
<td>P 6.3</td>
<td>P 5.9; 5.13(1&amp;2 only); 5.16; 5.24; 6.4 (issues 1, 3, 4, 5, 6, 7 only)</td>
</tr>
<tr>
<td>2</td>
<td>Assets (1): Application of Financial Reporting Principles</td>
<td>Ch. 6.3, 10.1-10.5 inc &amp; 10.7-10.8 inc</td>
<td>P 6.15</td>
<td>P 6.16, 6.12, 10.18, 10.24</td>
</tr>
<tr>
<td>3</td>
<td>Assets (2): Application of Financial Reporting Principles</td>
<td>(Ch 9 revision), Ch 6.4, 10.1-10.8 inc</td>
<td>P 10.21</td>
<td>P 9.12, 10.20, 10.22, 10.25, Case 9B</td>
</tr>
<tr>
<td>5</td>
<td>Completing the Balance Sheet</td>
<td>Ch 12.3-12.9 inc, 11.6</td>
<td>PP D</td>
<td>Ch 12 DQs 5,6,7,9,13,14 P 12,11, 12.12, 12.15, 12.17</td>
</tr>
<tr>
<td>6</td>
<td>Revenue and Expense Recognition; Income Statement; Statement of Changes in Equity</td>
<td>Ch 2.8, Ch 13 (pp. 565-584)</td>
<td>P 13.9</td>
<td>Ch 13 Practice Problems B, C and D</td>
</tr>
<tr>
<td>7</td>
<td>Cashflow Statements (1)</td>
<td>(Ch 4 revision), 14.1-14.3 inc</td>
<td>Ch 14 PP A(1), C</td>
<td>Ch 14 DQ 1,4.6, P: 14.1, 14.2, 14.3, 14.4, 14.10, 14.11, 14.12, 14.15, 14.16,14.19</td>
</tr>
<tr>
<td>8</td>
<td>Cashflow Statements (2)</td>
<td>Ch 14.4-14.8</td>
<td>Ch 14 PP A part 2, PP B</td>
<td>Ch 14 DQs 2, 3, 5, 7, 8, 9, 10, 11, Ps 14.5 to 14.9, 14.17, 14.18, 14.19</td>
</tr>
<tr>
<td>9</td>
<td>Revisiting Financial Statement Analysis (1)</td>
<td>Ch.15</td>
<td>See Moodle</td>
<td>Case 15A, 15D</td>
</tr>
<tr>
<td>10</td>
<td>Revisiting Financial Statement Analysis (2); Accounting Policy Choice</td>
<td>Ch.16</td>
<td>See Moodle</td>
<td>P 16.15, Case 16B</td>
</tr>
<tr>
<td>11</td>
<td>Costing</td>
<td>M3*</td>
<td>See Moodle</td>
<td>Practice Prob. A, B*</td>
</tr>
<tr>
<td>12</td>
<td>Budgeting</td>
<td>M5*</td>
<td>See Moodle</td>
<td>P M5.9*</td>
</tr>
<tr>
<td>13</td>
<td>No Seminars</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: PP = Practice Problem; P = Problem; DQ = Discussion Question, * readings with this symbol come from the Management Accounting Supplement to the TGC textbook, where these chapters are accessible online as an e-book using your MAC card that came with the textbook, otherwise without the card you will need to purchase the e-chapters in addition to the TGC textbook.

**Public Holidays:** Where a seminar is affected by a public holiday students may attend another seminar for their own learning (see Moodle for the timetable). They will be automatically recorded as being present in that week regardless of whether they actually attend another seminar in that week. For example Monday seminars will not be offered on 5 October due to Labour Day public holiday.
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

8 PROGRAM LEARNING GOALS AND OUTCOMES

The Business School Program Learning Goals reflect what we want all students to BE or HAVE by the time they successfully complete their degree, regardless of their individual majors or specialisations. For example, we want all our graduates to HAVE a high level of business knowledge, and a sound awareness of ethical, social, cultural and environmental implications of business. As well, we want all our graduates to BE effective problem-solvers, communicators and team participants. These are our overall learning goals for you and are sought after by employers.

You can demonstrate your achievement of these goals by the specific outcomes you achieve by the end of your degree (e.g. be able to analyse and research business problems and propose well-justified solutions). Each course contributes to your development of two or more program learning goals/outcomes by providing opportunities for you to practise these skills and to be assessed and receive feedback.

Program Learning Goals for undergraduate and postgraduate students cover the same key areas (application of business knowledge, critical thinking, communication and teamwork, ethical, social and environmental responsibility), which are key goals for all Business students and essential for success in a globalised world. However, the specific outcomes reflect different expectations for these levels of study.

We strongly advise you to choose a range of courses which assist your development of these skills, e.g., courses assessing written and oral communication skills, and to keep a record of your achievements against the Program Learning Goals as part of your portfolio.

<table>
<thead>
<tr>
<th>Business Undergraduate Program Learning Goals and Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge: Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts. You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.</td>
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<tr>
<td>a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and</td>
</tr>
<tr>
<td>b. Identify social and cultural implications of business situations.</td>
</tr>
</tbody>
</table>
9 ACADEMIC HONESTY AND PLAGIARISM
The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: https://student.unsw.edu.au/plagiarism as well as the guidelines in the online ELISE tutorials for all new UNSW students: http://subjectguides.library.unsw.edu.au/elise

To see if you understand plagiarism, do this short quiz: https://student.unsw.edu.au/plagiarism-quiz

For information on how to acknowledge your sources and reference correctly, see: https://student.unsw.edu.au/harvard-referencing

For the Business School Harvard Referencing Guide, see the Business Referencing and Plagiarism webpage (Business >Students>Learning support> Resources>Referencing and plagiarism).

10 STUDENT RESPONSIBILITIES AND CONDUCT
Students are expected to be familiar with and adhere to university policies in relation to class attendance and general conduct and behaviour, including maintaining a safe, respectful environment; and to understand their obligations in relation to workload, assessment and keeping informed.

Information and policies on these topics can be found in UNSW Current Students 'Managing your Program' webpages: https://student.unsw.edu.au/program.

10.1 Workload
It is expected that you will spend at least nine to ten hours per week studying this course. This time should be made up of reading, research, working on exercises and problems, online activities and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater. Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

We strongly encourage you to connect with your Moodle course websites in the first week of semester. Local and international research indicates that students who engage early and often with their course website are more likely to pass their course.

Information on expected workload: https://student.unsw.edu.au/uoc

10.2 Attendance
Your regular and punctual attendance at lectures and seminars is expected in this course. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment. For more information, see: https://student.unsw.edu.au/attendance

10.3 General Conduct and Behaviour
You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: https://student.unsw.edu.au/conduct
10.4 Occupational Health and Safety
UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see http://www.ohs.unsw.edu.au/.

10.5 Keeping Informed
You should take note of all announcements made in lectures, tutorials or on the course web site. From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. You will be deemed to have received this information. It is also your responsibility to keep the University informed of all changes to your contact details.

11 SPECIAL CONSIDERATION
You must submit all assignments and attend all examinations scheduled for your course. You should seek assistance early if you suffer illness or misadventure which affects your course progress.

General information on special consideration for undergraduate and postgraduate courses:

1. All applications for special consideration must be lodged online through myUNSW within 3 working days of the assessment (Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and other supporting documentation to Student Central. For more information, please study carefully in advance the instructions and conditions at: https://student.unsw.edu.au/special-consideration

2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. The School may ask to see the original or certified copy.

3. Applications will not be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you lodge an online application for special consideration.

4. Decisions and recommendations are only made by lecturers-in-charge (or by the Faculty Panel in the case of UG final exam special considerations), not by tutors.

5. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.

6. Special consideration requests do not allow lecturers-in-charge to award students additional marks.
Business School policy on requests for special consideration for Final Exams in undergraduate courses:

The lecturer-in-charge will need to be satisfied on each of the following before supporting a request for special consideration:

1. Does the medical certificate contain all relevant information? For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without this will not be valid.
2. Has the student performed satisfactorily in the other assessment items? Satisfactory performance would require all assessment tasks attempted and a satisfactory result in each assessment item specified in the Course Outline and meeting the obligation to have attended 80% of seminars.
3. Does the student have a history of previous applications for special consideration? A history of previous applications may preclude a student from being granted special consideration.

Special consideration and the Final Exam in undergraduate courses:

Applications for special consideration in relation to the final exam are considered by a Business School Faculty panel to which lecturers-in-charge provide their recommendations for each request. If the Faculty panel grants a special consideration request, this will entitle the student to sit a supplementary examination. No other form of consideration will be granted. The following procedures will apply:

1. Supplementary exams will be scheduled centrally and will be held approximately two weeks after the formal examination period. The dates for Business School supplementary exams for Semester 2, 2015 are:
   - 8th December – exams for the School of Accounting
   - 9th December – exams for all Schools except Accounting and Economics
   - 10th December – exams for the School of Economics
   If a student lodges a special consideration for the final exam, they are stating they will be available on the above dates. **Supplementary exams will not be held at any other time.**
2. Where a student is granted a supplementary examination as a result of a request for special consideration, the student’s original exam (if completed) will be ignored and only the mark achieved in the supplementary examination will count towards the final grade. Failure to attend the supplementary exam will not entitle the student to have the original exam paper marked and may result in a zero mark for the final exam.

If you attend the regular final exam, you are extremely unlikely to be granted a supplementary exam. Hence if you are too ill to perform up to your normal standard in the regular final exam, you are strongly advised not to attend. However, granting of a supplementary exam in such cases is not automatic. You would still need to satisfy the criteria stated above.

Special consideration and assessments other than the Final Exam in undergraduate courses:

For the in-class tests there will be no Supplementary opportunity to take this assessment item. If you are absent due to illness you must apply for Special Consideration using myUNSW. This application must include an attached medical certificate scanned-in or photographed. For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without these details will not be valid.

12 STUDENT RESOURCES AND SUPPORT

The University and the Business School provide a wide range of support services for students, including:

- **Business School Education Development Unit (EDU)**
  https://www.business.unsw.edu.au/students/resources/learning-support
  The EDU provides academic writing, study skills and maths support specifically for Business students. Services include workshops, online resources, and individual consultations. EDU Office: Level 1, Room 1033, Quadrangle Building. Phone: 9385 5584; Email: edu@unsw.edu.au.

- **Business Student Centre**
  https://www.business.unsw.edu.au/students/resources/student-centre
  Provides advice and direction on all aspects of admission, enrolment and graduation. Office: Level 1, Room 1028 in the Quadrangle Building; Phone: 9385 3189.

- **Moodle eLearning Support**
  For online help using Moodle, go to: https://student.unsw.edu.au/moodle-support. For technical support, email: itservicecentre@unsw.edu.au; Phone: 9385 1333.

- **UNSW Learning Centre**
  www.lc.unsw.edu.au
  Provides academic skills support services, including workshops and resources, for all UNSW students. See website for details.

- **Library training and search support services**
  http://info.library.unsw.edu.au/web/services/services.html

- **IT Service Centre:**

- **UNSW Counselling and Psychological Services**
  https://student.unsw.edu.au/wellbeing Provides support and services if you need help with your personal life, getting your academic life back on track or just want to know how to stay safe, including free, confidential counselling. Office: Level 2, East Wing, Quadrangle Building; Phone: 9385 5418; Email: counselling@unsw.edu.au

- **Student Equity & Disabilities Unit**
  http://www.studentequity.unsw.edu.au
  Provides advice regarding equity and diversity issues, and support for students who have a disability or disadvantage that interferes with their learning. Office: Ground Floor, John Goodsell Building; Phone: 9385 4734; Email: seadu@unsw.edu.au