ACCT5907
INTERNATIONAL FINANCIAL
STATEMENT ANALYSIS

Course Outline
Semester 1, 2016

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PART A COURSE SPECIFIC INFORMATION

1. COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Readings from textbook. After reading the chapters please do the exercises as indicated below. Selected exercises will be discussed in class.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Foundations of financial statement analysis</td>
<td>Review: Ch 1, 2, 3 Ch 7.</td>
</tr>
<tr>
<td>Week 2</td>
<td>Understanding Income statement, balance sheet</td>
<td>Ch 4 and 5, 12 (sec2)</td>
</tr>
<tr>
<td>Week 3</td>
<td>Understanding Cash flow statements; Analysis of inventories</td>
<td>Ch 6, Ch 12 (sec6.3),</td>
</tr>
<tr>
<td>Week 4</td>
<td>Analysis of long-lived assets</td>
<td>Ch 9, Ch 12 (sec6.4)</td>
</tr>
<tr>
<td></td>
<td>Mid-semester Break</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>Mid-semester Test</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>Week 6</td>
<td>Analysis of income taxes</td>
<td>Ch 13</td>
</tr>
<tr>
<td>Week 7</td>
<td>Analysis of leases</td>
<td>Ch 9 (s9) Ch 10 (sec3), Ch 12 (s6.6),</td>
</tr>
<tr>
<td>Week 8</td>
<td>Analysis of employee compensation</td>
<td>Ch 14 (exclude sec3 Share based compensation)</td>
</tr>
<tr>
<td>Week 9</td>
<td>Analysis of inter-corporate investments</td>
<td>Ch 15</td>
</tr>
<tr>
<td>Week 10</td>
<td>Analysis of inter-corporate investments (II)</td>
<td>Ch 15</td>
</tr>
<tr>
<td>Week 11</td>
<td>Analysis of multinational operations</td>
<td>Ch 16 (exclude s3.5)</td>
</tr>
<tr>
<td>Week 12</td>
<td>Evaluating financial reporting quality</td>
<td>Ch 17</td>
</tr>
</tbody>
</table>
2. Staff Contact Details

1.1. Staff members and contact details

<table>
<thead>
<tr>
<th>Staff member</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
<th>Consultation hours (walk-in)²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Leon Wong</td>
<td>QUAD 3063</td>
<td>93855810</td>
<td><a href="mailto:leon.wong@unsw.edu.au">leon.wong@unsw.edu.au</a></td>
<td>Wed 13.00-14.00 17.00-18.00</td>
</tr>
</tbody>
</table>

¹Lecturer-in-charge.
²Other times: please email for appointment. **Note that days for consultation during the exam period will be announced once the examination date is known.**

1.2. Consultation

You are encouraged to seek clarifications during regular consultation hours. The most efficient use of your time during consultation is to prepare a list of questions in advance of the consultation.

Please note that the consultation time is not for the lecturer to go through all the lecture slides or exercises because you have failed to attend classes, or for the lecturer to go through the lecture notes with you prior to your attendance in the lecture. Please listen to the lectures recording on Echo if you have missed the lecture or you can always attend the other sessions if you want extra clarifications. For more information on Echo please see section 4.1

In special circumstances, an appointment may be made outside regular consultation hours. Consultations by e-mail and telephone can be made for short questions. Telephone calls are restricted to consultation hours only. All consultations are on a first-come-first-served basis. Therefore if you call at a time when there is an on-going consultation with a walk-in student, you will be advised to call at a later stage. Please identify yourself when you call or send an e-mail message.

Please note that common written etiquette must be observed when conducting any written communication with staff members. Shorthand and SMS language are not permitted. I prefer to be addressed as in all correspondences.

1.3. Communication

All personal official notifications (e.g. eligibility for supplementary examinations) will be sent only to your UNSW email accounts (e.g. z1234567@student.unsw.edu.au). In order that you receive notices from us promptly, please ensure the following:

(1) check your UNSW e-mail account regularly,
(2) delete your messages regularly so that your e-mail quota is not exceeded.

**Important and up to date information about the course will be posted on Moodle. Please ensure that you access Moodle regularly for announcements.**

http://moodle.telt.unsw.edu.au
2. Course Details

2.1. Teaching Times and Locations

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Wednesday</td>
<td>10:00 - 13:00</td>
</tr>
<tr>
<td>A</td>
<td>Wednesday</td>
<td>18:00 - 21:00</td>
</tr>
</tbody>
</table>

2.2. Units of Credit

The course is worth 6 units of credit.

2.3. Summary of Course

The course first provides an overview of financial reporting, and the nature of financial statements. Tools and techniques required to perform an analysis of financial statements will then be introduced. Major areas of financial statement analysis such as inventories, long-lived assets, income taxes, liabilities, employee compensation, inter-corporate investments and multinational operations will be discussed in detail. The course concludes with techniques useful for the evaluation of a firm’s financial reporting quality.

2.4. Course Aims and Relationship to Other Courses

Pre-requisites

This course is offered by the School of Accounting for postgraduate students. In order to enrol in ACCT 5907, you must have passed ACCT 5930 Financial Accounting, or its equivalent. The approving authority for exemption (for equivalent courses) is Assoc. Prof. Malcolm Miller. He is at Quad 3082, email m.miller@unsw.edu.au, tel: 93855820

Course Aims

The aim of ACCT 5907 is to provide students with an advanced perspective on how to analyze, adjust and interpret financial statement information in order to understand the economic reality underlying the firm. Students will acquire the tools and techniques necessary to analyze major categories of assets, liabilities and equity within the financial statements. Students will also learn how analytical adjustments to financial information provided by firms can affect financial ratio relationships. The course will help prepare students for the Level I and Level II Chartered Financial Analyst (CFA) examinations.

Relationship to Other Courses

This course complements ACCT 5910 Business Analysis and Valuation, which covers topics such as strategy analysis, ratio analysis, forecasting, valuation theory & concepts, and applications to equity securities, distress prediction, and the evaluation of mergers and acquisitions.

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 postgraduate coursework 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 Postgraduate Coursework Program Learning Goals and Outcomes, see Part B of the course outline.

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 practised 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 postgraduate coursework 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>
<tr>
<td>1 Knowledge</td>
<td>• Evaluate the accounting treatment for a particular transaction or event using the IASB accounting standards, conceptual framework, and, where relevant, US GAAP;</td>
<td>• Mid-semester test&lt;br&gt;• Textbook Exercises&lt;br&gt;• Exam</td>
</tr>
<tr>
<td>2 Critical thinking and problem solving</td>
<td>• Adjust the reported numbers in financial statements in order to reflect the firm’s economic reality, and to enhance the relevance and comparability of the financial statements; and&lt;br&gt;• Analyze how the adjusted numbers affect financial ratios, and ultimately, your conclusions about the financial performance of the firm;</td>
<td>• Mid-semester test&lt;br&gt;• Textbook Exercises&lt;br&gt;• Exam</td>
</tr>
<tr>
<td>3a Written communication</td>
<td>• Provide written work that clearly demonstrates understanding of issues and is presented in a coherent manner.</td>
<td>• Textbook Exercises</td>
</tr>
<tr>
<td>3b Oral communication</td>
<td>• Communicate ideas in a succinct and clear manner.</td>
<td>• Class presentation</td>
</tr>
<tr>
<td>4 Teamwork</td>
<td>• Work collaboratively to complete a task.</td>
<td>• Not assessed.</td>
</tr>
<tr>
<td>5a. Ethical, environmental and sustainability responsibility</td>
<td>• Recognize possible ethical issues that may arise in the way firms choose accounting methods.</td>
<td>• Exam</td>
</tr>
<tr>
<td>5b. Social and cultural awareness</td>
<td>• Not specifically addressed in this course.</td>
<td>• Not assessed.</td>
</tr>
</tbody>
</table>
2.6. Approach to Learning and Teaching in the Course

You are a postgraduate student at UNSW. By now, you should have developed your own study techniques. Nonetheless, it is important that you observe the following in order to increase the probability of doing well in course.

(a) **Attend all classes and take notes.**

Lecture notes provided on Moodle contain an outline of the lectures. During lectures, the lecturer will elaborate on the outline, and explain concepts that are important in this course. The notes that you make during lectures will be very useful when you prepare for the examinations. It is possible that you can work out the meaning of the lecture notes yourself; however, it is likely that you will require more time and effort to achieve a good level of understanding. Further, you will also miss all important issues discussed in class, and may focus on the wrong topics for the examinations. Additional exercises and problem sets that focus on analysis type questions will be discussed in class. **All solutions to these additional exercises will only be provided in class. For problem sets, individual feedback will be provided. Full solutions for additional exercises and problem sets will not be posted on Moodle.** Therefore, it is important that you attend lectures if you want to benefit from these exercises.

If you miss a class, it is your responsibility to check with your classmates to ensure that you have not missed out anything that was discussed in class. You should try to make up for the missed lecture by attending another session. You can also refer to Echo (available in Moodle) for a recording of the lecture. The link is given below.

http://moodle.telt.unsw.edu.au

(b) **Review your assigned readings, lecture notes and additional exercises.**

In order to retain what you have learnt in class, you have to read your lecture notes, additional exercises and assigned readings within a day of the lecture. By being up-to-date on your materials you will follow the lectures better, and hence, save preparation time for your examinations. Your lecturer may not have time to cover all workbook exercises every week. However, for examination purposes you should review the answers to all set workbook exercises whether discussed in class or not.

(c) **Work through workbook exercises, problem sets and examples in each chapter.**

Generally, examinations for this course will be based on the lectures, workbook exercises, additional exercises, problem sets and readings. By working through the exercises after each class, you ensure that you have understood the topic.

Each chapter has several examples that illustrate the topics discussed in class. These examples are very good source of practice questions for the analysis type questions in the mid-semesters and final examination. Similarly, you can use the multiple choice questions in the workbook as practice for answering analysis-type questions. The solutions provided at the back of the workbook can be used as a guide on how you should answer the questions, if the questions had been phrased as analysis-type questions.

(d) **Study consistently.**

The topics in the later part of the course build on knowledge acquired in the earlier sessions. If you fail to understand the earlier topics, you will be at a loss when advanced topics are taught. There is a good chance that you will lose your motivation to learn in this course when this happens. The course is intellectually demanding, so you have to allocate at least 9 hours a week for this course. Preparation for the examination will be significantly easier if you had kept up with your readings.
2.7. Learning Activities and Teaching Strategies

There will be one three-hour class each week.

Lecture

The lecture will be approximately 2 hours, and the workshop will be 1 hour. All lecture notes will be available on Moodle prior to the class. Please read the lecture notes prior to each class, and bring the printed (or electronic) notes to the lecture. You will follow the lecture better if you have the notes. Please also bring the workbook (Robinson, Henry, Pirie and Broihahn 2012) to each class.

Workshop

The workshop is designed to provide you with the opportunity to discuss and clarify topics taught in the lecture. During the workshop, we will review the material covered in the previous lecture. We will do exercises that relate to the topic taught in the previous week. The workshop exercises are important in preparing you for your mid-semester and final examinations. You will get most out of the workshop if you prepare the set questions in advance of the class. The solutions are available in the workbook that accompanies the text. You are expected to attempt the question yourself, and then check the correctness of your answer against the workbook solutions. You are expected to review all assigned exercises for examination purposes, whether they are discussed in class or not.

As the time available in each workshop is limited, not all assigned questions will be discussed in class. Our discussion will focus not just on why a particular choice is correct, but also why the alternative choices are incorrect. Be prepared to participate in the class discussion. By working out the solutions, you will be preparing for the mid-semester and final examinations. In addition to these practice questions, we will occasionally provide analytical type exercises (taken from textbook examples) to discuss in class. In this way, you will be better able to handle analysis type questions.

3. Assessment

3.1. Formal Requirements

In order to pass this course, you must:

- Achieve a composite mark of at least 50 for the course; and
- Achieve a satisfactory mark in the final examination.

Any student who has not performed satisfactorily in the final examination may either be given a UF grade (unsatisfactory fail), or be asked to sit a supplementary final exam, depending on the individual’s circumstances.

Please note that performance for the continuous assessment IS NOT a condition for granting supplementary exams.

3.2. Assessment details

The weighting of your total composite mark (100%) in 2015s2 was as follows:

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Nature</th>
<th>Nature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-semester test</td>
<td>40</td>
<td>MCQ questions: material: Topics 1-4; 1h20m, 10m reading time</td>
</tr>
<tr>
<td>Class participation</td>
<td>5%</td>
<td>Participation/ exercises in class</td>
</tr>
<tr>
<td>Final examination</td>
<td>60</td>
<td>2 hours MCQ &amp; short questions: Topics not covered by Mid-semester exam</td>
</tr>
<tr>
<td>TOTAL/ 100</td>
<td>100/105</td>
<td></td>
</tr>
</tbody>
</table>
Award of Marks for Tests, Examinations and Assignments

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Marks are awarded when (i) the appropriate choice of formula (e.g. ratios) or technique is applied, and (ii) the workings demonstrate understanding of concepts. Marks will not necessarily be awarded for writing down a formula without applying it to the question. You will be penalised only once for any incorrect answer made in an earlier part of a related question. It is therefore possible to score marks even if your final answer is incorrect. The above scheme does not apply to multiple choice questions involving calculations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Answer/Essay</td>
<td>Marks are awarded based on your ability to analyse, and provide solutions to the problem using the concepts taught in class. It is important that you should address the question directly when answering the question. Your answer should be organised and comprehensive. Please write clearly. Lengthy discussions that do not relate to the question will not earn any marks.</td>
</tr>
</tbody>
</table>

3.3. Assessment Format

Mid-session test
The mid-session test will include multiple choice questions only. Included in the test will be short cases with MCQ responses. The format of the MCQ will be provided at a later stage. Please note that if you are granted a special consideration for missing a mid-semester test, the supplementary mid-semester test will be on the same day as the supplementary for the final examination.

Final Examination
The final examination will include multiple choice questions and analysis type questions. More information on the format of the final examination will be provided later on Moodle. No past examination papers will be posted on the Moodle. Past experience shows that the availability of past year examination questions do not help students with answering questions in the examinations. Students were found to memorise the solutions to the past year papers, and to reproduce the answers, without reference to the question asked in the final examination. It is important that you study the lecture notes and all exercises in order to do well in the final examination.

The final examination will be conducted in the examination period after the end of the session. It is your responsibility to find out the day, time and location of the final examination from the UNSW website.

Textbook Exercises
After reading the relevant chapters from the textbook, do the exercises in the textbook. Selected exercises will be discussed in class. The purpose of the problem sets is to provide you with practice for analytical problems. Selected exercises will be discussed in class and will be notified on a weekly basis in your lecture materials.

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’s programs. All material used for such processes will be treated as confidential and will not be related to course grades.
4. Course Resources

5.1. Textbook and Workbook


The electronic version of these two books is also available from the library through these links.

http://www.unsw.eblib.com.wwproxy0.library.unsw.edu.au/patron/FullRecord.aspx?p=1895953&echo=1&userid=7Pd%2biY5ElyvcaJB9pnCwQ%3d%3d&tstamp=1437351331&id=6F38AC8AB8B67E8178A447597E218039DD09691E


5.2. Course Website

The website for this course is on Moodle at:

http://moodle.telt.unsw.edu.au

The Course website contains the Course Outline, Tutorial Programme, Supplementary Materials Readings, a staff listing, and hotlinks to support resources. All lecture notes, and lecture handouts will be uploaded on the website. Students must download these materials from the website and take them to class. Students are expected to attempt all questions before each lecture.

5.3. Other resources, support and information

Useful websites

The International Accounting Standards Board: [www.ifrs.org](http://www.ifrs.org)
The Financial Accounting Standards Board: [www.fasb.org](http://www.fasb.org)


The Institute of Chartered Accountants in Australia: [www.icaa.org.au](http://www.icaa.org.au)

Australian company annual reports are available from Datanalysis and Mergent Online databases on Sirius in the UNSW library website ([www.library.unsw.edu.au](http://www.library.unsw.edu.au)), and also from [www.EquitiesInfo.com.au](http://www.EquitiesInfo.com.au)

5.4. Preparation for ACCT 5907

ACCT5930 is the prerequisite for this course. However, analysis of advanced accounting concepts will be taught in this course. **There will be a minimum review of basic accounting journal entries in this class.** Therefore, if you do not have the basic knowledge of advanced accounting topics, you may want to take ACCT5943 concurrently, or take this course after you have completed ACCT5943. You can also read the textbook used in ACCT5943, or any advanced accounting books available in the library before the start of class.
5. Reference Books

These should be available on Open Reserve in the Main Library.


Deegan, C.M Australian financial accounting, 7th ed. McGraw-Hill Australia, 2012 Available at High Use Collection Main Library, HUC (657.021894/3 BH)

IASB International Financial Reporting Standards http://www.ifrs.org/IFRSs/Pages/IAS.aspx (Just register, no payment needed). The library also provides access to eIFRS.

Arthur, N., L. Luff, and P. Keet. Accounting for corporate combinations and associations, 7th ed.. Pearson Australia, ©2012 Available at Main Library Level 9 (657.960994/2 AM)

6. Course Evaluation and Development

Each year this course is continually improved based on the feedback provided by students and other stakeholders. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered (http://www.ltu.unsw.edu.au/content/course_prog_support/catei.cfm?ss=0). Significant changes to courses and programs within the School are communicated to subsequent cohorts of students.

As a result of previous feedback, we have adopted a new textbook which focuses on financial statement analysis in an international setting. This textbook is also a required text for the CFA Level I and Level II examinations. We have also included a written group assignment in this session in order to help develop your team-building skills, and reinforce your understanding of the topics taught in class. Additional analysis questions have been included in the workshops to help students acquire the skills to handle such questions during formal assessments. We have also introduced problem sets to enhance students’ skills in handling analytical problems.
PART B. KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

1. 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.

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 School 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.

Business Postgraduate Coursework Program Learning Goals and Outcomes

1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.
   You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.

2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.
   You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.

3. Communication: Our graduates will be effective communicators in professional contexts.
   You should be able to:
   a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and
   b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.

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 ethical, social, cultural and environmental implications of business issues and practice.
   You should be able to:
   a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
   b. Consider social and cultural implications of business and/or management practice.
For MBT and MBA programs:

6. Leadership: Our graduates will have an understanding of effective leadership. You should be able to reflect on your personal leadership experience, and on the capabilities necessary for leadership.

2. 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).

3. 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.

3.1. Workload

It is expected that you will spend at least nine hours per week studying this course. This time should be made up of reading, research, working on exercises and problems, and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater.

Over-commitment to activities outside of classes is 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

3.2. 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

3.3. 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.

3.4. 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.safety.unsw.edu.au/.

3.5. Keeping Informed

You should take note of all announcements made in lectures, tutorials or on the course website. 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.

4. 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.

7. 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 1, 2016 are:
   - 12th July – exams for the School of Accounting
   If a student lodges a special consideration for the mid-semester or final exam, they are stating they will be available on the above dates. Supplementary exams will not be held at any other time.

(1) 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 in Part B (section 3).

(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.

8. Note that it is university policy to advise the granting of supplementary exams via your student email address (zstudentnumber@student.unsw.edu.au). No other forms of notification will be given. Please refer to section 2.3 regarding your responsibilities on email communications.

5. Additional 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](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](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](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](http://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](http://info.library.unsw.edu.au/web/services/services.html)

- **IT Service Centre**: Provides technical support for problems logging in to websites, downloading documents etc. [https://www.it.unsw.edu.au/students/index.html](https://www.it.unsw.edu.au/students/index.html) Office: UNSW Library Annexe (Ground floor). Ph: 9385 1333.

- **UNSW Counselling and Psychological Services**
  [http://www.counselling.unsw.edu.au](http://www.counselling.unsw.edu.au) Provides free, confidential service for problems of a personal or academic nature; and workshops on study issues such as ‘Coping with Stress’ and ‘Procrastination’. Office: Level 2, East Wing, Quadrangle Building; Phone: 9385 5418.

- **Student Equity & Disabilities Unit** [http://www.studentequity.unsw.edu.au](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