ECON1101
Microeconomics 1

Course Outline
Semester 1, 2014

Part A: Course-Specific Information

Part B: Key Policies, Student Responsibilities & Support
Table of Contents

PART A: COURSE-SPECIFIC INFORMATION ............................................. 3
  1 STAFF CONTACT DETAILS ...................................................... 3
     1.1 Staff .................................................................................. 3
  2 COURSE DETAILS ................................................................. 4
     2.1 Teaching Times and Locations ............................................. 4
     2.2 Summary of Course ............................................................ 4
     2.3 Aims and Relationship to Other Courses ............................... 4
     2.4 Student Learning Outcomes .............................................. 5
  3 LEARNING AND TEACHING ACTIVITIES .................................... 6
     3.1 Approach to Learning and Teaching in the Course .................. 6
     3.2 Learning Activities and Teaching Strategies ........................ 6
  4 ASSESSMENT ............................................................................ 8
     4.1 Formal Requirements ......................................................... 8
     4.2 Assessment Schedule ......................................................... 8
     4.3 Online Multiple Choice Quizzes ......................................... 8
     4.4 Hand in Tutorial Questions ............................................... 9
     4.5 Week 5 In-Class Test ......................................................... 9
     4.6 Week 8 In-Class Test ......................................................... 10
     4.7 Tutorial Participation ......................................................... 10
     4.8 Final Exam Format ............................................................ 11
     4.9 Quality Assurance ............................................................ 11
  5 COURSE EVALUATION AND DEVELOPMENT ............................. 11
  6 COURSE RESOURCES .......................................................... 11
  7 COURSE SCHEDULE ............................................................. 13
     7.1 Lecture Schedule .............................................................. 13

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES & SUPPORT ....... 14
  1 ASB UNDERGRADUATE PROGRAM LEARNING GOALS AND OUTCOMES 14
  2 ACADEMIC HONESTY AND PLAGIARISM .................................. 15
  3 SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS 15
  4 STUDENT RESPONSIBILITIES AND CONDUCT ............................ 17
     4.1 Workload ........................................................................... 17
     4.2 Attendance ........................................................................ 17
     4.3 Keeping Informed .............................................................. 18
     4.4 General Conduct and Behaviour ........................................ 18
     4.5 Occupational Health and Safety ........................................ 18
  5 STUDENT RESOURCES AND SUPPORT ................................... 18
  6 KEY DATES AND STUDENT RESPONSIBILITIES .......................... 19
PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

1.1 Staff

Lecturer in Charge
Diane Enahoro
Room Number: ASB 461
Ph: 9385 3317
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Room Number: ASB 464
Ph: 9385 3336
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Ph: 9385 9771
motta@unsw.edu.au

Lecturer and Course Administrator
Dr. Gulay Avsar
Room Number: ASB 462
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g.avsar@unsw.edu.au

Economics Administrative Assistant
Trish Giuffre
Room Number: ASB 429
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trish.giuffre@unsw.edu.au

Contact the Course Administrator, Dr Gulay Avsar, or the Administrative Assistant, Trish Giuffre, for all administrative matters.
You should feel free to contact your lecturer about any academic matters. All enquiries about the subject material should be made at lectures, tutorials or during consultation time. Discussion of course subject material will not be entered into via lengthy emails.
2 COURSE DETAILS

2.1 Teaching Times and Locations
Lectures start in Week 1 and end in Week 12. The lecture times and locations are shown in the table below.

<table>
<thead>
<tr>
<th>LECTURE STREAM</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Wednesday</td>
<td>10:00-11:00</td>
<td>Mathews Theatre A</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>11:00-12:00</td>
<td>Science Theatre</td>
</tr>
<tr>
<td>B</td>
<td>Monday</td>
<td>13:00-14:00</td>
<td>Keith Burrows Theatre</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>14:00-15:00</td>
<td>Science Theatre</td>
</tr>
<tr>
<td>C</td>
<td>Tuesday</td>
<td>13:00-14:00</td>
<td>Physics Theatre</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>14:00-15:00</td>
<td>Keith Burrows Theatre</td>
</tr>
<tr>
<td>D</td>
<td>Thursday</td>
<td>09:00-11:00</td>
<td>Physics Theatre</td>
</tr>
<tr>
<td>E</td>
<td>Monday</td>
<td>18:00-20:00</td>
<td>Physics Theatre</td>
</tr>
</tbody>
</table>

Tutorials start in Week 2 and end in Week 13. A separate document (Tutorial Program/Book) providing the tutorial details will be made available on the Course website. Answers to tutorial problems will be posted on the Course website in the week following their discussion in tutorials.

Units of Credit
The course is worth 6 units of credit.

2.2 Summary of Course
This course examines the notion that markets work efficiently in the allocation of resources and the production and distribution of goods and services which results in maximum welfare for society. Sometimes however markets fail to operate efficiently, this course investigates the reasons for the market failure and suggests remedies for these failures. These possible remedies, which include government intervention, are then compared and evaluated for their effect on efficiency and welfare maximisation.

2.3 Aims and Relationship to Other Courses
The aim of this course is to provide an introduction to microeconomic analysis. It outlines the theory of markets with relevant applications to business, social and individual issues.

The course covers the principles and consequences of “rational” choice by individual economic agents in markets. The course also provides an introductory analysis of the role of governments in seeking to ensure the efficient operation of markets.

ECON1101 Microeconomics 1 is a core requirement for all students in the B.Com and B.Ec programs. ECON1101 Microeconomics 1 is a prerequisite for ECON1102
Macroeconomics 1 and for all courses in the School of Economics with a course code number beginning with 2 or 3.
No previous study of economics is assumed.

2.4 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 coursework students in the ASB. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree. You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree.
For more information on the Undergraduate 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:

<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</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>Explain the assumptions of standard models of microeconomics.</td>
<td>• Tutorial Problems</td>
</tr>
<tr>
<td></td>
<td>Explain the different market environments in which individual, social and government decisions are made.</td>
<td>• In-tutorial Tests</td>
</tr>
<tr>
<td></td>
<td>Explain the reasons for and outcomes of government intervention in the economy</td>
<td>• Final Exam</td>
</tr>
<tr>
<td>2 Critical thinking and problem solving</td>
<td>Use the standard models of microeconomics to determine the outcome of changes in a variety of economic variables.</td>
<td>• Tutorial Problems</td>
</tr>
<tr>
<td></td>
<td>To use simple mathematical models to calculate the result of changes in the economy</td>
<td>• In-tutorial Tests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Final Exam</td>
</tr>
<tr>
<td>3a Written communication</td>
<td>Construct written work which is logically and professionally presented.</td>
<td>• In tutorial test Week 5 and Week 9.</td>
</tr>
<tr>
<td>3b Oral communication</td>
<td>Communicate ideas in a succinct and clear manner.</td>
<td>• Not specifically assessed.</td>
</tr>
<tr>
<td>4 Teamwork</td>
<td>Work collaboratively to complete a task.</td>
<td>• Not specifically assessed.</td>
</tr>
<tr>
<td>5a Ethical, environmental and sustainability considerations</td>
<td>Identify and assess environmental and sustainability considerations in problems in microeconomics</td>
<td>• In-tutorial tests</td>
</tr>
<tr>
<td>5b Social and cultural awareness</td>
<td>Not specifically addressed in this course.</td>
<td>• Final Exam</td>
</tr>
</tbody>
</table>
3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course
The philosophy underpinning this course and its Teaching and Learning Strategies are based on "Guidelines on Learning that Inform Teaching at UNSW. These guidelines may be viewed at: www.guidelinesonlearning.unsw.edu.au. Section 3.2 (below) provides more detail on Teaching and Learning Strategies for this course.

The lectures, tutorials and assessment have been designed to appropriately challenge students and support the achievement of the desired learning outcomes. A climate of inquiry and dialogue is encouraged between students and tutors and amongst students (in and out of class). The lecturer and tutors aim to provide meaningful and timely feedback to students to improve learning outcome.

3.2 Learning Activities and Teaching Strategies
The examinable content of the course is defined by the Text references given in the Lecture Schedule, the content of lectures, the content of the Tutorial Program, and any additional material provided by the Lecturer in Charge.

Students will be taught the “core principles” of economics and given practice at applying these principles to everyday problems. The aim is to teach students to “think like an economist” whether it is in everyday or workplace situations

Lectures
The purpose of Lectures is to provide a logical structure for the topics that make up the course; to emphasize the important concepts and methods of each topic, and to provide relevant examples to which the concepts and methods are applied.

Tutorials
The purpose of tutorials is primarily to provide an opportunity for small group discussion of the issues, to which economic concepts and methods can be applied. They also provide practice in writing and give feedback on short answers to specific questions as set out in the Problem and Review Questions in the Tutorial Program. Students will be provided with an opportunity to present their answers to the questions in class.

Students should attempt the set of weekly exercises before each tutorial. These questions appear in the Tutorial program. The solutions will be posted on the web the following week.
In the tutorials it is expected that the tutor will address only those questions which students find particularly difficult. Thus not all the questions set out in the Tutorial Program will be covered in each tutorial. Questions which are not covered in the tutorials can be attempted in PASS (see Section 6.2 below) or posted on the Discussion forum of the website.

Out-of-Class Study
While students may have preferred individual learning strategies, it is important to note that most learning will be achieved outside of class time. Lectures can only provide a structure to assist your study, and tutorial time is limited.
An “ideal” strategy (on which the provision of the course materials is based) might include:

1. Reading of the relevant chapter(s) of the text and accessing the lecture overheads from the Course website before the lecture. This will give you a general idea of the topic area.
2. Attending lectures. Lectures are where the context of the topic in the course and the important elements of the topic are identified. The relevance of the topic will be explained.
3. Attending Tutorials and attempting the set Review and Problem Questions and checking their solutions. This will identify the things you need to do to demonstrate your understanding of a topic, and guide your re-reading of specific parts of the text. This will also provide a self-test of your understanding, and identify those parts of the topic with which you have problems. This should be done after the lecture and before the following week’s tutorial.
4. Attempting the on-line multiple choice questions to check your understanding of the basic concepts of economics.
5. Attending PASS to work with other students in the course.
4 ASSESSMENT

4.1 Formal Requirements
To be eligible for a passing grade in this course, students must:
- Achieve a total mark of at least 50 per cent.
- Make a satisfactory attempt at ALL assessment tasks. This means attending 80 per cent of tutorials (9 out of 12) and achieving a satisfactory mark in all assessment items.

**AND**
- Achieve a satisfactory level of performance in the final exam. This usually means a minimum mark of 50 per cent. Any student having an overall mark of 50 or more but less than 50 per cent in the final examination may be given an UF grade (unsatisfactory fail) for the course.

4.2 Assessment Schedule

<table>
<thead>
<tr>
<th>Assessment</th>
<th>% of Total Marks for the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice Tests - One per week for 10 Weeks</td>
<td>5</td>
</tr>
<tr>
<td>Hand in Tutorial Questions (2 randomly selected questions from 5 Hand in Questions). 5 marks for each Question.</td>
<td>10</td>
</tr>
<tr>
<td>In class Test - Week 5</td>
<td>15</td>
</tr>
<tr>
<td>In class Test - Week 8</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam In UNSW Exam Period</td>
<td>50</td>
</tr>
</tbody>
</table>

4.3 Online Multiple Choice Quizzes
In Week 2 the first “on line quiz” will be made available via the course website. This will be followed by nine other on-line multiple choice quizzes which will appear in weeks as set out in the Tutorial Program. You will find the quizzes in the relevant week’s folders in the course website.

You may attempt each quiz as many times as you like. Each time you open the quiz, you will be given 10 multiple-choice questions at random from a larger set of questions. Upon successful submission you will see the full feedback from your attempt. Please remember to submit all attempts. Do not close a quiz without submitting.

You can check whether or not you have completed a quiz through the “Grades” link in the Moodle (or by clicking on the quiz link again). This will also allow you to review any
of your attempts. Please note, Moodle will display a mark, but this is only for your feedback.

Successful completion of each quiz is worth 0.5 of one mark towards your final mark. There are 10 quizzes overall, for a potential total of 5 marks. You must make at least one valid submission for any particular quiz to receive credit. A valid attempt means all questions are answered and the quiz is submitted into the system. Each week one quiz will be open on Monday morning at 9.00 am and then closed on Sunday night at 5.00 pm

It is recommended that you attempt each quiz more than once. The quizzes will give you a good indication of how well you understand the material. Working with the feedback quizzes will also help prepare you for the in-session and final exams. All the quizzes will be re-opened for revision purposes in the study period prior to the final exam in this subject.

4.4 Hand in Tutorial Questions

In selected weeks students are required to submit to their tutor a typed answer to one of the tutorial questions for that week. The questions for which a written answer is required will be indicated in the Tutorial Program. During the semester TWO of the five submitted answers (selected at random) will be graded and given a mark out of five which will be worth 10 marks of the total marks for this course.

Answers must be typed and submitted at the beginning of the tutorial to the tutor. Any diagrams may be hand drawn. Tutors will not accept electronic versions of these questions nor will they be accepted at any other time/place than in the tutorial.

4.5 Week 5 In-Class Test

In the Week 5 tutorial each student will be required to write an answer to a question which will be worth 15 of the total marks for the course.

Each class may have a different question set. The test will last 30 minutes and will cover topics from Week 1 lectures to Week 3 lectures (refer to the Lecture Schedule), regardless of whether the material has been discussed in tutorials. The format of this test will be a question requiring a short written answer and/or a numerical problem and/or a diagram. Every student must attempt this test in the tutorial group to which they have been allocated.

Students who fail to attend the test should in the first place contact Dr. Gulay Avsar. In cases of serious illness, students will need full and convincing documentation of that illness and should apply for Special Consideration. Students who are found to be genuinely too ill to have attended the in-class test will be required to do another assessment in the same week. You should make every effort to take this assessment task. In all other cases of non-attendance students will receive a mark of zero.

Applications for Special Consideration for this assessment item 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 channel > Online Services > Special Consideration). Then submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and any supporting documentation to Student Central.
Sporting events, religious camps and social events (even if associated with the University), work related absences and family ceremonies are not grounds for missing this test.

4.6 Week 8 In-Class Test

In the Week 8 tutorial each student will be required to write an answer to a question which will be worth 20 of the total marks for the course.

Each class may have a different question set. The test will last 30 minutes and will cover topics from Week 1 lectures to Week 6 lectures (refer to the Lecture Schedule), regardless of whether the material has been discussed in tutorials. The format of this test will be a question requiring a short written answer and/or a numerical problem and/or a diagram. **Every student must attempt this test in the tutorial group to which they have been allocated.**

Students who fail to attend the test should in the first place contact Dr. Gulay Avsar. In cases of serious illness, students will need full and convincing documentation of that illness and should apply for Special Consideration. Students who are found to be genuinely too ill to have attended the in-class test will be required to do another assessment in the same week. You should make every effort to take this assessment task. In all other cases of non-attendance students will receive a mark of zero.

Applications for Special Consideration for this assessment item 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 channel > Online Services > Special Consideration). Then submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and any supporting documentation to Student Central.

Sporting events, religious camps and social events (even if associated with the University), work related absences and family ceremonies are not grounds for missing this test.

4.7 Tutorial Participation

No marks are awarded for tutorial attendance. However, a record of attendance at tutorials will be kept. **Students should note that 80 per cent attendance is required by UNSW and ASB rules.** In certain circumstances, such as where a request for Special Consideration is made in relation to assessment items, tutorial attendance will be taken into account in determining your final assessment or whether Special Consideration is granted.

Attendance at 9 of 12 tutorials will be deemed as meeting the 80 per cent requirement. Students must sign on by 10 minutes from the start of tutorial to qualify as ‘in attendance’. Signing on for another student will be treated as misconduct. If, owing to illness or other exceptional circumstances, you are unable to attend your usual tutorial, you may try to attend another tutorial in the same week. This attendance will not be recorded and is purely to prevent you from missing important work. However, you are required to attend your usual tutorial class at least 9 times during the session. This allows for occasional absence due to minor illness and other reasons, hence Special Consideration applications will not reduce this requirement.
4.8 Final Exam Format
The final exam will be worth 50 per cent of total marks for the course. This exam will comprise 50 multiple choice questions. It will be conducted in the University examination period. The timetable for this will be published by the UNSW Examination Branch.

4.9 Quality Assurance
The ASB 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 ASB programs. All material used for such processes will be treated as confidential and will not be related to course grades.

5 COURSE EVALUATION AND DEVELOPMENT
Each year feedback is sought from students about their experiences in courses offered in the School, and continual improvements are made based on this feedback. UNSW Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered.

Further Information about CATEI can be obtained from:

http://www.catei.unsw.edu.au/catei/

6 COURSE RESOURCES
The website for this course is on UNSW Moodle at:


The Website contains copies of:
Course handouts, including the Course Outline the Tutorial Program, lecture slides, answers to tutorial questions, and Course Announcements.

On the website students will also find a link to “Connect Plus”. This is an additional resource for students to use. It contains multiple choice question as well as exercises for you to practice. “Connect Plus” is free to students who have bought a new textbook. Those who have purchased a second hand book can also purchase access to this resource, details of this will be provided later.

Students should consult this course website at least once a week as it contains important information about the course. It will be assumed that all students have seen any notice posted on the Course website.

The textbook for this course is:

The examinable content of the textbook is defined by the Lecture Outline and the Tutorial Program (see below).

Other useful Readings:
Students may also find some of the following textbooks useful for some parts of the course:


Students who would like to improve their ability to write in a professional manner may consult the following book.

# 7 COURSE SCHEDULE

## 7.1 Lecture Schedule

Lectures start in Week 1 and finish in Week 12.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction/Administration Thinking as an Economist</td>
<td>Ch 1 and Appendix to Ch1 Appendix to Ch1 (may not be treated in Lectures)</td>
</tr>
<tr>
<td>3 March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Comparative Advantage: The Basis for Trade</td>
<td>Ch 2. (Ch 8 (pp204-210))</td>
</tr>
<tr>
<td>10 March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Supply and Demand: An Introduction Demand: The Benefit side of the Market</td>
<td>Ch 3 Ch 5 (exclude the appendix)</td>
</tr>
<tr>
<td>17 March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Elasticity - including the mid-point formula</td>
<td>Ch 4 Appendix to Ch 4</td>
</tr>
<tr>
<td>24 March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>Perfectly Competitive Supply: The Cost side of the Market</td>
<td>Ch 6</td>
</tr>
<tr>
<td>31 March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>Efficiency and Exchange A Supply and Demand treatment of Trade</td>
<td>Ch 7 Ch 8 (pp210-chapter end)</td>
</tr>
<tr>
<td>7 April</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>The Quest for Profit and the Invisible Hand. As Friday this week is Good Friday a Public holiday. all lectures on Friday are cancelled and students should attend any other lecture</td>
<td>Ch 9</td>
</tr>
<tr>
<td>14 April</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>Monopoly and other forms of Imperfect Competition</td>
<td>Ch 10</td>
</tr>
<tr>
<td>28 April</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Thinking Strategically</td>
<td>Ch 11</td>
</tr>
<tr>
<td>5 May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Externalities, Common-Pool Resources and Property Rights</td>
<td>Ch 12</td>
</tr>
<tr>
<td>12 May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Public Goods The Economics of Information</td>
<td>Ch 13 Ch 14</td>
</tr>
<tr>
<td>19 May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Continue The Economics of Information Review if time permits</td>
<td>Ch 14</td>
</tr>
<tr>
<td>26 May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>NO LECTURES</td>
<td></td>
</tr>
<tr>
<td>2 June</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1 ASB UNDERGRADUATE PROGRAM LEARNING GOALS AND OUTCOMES

The Australian School of Business 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.

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>ASB 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.</td>
</tr>
<tr>
<td>You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.</td>
</tr>
<tr>
<td>2. Critical thinking and problem solving: Our graduates will be critical thinkers and effective problem solvers.</td>
</tr>
<tr>
<td>You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.</td>
</tr>
<tr>
<td>3. Communication: Our graduates will be effective professional communicators.</td>
</tr>
<tr>
<td>You should be able to:</td>
</tr>
<tr>
<td>a. Prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context, and</td>
</tr>
<tr>
<td>b. Prepare and deliver oral presentations that are clear, focused, well-structured, and delivered in a professional manner.</td>
</tr>
<tr>
<td>4. Teamwork: Our graduates will be effective team participants.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of the ethical, social, cultural and environmental implications of business practice.</td>
</tr>
<tr>
<td>You will be able to:</td>
</tr>
<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>
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: http://www.lc.unsw.edu.au/plagiarism/index.html as well as the guidelines in the online ELISE and ELISE Plus tutorials for all new UNSW students: http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm.
To see if you understand plagiarism, do this short quiz: http://www.lc.unsw.edu.au/plagiarism/plagquiz.html
For information on how to acknowledge your sources and reference correctly, see: http://www.lc.unsw.edu.au/onlib/ref.html

For the ASB Harvard Referencing Guide, see the ASB Referencing and Plagiarism webpage (ASB >Learning and Teaching>Student services> Referencing and plagiarism).

In the School of Economics all cases of substantial plagiarism are reported to the Associate Head of School. The following penalties will apply:
- Reduction in marks for the assessment item, including zero;
- Failure in the course [00FL] in extreme cases;
- Other additional penalties in accordance with the UNSW Procedures for Dealing with Student Plagiarism, may be considered in extreme cases;
- All cases will be recorded on the UNSW Plagiarism Central Register

3 SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS

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:
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 channel > 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 the instructions and conditions at: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html.
2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. In submitting your application, you authorise the ASB or School to contact the professional authority to verify the information.
3. Applications will not be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you have lodged 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). **Do not** correspond with tutors.

5. Special consideration requests **do not allow** lecturers-in-charge to award students additional marks.

**ASB Policy on requests for Special Consideration:**
Applying for special consideration **does not** automatically mean that it will be granted. The policy of the School of Economics is that the lecturer-in-charge will need to be satisfied on each of the following before supporting a request for special consideration:

1. Does the professional authority form or medical certificate contain all relevant information? To be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). An authority form or certificate without this will not be valid.

2. Has the student performed satisfactorily in the other assessment items? In the case of special consideration requests for the final exam, satisfactory performance would require at least at least 40% in each assessment item specified in the Course Outline and meeting the obligation to have attended 80% of tutorials.

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:**
Applications for special consideration in relation to the final exam are considered by an ASB 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 by the ASB Faculty and will be held approximately two weeks after the formal examination period. The dates for ASB supplementary exams for Semester 1, 2014 are:
   - 15th July 2014 – exams for the School of Accounting
   - 16th July 2014 – exams for all Schools except Accounting and Economics
   - 17th July 2014 – 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 the final and apply for a supplementary instead. However, granting of a supplementary exam in such cases is not automatic. You would still need to satisfy the criteria stated above.

The ASB’s Special Consideration and Supplementary Examination Policy and Procedures for Final Exams for Undergraduate Courses is available at: http://www.asb.unsw.edu.au/currentstudents/resources/forms/Documents/supplementaryexamprocedures.pdf.

Special consideration and assessments other than the Final exam:
For the application of special consideration to assessment items other than the final exam, refer to the specific policies outlined in Part A for that assessment item. The School of Economics does not provide supplementary assessment items other than for the final exam.

4 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.


4.1 Workload

It is expected that you will spend at least **nine to ten hours** per week studying each 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 website 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.

4.2 Attendance

Your regular and punctual attendance at lectures and tutorials is expected in this course. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment.
4.3 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.

4.4 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://my.unsw.edu.au/student/atoz/BehaviourOfStudents.html

4.5 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/

5 STUDENT RESOURCES AND SUPPORT

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

- **ASB Education Development Unit (EDU)**
  Click on ‘Student Services’. Academic writing, study skills and maths support specifically for ASB students. Services include workshops, online resources, and individual consultations. EDU Office: Room GO7, Ground Floor, ASB Building (opposite Student Centre); Phone: 9385 5584; Email: edu@unsw.edu.au. Visit us on Facebook: [www.facebook.com/educationdevelopmentunit](http://www.facebook.com/educationdevelopmentunit).

- **ASB Student Centre** [http://www.asb.unsw.edu.au/requests](http://www.asb.unsw.edu.au/requests)  
  Advice and direction on all aspects of admission, enrolment and graduation. Ground Floor, West Wing, ASB Building; Phone: 9385 3189

- **Moodle eLearning Support**: For online help using Moodle, follow the links from [www.elearning.unsw.edu.au](http://www.elearning.unsw.edu.au) to Moodle / Support for Students. 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))  
  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**: 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)  
  UNSW Library Annexe (Ground floor).

- **UNSW Counselling and Psychological Services**  
  [http://www.counselling.unsw.edu.au](http://www.counselling.unsw.edu.au)  
  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, Quadrangle East Wing; Phone: 9385 5418.

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

## 6 KEY DATES AND STUDENT RESPONSIBILITIES

*It is your responsibility to ensure that:*

1. You are recorded by the University as being correctly enrolled in all your courses.

2. You have successfully completed all prerequisite courses. Any work done in courses for which prerequisites have not been fulfilled will be disregarded (unless an exemption has been granted), and no credit given or grade awarded.

3. You abide by key dates:
   - **Monday 3rd March** is the first day of Semester 1 lectures.
   - **Sunday 9th March** is the last day you can change your enrolment and timetable via myUNSW, and is also the due date for Semester 1 fees.
   - **Monday 31st March (start Week 5)** is the last day to discontinue without financial penalty (census date). Applications to start FEE-HELP must also be lodged well before this date.
   - **Sunday 20th April (end Week 7)** is the last day to discontinue without academic penalty.

4. You organise your affairs to take account of examination and other assessment dates where these are known. Be aware that your final examination may fall at any time during the semester’s examination period. The scheduling of examinations is controlled by the University administration. No early examinations are possible. The examination period for Semester 1, 2014, falls between **Friday 13th June and Monday 30th June** (provisional dates subject to change).

5. When the provisional examination timetable is released, ensure that you have no clashes or unreasonable difficulty in attending the scheduled examinations.

6. Schools in the ASB schedule a common date for any supplementary exams that may be required. For Semester 1, these are:
   - 15th July, 2014 – exams for the School of Accounting
   - 16th July, 2014 – exams for all Schools except Accounting and Economics
   - 17th July, 2014 – exams for the School of Economics

A full list of UNSW Key Dates is located at: [https://my.unsw.edu.au/student/resources/KeyDates.html](https://my.unsw.edu.au/student/resources/KeyDates.html)