ECON1101
Microeconomics 1

Course Outline
Semester 2, 2015

Part A: Course-Specific Information

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

1 STAFF CONTACT DETAILS

1.1 Staff

Lecturer-in-Charge
Dr. Jonathan Lim  
Room Number: Business School 462  
Phone: 9385 3371  
j.k.lim@unsw.edu.au

Lecturers
Peter Nichols  
Room Number: Business School 465  
Phone: 9385 9935  
p.nichols@unsw.edu.au

Tutor-in-Charge
Sophie Yan  
Room Number: Business School 465  
Phone: 9385 9935  
g.yan@unsw.edu.au

1.2 Who to contact?

For general enquiries relating to your program or enrolment in the course or tutorials, you should contact your Program Authority (for Business School students, this is the Student Centre in Quad 1028). For specific questions about economics courses in your program, please contact Laura Castrique at l.castrique@unsw.edu.au.

For technical enquiries relating to your UNSW logins or Moodle access you should contact the UNSW IT Service Centre on 9385 1333. For issues relating to access to course content, you should contact Cailin Dolan at cailin.dolan@unsw.edu.au.

Contact the Tutor-in-Charge about academic matters such as in-semester marks.

Contact your Lecturer about academic matters such as supplementary tests/exams.

Note that 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.

1.3 Pitstop and PASS

In the weeks leading up to exams, starting from about Week 12, the School will be providing Pitstop, an opportunity for consultation with tutors as you prepare for exams. Details of Pitstop locations and hours for this course will be advised closer to the time. PASS (the Peer Assisted Support Scheme) is a system of voluntary study groups available to ECON1101 students. The groups are each led by senior students and are an opportunity to practice problems, develop study methods, ask questions, and consolidate your knowledge in a friendly informal environment. The PASS sessions will start in Week 3 and the timetable will be available from the Course Website in Week 2.
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:

<table>
<thead>
<tr>
<th>LECTURE STREAM</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
<th>LECTURER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Monday</td>
<td>1:00 – 2:00pm</td>
<td>Keith Burrows Theatre</td>
<td>P. Nichols</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>3:00 – 4:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Tuesday</td>
<td>6:00 – 8:00pm</td>
<td>Keith Burrows Theatre</td>
<td>Dr. J. Lim</td>
</tr>
</tbody>
</table>

Tutorials start in Week 2 and end in Week 13. Answers to the Revision Questions tackled during tutorials will be posted on the Course website in the week following their discussion in class.

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

2.2 Summary of Course
In order to understand the workings of markets and the economy, one has to take on an “economic mindset”. This introductory course covers the fundamental principles that economists use to understand and analyse economic behaviour. Understanding these basic principles equips students for further studies in economics and business. Topics and issues covered in this course include how individuals or firms make decisions about the demand or supply of a particular product, how we can judge the relative efficiency of different types of markets, how we explain why governments may need to intervene in a particular type of market but not in others, and how some government policies are more efficient than others.

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. Additionally, ECON1101 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 Business School. 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>
</tbody>
</table>
| 1 | Knowledge | Explain the assumptions of standard models of microeconomics. Explain and operate in different market environments where individual, social and government decisions are made. Understand the reasons for and outcomes of government intervention in the economy. | • Playconomics  
• Revision Questions  
• In-Tutorial Tests  
• Final Exam |
| 2 | Critical thinking and problem solving | Use the standard models of microeconomics to determine the outcome of changes in a variety of economic variables. Use simple mathematical models to calculate the result of changes in the economy. | • Playconomics  
• Revision Questions  
• In-Tutorial Tests  
• Final Exam |
| 3a | Written communication | Construct written work that is logically and professionally presented. | • In-Tutorial Tests |
| 3b | Oral communication | Communicate ideas in a succinct and clear manner. | • Not specifically assessed. |
| 4 | Teamwork | Work collaboratively to complete a task. | • Not specifically assessed. |
| 5a. | Ethical, environmental & sustainability considerations | Identify and assess environmental and sustainability considerations in microeconomics problems. | • Playconomics  
• In-Tutorial Tests  
• Final Exam |
| 5b. | Social and cultural awareness | Not specifically addressed in this course. | • Playconomics |
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 Course Schedule, the content of Lectures and Tutorials, 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 (and act) like an economist”, whether it is in everyday or workplace situations.

Lectures
The purpose of the Lectures is 1) to provide a logical structure for the topics that make up the course, 2) to emphasize the important concepts and methods of each topic, and 3) 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 answers to specific Revision Questions (see Course Schedule). Students will be provided with an opportunity to present their answers to these questions in class. To facilitate this process, students should attempt the set of weekly Revision Questions before each tutorial. The corresponding complete solutions for each set of Revision Questions will be posted the following week.

In the tutorials it is expected that the tutor will address only those questions that students find particularly difficult. Thus not all the Revision Questions will be covered during tutorials. Questions that are not covered in the tutorials can be attempted in PASS (see Section 6.2 below) or discussed with your peers on the course 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 textbook and playing a videogame Playconomics, as well as 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 topics will be explained.
3. **Attending Tutorials**, attempting the set of weekly **Revision 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. **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 at least 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 Structure**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>% of Total Marks for the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Tutorial Test - Week 6</td>
<td>15</td>
</tr>
<tr>
<td>In-Tutorial Test - Week 10</td>
<td>15</td>
</tr>
<tr>
<td>Playconomics</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam in UNSW Exam Period</td>
<td>50</td>
</tr>
</tbody>
</table>

4.3 **Week 6 In-Tutorial Test**

In Week 6 tutorial each student will be required to answer one question in writing. **The answer will be worth 15 of the total marks for the course.**

Each class may have a different question set. The test will last 45 minutes and will cover all topics up to (and including) Chapter 3 lectures and tutorials (refer to the Course Schedule), regardless of whether the material has been discussed in tutorials. The format of this test will be a question requiring a 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 contact first the Tutor-in-Charge. 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-tutorial test will be required to sit a supplementary test in Week 13. 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 5 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 University), work related absences and family ceremonies are not grounds for missing this test.

4.4 Week 10 In-Tutorial Test

In Week 10 tutorial each student will be required to answer one question in writing. **The answer will be worth 15 of the total marks for the course.**

Each class may have a different question set. The test will last 45 minutes and will cover all topics up to (and including) Chapter 7 lectures and tutorials (refer to the Course Schedule), regardless of whether the material has been discussed in tutorials. The format of this test will be a question requiring a 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 contact first the Tutor-in-Charge. 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-tutorial test will be required to sit a supplementary test in Week 13. 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 5 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.

4.5 Playconomics

Playconomics is a state-of-the-art, computer-based interactive experience developed by Dr. L.I. Dobrescu and Dr. A. Motta @UNSW. It comes with an integrated textbook & educational videos, and combines gamification, personalized feedback and experiential learning in an innovative, yet accurate way to make your Micro 1 learning engaging and fun. As the only educational videogame in economics, you are among the first to use it!

**Completing all the levels in Playconomics is worth 20 of the total marks for the course.** The 20 marks will be assigned proportionally with the overall game progression, as showed by the game progression bar located in the main game menu visible when the software is launched. (So, if you complete 50% of the game you get 10 marks, if you complete 25% of the game you get 5 marks, and so on).
Playconomics consists of several levels (islands) covering all the course material taught during the semester. This is a serious videogame, so the course content is delivered by placing you into an imaginary world populated by various economic agents. Each level consists of a map, which features a certain number of places, goods and agents. You control one of these agents and your mission is to make your economy evolve from an agrarian society to a fully developed one. To do so, you will have to make economically sound decisions at the individual level (what to produce and how to face the market, how much to consume, whether to trade or not), as well as become a mayor and impose taxes, give subsidies, invest in public goods (schools, hospitals, defence) or handle externalities.

You will be provided with constant feedback based on your decisions. You will also be able to access the textbook chapters and the educational videos (that accompany the textbook) directly in the game for a quick recap of the main concepts and definitions.

4.6 Final Exam Format
The final exam is worth 50 per cent of total marks for the course. This exam consists of 50 multiple-choice questions. It will be conducted in the University examination period. The final exam timetable will be published by the UNSW Examination Branch.

4.7 Tutorial Participation
Each week, a subset of Revision Questions will be solved during the tutorial. (The Revision Questions are located at the end of each chapter of the required textbook for the course - see Section 6 on Course Resources. The subset of Revision Questions specifically attempted in the tutorials are indicated in the Course Schedule).

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 Business School 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 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 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 OpenLearning, accessible via UNSW Moodle at [http://moodle.telt.unsw.edu.au](http://moodle.telt.unsw.edu.au)

The website contains copies of Course hand-outs, including the Course Outline and Course Announcements, Lecture Slides and answers to the Revision Questions, as well as the link to Playconomics, with clear instructions on how to access this package.

Students should consult the 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 required textbook** for this course is:


This textbook has been especially created for this course. The textbook examinable content is defined in the Course Schedule, and includes all Revision Questions.

The required textbook is available as part of the Playconomics package.

**The Playconomics package** is accessible via the corresponding Playconomics page on the course website. On this page, students can sign up and to create their own account.

From their account students will be able to purchase the complete version of Playconomics, which contains the required e-book (with integrated educational videos, Revision Questions, etc.) and the game (all levels/islands) students need to complete.

For any technical issues, please email playconomics@lionsheartstudios.com.

Optional readings (texts available in the library, no need for individual purchase):


Students who would like to improve their professional writing ability may consult:

## 7 COURSE SCHEDULE

### 7.1 Lecture and Tutorial Schedule

Lectures start in Week 1 and finish in Week 12. Tutorials start in Week 2 and finish in Week 13. RQ below stands for Revision Questions.

<table>
<thead>
<tr>
<th>Week</th>
<th>LECTURE SCHEDULE</th>
<th>TUTORIAL SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Topic</td>
<td>Reference</td>
</tr>
<tr>
<td>Week 1 27 July</td>
<td>Introduction/Administration</td>
<td>Ch. 1</td>
</tr>
<tr>
<td>Week 2 3 August</td>
<td>Comparative Advantage and the Basis for Trade</td>
<td>Ch. 1</td>
</tr>
<tr>
<td>Week 3 10 August</td>
<td>Supply in Perfectly Competitive Markets</td>
<td>Ch. 2</td>
</tr>
<tr>
<td>Week 4 17 August</td>
<td>Supply in Perfectly Competitive Markets (cont) Demand in Perfectly Competitive Markets</td>
<td>Ch. 2 (cont.) Ch. 3</td>
</tr>
<tr>
<td>Week 5 24 August</td>
<td>Demand in Perfectly Competitive Markets (cont) Demand &amp; Supply: An Equilibrium Analysis</td>
<td>Ch. 3 (cont.) Ch. 4</td>
</tr>
<tr>
<td>Week 6 31 August</td>
<td>Demand &amp; Supply: An Equilibrium Analysis (cont)</td>
<td>Ch. 4 (cont.)</td>
</tr>
<tr>
<td>Week 7 7 Sept.</td>
<td>Government Intervention: The Cost of Interfering with Market Forces International Trade</td>
<td>Ch. 5 CH. 6</td>
</tr>
<tr>
<td>Week 8 14 Sept.</td>
<td>Market Power: Monopoly</td>
<td>Ch. 7</td>
</tr>
<tr>
<td>Week 9 21 Sept.</td>
<td>Market Power: Oligopoly</td>
<td>Ch. 8</td>
</tr>
</tbody>
</table>

**Mid-semester break: Saturday 26 September – Monday 5 October inclusive**

| Week 10 5 October | Externalities | Ch. 9 | --- | In-Tutorial Test (cover Ch.1-Ch.7) |
| Week 11 12 October | Public Goods | Ch. 10 | Market Power: Oligopoly | Ch. 8: RQ 1-3, 6-9 |
| Week 12 19 October | REVISION | Externalities | Ch. 9: RQ 1-3, 7-10 |
| Week 13 26 October | NO LECTURES | Supplementary Tests W6 & W10 during a lecture session | Public Goods | Ch. 10: RQ 1-7 |
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES & 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.

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.

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<table>
<thead>
<tr>
<th>Business School Undergraduate Program Learning Goals and Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Knowledge:</strong> 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><strong>2. Critical thinking and problem solving:</strong> 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><strong>3. Communication:</strong> 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><strong>4. Teamwork:</strong> 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><strong>5. Ethical, social and environmental responsibility:</strong> Our graduates will have a sound awareness of the ethical, social, cultural and environmental implications</td>
</tr>
<tr>
<td>of business.</td>
</tr>
</tbody>
</table>

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of business practice.

You will 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.

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).

In the School of Economics all cases of substantial plagiarism are reported to the Director of Academic Programs. The following penalties may 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 Managing Student Plagiarism may be considered in extreme cases;
- All cases will be recorded on the UNSW Student Misconduct Register.

10 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 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. In submitting your application, you authorise the School to contact the professional authority to verify the information. 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 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), 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:

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 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 by the Faculty and will be held approximately two weeks after the formal examination period. The dates for Business School supplementary exams for Semester 2, 2015 are:
8\textsuperscript{th} December 2015 – exams for the School of Accounting

9\textsuperscript{th} December 2015 – exams for all Schools except Accounting and Economics

10\textsuperscript{th} December 2015 – 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. \textbf{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 Business School’s Special Consideration and Supplementary Examination Policy and Procedures for Final Exams for Undergraduate Courses is available at: \url{www.business.unsw.edu.au/Students-Site/Documents-supplementary_exam_procedures.pdf}.

\textbf{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 the Course Outline Part A for that assessment item.

\section*{11 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: \url{https://student.unsw.edu.au/program}.

\subsection*{11.1 Workload}

It is expected that you will spend at least \textbf{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 Openlearning 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 can be found at: https://student.unsw.edu.au/uoc

11.2 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

11.3 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

11.4 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/

11.5 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.

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.
13 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 27th July** is the first day of Semester 2 lectures.

   **Sunday 2nd August** is the last day you can change your enrolment and timetable via myUNSW, and is also the due date for Semester 2 fees.

   **Monday 31st August (Week 6)** is the last day to discontinue without financial penalty (census date). Applications for HECS-HELP and FEE-HELP must also be lodged well before this date.

   **Sunday 13th September (end Week 7)** is the last day to discontinue without academic penalty.

Note: from 2015, it is possible to withdraw late from a course, i.e., after the academic withdrawal deadline (13th September) up until the last day of teaching. Late withdrawal means that you will receive an AW (Academic Withdrawal) grade on your academic transcript. It will not count for WAM, but will count for academic
standing. For more information on late withdrawal, including penalties and implications for academic grades and transcripts, see: https://student.unsw.edu.au/late-enrolment

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 2, 2015, falls between 6th November and 21st November 2015 (provisional dates subject to change).

5. When the final examination timetable is released on 25th September 2015, ensure that you have no clashes or unreasonable difficulty in attending the scheduled examinations.

6. Schools in the Business School schedule a common date for any supplementary exams that may be required. For Semester 2, these are:
   - 8th December 2015 – exams for the School of Accounting
   - 9th December 2015 – exams for all Schools except Accounting and Economics
   - 10th December 2015 – exams for the School of Economics.

A full list of UNSW Key Dates is located at: https://student.unsw.edu.au/dates