FINS5511
CORPORATE FINANCE

Course Outline
SEMESTER 1, 2016

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

1. STAFF CONTACT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone Number</th>
<th>E-mail Address</th>
<th>Consultation Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Zhian Chen (Lecturer-in-charge)</td>
<td>BUS Room 359c</td>
<td>9385 5878</td>
<td><a href="mailto:zhianchen@unsw.edu.au">zhianchen@unsw.edu.au</a></td>
<td>Consult Web Site for Details</td>
</tr>
</tbody>
</table>

The School’s fax number for emergency situations is 9385 6347.

1.1 Communication with Staff

- General enquiries should be directed to course coordinator, Dr. Zhian Chen.
- Specific enquiries regarding course materials should be directed to the lecturer teaching each section of the course.
- Announcements will be made periodically on Moodle.
- Posting course specific inquiries on Moodle is also highly encouraged rather than by email or phone.

2. COURSE DETAILS

2.1. Teaching Times and Locations

Two streams of lectures are offered in S1 2016:

Lecture time: Lecture location:
Thursday, 2 PM – 5 PM  Civil Engineering G1
Thursday, 6 PM – 9 PM  Red Centre Central Wing M032

2.2. Units of Credit

This course has 6 units of credit.

2.3. Summary of Course

This course is an introductory course in financial management. It stresses the modern fundamentals of corporate financial decision making with special reference to investment, financing and dividend distribution. While building upon introductory courses in accounting, economics and quantitative analysis the course develops distinctive conceptual frameworks and specialised tools for solving real world financial problems at both the individual and corporate level. The course is a blend of theory and practice. While diligent practice will make you competent in financial techniques, a good grasp of theory will help you think systematically about ways to solve a problem for which no existing technique is suitable or available.

Specific topics to be covered include: financial mathematics, security valuation, techniques for capital investment decisions, financial decision making under uncertainty (portfolio theory and capital market theory), corporate capital structure, cost of capital, dividend decision and policy.

2.4. Course Aims and Relationship to Other Courses

This course is designed to introduce essential aspects of financial decision-making in business. It aims to provide basic techniques which cover investment decisions, financing decisions and dividend decisions. This course is a core requirement for those who undertake Master of Professional Accounting and the prerequisite/corequisite courses are ACCT5930 and ECON5103. For those who undertake Master of Commerce, the corequisite courses are COMM5001, COMM5002 and COMM5003. This course is closely related to FINS5516 but it has a strong focus on the Australian capital market.
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.

By the end of this course, you should be able to:
1. Explain and be able to communicate the nature of corporate finance in an academic or a business forum;
2. Distinguish different types of business structure, identify the major corporate financial decisions and corporate objective, and describe some important basic concepts;
3. Be able to perform time-value calculations by using financial mathematics;
4. Explain how to value a firm and apply skills in evaluation debt and equity securities;
5. Explain the nature of interest rate risk and describe the theories that are used to explain the term structure of interest rates;
6. Apply skills in evaluating capital budgeting projects by using different methods of project evaluation;
7. Apply skills in risk and return measurement;
8. Describe basic portfolio theory and communicate more effectively in an academic or a business context;
9. Be able to use the Capital Asset Pricing Model (CAPM) and apply skills in estimating cost of equity;
10. Estimate the cost of each source of capital and combine these costs into a weighted average cost of capital for a company;
11. Understand capital structure and outline the main factors that financial managers should consider when determining a company’s financing strategy;
12. Critically apply and discuss the theories detailing the capital structure and assess the implications of the empirical evidence from recent studies on capital structure;
13. Critically apply and discuss the theories relating dividends to share price and cost of capital;
14. Describe the concept of market efficiency and distinguish between different categories of market efficiency.
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.

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>
</tbody>
</table>
| 1 Knowledge | Have fundamental understanding of corporate finance, and apply skills in corporate financial decision making. | • Workshop Problems  
• In-class Tests  
• Exam |
| 2 Critical thinking and problem solving | Use the standard models of corporate finance to interpret and analyse real problems | • Workshop Problems  
• In-class Tests  
• Exam |
| 3a Written communication | Construct written work which is logically and professionally presented. | • In-class 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 and sustainability | Identify and understand ethical, environmental and sustainability responsibility as a financial manager. | • Exam |
3. LEARNING AND TEACHING ACTIVITIES

3.1. Approach to Learning and Teaching in the Course
Our teaching philosophy is to equip students with skills to learn and think critically. We believe that an effective approach to teach is to inspire students through engaging their interest and enthusiasm and help them to actively engage in the learning process. To achieve this, we introduce in-class exercises, and classroom materials are brought to the realm of real-world practice as students see the relevance of their studies to professional, disciplinary and personal contexts.

We encourage students to form small groups to discuss questions, problems, and issues surrounding each topic. Learning cooperatively with peers rather than in an individualistic or competitive way always helps students to develop interpersonal, professional and cognitive skills to a higher level.

3.2. Learning Activities and Teaching Strategies
Lectures are conducted in 3-hour blocks with approximately 2 hours on the lecture and 1 hour workshop working through suggested problems and questions.

Students are required to attempt suggested problems and questions prior to the lecture. We will distribute additional exercises in the class and students are required to complete them and submit them by the end of the lecture. Outside the lecture, we encourage students to form study groups to engage in interactive discussion. Students are also encouraged to use the online discussion forum on the Moodle as a venue to engage in discussion.

4. ASSESSMENT

4.1. Formal Requirements
To pass this course, you must:

- achieve a composite mark of at least 50; and
- make a satisfactory attempt at all assessment tasks (see below).

4.2. Assessment Details
Assessment in this course is based on 1. four workshop quizzes (40%) and 2. the final examination (60%). The assessment is designed to reinforce our stated learning objectives. Students must attend both the quizzes and the final examination to pass the course.

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Length</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1</td>
<td>10%</td>
<td>20 mins</td>
<td>24th March</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>10%</td>
<td>20 mins</td>
<td>14th April</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>10%</td>
<td>20 mins</td>
<td>5th May</td>
</tr>
<tr>
<td>Quiz 4</td>
<td>10%</td>
<td>20 mins</td>
<td>19th May</td>
</tr>
</tbody>
</table>
4.3. Assessment Format

4.3.1 In-class Quizzes (40%)
You will be evaluated on your response to four 20 minute **WRITTEN** short answer tests during the semester, worth 10 marks each. You will be given these quizzes during the session and the marks will be totalled for the quiz mark out of 40. There will be **NO** negotiation of these grades or of the quizzes. Students who miss a quiz will receive a grade of 0 for that quiz. The time of the quizzes has been released on the course outline already, and these quizzes will be announced again during a prior lecture. In general, you may expect them to be used as a means of providing early feedback and continued interest in later material. Questions will be based on the **LECTURE MATERIAL** presented over the **PREVIOUS FORTNIGHT**. For example, if your workshop quiz occurs in Week 4, this will cover lecture material from weeks 2 and 3 inclusive. This statement is quite clear; it means that you may be asked a question which relates to the material from the workshop work to be covered on the day of the quiz.

4.3.2 Formal Examination Component (60%)
Final examination: Time and Venue to be announced in University timetable
The final examination is a 3-hour closed book examination covering all course material. It consists of questions and problems in a multiple-choice format. A passing grade of 50% (30/60) is required in the final examination. Students who fail to meet this criterion will be deemed to have failed the course at the end, irrespective of tutorial marks earned.
If you fail to sit the examination at the scheduled time, there is **NO** guarantee that a supplementary examination will be provided. Poor class attendance (less than 80%) is sufficient justification for the refusal of final assessment.

**Note:** No exceptions to the scheduled examination dates and times will be permitted. Those students making end-of-session travel plans must conform to the University timetable in making their arrangements. You must be available for the entirety of the final examination period from 10 June through 27 June 2016

**Your Responsibility to Notify Employers**
You should notify employers of the requirement to attend examinations. Note that there are **NO** acceptable grounds for failure to complete any of the assessment components.

**Student Identification Required for All Examinations**
Your student ID should be visible at all times during the examination. Students without photographic ID may not be allowed to sit the examination.

5. **COURSE RESOURCES**
**Textbook**

**Other Texts worth Consulting (Recommended Text List)**

**Required Readings**
It is useful to read the stated chapters of the text: Peirson et. al’s *Business Finance* and other references or readings, before lectures. This material, as well as the lectures and tutorials, essentially defines the examinable content of the course. In addition to the assigned reading, you should keep informed of business and financial matters by reading the *Australian Financial Review*, *Business Review Weekly*, *Australian Business and Personal Investment*, during the session. *Business Sunday* broadcast on Channel 9 Sunday morning may also be of interest. This exposure should help you appreciate how finance theory can be applied to practical issues.

**Web Site**
The course web site is a primary source of information for you in this course. It can be reached at [http://moodle.telt.unsw.edu.au](http://moodle.telt.unsw.edu.au).

The site will provide information on any timetable changes, lecture notes, practical problems and solutions and other information. You should check it regularly.

**World Wide Web Resources**
With the proliferation of information technology you should also check out information available in the world wild web. *This course outline, questions and other materials to be distributed in future will be available in the web site of the course*. The address is [http://moodle.telt.unsw.edu.au](http://moodle.telt.unsw.edu.au).

The following sites should also interest you in finance,

**Regulators**

**Newspapers, Magazines and Journals**
Wall Street Journal - [www.wsj.com](http://www.wsj.com)
Business Week - [www.businessweek.com](http://www.businessweek.com)
CNN Financial Network - [www.cnnfn.com](http://www.cnnfn.com)
Journal of Finance - [www.cob.ohio-state.edu/~fin/journal/jof.htm](http://www.cob.ohio-state.edu/~fin/journal/jof.htm)

**Exchanges**
New York Stock Exchanges - [www.nyse.com](http://www.nyse.com)
Chicago Board of Trade - [www.cbot.com](http://www.cbot.com)
Chicago Mercantile Exchange - [www.cme.com](http://www.cme.com)
Popular Books
Finance does not have to be dry; you can learn a lot about finance by reading some biographies and exciting books. A few are listed here but visit a professional bookstore, and you will find a lot more. The Education of a Speculator, Buffet, Alchemy of Finance, Liars’ Poker, Preditors’ Ball, Den of Thieves, F.I.A.S.C.O., The Bold Riders and Corporate Collapses.

6. COURSE EVALUATION AND DEVELOPMENT
Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW’s Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered. In this course, we will seek your feedback through end of semester CATEI evaluations and any feedbacks you provided personally to the lecturer-in-charge during the semester. Feedback from previous students indicated that more practical examples should be provided. As a result of this feedback, extra practical examples will be provided.

7. COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Required Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 3rd March</td>
<td>Introduction and Basic Concepts</td>
<td>Peirson et al. Chapter 1</td>
</tr>
<tr>
<td>2. 10th March</td>
<td>Financial Mathematics</td>
<td>Peirson et al. Chapter 3</td>
</tr>
<tr>
<td>3. 17th March</td>
<td>Security Valuation</td>
<td>Peirson et al. Chapters 4</td>
</tr>
<tr>
<td>4. 24th March</td>
<td>Introduction of Project Evaluation</td>
<td>Peirson et al. Chapter 5</td>
</tr>
<tr>
<td></td>
<td>Week Beginning Monday 28th March</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mid-semester break</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-teaching Week – no lectures</td>
<td></td>
</tr>
<tr>
<td>5. 7th April</td>
<td>Application of Project Evaluation</td>
<td>Peirson et al. Chapters 6</td>
</tr>
<tr>
<td>6. 14th April</td>
<td>Sources of Finance</td>
<td>Peirson et al. Chapter 9 &amp; 10</td>
</tr>
<tr>
<td>7. 21st April</td>
<td>Portfolio Theory and Asset Pricing</td>
<td>Peirson et al. Chapter 7</td>
</tr>
<tr>
<td>8. 28th April</td>
<td>Cost of Capital</td>
<td>Peirson et al. Chapter 14</td>
</tr>
<tr>
<td>9. 5th May</td>
<td>Capital Structure – Theory &amp;</td>
<td>Peirson et al. Chapter 12 &amp; 13</td>
</tr>
<tr>
<td></td>
<td>Evidence</td>
<td></td>
</tr>
<tr>
<td>10. 12th May</td>
<td>Dividend Policy – Theory &amp; Evidence</td>
<td>Peirson et al. Chapter 11</td>
</tr>
<tr>
<td>11. 19th May</td>
<td>Capital Market Efficiency</td>
<td>Peirson et al. Chapter 16</td>
</tr>
<tr>
<td>12. 26th May</td>
<td>Revision</td>
<td></td>
</tr>
</tbody>
</table>

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

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

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

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

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

### Business Postgraduate Coursework Program Learning Goals and Outcomes

<table>
<thead>
<tr>
<th><strong>1. Knowledge:</strong> Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.</th>
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<th><strong>2. Critical thinking and problem solving:</strong> Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.</th>
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<th><strong>4. Teamwork:</strong> Our graduates will be effective team participants.</th>
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<tr>
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<tr>
<td>b. Consider social and cultural implications of business and /or management practice.</td>
</tr>
</tbody>
</table>

### 9. ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: [https://student.unsw.edu.au/plagiarism](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](http://subjectguides.library.unsw.edu.au/elise)

To see if you understand plagiarism, do this short quiz: [https://student.unsw.edu.au/plagiarism-quiz](https://student.unsw.edu.au/plagiarism-quiz)
For information on how to acknowledge your sources and reference correctly, see: https://student.unsw.edu.au/harvard-referencing

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

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

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

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

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

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

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

10.3. General Conduct and Behaviour
You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: https://student.unsw.edu.au/conduct

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

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

General information on special consideration for undergraduate and postgraduate courses:
1. All applications for special consideration must be lodged online through myUNSW within 3 working days of the assessment (Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and other supporting documentation to Student Central. For more information, please study carefully in advance the instructions and conditions at: https://student.unsw.edu.au/special-consideration
2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. The School may ask to see the original or certified copy.
3. Applications will not be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you lodge an online application for special consideration.
4. Decisions and recommendations are only made by lecturers-in-charge (or by the Faculty Panel in the case of UG final exam special considerations), not by tutors.
5. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
6. Special consideration requests do not allow lecturers-in-charge to award students additional marks.

Business School, and the School of Banking and Finance policy on requests for special consideration for Final Exams in undergraduate and postgraduate courses:
The lecturer-in-charge will need to be satisfied on each of the following before supporting a request for special consideration:
1. Does the medical certificate contain all relevant information? For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without this will not be valid.
2. Has the student performed satisfactorily in the other assessment items? Satisfactory performance would require at least 50% in each major assessment item specified in the Course outline and meeting the obligation to have attended 80% of tutorials or Lectures.
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 and mid-session examinations in undergraduate and postgraduate Banking and Finance 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. Final 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:
   13th July – exams for all Schools except Accounting and Economics

If a student lodges a special consideration for the final exam, they are stating they will be available on the above dates. Supplementary exams will not be held at any other time.

2. Where a student is granted a supplementary examination as a result of a request for special consideration, the student's original exam (if completed) will be ignored and only the mark achieved in the supplementary examination will count towards the final grade. Failure to attend the supplementary exam will not entitle the student to have the original exam paper marked and may result in a zero mark for the final exam.

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

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

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