FINS5568
Capstone - Portfolio Management Process

Course Outline
Semester 2, 2015

Part A: Course-Specific Information
Part B: Key Policies, Student Responsibilities and Support
# Table of Contents

## PART A: COURSE-SPECIFIC INFORMATION

1. STAFF CONTACT DETAILS  
2. COURSE DETAILS  
   2.1 Teaching Times and Locations  
   2.2 Units of Credit  
   2.3 Summary of Course  
   2.4 Course Aims and Relationship to Other Courses  
   2.5 Student Learning Outcomes  

3. LEARNING AND TEACHING ACTIVITIES  
   3.1 Approach to Learning and Teaching in the Course  
   3.2 Learning Activities and Teaching Strategies  

4. ASSESSMENT  
   4.1 Formal Requirements  
   4.2 Assessment Details  

5. COURSE RESOURCES  

6. COURSE EVALUATION AND DEVELOPMENT  

7. COURSE SCHEDULE  

## PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

8. PROGRAM LEARNING GOALS AND OUTCOMES  

9. ACADEMIC HONESTY AND PLAGIARISM  

10. STUDENT RESPONSIBILITIES AND CONDUCT  
   10.1 Workload  
   10.2 Attendance  
   10.3 General Conduct and Behaviour  
   10.4 Occupational Health and Safety  
   10.5 Keeping Informed  

11. SPECIAL CONSIDERATION  

12. STUDENT RESOURCES AND SUPPORT  

PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Room²</th>
<th>Phone</th>
<th>Consultation times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer-in-charge</td>
<td>Henry Yip</td>
<td><a href="mailto:h.yip@unsw.edu.au">h.yip@unsw.edu.au</a></td>
<td>BSB 347</td>
<td>9385 5870</td>
<td>Wed 10:00-12:00</td>
</tr>
</tbody>
</table>

¹ For email communication, it is UNSW policy that students must use UNSW zmail to communicate with staff and include their UNSW student ID number in the message.
² BSB denotes Business School Building.

2 COURSE DETAILS

2.1 Teaching Times and Locations
Lectures start in Week 1 (to Week 12): The Time and Location are:
   Wed 14:00 - 17:00 Mechanical Engineering G01
   Wed 18:00 - 21:00 Mechanical Engineering G01

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

2.3 Summary of Course
The course presents a continuous and systematic approach to the process of portfolio management. The process begins with the development of a policy statement to suit the needs, constraints and preferences of an investor. A thorough examination of past, current and projected conditions of the economy, markets, industries and companies is then conducted to form risk-return expectations for the implementation of investment strategy and construction of portfolio. The last stage of the process focuses on the continual monitoring of portfolio performance and changes to both market and investor-related factors. This reality check serves as impetus for updating the policy statement and revising the investment strategy.

2.4 Course Aims and Relationship to Other Courses
FINS5568 is a capstone course for the banking, finance and economics specialisations of Program 8404 and Program 8417. To enrol in this course, students from the two Programs must have completed FINS5512, FINS5513 and 48 units of credit.

   This course builds on, integrates, and applies prior knowledge in financial markets, portfolio theory, asset pricing, business economics, and macro- and micro-economics to prepare students with working knowledge of the process of portfolio management.

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’).

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in in-class 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><strong>This course helps you to achieve the following learning goals for all Business postgraduate coursework students:</strong></td>
<td><strong>On successful completion of the course, you should be able to:</strong></td>
<td><strong>This learning outcome will be assessed in the following items:</strong></td>
</tr>
<tr>
<td>1 Knowledge</td>
<td>Identify and apply disciplinary knowledge to business situations in portfolio management in a local and global environment.</td>
<td>In-class test</td>
</tr>
<tr>
<td>2 Critical thinking and problem solving</td>
<td>Identify, research and analyse complex issues and problems in portfolio management, and propose appropriate and well-justified solutions.</td>
<td>In-class test</td>
</tr>
<tr>
<td>3a Written communication</td>
<td>Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.</td>
<td>Oral presentation speech</td>
</tr>
<tr>
<td>3b Oral communication</td>
<td>Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.</td>
<td>Oral presentation</td>
</tr>
<tr>
<td>4 Teamwork</td>
<td>Participate collaboratively and responsibly in teams, and to reflect on your own teamwork, and on the team’s processes and ability to achieve outcomes.</td>
<td>Case report on client brokerage</td>
</tr>
<tr>
<td>5a Ethical, social and environmental responsibility</td>
<td>Identify and assess ethical consideration in business decision-making and practice.</td>
<td>Case report on client brokerage</td>
</tr>
<tr>
<td>5b Social and cultural awareness</td>
<td>Consider social implications of business.</td>
<td>Oral presentation speech</td>
</tr>
</tbody>
</table>

### 3 LEARNING AND TEACHING ACTIVITIES

#### 3.1 Approach to Learning and Teaching in the Course

The philosophy underpinning this course is best summarised by the following list of guidelines extracted from Guidelines on Learning that inform teaching at UNSW: https://teaching.unsw.edu.au/guidelines.

1. Effective learning is supported when students are actively engaged in the learning process.
6. Students become more engaged in the learning process if they can see the relevance of their studies to professional, disciplinary and/or personal contexts.

10. Clearly articulated expectations, goals, learning outcomes, and course requirements increase student motivation and improve learning.

15. Effective learning is facilitated by assessment practices and other student learning activities that are designed to support the achievement of desired learning outcomes.

16. Meaningful and timely feedback to students improves learning.

3.2 Learning Activities and Teaching Strategies

We conduct case studies, set team tasks, assess oral presentation and discuss disciplinary knowledge and homework in class to help students

- integrate and apply disciplinary knowledge in finance, accounting and economics to business situations;
- develop critical analysis and problem solving, teamwork and communication skills;
- consider social and ethical implications; and
- prepare for assessments and collect timely feedback.

Outside of the classroom, students revise their lessons and prepare for homework, assessments and other in-class activities.

4 ASSESSMENT

4.1 Formal Requirements

In order 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

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Length</th>
<th>Due/Administration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class test</td>
<td>35%</td>
<td>90 minutes</td>
<td>Week 5</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>5%</td>
<td>3 minutes</td>
<td>2 pm, Wed, 2 Sept</td>
</tr>
<tr>
<td>Oral presentation speech</td>
<td>10%</td>
<td>4 A4 pages</td>
<td>2 pm, Wed, 2 Sep</td>
</tr>
<tr>
<td>Case report on client brokerage</td>
<td>5%</td>
<td>4 A4 pages</td>
<td>2 pm, Wed, 21 Oct</td>
</tr>
<tr>
<td>Reflection report</td>
<td>5%</td>
<td>3 A4 pages</td>
<td>5 pm, Wed, 28 Oct</td>
</tr>
<tr>
<td>Peer evaluation of teamwork</td>
<td>n/a</td>
<td>Online survey</td>
<td>5 pm, Wed, 28 Oct</td>
</tr>
<tr>
<td>Final exam</td>
<td>40%</td>
<td>2 hours</td>
<td>Exam Period</td>
</tr>
</tbody>
</table>

In-class Test

The in-class test is closed-book and may contain multiple-choice questions, numerical problems and/or short written-answer questions. It will be held in the usual classroom during usual class time in Week 5. The syllabus covers materials taught from Week 1 to 3 only.

Students must observe and are deemed to be fully aware of the UNSW Policy for exam. Students may find the policy in the webpage below:

Students must take the test in their enrolled class and have their UNSW student ID card on display at all times during the test. Persons who cannot be identified will be asked to leave. Students are allowed to use UNSW-approved calculators only. A 20% penalty will apply to those taking the test in a different class, using non-UNSW-approved calculators and/or without a UNSW student ID card. The minimal penalty of student misconduct in an exam is zero mark for the assessment. Academic misconduct may attract further penalty imposed by the University.

Staff will use the UNSW Business School rubrics for LO 1. Knowledge and LO 2. Critical thinking and problem solving to guide the grading of this assessment.

**Oral presentation**
Students assume the role of the chief executive officer of a non-profit organisation, UnitingCare Burnside, hosting an investment seminar to promote a social cause and social impact bonds (SIBs) to an audience of philanthropic investors.

The oral presentation will include an introduction, a main body and a conclusion. The main body includes

i. The social problem that UnitingCare Burnside plans to solve.

ii. The intervention program that UnitingCare Burnside has developed and the intended outcomes of the intervention program.

iii. The implications of this funding approach for UnitingCare Burnside.

Students have no more than three minutes each to deliver the oral presentation. The order of presentation will be posted on the course webpage once it is finalised.

Students may find Social Finance Inc., the case from Harvard Business Publishing, and the resources posted on Moodle regarding the NEWPIN program useful for this assessment.

Students must submit a soft copy of the presentation slides (or the link to the file) via Moodle Assignment before 2 pm, 2 Sept. Staff will have the corresponding slides ready for individual students to present when their turn is up. Students who fail to submit the slides on time or turn up at the scheduled time will receive zero mark for this assessment.

Staff may take videos of the presentations. We plan to build an archive of videos and use it to help students (in the future semesters) develop the skills they need to become effective communicators in professional contexts and improve their understanding of oral communication. We will seek student consent regarding the usage of videos for teaching and learning purpose.

Staff will use the UNSW Business School rubric for LO 3b. Oral communication to guide the grading of this assessment.

**Oral Presentation Speech**
Students must write the speech of their oral presentation and submit

i. a soft copy via Moodle Turnitin on or before the due date; and

ii. a hard copy to the lecturer in person during the lecture on the due date.

The speech must not exceed FOUR A4 pages – Reserve the 1st page for the (individual) assignment cover sheet. Spare no more than the next two pages
exclusively for the speech – introduction, main body and conclusion. Use the 4th and last page exclusively for the list of references. The font should be 12 point Arial. The margin should be Normal. Staple the pages together. For the hard copy, print on both sides should your printer allow.

Students may find Social Finance Inc., the case from Harvard Business Publishing, and the resources posted on Moodle regarding the NEWPIN program useful for this assessment.

Late submission of either copy will carry a 20% penalty per block of 24 hours. Students who plagiarise and/or submit a different hard copy from the soft copy will get zero mark. A 10% penalty will apply to reports that do not comply with the requirements.

Staff will use the UNSW Business School rubrics for LO 3a. Written communication and LO 5b. Social and cultural implications of business to guide the grading of this assessment.

For guidance on Harvard referencing and the assignment cover sheet, refer to
i. https://student.unsw.edu.au/harvard-referencing; and

Case Report on Client Brokerage:
Students must form a team to attempt the case questions and submit
i. ONE soft copy per team via Moodle Turnitin on or before the due date; and
ii. ONE hard copy per team to the lecturer in person during the lecture on the due date.

The size of the team must be no less than three and no more than 4 students. The case report must not exceed FOUR A4 pages – Reserve the 1st page for the (group) assignment cover sheet. Spare no more than the next two pages exclusively for answers to the case questions. Use the 4th and last page exclusively for the list of references. The font should be 12 point Arial. The margin should be Normal. Staple the pages together. For the hard copy, print on both sides should your printer allow.

Students may find the case study on client brokerage and resources posted on Moodle useful for this assessment.

Late submission of either copy will carry a 20% penalty per block of 24 hours. Students who plagiarise and/or submit a different hard copy from the soft copy will get zero mark. A 10% penalty will apply to reports that do not comply with the requirements.

Staff will use the UNSW Business School rubrics for LO 5a. Ethical, social and environmental responsibility to guide the grading of this assessment.

For guidance on Harvard referencing and the assignment cover sheet, refer to
i. https://student.unsw.edu.au/harvard-referencing; and

Reflection Report
Every student must write a reflection report on own participation and team’s processes with regard to their teamwork experience in attempting the case report on client brokerage. Students must submit, on or before the due date,

i. ONE soft copy via Moodle Turnitin; and

ii. ONE hard copy to the Banking and Finance Assignment Box. The lecturer will inform students of the location of this Box in due course.

The case report must not exceed THREE A4 pages – Reserve the 1st page for the (individual) assignment cover sheet. Spare the next page exclusively for reflection. Use the 3rd and last page exclusively for the list of references. The font should be 12 point Arial. The margin should be Normal. For the hard copy, print on both sides should your printer allow and staple the pages together.

Students may find supporting resources for this assessment in Moodle.

Late submission of either copy will carry a 20% penalty per block of 24 hours. Students who plagiarise and/or submit a different hard copy from the soft copy will get zero mark. A 10% penalty will apply to reports that do not comply with the requirements.

Staff will use the UNSW Business School rubrics for LO 4. Teamwork – Criteria 2 and 3 to guide the grading of this assessment.

**Peer evaluation of teamwork**
Research has suggested that it may not be fair to award the same mark to individual members of a team. To ensure fairness, we ask students to evaluate and rate their peers on a few teamwork criteria to arrive at an adjustment factor. We use this factor to adjust the group mark and award individual marks to the team members accordingly.

Staff will make the online peer evaluation tool available for student access in due course. Students must complete the peer evaluation no later than the due date. A 10% penalty will apply otherwise.

**Final exam**
The final exam is closed-book and may contain multiple-choice questions, numerical problems and/or short written-answer questions. Students may find out the exam date, time and venue from MyUNSW. The syllabus covers materials taught from Week 7 to 12 only.

Students must observe the UNSW Policy for exam. Students are deemed to be fully aware of this Policy which may be found at the webpage below: [https://student.unsw.edu.au/exams](https://student.unsw.edu.au/exams)

If you are absent and wish to apply for special consideration, refer to Part B of the course outline for procedures.

Staff will use the UNSW Business School rubrics for LO 1. Knowledge, LO 2. Critical thinking and problem solving and LO 5a. Ethical, social and environmental responsibility to guide the grading of this assessment.

**Quality Assurance**
The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation
purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

5 COURSE RESOURCES
The website for this course is on Moodle at:
http://moodle.telt.unsw.edu.au

The prescribed textbook for this course is:
OR
A custom book version of the above text compiled by Henry Yip for UNSW FINS5568 Portfolio Management Process, Cengage Learning

The textbook below is also highly relevant and recommended:

Links to the case studies and other course resources will be posted on Moodle.

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.

Feedback from previous students indicated that they enjoyed and valued the experience in teamwork and oral communication. They suggested the course could be improved with less assessment items. As a result of this feedback, we have reduced the number of assessment items accordingly.
## 7 COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture/Case Topic</th>
<th>References¹</th>
<th>Other Activities/ Assessment²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Course outline; Investment policy statement (IPS)</td>
<td>IAPM Ch 2,</td>
<td>-</td>
</tr>
<tr>
<td>27 July</td>
<td></td>
<td>MIP Ch 1, OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BKM Ch 28</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Capital market expectations (CME)</td>
<td>MIP Ch 4</td>
<td>• Discussion of homework on IPS</td>
</tr>
<tr>
<td>3 Aug</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Asset allocation (AA)</td>
<td>IAPM Ch 2,</td>
<td>• Discussion of homework on CME</td>
</tr>
<tr>
<td>10 Aug</td>
<td></td>
<td>3, 5</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Social Impact Bonds (SIBs)</td>
<td>Course website</td>
<td>• Discussion of homework on AA</td>
</tr>
<tr>
<td>17 Aug</td>
<td></td>
<td></td>
<td>• Case study on SIBs</td>
</tr>
<tr>
<td>Week 5</td>
<td>n/a</td>
<td></td>
<td>• In-class test</td>
</tr>
<tr>
<td>24 Aug</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>n/a</td>
<td></td>
<td>• Student oral presentations</td>
</tr>
<tr>
<td>31 Aug</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Economic analysis (EA)</td>
<td>IAPM Ch 12</td>
<td>-</td>
</tr>
<tr>
<td>7 Sep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>Industry analysis (IA)</td>
<td>IAPM Ch 13</td>
<td>• Discussion of homework on EA</td>
</tr>
<tr>
<td>14 Sep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Company analysis (CA)</td>
<td>IAPM Ch 10,</td>
<td>• Discussion of homework on IA</td>
</tr>
<tr>
<td>21 Sep</td>
<td></td>
<td>11, 14</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mid-semester break: Saturday 26 September - Monday 5 October inclusive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Equity portfolio mgnt. Strategies (EPMS)</td>
<td>IAPM Ch 16</td>
<td>• Discussion of homework on CA</td>
</tr>
<tr>
<td>5 Oct</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Portfolio performance, reporting &amp; rebalancing (PPRR)</td>
<td>IAPM Ch 25</td>
<td>• Discussion of homework on EPMS</td>
</tr>
<tr>
<td>12 Oct</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Ethics and regulations</td>
<td>Course website</td>
<td>• Discussion of homework on PPRR</td>
</tr>
<tr>
<td>19 Oct</td>
<td></td>
<td></td>
<td>• Case study on client brokerage</td>
</tr>
<tr>
<td>Week 13</td>
<td>NO LECTURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Oct</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ The References column lists the chapters of the textbook that are relevant to the lecture. Students may also find additional materials in the course website.

² Students can find the case materials and homework questions in Moodle. For case studies, it is best to study the case and prepare for the case questions beforehand. For homework, it is best to revise the lesson soon after the lecture by studying the lecture notes and related readings; and attempting the homework questions. This way, you will be fully prepared for class discussion in the following week. The lecturer will allocate the case and homework questions and ask students to assume the role of the instructor/audience to present/discuss the proposed answers.
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

8 PROGRAM LEARNING GOALS AND OUTCOMES

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

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

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

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

<table>
<thead>
<tr>
<th>Business Postgraduate Coursework Program Learning Goals and Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>3. Communication: Our graduates will be effective communicators in professional contexts.</strong></td>
</tr>
<tr>
<td>You should be able to:</td>
</tr>
<tr>
<td>a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and</td>
</tr>
<tr>
<td>b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.</td>
</tr>
<tr>
<td><strong>4. Teamwork: Our graduates will be effective team participants.</strong></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: Our graduates will have a sound awareness of ethical, social, cultural and environmental implications of business issues and practice.</strong></td>
</tr>
<tr>
<td>You should 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. 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 as well as the guidelines in the online ELISE tutorials for all new UNSW students: http://subjectguides.library.unsw.edu.au/elise

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

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

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

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

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

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

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

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

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

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

10.4 Occupational Health and Safety
UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see http://www.ohs.unsw.edu.au/.

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

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

General information on special consideration for undergraduate and postgraduate courses:

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

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

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

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

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

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

Business School, 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 2, 2015 are:
   - 9th December – 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)  

- **UNSW Counselling and Psychological Services**  
  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