GENC7002
GETTING INTO BUSINESS

Course Outline
Semester 1, 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**  
   - Staff Contact Details  
2. **COURSE DETAILS**  
   - Teaching Times and Locations  
   - Units of Credit  
   - Summary of Course  
   - Course Aims and Relationship to Other Courses  
   - Student Learning Outcomes  
3. **LEARNING AND TEACHING ACTIVITIES**  
   - Approach to Learning and Teaching in the Course  
   - Learning Activities and Teaching Strategies  
4. **ASSESSMENT**  
   - Formal Requirements  
   - Assessment Details  
   - Assessment Format  
5. **LATE SUBMISSION**  
6. **COURSE RESOURCES**  
7. **COURSE EVALUATION AND DEVELOPMENT**  
8. **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**  
11. **SPECIAL CONSIDERATION**  
12. **STUDENT RESOURCES AND SUPPORT**
PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS
Lecturer-in-charge: SHIRLEY CARLON
Room QUAD 2065
Phone No: 9385 9564
Email: s.carlon@unsw.edu.au
Consultation Times: After the lecture otherwise by appointment.

2 COURSE DETAILS

2.1 Teaching Times and Locations

<table>
<thead>
<tr>
<th>Lectures</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>2.00 to 5.00pm</td>
<td>Colombo Theatre C</td>
</tr>
</tbody>
</table>

Lectures run Week 1 through to Week 12

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

2.3 Summary of Course
The purpose of this course is to examine how the law governs virtually every aspect of setting up business. This course provides the student with both a theoretical and practical working knowledge of the law and its application to set up a business. After completing this course students will exhibit demonstrable competence in the ability to understand and apply the legislation, case law, and regulation to establish a business.

This course is of particular relevance to those seeking to take advantage of a commercial opportunity, or assume control of an existing business. This course will enhance the student’s knowledge, research and analytical and leadership skills. It will enable the student to take the initiative necessary to establish a business and manage the risks and interests of the business.

2.4 Course Aims and Relationship to Other Courses
Students wishing to further explore the themes in this course, in particular how to manage a business may consider enrolling in GENC7003 Managing Your Business. Further study in the area of business law, taxation and business studies is available at the Masters level. You may consult with the Student Centre, located 1st floor of the Quad Building or the lecturer.

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 undergraduate students in the UNSW 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’).

### Business Undergraduate Program Learning Goals and Outcomes

1. **Knowledge**: Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts.
   You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.

2. **Critical thinking and problem solving**: Our graduates will be critical thinkers and effective problem solvers.
   You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.

3. **Communication**: Our graduates will be effective professional communicators.
   You should be able to:
   - a. Prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context, and
   - b. Prepare and deliver oral presentations that are clear, focused, well-structured, and delivered in a professional manner.

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 the ethical, social, cultural and environmental implications of business practice.
   You should 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.

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 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><strong>This course helps you to achieve the following learning goals for all Business undergraduate 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><strong>1 Knowledge</strong></td>
<td>1. describe the institutions that constitute the Australian legal system; 2. identify legal concepts which underlie the regulation of commerce; 3. evaluate the various legal structures to operate a business; 4. identify, discuss and resolve issues relevant to business law; 5. describe the ethical, social and cultural</td>
<td>• Midsession quiz  • Assignment  • Exam</td>
</tr>
</tbody>
</table>
considerations when setting up a business;
6. employ various techniques to secure funding for a business, and
7. manage the relationship between the business, government, suppliers, creditors, shareholders and other stakeholders public;

2. Critical thinking and problem solving
   Use legal concepts, procedures and problem solving techniques to analyse and manage property, liability and risk and resolve real problems / challenges faced by business.
   - Assignment
   - Exam

3a. Written communication
    Construct written work which is logically and professionally presented.
    - Midsession Quiz
    - Assignment
    - Exam

3b. Oral communication
    Through group discussions in seminars
    Not specifically assessed.

4. Teamwork
   Through group discussions in seminars
   Not specifically assessed.

5a. Ethical, social and environmental responsibility
    Identify and assess the interaction of business, law and ethics to encourage a sustainable, viable, productive and equitable business environment.
    - Exam
    - Assignment

5b. Social and cultural awareness
    Appreciate the dynamic and inclusive nature of business to reflect the social and cultural fabric and needs of the community.
    - Exam
    - Assignment

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course
The approach to learning and teaching in this course is premised on the fact that active student engagement in the course will facilitate understanding and deep learning of the course material. Law is a complex area and this course introduces students to the law and the interpretation of the law through cases. Students will discuss cases and scenarios. You are likely to gain most if you approach the content with an open mind, be critical, question everything and ask “why” constantly. Ideas about the law and business may be challenged.

The purpose of engaging the student is to encourage critical analysis, challenge preconceptions, provide the context for the student to explore new ideas, consider the dynamic, competing forces that act upon decision makers, stakeholders and evaluate the importance of ethics. Through this approach students will be expected to understand rather than memorise the course content and to apply it in a critical manner rather than regurgitate the course content. In the past students have taken away valuable information about the law as a business tool, and have enjoyed the experience overall.
3.2 Learning Activities and Teaching Strategies
The course will be conducted in a 3 hour weekly seminar which will be a mixture of lecture of basic concepts and then students will be given scenarios and cases to analyse, discuss or solve.

4 ASSESSMENT

4.1 Formal Requirements
In order to pass this course, you must:
- achieve a composite mark of at least 50;
- attend 80% of the classes and
- make a satisfactory attempt at all assessment tasks (see below).

Whilst there is no requirement that a student attain 50% or more for each assessment task, there is however a requirement that the student achieve a result that indicates the student genuinely attempted the assessment. Where a student achieves a total mark of 50/100 or more in the course, but fails to demonstrate a satisfactory level of performance in each form of assessment the student may be awarded a UF grade (unsatisfactory fail). An example of unsatisfactory performance is failing to complete an assessment task (e.g. failing to submit an assignment, or failing to complete the final exam).

4.2 Assessment Details

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mid semester exam</td>
<td>20%</td>
<td>Closed book</td>
<td>Week 5 March 31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In the Seminar</td>
</tr>
<tr>
<td>2. Assignment</td>
<td>30%</td>
<td>2,000 words</td>
<td>Week 10 May 11</td>
</tr>
<tr>
<td>3. Final Exam</td>
<td>50%</td>
<td>Open book</td>
<td>Exam Period</td>
</tr>
</tbody>
</table>

The above tasks are assessed in accordance with marking criteria (rubric) linked to the learning goals as above (Knowledge, critical thinking and problem solving, written communication ability, and developing ethical, environmental and sustainability responsibility and social and cultural awareness).

Mid-semester
The mid-semester exam is designed to test whether the student has achieved an understanding of core principles which form the foundation of the discipline.

This form of assessment is designed to achieve student learning outcomes identified in 2.5 points 1, 2, 3, and 5.

RATIONALE
The purposes of the exam are:

A to assess the student’s understanding of the topics 1 to 5 in a typical situation experienced by entrepreneurs

B to demonstrate written communication skills in terms of expression of knowledge of the subject matter
You will be assessed on the following criteria:

i. Ability to correctly identify the core principles and relevance to the question asked

ii. Level of understanding of the theoretical issues associated with the topics covered.

iii. Ability to present your answers, effectively, appropriately, and neatly, using appropriate reference techniques.

Assignment
The assignment is the major research and written task of this course, designed to enable the student to apply both knowledge and critical analysis and to communicate this in an effective, logical and original manner.

This form of assessment is designed to achieve student learning outcomes identified in 2.5 points 1, 2, 3, and 5

RATIONALE
The purposes of the assignment are:

A to assess the student’s understanding of the topics 4 to 8 in a typical situation experienced by entrepreneurs

B to demonstrate the ability to develop problem solving skills;

C to produce evidence of research techniques to analyse and applying the correct law to the problem and

D to demonstrate written communication skills in terms of expression of ideas and views.

You will be assessed on the following criteria:

i. presentation of a well-structured paper presenting the steps on how the student have obtained the answers, including whether you have applied appropriate research techniques to analyse and solve problems.

ii. Ability to correctly identify the issue in the problem question.

iii. Level of understanding of the theoretical issues associated with the topics covered.

iv. Ability to present your answers, effectively, appropriately, and neatly, using appropriate reference techniques.

v. Originality of the paper (see section on Plagiarism).
Final Examination
The final exam will test both the knowledge and analytical skills of the student. The final examination is worth 50% of the course assessment and is an OPEN BOOK exam. It will consist of problem questions and essay questions. It will cover the entire course material, unless advised otherwise by the lecturer. The final examination will be held in the regularly scheduled University examination period.

This form of assessment is designed to achieve student learning outcomes identified in 2.5 points 1, 2, 3a, 5a and 5b

4.3 Assessment Format
Assignment Due Date: Week 10 May 11, 2015  Length: 2,000 words maximum

Students will be required to submit a 2,000 words assignment. The assignment topic will be posted on Moodle in Week 4. The assignment is a research assignment due in Week 10 on May 11, 2015 by 5:00pm. It will account for 30% of the final mark. It has a minimum word limit of 1,000 words and a maximum word limit of 2,000 words. Further details will be announced in the seminar by the lecturer in Week 4. Students are to complete their own assignments.

Assignment Submission Procedure
Student responses are required to be submitted electronically via Moodle. You are also required to submit a hardcopy of the assignment. Further details regarding formatting, referencing and submission will be provided with the assignment question.

You MUST keep a copy of the assignment you submit.

Late Submission
Any assignment submitted late will not be accepted unless prior written approval has been granted by the lecturer-in-charge. Assignments that are submitted after the due date and time without prior written approval will have 20% deducted per day late. Please note: mark deductions will be imposed immediately after the time the assignment is due. Any assignment submitted 5 or more days late will score 0. If you foresee that you will have problems submitting the assignment on time you should contact the lecturer-in-charge immediately.

In exceptional circumstances, the lecturer-in-charge may grant an extension for the assignment. Only the lecturer-in-charge can grant an extension for an assignment. Do not wait until the due date to ask for an extension. No extensions will be granted on the due date itself. If circumstances beyond your control mean that you cannot complete an assignment by the due date you should make an application for special consideration (see below at Section 11). These applications are reserved for illness or misadventure, not work commitments. Work commitments are not a valid reason for special consideration applications. You will be advised by email whether an extension was granted or if another form of assessment has been set depending on the circumstances. All medically based requests must be supported by a medical certificate.
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 textbooks for this course are:

Recommended references:
The following are references for students to assist in understanding the interaction of the law with business:

Chew C., Business Law Guidebook; Oxford University Press. ISBN: 9780195593990


Other Resources, Support and Information:
The UNSW Law Library provides a wealth of information, publications, research and study and online services. Through the UNSW website you can access online data bases such as LexisNexis. You can find on the Library Services web site full details of how you can find books, articles, Australian and international databases, full-text newspapers and journals, electronic reference collections as well as links to other libraries and their catalogues: https://www.library.unsw.edu.au/

Internet References
• Australasian Legal Information Institute: http://www.austlii.edu.au
• Australian Securities and Investment Commission: www.asic.gov.au
• Australian Prudential Regulation Authority: www.apra.gov.au
• Australian Securities Exchange: www.asx.com.au
• Australian Copyright Council: http://www.copyright.org.au
• Australian Consumer and Competition Commission: www.accc.gov.au
• Commonwealth Attorney General’s: http://www.ag.gov.au
• IP Australia (Trademarks, ©, Patents, etc): http://www.ipaustralia.gov.au
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.
## 7 COURSE SCHEDULE

### Seminar Schedule

Seminars start in Week 1 and finish in Week 12.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Why get into business?</td>
<td>Latimer Chapter 1</td>
</tr>
<tr>
<td>2 March</td>
<td>The Entrepreneur : grasping the opportunity</td>
<td></td>
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<tr>
<td></td>
<td>The rule of law and the entrepreneur</td>
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<tr>
<td></td>
<td>An introduction to the Law</td>
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<td></td>
<td>Legal research and problem solving</td>
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<tr>
<td>Week 2</td>
<td>The concept of property and the Entrepreneur</td>
<td>Latimer chapter 3 up to 3-460</td>
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<tr>
<td>9 March</td>
<td>Securing the opportunity the idea</td>
<td></td>
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<tr>
<td></td>
<td>Tangible property : Case Study : The Property Developer</td>
<td></td>
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<tr>
<td>Week 3</td>
<td>Intangible Property and the law</td>
<td>Latimer Chapter 3 sec3-470 to 3-690</td>
</tr>
<tr>
<td>16 March</td>
<td>Valuation &amp; exploitation of intangible property</td>
<td></td>
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<tr>
<td></td>
<td>Setting up the Online business</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Organising your new business</td>
<td>Latimer Chapter 9</td>
</tr>
<tr>
<td>23 March</td>
<td>The Business structure</td>
<td></td>
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<tr>
<td></td>
<td>Corporations, Trusts and ethics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engineering the business structure</td>
<td></td>
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<tr>
<td></td>
<td>Promoters, the business entity and ethics</td>
<td></td>
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<tr>
<td></td>
<td>Directors duties and liability</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>MID SESSION QUIZ</td>
<td>Latimer Chapter 5</td>
</tr>
<tr>
<td>30 March</td>
<td>The idea of “transaction &amp; obligations”</td>
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<tr>
<td></td>
<td>Keeping promises &amp; relying on others</td>
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<tr>
<td></td>
<td>Negotiating and forming contracts</td>
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<tr>
<td></td>
<td>Terms of a contract</td>
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<tr>
<td></td>
<td>Mid-semester break: Good Friday 3rd April - Sunday 12th April</td>
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<tr>
<td>Week 6</td>
<td>The unfair bargain</td>
<td>Latimer Chapter 5</td>
</tr>
<tr>
<td>13 April</td>
<td>Enforcement of contracts</td>
<td></td>
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<tr>
<td></td>
<td>Statutory regulation of contract</td>
<td></td>
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<tr>
<td></td>
<td>Types of contracts : Suppliers &amp; agents</td>
<td></td>
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<tr>
<td></td>
<td>Employment &amp; sub-contractors</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Getting the Money : your options &amp; obligations</td>
<td>Latimer Chapter 13 up to 13-380</td>
</tr>
<tr>
<td>20 April</td>
<td>The concept of money (credit &amp; finance)</td>
<td></td>
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<tr>
<td></td>
<td>The concept of “debt” and “equity”</td>
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<tr>
<td></td>
<td>Raising the funds : Loans &amp; Obligations</td>
<td></td>
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<tr>
<td></td>
<td>Negotiating debt / credit agreements</td>
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<tr>
<td></td>
<td>Laws of Financial Contracts</td>
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</tr>
<tr>
<td>Week 8</td>
<td>The concept of “securities” (equity and derivatives)</td>
<td>Latimer Chapter 13 up to 13-380</td>
</tr>
<tr>
<td>27 April</td>
<td>Securities, derivatives and obligations</td>
<td></td>
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<tr>
<td></td>
<td>Financial engineering : designing private “currency” (ie : money)</td>
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<tr>
<td></td>
<td>Regulatory framework : how to issue and transact in securities</td>
<td></td>
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<tr>
<td></td>
<td>Private security markets: failure of regulation?</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>The concept of “risk”</td>
<td>Latimer Chapter 4</td>
</tr>
<tr>
<td>4 May</td>
<td>The concept of a “tort”</td>
<td></td>
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<tr>
<td></td>
<td>Measuring &amp; selling risk : Insurance / hedging</td>
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<td></td>
<td>Counter party risk analysis</td>
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</tr>
<tr>
<td>Week 10</td>
<td>Taking your business to market</td>
<td>Latimer Chapters 7 &amp; 8</td>
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</tr>
<tr>
<td>11 May</td>
<td>Marketing laws and business</td>
<td></td>
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<tr>
<td></td>
<td>Developing a strategy (data base to product positioning)</td>
<td></td>
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<tr>
<td></td>
<td>Protecting the consumer : Truth in advertising</td>
<td></td>
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<tr>
<td></td>
<td>Encouraging competition : the rise of business oligarchs</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ASSIGNMENT DUE</strong></td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Encouraging competition : the rise of business oligarchs</td>
<td>Latimer Chapter 7 &amp; 8</td>
</tr>
<tr>
<td>18 May</td>
<td>How to protect your new business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>How to buy a business / property</td>
<td></td>
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<tr>
<td></td>
<td>Dealing with Government, politicians &amp; competitors</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Compliance, Ethics and Regulation</td>
<td>See Additional reading list posted on Moodle</td>
</tr>
<tr>
<td>25 May</td>
<td>Global market strategy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Getting into business online, /water/land /air : pitfalls/regulation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Managing the new business: an audit</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>NO SEMINAR</td>
<td></td>
</tr>
<tr>
<td>1 June</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Additional Readings will be posted on Moodle where Textbook doesn’t cover topic.*
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 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 Undergraduate Program Learning Goals and Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge: Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts. You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.</td>
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<tr>
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</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

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 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.

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 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 Policy on requests for Special Consideration for Final Exams in Undergraduate 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 attempting all assessments 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 and will be held approximately two weeks after the formal examination period. The dates for Business School supplementary exams for Semester 1, 2015 are:

   15th 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.


Special consideration and assessments other than the Final Exam in undergraduate courses:
Special consideration for the Mid-semester Exam – email lecturer in charge (s.carlon@unsw.edu.au) Special consideration for the assignment please use the online system through myUNSW.
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.

- **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