MGMT5604
Asia Pacific Business & Management

Course Outline
Semester 1, 5604

Part A: Course-Specific Information

Part B: Key Policies, Student Responsibilities and Support

Please read the contents of this document carefully. It will be assumed that you have obtained complete familiarity with this document. The LIC and other staff are not liable for any oversight on your part regarding obligations and responsibilities set out here. Some seminars may be rescheduled. See https://my.unsw.edu.au/classutil/MGMT_S1.html for updates or contact School administration for details of changes.

Information accurate as of 26 February 2016. The right to change any part of the contents is reserved.
Table of Contents

PART A: COURSE-SPECIFIC INFORMATION 2

1. STAFF CONTACT DETAILS 2

2. COURSE DETAILS 2
   2.0.1 Teaching Times and Locations 2

3. UNITS OF CREDIT 2
   3.0.1 Parallel teaching in the course 2
   3.0.2 Relationship of this course to other course offerings 2
   3.0.3 Student Learning Outcomes 3

4. COURSE AIMS AND OUTCOMES 4
   4.0.1 Course Aims 4
   4.0.2 Teaching Strategies 5

5. LEARNING ASSESSMENT 5
   5.0 Formal Requirements 5
   5.1 Assessment Details 5
   5.1.1 Mid-Semester Exam (20%) 6
   5.1.2 Final Exam (40%) 6
   5.1.3 Written Assignment (15%) 6
   5.1.4 Seminar attendance and participation (10%) 7
   5.1.5 Presentation of Case (10%) 7
   5.1.6 Lecture attendance (5%) 7

6. COURSE RESOURCES 8

7. COURSE SCHEDULE 9
   7.0 OUTLINE OF LECTURES AND READINGS 9

8. CONTINUAL COURSE IMPROVEMENT 10

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT 12

1 ACADEMIC HONESTY AND PLAGIARISM 12

2 STUDENT RESPONSIBILITIES AND CONDUCT 12
   Workload 12
   Attendance 12
   General Conduct and Behaviour 13
   Occupational Health and Safety 13
   Keeping Informed 13

3 SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS 13

STUDENT RESOURCES AND SUPPORT 15
PART A: COURSE-SPECIFIC INFORMATION

1. STAFF CONTACT DETAILS

Pradeep Kanta Ray  
LECTURER IN CHARGE  
Room Business School Building 533  
Telephone: 9385-5848  
email: pray@unsw.edu.au  
Consultation: Thursday 3:00 PM - 4:00 PM

Outside these times, students who wish to consult staff, may make an appointment by email.

Tutors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anton Klarin</td>
<td><a href="mailto:a.klarin@unsw.edu.au">a.klarin@unsw.edu.au</a></td>
<td>TBA</td>
</tr>
</tbody>
</table>

Students who wish to meet the LIC outside the consultation hours are advised to make an appointment either by phone or email.

2. COURSE DETAILS

2.0.1 Teaching Times and Locations

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Monday 12:00-15:00 (Civil Eng G8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar</td>
<td>Tuesday 18:00 – 21:00 (Quad G025)</td>
</tr>
</tbody>
</table>

All teaching time and locations are subject to change until week 1.

3. Units of Credit

The course is worth 6 units of credit.

3.0.1 Parallel teaching in the course

There is no parallel teaching of this course with any other course.

3.0.2 Relationship of this course to other course offerings

MGMT 5604 primarily dwells on the institutional mechanisms to support catch-up in latecomer firms in newly industrialising economies (NIEs). It presents alternative models and frameworks to those generic ones learned earlier courses MGMT 5601 (Global Business and Multinational Enterprise) and is complementary to MGMT 5603 (Global Business Strategy) and MGMT 5609 (Global Business Operations) to demonstrate how Asian enterprises gain competitive advantage by managing their learning and innovation process with state support.
3.0.3 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 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:
   1. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
   2. Identify social and cultural implications of business situations
### Program Learning Goals and Outcomes

<table>
<thead>
<tr>
<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:</strong></td>
<td><strong>On successful completion of the course, you should be able to:</strong></td>
</tr>
</tbody>
</table>
| **1** | **Knowledge** | Understand and conceptualise the specific trajectories of growth of Asian enterprises | • Seminar questions  
• Case Reports  
• In-seminar Tests  
• Exams |
| **2** | **Critical thinking and problem solving** | Apply models to interpret and analyse to assess the strategies of Asian firms in the global economy | • Seminar Problems  
• Case Reports  
• In-seminar Tests  
• Exams |
| **3a** | **Written communication** | Construct written work which is logically and professionally presented on Asian enterprises | • Case Report  
• Exams |
| **3b** | **Oral communication** | Communicate ideas in a succinct and clear manner | • Part of seminar participation mark |
| **4** | **Teamwork** | Work collaboratively and responsibly to complete a task. | • Work as a member of a seminar group to complete tasks by keeping in touch and regular interchanges |
| **5a.** | **Ethical, environmental and sustainability responsibility** | Identify and assess sustainability of competitive advantage of Asian business | • Exam  
• Report |
| **5b.** | **Social and cultural awareness** | Evaluate welfare implications in international business activities. | • In-group discussions and preparations |

### 4. Course Aims and Outcomes

#### 4.0.1 Course Aims

One of the most significant economic developments in recent decades is the rise and spread of Asian firms in the world economy. Rapid growth in international trade and foreign direct investment (FDI) mark their economic globalization process. MGMT 5604 provides conceptual tools for understanding the institutional and policy mechanisms that enable the rise of latecomer firms. It explains the meaning of the alternative Asian late industrializing paradigm. Attention is directed to the nature and source of competitive advantage of latecomer firms across the region. Performance outcomes are examined through cases on different companies and industries operating in newly industrializing/emerging markets. Topics include: understanding what is technological catch up and learning; national innovation systems; the evolution of Asian firms and the role of FDI; innovation in Asian business; paradigms of industrial development; state guided capitalism; the role of networks, markets, and non-market institutions; clusters and inter-firm linkages; lessons from late-movers and emerging countries. Area studies include Northeast Asia, Southeast Asia and the Indian sub-continent.

Student Learning parameters
This course is designed to provide students with the conceptual tools to understand:

- Catching-up and latecomer industrialization paradigm
- National innovation systems in Japan, Korea, Taiwan, Hong Kong, Singapore and India
- The role of markets, and non-market institutions; clusters and inter-firm linkages
- Strategic trade policy; dynamic learning and innovation in Asian business
- Paradigms of industrial development; state guided capitalism
- Lessons from innovations in late-movers and emerging economies.

4.0.2 Teaching Strategies

The learning system in this course consists of lectures and seminars. Lectures expound the appropriate theoretical content in the textbook and readings. Seminars provide a more detailed and nuanced analysis of both concepts and applied materials. Seminars are strongly oriented towards interactive discussion of the text and cases. The assigned text/reading should be read before the lecture to participate in discussions.

5. Learning Assessment

5.0 Formal Requirements

In order to pass this course, you must:

- Achieve a composite mark of at least 50;
- Make a satisfactory attempt of all assessment tasks (see below); and
- Attain a combined pass mark of 50% in your mid-semester test plus final exam combined

5.1 Assessment Details

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Learning Outcomes assessed</th>
<th>Business Graduate Attributes assessed</th>
<th>Length</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Semester Exam</td>
<td>20%</td>
<td>1, 2, 3, 4, 5, 6</td>
<td>1, 4, 5, 6</td>
<td>TBA</td>
<td>Mid-semester exam will be held in Week 7 during the regular lecture hour</td>
</tr>
<tr>
<td>Written Assignment</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seminar Presentation</td>
<td>10%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seminar Participation</td>
<td>10%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture attendance</td>
<td></td>
<td></td>
<td></td>
<td>05%</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>40%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mid-Semester exam will be held in Week 7 during the regular lecture hour.

Absence from more than three seminars during the semester will result in a zero participation.
<table>
<thead>
<tr>
<th>Module</th>
<th>Weight</th>
<th>Topics Covered</th>
<th>Duration</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>10%</td>
<td>1, 2, 3, 4, 5, 6</td>
<td>20-25 minutes plus 10 minutes Q&amp;As</td>
<td>On Going</td>
</tr>
<tr>
<td>Written Assignment</td>
<td>15%</td>
<td>1, 2, 3, 4, 5, 6</td>
<td>2,000 words</td>
<td>This assignment is worth 20% of the total and is due in Week 10 in the seminar.</td>
</tr>
<tr>
<td>Lecture Attendance</td>
<td>5%</td>
<td>1, 2, 3, 4, 5, 6</td>
<td>2 hours X 12 weeks</td>
<td>On Going</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40%</td>
<td>1, 2, 3, 4, 5, 6</td>
<td>2 hours</td>
<td>University Exam Period</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important Notice:**

*The LIC cannot arrange alternate times for the exams. Exceptions, including special considerations, are approved only by the Business School.* Please check with other course timetables, if you have a timetable clash. It is your responsibility to work out how you will attend the MGMT 5604 exam. Part time students should notify their employer that the attendance at the mid-session exam is compulsory and obtain their time off.

### 5.1.1 Mid-Semester Exam (20%)

The mid semester exam will cover the topics discussed between weeks 1-6. This is a closed book examination. Mid-semester exam will be held in Week 7 during the regular lecture hours in the lecture hall Ainsworth G03 (check moodle announcements)

### 5.1.2 Final Exam (40%)

The final examination will cover all topics discussed in the course between weeks 1-12. This is a closed book examination.

### 5.1.3 Written Assignment (15%)

**Due in Week 10 in the seminar:** written analysis of a case or an article. The case/article will be provided to you by week 6.

Length and Style: **2000 words** excluding abstract/ executive summary, footnotes, bibliography, figures, tables and references. Include an executive summary (maximum of 100 words). For literature citation, use the Harvard style of referencing in text and footnotes for citing additional information sources (details will follow).

**Assignment Submission Procedure:** The assignment must be handed in by Week 10 at your regular seminar meetings. Please note:

- Students must keep both soft and hard copies of all work submitted. In case the assignment is misplaced, you will be required to submit a duplicate copy of the original.
• All work must be original and must not have been submitted for any other subject or course here or elsewhere.

Late Submission: Late work will be penalised at the rate of 5 percentage points per “week day” (per 24 hours of the weekday or part thereof). Assessed work will not be accepted for the award of a mark if it is more than five ‘weekdays’ late.

5.1.4 Seminar attendance and participation (10%)

It is important that you are fully familiar with the reading materials, and are prepared to participate in seminars. Your reading/case preparation should demonstrate how you can relate the case (empirical) material to the theories discussed. For example, your analysis could pay attention to the following dimensions:

- The process of learning and technology accumulation in individual firms/industries
- The level of government protection through tariffs, subsidies, preferred supplier procurement policies, creation of technology parks etc
- The stages of evolution of government policies – in terms of import substitution or export orientation or both
- The role of factor markets, local demand and firm structure and rivalry
- Whether the industry has sustainable competitive advantage

A minimum attendance of 80 percent is compulsory. Mere attendance in seminars will not be counted as participation. Attending seminars other than the assigned one will not be counted. **Absence from more than three seminars during the semester will result in a zero participation grade.**

5.1.5 Presentation of Case (10%)

You and your group will be assigned a case or an article to present for a particular week anytime between weeks 3-12.

**Presenters must hand over PPT hand-outs for assessment to the tutor.**

Presenters of cases should follow the format as follows:

- Give a brief introduction to the case (tell the whole story very briefly)
- Identify the main question/issue raised in the case
- Explain how the case matter relates to theories discussed in the course
- Give a comprehensive analysis of the case using data/information
- Discuss with the class what can be learned from the analysis
- Set some questions from the case for the class to answer and discuss

Preparation should include a ‘learning journal’ which contains your notes and other relevant information, which may be used for in-group work, and, class discussions. Your tutor will periodically inspect this learning journal for the purpose of determining your level of participation.

5.1.6 Lecture attendance (5%)

You are advised to attend all lectures as there is no prescribed textbook for the course. Lecture attendance will be recorded and will be worth 5% of total marks for the course.
NOTE: Marking criteria for all assessment tasks

<table>
<thead>
<tr>
<th>Marking Criteria</th>
<th>Marks</th>
<th>Learning outcomes/attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of arguments: relevance, logic and cohesion</td>
<td>20</td>
<td>Ability to give compelling arguments and reasoning to support analysis</td>
</tr>
<tr>
<td>Use of frameworks to support analysis</td>
<td>20</td>
<td>Ability to structure problems in accordance with theoretical frameworks and resolve them</td>
</tr>
<tr>
<td>Use of case evidence to support analysis</td>
<td>20</td>
<td>Ability to conduct applied research to gather data/information pertaining to the case</td>
</tr>
<tr>
<td>Originality and usefulness of the analysis</td>
<td>20</td>
<td>Ability to engage in creative problem solving skills</td>
</tr>
<tr>
<td>Organisation, clarity of expression, editing etc.</td>
<td>20</td>
<td>Clarity of vision</td>
</tr>
</tbody>
</table>

6. Course Resources

The readings and the cases on Moodle will be your reading materials. However, you may also refer to the following texts:

Reference Book (in library)
Lall, Sanjaya and Shujiro Urata (2003), Competitiveness FDI and Technological Activity in East Asia, Edward Elgar, Cheltenham.

Additional Reference Books:
Fransman, Martin (1990), The market and beyond, Cambridge: Cambridge University Press.

Recommended Internet sites
Sirius- ABI Inform/Business Source Premier
Business Week
The Economist
Fortune
Useful Journals:
World Development
Economic Geography
Asia Pacific Business Review
Transnational Corporations
Harvard International Review
California Management Review
Harvard Business Review

7. Course Schedule

7.0 OUTLINE OF LECTURES AND READINGS

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction: Globalisation, nation-states, and competitiveness in East Asia</td>
<td>Reading: Lall and Urata (2003); Lall (1999) Seminar: Forming Groups</td>
</tr>
<tr>
<td>6</td>
<td>MID TERM TEST</td>
<td>No lectures/seminars</td>
</tr>
<tr>
<td>7</td>
<td>The role of FDI in export competitiveness Asia Pacific</td>
<td>Reading: Ernst and Kim (2002); Lall (2003); Yeung (2014) Case: Semiconductor industry in Japan and Korea</td>
</tr>
<tr>
<td>8</td>
<td>Industrial policy in East Asia</td>
<td>Reading: Lall (1994, 1995); Perkins (1994); Wade (1995) Case: Technological learning in Samsung</td>
</tr>
<tr>
<td>9</td>
<td>Institutional development in Asia</td>
<td>Reading: Lall (2006); Wade (2003); Chang (2003) Case: Taiwan’s machine tools industry</td>
</tr>
</tbody>
</table>
8. **Continual Course Improvement**

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 ([http://www.ltu.unsw.edu.au/ref4-5-1_catei_process.cfm](http://www.ltu.unsw.edu.au/ref4-5-1_catei_process.cfm)) is one of the ways in which student evaluative feedback is gathered. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students.
### Marking Criteria

<table>
<thead>
<tr>
<th>Marking Criterion</th>
<th>Full Marks</th>
<th>Actual Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of arguments: relevance, logic and cohesion</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Use of frameworks to support analysis</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Use of case evidence to support analysis</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Originality and usefulness of the analysis</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Organisation, clarity of expression, editing etc.</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

**MARK/GRADE:** _________________  **PENALTY:** _________________

**FINAL MARK:** _________________
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

1 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 seminars 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).

More detailed information on plagiarism is available on the Course Outline Website.

2. 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.

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

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

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

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/.

Keeping Informed

You should take note of all announcements made in lectures, seminars 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.

3. SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS

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

General information on special consideration 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.

Special Consideration and the Final Exam:

Applications for special consideration in relation to the final exam are considered by an 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.

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.

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? and meeting the obligation to have attended 80% of seminars.
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 2, 2015 are:
   - 8th December – exams for the School of Accounting
   - 9th December – exams for all Schools except Accounting and Economics
   - 10th December – exams for the School of Economics

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

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

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

The Business School’s Special Consideration and Supplementary Examination Policy and Procedures for Final Exams for Undergraduate Courses is available at: www.business.unsw.edu.au/Students-Site/Documents/supplementary_exam_procedures.pdf.

**STUDENT RESOURCES AND SUPPORT**

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

- **Business School Education Development Unit (EDU)**
  https://www.business.unsw.edu.au/students/resources/learning-support
  The EDU provides academic writing, study skills and maths support specifically for Business students. Services include workshops, online resources, and individual consultations. EDU Office: Level 1, Room 1033, Quadrangle Building. Phone: 9385 5584; Email: edu@unsw.edu.au.

- **Business 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. For technical support, email: itservicecentre@unsw.edu.au; Phone: 9385 1333.

- **UNSW Learning Centre**
  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
- **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