MNGT8621
Corporate Finance

Course Outline
Session 4, 2015

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

1 STAFF CONTACT DETAILS

Lecturer: Andrew Hingston
Office: ASB Building, Level 3, Room 350.
Email: andrew.hingston@agsm.edu.au
Consultation: Before or after class at the venue

Andrew works full-time in his own business providing a range of education and training solutions for both corporate and personal finance. He has regularly taught with AGSM since 2001. He is the Course Leader for Corporate Finance in both the Executive MBA and Hong Kong MBA programs. He also teaches Economics and Data Analysis in the Executive MBA Program. Andrew also teaches Personal Finance to undergraduate students for the Australian School of Business (UNSW). He has a Bachelor of Commerce (First Class Honours) from UNSW, a Graduate Diploma in Financial Planning from Deakin University, a Master in Economics (Finance) from the University of Sydney and a Master of Business Administration (MBA) from AGSM.

1.1 Communication with Staff

I can be contacted by email for urgent matters. Questions about course content should preferably be asked during the class time and not by email. If time does not permit for a thorough answer, or if you wish to ask questions about a prior unit, then you may book time to meet with me immediately before or after class.

1.2 Communication from Staff by email

I will send announcements, reminders and materials to your student email address. You are responsible for making sure that you have set up your student email address to forward messages to an active personal or work email address. You can do this as follows:

1. go to https://idm.unsw.edu.au
2. enter your zNumber and zPass and press ‘Login’
3. under the ‘UNSW Email’ section, add your personal or work email to the ‘Emails to this account are currently being delivered to’.

Some students prefer to set up a Gmail account at www.gmail.com to use as a repository for all of their student emails since they are free and also have generous storage limits (more than one gigabyte). Emails in Gmail accounts can also be downloaded into an email client (such as Microsoft Outlook), can be viewed using a standard internet browser and can also be easily viewed on smartphones.

1.3 zNumber and zPass

Your zNumber is your 7-digit UNSW student number with a ‘z’ in front. If your student number is 1234567 then your zNumber is z1234567.

Your zPass is the password that you use to access UNSW online services. If you are a new student then you can obtain a password by visiting the UNSW Identity Manager website: https://idm.unsw.edu.au and then selecting the ‘New User – Click HERE’ link.
If you have forgotten your password then enter your zNumber and then click ‘Forgot Password?’.

2 COURSE DETAILS

2.1 Teaching Times and Locations
Location: Cliftons. Level 5, Hutchison House, 10 Harcourt Road, Central, Hong Kong.
(Take the MTR to Central Station and use Exit J3)

<table>
<thead>
<tr>
<th>#</th>
<th>Day</th>
<th>Date</th>
<th>Lecture time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Saturday</td>
<td>5 Dec 2015</td>
<td>10:00am – 7:00pm</td>
<td>Cliftons*</td>
</tr>
<tr>
<td>2</td>
<td>Sunday</td>
<td>6 Dec 2015</td>
<td>10:00am – 7:00pm</td>
<td>Cliftons*</td>
</tr>
<tr>
<td>7</td>
<td>Saturday</td>
<td>12 Dec 2015</td>
<td>10:00am – 7:00pm</td>
<td>Cliftons*</td>
</tr>
<tr>
<td>8</td>
<td>Sunday</td>
<td>13 Dec 2015</td>
<td>10:00am – 7:00pm</td>
<td>Cliftons*</td>
</tr>
</tbody>
</table>

2.2 Bad Weather Policy
Classes will be cancelled if a No. 8 or higher tropical cyclone warning signal or black storm warning is raised at any time from 3 hours before the start of the class. In the event of cancellation due to bad weather, make up classes may or may not be held depending on room/lecturer availability.

2.3 Units of Credit
This course is allocated 6 units of credit.

2.4 Summary of Course
Corporate Finance addresses the important questions of ‘What is value and how is it measured?’ and ‘How does a well-run firm create or add value?’. The course focuses on the firm’s primary functions: investment policy (which projects to undertake), financing policy (how to finance projects), risk management (how to cope with financial risks) and strategic management (what is the best direction for the firm).

2.5 Course Aims and Relationship to Other Courses
The aim of this course is to equip you with the knowledge and skills to make better management decisions including:

- which projects to undertake (investment policy);
- financing policy (how to finance projects);
- how to cope with financial risk (risk management); and
- what is the best direction for the firm (strategic management).

The course provides a quantitative framework for understanding the financial logic and analysis techniques, business tactics and strategies that are taught in your other core courses including MNGT8601 Managers, Markets & Prices, MNGT8620 Accounting & Financial Management, MNGT8670 Managing People & Organisations, MNGT8650 Marketing Principles, MNGT8240 Operations Management and MNGT8482 Corporate Strategy.
2.6 Student Learning Outcomes

The course aims to provide benefits to business students in terms of:

- the ability to value a series of cash flows associated with projects, assets, debt and equity;
- to understand what variables influence these values and the sensitivity of value to changes in those variables;
- to understand what risks are relevant for assessing values and how to calculate appropriate required rates of return based on relevant risks;
- to be able to hedge the risks of future cash flows using forward, futures and option contracts; and
- identify the impact of changing levels of debt on value, risk and required rates of return and how this changes under different tax regimes.

On completion of the course, you are expected to be able to achieve the following learning outcomes:

1. understand and apply key corporate finance concepts;
2. perform financial modelling on cash flows using the discounted cash flow valuation technique including both valuation and sensitivity analysis;
3. identify the impact of leverage on the risks of future cash flows and construct basic hedges using derivatives to reduce the risk of future cash flows; and
4. make decisions based on financial modelling and to communicate and influence others with your analysis.

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 postgraduate coursework students in the ASB. 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’).

<table>
<thead>
<tr>
<th>MBA Program Learning Goals and Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Goal 1: Business Management Knowledge</strong></td>
</tr>
<tr>
<td>Students should be able to identify and apply current knowledge of disciplinary and interdisciplinary theory and professional practice to general management and business within diverse situations</td>
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<tr>
<td><strong>Learning Goal 2: Critical Thinking</strong></td>
</tr>
<tr>
<td>Students should understand and be able to identify, research and analyse complex issues and problems in business and develop appropriate solutions</td>
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<tr>
<td><strong>Learning Goal 3: Communication</strong></td>
</tr>
<tr>
<td>Students should be able to produce written documents and oral presentations that communicate effectively complex disciplinary ideas and information for the intended audience and purpose</td>
</tr>
<tr>
<td><strong>Learning Goal 4: Teamwork</strong></td>
</tr>
<tr>
<td>Students should be able to participate collaboratively and responsibly in teams and to reflect upon their own contribution to the team and on the necessary processes and knowledge within the team to achieve specified outcomes</td>
</tr>
<tr>
<td><strong>Learning Goal 5: Responsible Business</strong></td>
</tr>
<tr>
<td>Students should be able to appraise ethical, environmental and sustainability considerations in decision making</td>
</tr>
</tbody>
</table>
making and in practice in business
Students should be able to consider the social and cultural implications of management practices and of business activities

**Learning Goal 6: Leadership**
Students should be able to reflect upon their own personal leadership style and the leadership needs of business and of teams

**Learning Goal 7: International Perspective**
Students should understand the needs of undertaking business within a global context
Students should be able to apply business management knowledge to business situations within global markets with due recognition for differences in cultural, legal, commercial and other issues

**Learning Goal 8: Risk Management**
Students should be able to demonstrate an understanding of the limits in precision and the risks associated with business models
Students should be able to appraise risk and to develop risk mitigation strategies applicable to business undertaken within uncertain and volatile environments

For more information on the Postgraduate Coursework Program Learning Goals and Outcomes, see Part B of the course outline.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be practised in tutorials and other activities):

<table>
<thead>
<tr>
<th>MBA Program Learning Goals</th>
<th>Course Learning Outcomes</th>
<th>Course Assessment Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Business Management Knowledge</td>
<td>1 to 6</td>
<td>Online quizzes and Final exam</td>
</tr>
<tr>
<td>2. Critical Thinking</td>
<td>1 to 6</td>
<td>Final exam</td>
</tr>
<tr>
<td>3. Communication</td>
<td>7 and 8</td>
<td>Group assignment</td>
</tr>
<tr>
<td>4. Teamwork</td>
<td>9</td>
<td>Group assignment</td>
</tr>
<tr>
<td>5. Responsible Business</td>
<td>10</td>
<td>Final exam</td>
</tr>
<tr>
<td>6. Leadership</td>
<td>9</td>
<td>Group assignment</td>
</tr>
<tr>
<td>7. International Perspective</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>8. Risk Management</td>
<td>1, 5 and 6</td>
<td>Final exam</td>
</tr>
</tbody>
</table>
3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

The main objective of the class time is to make corporate finance interesting, engaging and relevant for your decisions both now and in the workplace.

The goal of this course outline is to make the goals, learning outcomes and course requirements both clear and unambiguous. However, you are ultimately responsible for your own learning and must watch the videos, read the course notes, participate in class, write summary notes and collaborate with other students to get the most out of the course.

I use class discussion questions extensively to promote deep thinking, collaborative learning and to help me better understand how you believe economic concepts can be applied to your workplaces. I encourage you to sit next to someone different in each class rather than always sitting with the same people. This will expose you to more diversity in the class discussion questions. I'm also available for one-to-one discussions during the break and also after class to encourage dialogue and a better “community” learning experience.

For more information about the philosophy underpinning the learning and teaching in this course, please visit the Guidelines on Learning available at the following website: http://www.guidelinesonlearning.unsw.edu.au/overview.cfm

3.2 Learning Activities and Teaching Strategies

The learning strategy uses three elements: (i) the class time, (ii) your private reading of the course materials and your preparation of the practice exercises (iii) testing your knowledge and skills through the assessment program (described in section 4 following).

You should read the course notes and undertake the practice exercises well before the scheduled class. You do not need to prepare the class discussion questions at the end of each unit as time will be given in class to attempt and discuss these questions. It is also a good idea to prepare a list of questions about anything that you don’t understand or find difficult in the course notes so that you can ask those questions in class.

The purpose of the class time is to review the materials, discuss a selected number of exercises and the class discussion question and then discuss the practical applications of those materials.

The assessment for this course has been designed to help you to consolidate and test your knowledge of key concepts and to practically apply them to both your current and post-graduate situation.
4 ASSESSMENT

4.1 Formal Requirements
In order to pass this course, you must:
• attend at least 80% of the class hours;
• achieve a composite mark of at least 50% across all assessments; and
• score at least 50% in the final examination.

4.2 Assessment Details

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weight</th>
<th>Learning Outcomes</th>
<th>AGSM Graduate Attributes Assessed</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Quiz 1</td>
<td>10%</td>
<td>1 and 2</td>
<td>1</td>
<td>*9.30am Fri 4 Dec 2015</td>
</tr>
<tr>
<td>Online Quiz 2</td>
<td>10%</td>
<td>3 to 6</td>
<td>1</td>
<td>*9.30am Fri 11 Dec 2015</td>
</tr>
<tr>
<td>Group assignment</td>
<td>30%</td>
<td>7 and 8</td>
<td>3</td>
<td>*9.30am Fri 9 Jan 2016</td>
</tr>
<tr>
<td>Final exam</td>
<td>50%</td>
<td>1 to 6, 10</td>
<td>1, 2, 5 and 8</td>
<td>Sat 16 Jan 2016</td>
</tr>
</tbody>
</table>

* All times are Hong Kong times. Note that the submission time on the course website for these assignments may be up to 3 hours different from the actual due time since the course website times are based on Sydney time.

Usually only one or two students will be awarded a High-Distinction for this course (a composite mark greater than 85%) with the rest of the class receiving a range of marks in the Pass (50 to 65), Credit (65 to 74) and Distinction (75 to 84) ranges. AGSM requires the mean to fall within the range of 70 to 74 to maintain fairness across different courses and across different classes over time.

More information on the exact due date and requirements for each section are included below.

Further information on assessment policies and guidelines can be found on the AGSM MBA website:
‘AGSM MBA students ... Academic information ... Assessments & examinations":
http://www.asb.unsw.edu.au/currentstudents/agsmmba/academicinformation/assessmentsandexaminations

4.3 Late Submission
AGSM MBA Programs applies a daily penalty of 5% (of the maximum mark) to late assignments. This policy was reviewed in October 2009 in light of the fact that certain schools within the Australian School of Business apply a 10% penalty. The decision of AGSM MBA Programs following this review was that current 5% penalty is appropriate to all of our programs and will remain unchanged.

Refer to policy on
http://www.asb.unsw.edu.au/currentstudents/agsmmba/academicinformation/assessmentsandexaminations/Pages/default.aspx#penalties
4.4 Online quizzes 1 and 2

<table>
<thead>
<tr>
<th>Quiz 1</th>
<th>Quiz 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due</td>
<td>9.30am (HKT) Fri 4 Dec 2015</td>
</tr>
<tr>
<td>Available</td>
<td>9.30am (HKT) Fri 13 Nov 2015</td>
</tr>
<tr>
<td>Weight</td>
<td>10%</td>
</tr>
<tr>
<td>Assesses</td>
<td>1 to 6</td>
</tr>
<tr>
<td>Questions</td>
<td>10 calculated and MC</td>
</tr>
</tbody>
</table>

The objective of each online quiz is to assess whether you have adequately prepared for each workshop by pre-reading the course notes, viewing the videos and attempting the in-unit exercises in the course notes.

More detailed instructions are available on the course website.

4.5 Group assignment

The objective of the group assignment is to develop your practical financial modelling skills using the principles covered in weeks 2 to 4 of the course for a new business venture.

Assignments should be completed in groups of up to (and including) 5 members. You are responsible for the selection of groups. While group work is encouraged, the assignment may be completed individually.

More detailed instructions are available on the course website.

4.6 Final exam

The objective of the final exam is to test whether you have achieved the learning objectives of units 1 to 12 of the course.

The final exam will take place on the date specified on page 6 at a time and location to be determined by AGSM closer to the date. If you are located outside Hong Kong, then you should contact the HK Programs Team a few weeks before the final exam to confirm your arrangements.

More detailed instructions are available on the course website.

Quality Assurance

The ASB 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 ASB programs. All material used for such processes will be treated as confidential and will not be related to course grades.
5 COURSE RESOURCES

5.1 Course materials

The course materials consist of three elements:

1. Videos for units 2 to 10 available on Youtube. Search for ‘Andrew Hingston’ and select the ‘Corporate Finance’ channel.
2. Course notes for units 1 to 12 in PDF format available on the course website.
3. Answers to Class Discussion Questions provided on the course website after they are covered in class.

5.2 Course website

The course website uses an online environment called eLearning which operates on a software platform called ‘Moodle’. It provides you with access to the following resources:

- the course notes in PDF format;
- link to the videos (on Youtube) for units 2 to 10;
- answers to class discussion questions after they are covered in class;
- PowerPoint slides in various formats that you should bring to class; and
- various other resources to assist you with your learning.

To access the course website:

1. go to http://moodle.telt.unsw.edu.au
2. select ‘Click here to login using web Single Sign On (wSSO)’
3. enter your zNumber as your User ID (see next section)
4. enter your zPass as your password
5. select ‘Corporate Finance’ from the ‘My Courses’ panel at the top right of your screen.

5.3 UNSW Library

While the course materials provided will give a thorough grounding in the knowledge and skills required for this course, the UNSW Library provides an extensive collection of Economics books and journals that can aid your research and learning. You can also use their online databases to access periodicals. For more information, visit:

http://info.library.unsw.edu.au/web/services/services.html

6 COURSE EVALUATION AND DEVELOPMENT

End of session feedback is sought from students about the courses offered and continual improvements are made based on this feedback. Significant changes to courses and programs within the School are communicated to subsequent cohorts to students.
7 COURSE SCHEDULE

Day 1: Saturday, 5 Dec 2015 (10.00am – 7.00pm)

Unit 1: Introduction
Unit 2: Mathematics in Finance
Unit 3: Valuing Debt and Equity
Unit 4: Valuing Assets

Day 2: Sunday, 6 Dec 2015 (10.00am – 7.00pm)

Recap of Units 1 to 4
Teamwork: Planning for group assignment
Unit 5: Risk and Return 1
Unit 6: Risk and Return 2

Day 3: Saturday, 12 Dec 2015 (10.00am – 7.00pm)

Recap of Units 1 to 6
Unit 7: Financial Leverage 1
Teamwork: Review of work done on group assignment
Unit 8: Financial Leverage 2

Day 4: Sunday, 13 Dec 2015 (10:00am – 7:00pm)

Unit 9: Risk management 1
Unit 10: Risk management 2
Unit 11: Value-Based Management
Unit 12: Review and recap of units 1 to 11
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

1 PROGRAM LEARNING GOALS AND OUTCOMES

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

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

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 ASB 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.

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Learning Goal 8: Risk Management
Students should be able to demonstrate an understanding of the limits in precision and the risks associated with business models
Students should be able to appraise risk and to develop risk mitigation strategies applicable to business undertaken within uncertain and volatile environments

2 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: http://www.lc.unsw.edu.au/plagiarism/index.html as well as the guidelines in the online ELISE and ELISE Plus tutorials for all new UNSW students: http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm.

To see if you understand plagiarism, do this short quiz: http://www.lc.unsw.edu.au/plagiarism/plagquiz.html

For information on how to acknowledge your sources and reference correctly, see: http://www.lc.unsw.edu.au/onlib/ref.html

For the ASB Harvard Referencing Guide, see ASB Referencing and Plagiarism webpage (ASB >Learning and Teaching>Student services>Referencing and plagiarism)

3 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.


3.1 Workload

It is expected that you will spend at least ten hours per week studying this course. This time should be made up of reading, research, working on exercises and problems, 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.

3.2 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.

3.3 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://my.unsw.edu.au/student/atoz/BehaviourOfStudents.html

3.4 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/

3.5 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.

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

General Information on Special Consideration:

1. All applications for special consideration must be lodged online through myUNSW within 3 working days of the assessment (Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration). Please contact the AGSM Hong Kong Office to make formal application for Special Consideration for the course/s affected as soon as practicable after the problem occurs. You will need to submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and other supporting documentation.
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. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.

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

5 STUDENT RESOURCES AND SUPPORT

The University and the ASB provide a wide range of support services for students:

- **AGSM MBA Hong Kong Office**
  Hong Kong students please contact the office directly for immediate support:
  
  **Address:**
  Unit 2005-06, 20/F, Kinwick Centre,
  32 Hollywood Road, Central, Hong Kong,
  T: +852 2841 2805
  E: contact@agsm.com.hk
  
  **Office Hours:**
  Mon-Wed, Fri 9:00am – 6:00pm
  Thursday(s) 9:00am – 7:30pm

- **Moodle eLearning Support:** For online help using Moodle, follow the links from [https://student.unsw.edu.au/moodle](https://student.unsw.edu.au/moodle)

**For login issues:**
Contact the UNSW IT Service Centre.
Hours: Monday to Friday: 8.00 a.m. to 8.00 p.m.
Saturday and Sunday: 11 a.m. to 2.00 p.m.
Email: ITSServiceCentre@unsw.edu.au
Phone: Internal – extension 51333
       External - +61 2 9385 1333

**For assistance in using Moodle, including how to upload assessments:**
Contact the AGSM eLearning Coordinator
Hours: Monday-Friday, 9.00 a.m. to 5.00 p.m.
Email: elearning@agsm.edu.au
Phone: Internal - x19541
       External - 02 9931 9541
       International - +61 2 9931 9541
For help with technical issues and problems:

Contact the **External TELT Service Centre**

Hours: Monday to Friday: 7.30 a.m. to 9.30 p.m.  
Saturday and Sunday: 8.30 a.m. to 4.30 p.m.

Email: externalteltsupport@unsw.edu.au  
Phone: Internal - x53331  
External - 02 9385 3331  
International - +61 2 9385 3331

- **ASB Education Development Unit (EDU)**  
  Academic writing, study skills and maths support specifically for ASB students. Services include workshops, online and printed resources, and individual consultations. EDU Office: Room GO7, Ground Floor, ASB Building (opposite Student Centre); Ph: +61 2 9385 5584; Email: edu@unsw.edu.au  
  Visit us on Facebook: [www.facebook.com/educationdevelopmentunit](http://www.facebook.com/educationdevelopmentunit)

- **UNSW Learning Centre**  
  [www.lc.unsw.edu.au](http://www.lc.unsw.edu.au)  
  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**: 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 Library Annexe (Ground floor)

- **UNSW Counselling and Psychological Services**  
  [http://www.counselling.unsw.edu.au](http://www.counselling.unsw.edu.au)  
  Free, confidential service for problems of a personal or academic nature; and workshops on study issues such as ‘Coping With Stress’ and ‘Procrastination’.  
  Office: Level 2, Quadrangle East Wing; Ph: +61 2 9385 5418

- **Student Equity & Disabilities Unit**  
  [http://www.studentequity.unsw.edu.au](http://www.studentequity.unsw.edu.au)  
  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; Ph: +61 2 9385 4734