TABL 5511
LEGAL FOUNDATIONS OF BUSINESS

Course Outline
Semester 1, 2016

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

1 STAFF CONTACT DETAILS

Lecturer-in-charge: Mary IP  
Office: Quadrangle Building, Level 2, Room 2067  
Phone No: 9385 3253  
Email: m.ip@unsw.edu.au  
Consultation Times – by appointment

When you contact me by email please:

- Use your university email account.
  *Note: message from non-university email system will not be opened and would delay communication with your lecturer.
- Specify the subject TABL5511 as I teach more than one course.
- Sign off by using your name in the enrolment record.

2 COURSE DETAILS

2.1 Teaching Times and Locations

Lectures start in Week 1 (to Week 12)  
Time: Thursday 6-9pm  
Location: Ainsworth Building, Room 201

2.2 Units of Credit

The course is worth 6 units of credit.

2.3 Summary of Course

Legal Foundations of Business is a core requirement for students undertaking the Master of Business Law (in the Faculty of Law), Master of Financial Planning and the introductory course for students undertaking a Business Law specialisation in their Master of Commerce degree or who wish to do higher level courses offered by the School of Taxation and Business Law. The course is designed to provide students with the fundamental legal skills (writing, analysis and research) necessary to enable successful study in the more discrete business and taxation law courses offered by the School of Taxation & Business Law or the Faculty of Law (for Master of Business Law students).

The specific objectives of the course are to: -
• Introduce Australian law and the institutions of the Australian legal system and provide a brief comparison with other major legal systems used in the world;
• Provide a conceptual background to the legal environment of business and the interaction of law, business and society;
• Teach students a methodology for analysing and understanding the process for the solution to legal problems that will be useful throughout their career;
• Provide the necessary skills for examining legal source material, such as an ability to interpret provisions of an Act of Parliament, to analyse statements contained in judgments of courts of law and to determine if a law is validly enacted;
• Introduce knowledge and skills that provide a basis for understanding the nature and effect of commercial contracts;
• Introduce students to an understanding of how selected areas of substantive law such as contract, fair trading, competition, property, torts and business organisational structures may impact on commercial activities.

2.4 Course Aims and Relationship to Other Courses

The aims of this course are to:
1. develop student understanding of the structure and key principles underlying the Australian commercial legal system,
2. develop student ability to apply this knowledge to solving legal problems in specific areas relating to business in a structured and analytical manner; and
3. provide student with a firm grounding in the legal analysis and research skills necessary throughout student’s career and for any further study in business and taxation law.

Relationship with Other Courses in the MCom

TABL 5511 Legal Foundations of Business is the introductory law course in the Master of Commerce degree offered by the School of Taxation and Business Law and is designed to provide students with the fundamental legal skills (writing, analysis and research) necessary to enable successful study in the more discrete business and taxation law courses offered by the School. For students not undertaking a specialisation in Business Law, the course offers an excellent introduction to the Australian legal system and laws that regulate the business environment. Emphasis is given to understanding legal reasoning and argument. Particular emphasis is given to the law of contracts, which is essential knowledge for the study of all subjects offered by the School as it is the underpinning of all commerce.

The following table, while not meant to be comprehensive, is indicative of the topics that are also relevant to other courses offered by the School.

<table>
<thead>
<tr>
<th>TABL 5511 Topic</th>
<th>School of Taxation and Business Law Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale of Goods</td>
<td>Business Law in the Global Environment;</td>
</tr>
<tr>
<td></td>
<td>Legal Environment of Asian Business;</td>
</tr>
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<td>Intellectual Property for Business;</td>
</tr>
<tr>
<td></td>
<td>Corporations and Business Association Law.</td>
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<tr>
<td>Competition law</td>
<td>Business Law in the Global Environment;</td>
</tr>
</tbody>
</table>
## 2.5 Student Learning Outcomes

This course seeks to develop learning outcomes including:

1. confidence and competence in constructing written and oral arguments relevant to common commercial legal problems
2. the ability to analyse legal issues in a logical and structured way (i.e. to identify legal issues, research relevant legal sources, propose an outcome and identify possible challenges to the proposed outcome)
3. confidence through presenting student’s research to the class
4. awareness of the policy choices that underpin and are reflected in business law

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all postgraduate coursework students in the 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’).
For more information on the Postgraduate Coursework Program Learning Goals and Outcomes, see Part B of the course outline.

### Business Postgraduate Coursework Program Learning Goals and Outcomes

1. **Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.**
   You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.

2. **Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.**
   You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.

3. **Communication: Our graduates will be effective communicators in professional contexts.**
   You should be able to:
   a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and
   b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.

4. **Teamwork: Our graduates will be effective team participants.**
   You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team’s processes and ability to achieve outcomes.

5. **Ethical, social and environmental responsibility: Our graduates will have a sound awareness of ethical, social, cultural and environmental implications of business issues and practice.**
   You should be able to:
   a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
   b. Consider social and cultural implications of business and/or management practice.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be 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>This course helps you to achieve the following learning goals for all Business postgraduate coursework students:</td>
<td>On successful completion of the course, you should be able to:</td>
<td>This learning outcome will be assessed in the following items:</td>
</tr>
</tbody>
</table>
| 1 Knowledge | Understand the fundamental concepts of Australian business law | • Tutorial Leadership  
• Tutorial Participation  
• Mid-session Test  
• Minor Assignment  
• Major Assignment |
| | Identify the legal implications and potential legal risks of a business activity in Australian market | |
2 Critical thinking and problem solving  Confidence and competence in constructing written and oral arguments relevant to common commercial legal problems
The ability to analyse legal issues in a logical and structured way (i.e. to identify legal issues, research relevant legal sources, propose an outcome and identify possible challenges to the proposed outcome)

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3a Written communication  Confidence through written submission of student’s research

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3b Oral communication  Confidence through presenting student’s research to the class and participate in tutorial discussion

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4 Teamwork  Not specifically addressed in this course

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5a. Ethical, social and environmental responsibility  Not specifically addressed in this course

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5b. Social and cultural awareness  Not specifically addressed in this course

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3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

This course is conducted with the aim of promoting student-centred learning. This aim will be achieved by requiring students to engage with the topics presented in the course through independent reading of the text book, newspapers and on the internet as part of the required weekly readings. The Major and Minor assignment assessment in this course is designed to encourage the student to apply the knowledge learned in the lecture, reading and outside research as well as the skills developed in preparation and presentation of tutorial questions to practical legal problems of the type they may encounter in the work environment.

3.2 Learning Activities and Teaching Strategies

Lectures and tutorial problems (Minor Assignment)

Lectures are an essential part of learning. Lectures do not summarise or replace the required reading in the textbook. Student should not rely on lecture slides as the sole source of learning for this course. The readings from the textbook place the lecture material in its full context and provide an in-depth understanding of the topic that is
needed for successful completion of the course. The purpose of the lecture is to highlight key aspects of the subject, not to fully explain the week’s topic.

Students are expected to study the prescribed text and any reading material provided and to engage with sources outside the prescribed texts, such as information in online legal databases, daily newspapers and/or on the internet.

During the class period, students will present proposed answers to tutorial problems (Minor Assignment) related to the previous week’s lecture material. These problem questions provide students with an opportunity to develop proficiency in their oral communication skills and the development of an analytical approach to problem solving in a structured case study environment. Students will also hand in a written answer to the tutorial question they are assigned (Minor Assignment) which develops their proficiency in written communication and their ability to resolve legal issues in a structured manner. ALL students are expected to attempt a solution to each of the tutorial problems PRIOR to the tutorial discussion, which will enable students not leading discussion that week to compare their solution with the presenter’s solution, thereby engendering discussion and the practical problem solving experience necessary to complete the major assignment with proficiency. The discussion of the tutorial problems in class is the primary form of feedback students receive in problem solving and how they are progressing in the course. Failure to attempt a solution to the tutorial problems each week will result in students not receiving the full benefit of this feedback. Model answers to the tutorial problems will NOT be handed out and will Not be posted on Moodle. Discussion of the presented problem will indicate the appropriate solution process.

4 ASSESSMENT

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

4.2 Assessment Details

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Length</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Mid-session Test</td>
<td>15%</td>
<td>50 minutes</td>
<td>14 April 2016, Week 6 6:10 – 7:00pm</td>
</tr>
<tr>
<td>Minor Assignment</td>
<td>15%</td>
<td>1000 words maximum</td>
<td>Wednesday 5pm before the Thursday class activities</td>
</tr>
<tr>
<td>Tutorial Leadership</td>
<td>10%</td>
<td>approximately 35 minutes</td>
<td>In class from Week 3 onward</td>
</tr>
<tr>
<td>Tutorial Participation</td>
<td>20%</td>
<td>Oral participation - approximately 2-3 minutes</td>
<td>Ongoing</td>
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<td></td>
<td>Written participation</td>
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</tbody>
</table>
4.3 Assessment Format

Details of each assessment task:

a) **Mid-Session Test**
   Weight: 15%
   Time: 50 minutes
   - The examination will consist of 15 short answer questions. It is a closed book exam.
   - It will be held on Wednesday 14 April 2016 (Week 6) from 6.10pm to 7.00pm.
   - The lecture will follow the exam and will run from 7.15pm - 9.00pm.
   - Attendance is compulsory. Exemptions may only be made on medical grounds or exceptional circumstances.

b) **Minor Assignment**
   Weight: 15%
   Word Limit: 1,000 words (including footnotes and references)

   Students will submit a written answer for the tutorial problem(s) which they are assigned to lead a group discussion in class.

   Students are strongly advised to use the IPAAC (Issue, Principle, Authority, Application, Conclusion) format for solution of problem questions in their written answers. The IPAAC format will be explained and discussed in class before the first Minor Assignment is due.

c) **Tutorial Leadership**
   Weight: 10%
   Time: approximately 35 minutes (including questions and answers)

   Student, who has been assigned to submit a written answer for the tutorial problem(s) (ie the minor assignment), will require leading a group discussion of those questions in tutorial class. Leader should not simply read out his/her preparation of the tutorial problem(s) to peers. Rather it should, not limited to, facilitate, manage and encourage discussion. Toward the end of the group discussion, leader will be assessed by his/her fellow classmates using a grading rubric. Lecturer-in-charge will review the peers' assessment and award the leader a final grade.

d) **Tutorial Participation**
   Total Weight: 20%
i) Oral participation
Weight: 10%
Time: approximately 2-3 minutes (per question or response)

Students not being assigned to lead a tutorial discussion in a given week are encouraged to take an active role in the group and class discussion so as to derive the most benefit out of the exercise. In order to award students’ effort and contribution, not limited to the following criteria, marks will be given to students who ask questions which are related to the tutorial problems, offer sensible or constructive responses to peers’ questions, share their thought-provoking ideas with the class, and provide helpful feedbacks to leader about his/her performance. Marks will not be deducted for ‘incorrect’ comments in the discussion unless such comments indicate an absence of preparation of the tutorial questions. Marks will not be awarded for mere attendance.

ii) Written participation
Weight: 10%
Word Limit: 200 words (footnotes and references are NOT required)

Students not being assigned to lead a tutorial discussion in a given week are required to make a preparatory note. The preparatory note should include items in the IPAAC format (see details below) and upload onto Moodle. The purpose of this assessment is to assist students in practising the basic skills for the TAKE HOME EXAM.

e) Take Home Exam
Weight: 40%
Word Limit: 3,000 words (including footnotes and references)

The Major Assignment will be marked according to the following criteria:
• Correct identification of the legal issues.
• Correct identification of the rules necessary to resolve the legal issues identified.
• Evidence of an understanding of the practical application of the law involved to the facts of the question, whether this is common law or statutory law or both.
• Evidence of research beyond the textbook.
• Evidence of a full and comprehensive argument applying the facts to the legal rules taking into account differing viewpoints and alternative arguments
• Correct referencing of sources and application of the Style Guide requirements.

Dates for releasing the exam paper and submission will be discussed with the whole class and advised in due course.

4.3.1 Assignment Format

Students will submit a written answer for the tutorial problem they are assigned to present in class. Students are strongly advised to use the IPAAC (Issue, Principle, Authority, Application, Conclusion) format for solution of problem questions in their written answers, which format will be explained and discussed in class before the first Minor Assignment is due.
Written answers must include an Assignment Cover sheet available on Moodle. In addition:

- Your name and student number must be on the footer of every page together with a page number.
- Please leave a margin of at least 4 cm on the right hand margin of every page so the marker has room to make comments.
- Please use at least a 12 point font and one and a half (1.5) spaced lines.

Note: student’s referencing must follow the Australian Guide to Legal Citation http://mulr.law.unimelb.edu.au/go/aglc

4.3.2 Assignment Submission Procedure

a) Minor Assignment Submission Procedure

Students will be assigned to prepare a written solution for a particular week’s Tutorial problem (if only one problem is set for that week) or particular problem in a given week. The solution will be discussed during the Thursday lecture meeting in a group and whole class forum of the problem(s) for that week. The tutorial questions are designed to raise issues regarding the previous week’s lecture and reading materials.

The written answer is to be submitted via email attachment to the Lecturer-in-charge with the file named in the following style: student surname Week (presentation week) For example: IP Week5 TABL5511.doc

b) Take Home Examination Submission Procedure

PLEASE upload your paper (with cover sheet) onto Moodle (via Turnitin) before or by 5pm (Eastern Standard Time) on the date to be advised.

Please note that Moodle submission WILL CLOSE after the advised due date. Please familiar yourself with the uploading procedure well before the deadline. Step-by-step guides have been produced to assist students through the assignment submission process, and are available for download from the UNSW Teaching Gateway at https://student.unsw.edu.au/moodle

Student MUST also keep a copy of all of his/her written assignments.

4.4 Late Submission and Request for extension of time

Please refer to the PENALTY REMISSIONS INFORMATION in Moodle for details.

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

Prescribed Text

- Latimer, Australian Business Law, 35ed, 2016 (CCH)

Additional texts:

There are a number of other texts that you may find useful. Most of these texts are available in the Law Library.

- Harris, Jason *Contract in Context* 2014 (CCH)
- Gibson and Fraser, *Business Law*, 2013 (Pearson)

Reference Materials

Excellent general references that can aid students in identifying and accurately stating legal rules are the Halsbury’s Laws of Australia series (LexisNexis database) or The Laws of Australia Encyclopaedia (Legal Online database) which are available in the online through the UNSW Library’s Sirius search engine (see Electronic Databases below).

All students should have access to a good legal dictionary. Students should also be aware of appropriate study techniques and legal referencing protocols (the Australian Guide to Legal Citation, 3rd ed.: http://mulr.law.unimelb.edu.au/go/aglc is excellent for this). Any of the following books are recommended for these purposes. Many of them are available from the UNSW Law School library.


General Web References

Austlii (legal database including cases, journal articles, reports)
http://www.austlii.edu.au

Attorney General’s website including Commonwealth legislation and links to State and Territory legislation

Lawlex (a private company’s website offering consolidated lists of current legislation and links to ScalePlus)
http://www.lawlex.com.au

NSW Attorney-General’s website
http://www.lawlink.nsw.gov.au

The Australian Competition and Consumer Commission
http://www.accc.gov.au

Electronic Databases

The UNSW library subscribes to several electronic databases, including the Halsbury’s Laws of Australia series (LexisNexis database) or The Laws of Australia Encyclopedia (Legal Online database). Of particular relevance to this course are the LexisNexis, Legal Online and the CCH databases. The UNSW library databases can be accessed via the UNSW website: http://www.unsw.edu.au using the Sirius search engine. Also available on line in the UNSW Library site is the Guide to Legal Research (which includes a tab on ‘Legal Citations’). Go to the UNSW Library page > Subject Guides > Law > Guide to Legal Research.

The website for this course is on UNSW Moodle at:
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 (http://www.ltu.unsw.edu.au/ref4-5-1_catei_process.cfm) is the primary way in which student evaluative feedback is gathered. Information from the CATEI is examined and used to alter the course assessment and delivery. An example of use of CATEI feedback from students is the more extensive use of tutorial questions to allow students to ‘practice’ legal problem solving and gain feedback through class presentations so that they are better prepared for completion of the Major Assignment.
## 7 COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Course</th>
<th>Topics</th>
<th>Notes</th>
</tr>
</thead>
</table>
- Source of legislative power,  
- Functions of the 3 branches of government: (legislature, executive and judiciary) and  
- Concept of "separation of powers".  
Conflict between State and Federal laws. Delegated legislation. | Introduction to how to answer legal problem question. Methodology  
IPAAC (Issue, Principle, Authority, Application, and Conclusion) |
|       |            |                    |                                                                                          | Tutorial Leadership and Tutorial participation (Oral and Written) commence from Week 3 onward |
| Week 3 | 17 March   | Contract Law 1.     | Introduction to the life circle of a contract. Formation of a contract. Contents of contract. | Weekly topic for tutorial leadership and participation:  
Australian court system and reasoning |
|       | (Weeks 3, 4 and 5 are taught as continuous block and are separated here only for convenience.) |                    |                                                                                          |                                                                                      |
| Week 4 | 24 March   | Contract Law 2.     | Factors affecting the real consent of contractual parties. Ending the contract Remedies for breach of contract. | Contract Law 1 |
|       |            |                    |                                                                                          |                                                                                      |
|       |            |                    |                                                                                          | Mid-semester break: Friday 25 March – Saturday 2 April inclusive |
| Week 5 | 7 April    | Contract Law 3.     | Ending a contract Remedies for breach of contract. | Contract Law 2 & 3 |
| Week 6 | 14 April   | Property Law.       | Meaning of property Ownership v possession A brief Introduction to real, personal & intellectual property. | Mid-term test  
6:10-7:00pm  
- No tutorial activity  
- Lecture will resume around 7:15pm |
<table>
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<tr>
<th>Week 7 21 April</th>
<th>The Law of Torts 1</th>
<th>Introduction to the interests protected by tort law – negligence, passing off, defamation, injurious falsehood, deceit.</th>
<th>Property Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 8 28 April</td>
<td>The Law of Torts 2</td>
<td>The tort of negligence will be examined in greater depth, with particular emphasis on liability for negligence misstatement or advice.</td>
<td>Torts Law 1</td>
</tr>
<tr>
<td>Week 10 12 May</td>
<td>Consumer Law</td>
<td>Consumer legal protection will be examined through Federal legislation with an emphasis on Chapters 2 and 3 of the Australian Consumer Law in Schedule 2 of the Competition and Consumer Act 2010. Vitiating factors of a contract will be discussed in the context of the Australian Consumer Law. Examination of manufacturer's liability under the Australian Consumer Law in addition to liability under tort law and contract law.</td>
<td>Sale of Goods Law</td>
</tr>
<tr>
<td>Week 11 19 May</td>
<td>Competition Law</td>
<td>An introduction to Australian competition legal regime through the examination of Part IV of the Competition and Consumer Act 2010.</td>
<td>Consumer Law</td>
</tr>
<tr>
<td>Week 12 26 May</td>
<td>Business organizational structures</td>
<td>Essential legal concepts of business organizational structures (that is, sole traders, partnerships, corporations and trusts) and the underlying regulation.</td>
<td>Competition Law</td>
</tr>
</tbody>
</table>
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

8 PROGRAM LEARNING GOALS AND OUTCOMES

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

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

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

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

<table>
<thead>
<tr>
<th>Business Postgraduate Coursework Program Learning Goals and Outcomes</th>
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<tbody>
<tr>
<td>1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts. You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.</td>
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<tr>
<td>2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues. You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.</td>
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<tr>
<td>3. Communication: Our graduates will be effective communicators in professional contexts. You should be able to:</td>
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<tr>
<td>a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and</td>
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<tr>
<td>b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.</td>
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<td>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.</td>
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<td>5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of ethical, social, cultural and environmental implications of business issues and practice. You should be able to:</td>
</tr>
<tr>
<td>a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and</td>
</tr>
<tr>
<td>b. Consider social and cultural implications of business and/or management practice.</td>
</tr>
</tbody>
</table>
9 ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: https://student.unsw.edu.au/plagiarism as well as the guidelines in the online ELISE tutorials for all new UNSW students: http://subjectguides.library.unsw.edu.au/elise

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

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

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

10 STUDENT RESPONSIBILITIES AND CONDUCT

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

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

10.1 Workload

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

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

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

10.2 Attendance

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

10.3 General Conduct and Behaviour

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

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

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

11 SPECIAL CONSIDERATION
You must submit all assignments and attend the take home examination 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 postgraduate courses:

1. Special consideration applications for assessments other than TAKE HOME EXAM should be lodged with the Lecturer-in-Charge Mary IP by email (m.ip@unsw.edu.au) with appropriate supporting evidence.

2. Applications for special consideration for TAKE HOME EXAM 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). 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 the instructions and conditions at: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html.

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.

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.

Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
12 STUDENT RESOURCES AND SUPPORT

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

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

- **Business Student Centre**
  [https://www.business.unsw.edu.au/students/resources/student-centre](https://www.business.unsw.edu.au/students/resources/student-centre)
  Provides advice and direction on all aspects of admission, enrolment and graduation. Office: Level 1, Room 1028 in the Quadrangle Building; Phone: 9385 3189.

- **Moodle eLearning Support**
  For online help using Moodle, go to: [https://student.unsw.edu.au/moodle-support](https://student.unsw.edu.au/moodle-support). For technical support, email: itservicecentre@unsw.edu.au; Phone: 9385 1333.

- **UNSW Learning Centre**
  [www.lc.unsw.edu.au](http://www.lc.unsw.edu.au) Provides academic skills support services, including workshops and resources, for all UNSW students. See website for details.

- **Library training and search support services**
  [http://info.library.unsw.edu.au/web/services/services.html](http://info.library.unsw.edu.au/web/services/services.html)

- **IT Service Centre**
  Provides technical support for problems logging in to websites, downloading documents etc. [https://www.it.unsw.edu.au/students/index.html](https://www.it.unsw.edu.au/students/index.html) Office: UNSW Library Annexe (Ground floor). Ph: 9385 1333.

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

- **Student Equity & Disabilities Unit**
  [http://www.studentequity.unsw.edu.au](http://www.studentequity.unsw.edu.au) Provides advice regarding equity and diversity issues, and support for students who have a disability or disadvantage that interferes with their learning. Office: Ground Floor, John Goodsell Building; Phone: 9385 4734; Email: seadu@unsw.edu.au