TABL5541
CORPORATIONS AND BUSINESS ASSOCIATIONS LAW

Course Outline
Semester 2, 2015

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Brian Burnett</td>
<td><a href="mailto:bburnett@bigpond.net.au">bburnett@bigpond.net.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturer-in-charge</td>
<td>Kayleen Manwaring</td>
<td><a href="mailto:kayleen.manwaring@unsw.edu.au">kayleen.manwaring@unsw.edu.au</a></td>
<td>Room 2068, Quad Building</td>
<td>9385 7631</td>
</tr>
</tbody>
</table>

Consultation times – by appointment on kayleen.manwaring@unsw.edu.au

Students may contact staff by email using their official university email address.

Students should note, however, that email is not an appropriate medium for learning and emails to staff should be limited to short administrative questions that can generally be answered with a yes/no answer. Do not expect staff to reply to emails which request extensive or substantive answers to the material that is being taught. Such questions should be directed to academics during seminars or during a consultation appointment.

2 COURSE DETAILS

2.1 Teaching Times and Locations

There will be two seminar streams running. Seminars start in Week 1 and finish in Week 12.

The time and location for seminars are:

<table>
<thead>
<tr>
<th>Stream</th>
<th>Day and Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Wed 10-1am</td>
<td>Colombo Theatre B</td>
</tr>
<tr>
<td>Night</td>
<td>Thu 6-9pm</td>
<td>Colombo Theatre B</td>
</tr>
</tbody>
</table>

Seminar recordings will NOT be made available in this course via Moodle except in exceptional circumstances – please email the Lecturer-in-Charge on kayleen.manwaring@unsw.edu.au for details. Note that the university’s 80% attendance rule at face-to-face classes will be strictly enforced in this course: for more details see Part A para 4.1 and Part B para 3.2.
2.2 Units of Credit

The course is worth 6 units of credit.

2.3 Summary of Course

The purpose of this course is to examine the main principles that apply to companies and business structures.

Emphasis will be placed on areas dealing with the legal effects of incorporation. This includes corporate liability, the raising and maintaining of capital, the responsibility for company management, the commercial conduct of a company, the protection of shareholders and the alternatives that are available for companies that find themselves in financial distress.

Other forms of business structures will be referred to in the context of business regulation. There will be consideration of the comparative utility of these alternative business structures with emphasis on their suitability for property ownership, the nature of their title to assets and their suitability for the conduct of commercial operations.

There will also be consideration of the remedies that can be sought, in respect of companies and other business entities that may have failed, or alternatively where their officers may have breached their legal obligations. Consideration will also be given to determining who has the right to initiate actions to achieve these remedies.

All of the seminar materials are based upon contemporary commercial and legal developments, and these materials are designed to illustrate the practical relevance of the topics studied.

2.4 Course Aims and Relationship to Other Courses

The aim of the course is to provide a sound understanding of the availability of business structures in the business world, as well as providing an understanding as to how these structures are created, operated and regulated. This course builds on the basic principles of Australian business law taught in TABL5511/TABL5512.

This is the main company law course offered by the UNSW School of Taxation and Business Law (TABL). CPA Australia and the Institute of Chartered Accountants in Australia have accepted UNSW as an approved tertiary institution for purposes of membership qualifications.

The school offers other courses that build upon the knowledge gained in this course. If you are interested in these other courses you should speak to your lecturer or contact the School office on tbl@unsw.edu.au or 02 9385 6777.

2.5 Student Learning Outcomes

The Course Learning Outcomes are what you should be able to do by the end of this course if you participate fully in learning activities and successfully complete the assessment items.
The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all postgraduate coursework students in the Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. ‘be an effective team player’). You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree (e.g. ‘participate collaboratively and responsibly in teams’).

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>
<tr>
<td>1 Knowledge</td>
<td>Describe the practical features of the various types of non-corporate and corporate business structures.</td>
<td>• Online quizzes&lt;br&gt;• Assignment&lt;br&gt;• Final exam</td>
</tr>
<tr>
<td>2</td>
<td>Critical thinking and problem solving</td>
<td>Analyse the legal environment in which business structures operate and evaluate their use in a commercial context. Identify legal problems which arise out of the formation and use of business structures, research relevant sources, propose an outcome and identify possible challenges to any proposed outcome.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3a</td>
<td>Written communication</td>
<td>Construct written work which is logically structured and professionally presented.</td>
</tr>
<tr>
<td>3b</td>
<td>Oral communication</td>
<td>Communicate ideas in a succinct and clear manner.</td>
</tr>
<tr>
<td>4</td>
<td>Teamwork</td>
<td>Work collaboratively to complete a task.</td>
</tr>
<tr>
<td>5a</td>
<td>Ethical, social and environmental responsibility</td>
<td>Identify and assess ethical considerations in decision-making and practice for those involved in the management of business structures eg directors, trustees and partners</td>
</tr>
<tr>
<td>5b</td>
<td>Social and cultural awareness</td>
<td>Analyse the law relating to companies and business associations in the context of their social impact.</td>
</tr>
</tbody>
</table>

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

The approach to learning and teaching in this course is premised on the fact that active student involvement in the course will facilitate understanding and sound learning of the course materials. Consequently, students are expected to understand course materials and to apply this understanding in problem solving. Simply memorising and regurgitating the materials is not sufficient.

In order to obtain the potential benefit for the course, and to succeed in all aspects of the course assessment, students are required to follow the points listed below:

1. **Read** the prescribed materials before class seminars. This is assessable and will make the material presented in class easier to understand, it should enable you to follow the seminar and it will assist you in applying the material when confronted with problems.
2. **Download** the seminar handouts/slides. These seminar handouts/slides are made available on UNSW Moodle before class seminars. It is essential to bring the seminar handouts/slides to class and then supplement them with your own notes that you make in the class and any other handouts that are provided in class. The seminar handouts/slides are not designed to be comprehensive, and they do not serve as a substitute for the class seminars.

3. **Actively participate** in class – review the Seminar Guide and answer questions set for revision or raised during the class and be prepared to ask your own questions.

4. **Attend classes on time** (important announcements are usually made prior to the delivery of seminars).

5. **Make an appointment** to see the lecturer(s) during their consultation hours if further clarification regarding the course content is required. If you do seek assistance from the lecturer be sure that you are able to identify to the lecturer the element or component of the course in which you need assistance.

**Required knowledge**

This course **assumes you have studied** Legal Foundations of Business (TABL 5511) or Legal Foundations for Accountants (TABL 5512) or an equivalent course. **If you have not done so, you must make an appointment to see the lecturer-in-charge before you begin the course.**

If you need to refresh your memory and re-familiarise yourself with the general principles of Australian Law you should read the latest edition of an introductory legal textbook such as Carvan, *Understanding the Legal System* (Thomson Reuters) or Latimer, *Australian Business Law*, (CCH).

**For students whose first language is Mandarin,** then Li and Riley, *Applied Corporate Law: A Bilingual Approach* (LexisNexis Butterworths) and Wang, KH, *The International Student Guide to Business Law* (Thomson Reuters) may be helpful. (Note these texts are **out-of-date** in regard to recent corporate law developments but may still be useful in assisting in the interpretation of concepts.)

### 3.2 Learning Activities and Teaching Strategies

The learning activity and teaching strategy adopted in this course is a combination of weekly seminars which are designed to allow the delivery of a body of material, and also to provide the opportunity for the class to discuss and contextualise the material within the seminar (see Seminar Guide on Moodle for more detail). This is achieved, wherever possible, by the use of real life examples; these real life examples are designed to contextualise learning and to aid student understanding.

The teaching strategies aim to encourage critical thinking. The course is designed to cater for students with a diverse range of learning needs. It incorporates self-review questions, and these are found in the Seminar Guide which will be made available on Moodle at the beginning of semester. These self-review questions are designed to facilitate a students' own assessment of their progress in understanding the course.
materials. As well as the self-review questions there is a range of recommended reference materials.

4 ASSESSMENT

4.1 Formal Requirements

In order to pass this course, you must:

- achieve a composite mark of at least 50;
- make a satisfactory attempt at all assessment tasks (see below);
- complete the avoiding plagiarism quiz (see below);
- satisfactorily complete all in-seminar activities allocated by the lecturer; and
- comply with the university’s attendance rules set out in Part B, section 3.2.

Whilst there is no requirement that a student attain 50% or more for each piece of assessment, there is, however, a requirement that the student achieve a result that indicates the student genuinely attempted the assessment. Note that you must complete each question in at least 8 out of 10 course engagement feedback tasks (see 4.2.2 below) to show a "genuine attempt" for that part of the assessment.

Where a student achieves a total mark of 50/100 (therefore 50%) or more in the course, but fails to demonstrate a satisfactory level of performance in each form of assessment prescribed, the student may be awarded an UF grade (essential component fail).

If you attend less than 80% of scheduled classes **you may be refused final assessment and fail the course.** Attendance may be recorded by roll and/or the satisfactory completion of in-seminar activities as allocated by your lecturer.
### 4.2 Assessment Details

#### 4.2.1 Weighting/Length/Due Date

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Length</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes x 3</td>
<td>15% (3 x 5%)</td>
<td>10 multiple choice questions in each quiz.</td>
<td>See 4.2.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 minutes duration.</td>
<td></td>
</tr>
<tr>
<td>Course engagement</td>
<td>10%</td>
<td>Weekly written feedback on prescribed readings.</td>
<td>1pm <strong>Tuesday</strong> Weeks 3-12 (first due date is Tue 11 August).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submitted online - via Weekly topics on Moodle.</td>
<td>No feedback is required in the mid-semester break.</td>
</tr>
<tr>
<td>Avoiding plagiarism quiz</td>
<td>No marks allocated but is a course requirement – <strong>failure to submit means that you cannot submit your assignment</strong></td>
<td>10 multiple choice questions</td>
<td>4pm Mon 7 September</td>
</tr>
<tr>
<td>Assignment</td>
<td>25%</td>
<td>2000-2200 words</td>
<td>1pm Fri 25 September</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50%</td>
<td>3 hours</td>
<td>University exam period</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 4.2.2 Online quizzes

The on-line quizzes are designed to encourage students to undertake timely revision. You should carefully revise your slides, seminar notes and prescribed readings before attempting each quiz.
Three on-line quizzes will be conducted (ie each quiz is worth 5%). The coverage of the quizzes and the deadlines for completion are shown in the following table.

<table>
<thead>
<tr>
<th>Quiz</th>
<th>Topic</th>
<th>Test opens</th>
<th>Deadline for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Weeks 1-5 materials</td>
<td>Mon 31 Aug 9am</td>
<td>Thu 3 Sep 1pm</td>
</tr>
<tr>
<td>2</td>
<td>Weeks 6-8 materials</td>
<td>Mon 28 Sep 9am</td>
<td>Thu 1 Oct 1pm</td>
</tr>
<tr>
<td>3</td>
<td>Weeks 9-12 materials</td>
<td>Mon 26 Oct 9am</td>
<td>Thu 29 Oct 1pm</td>
</tr>
</tbody>
</table>

Each quiz contains 10 multiple choice questions. You must complete each quiz within 30 minutes of your start time. Each correct answer is worth 0.5 marks.

Make sure that you click “Submit all and finish" when you complete the quiz.

At the end of 30 minutes, Moodle will submit your quiz automatically with whatever answers are currently filled in. You should NOT click the Submit button if Moodle autosaves, as it may corrupt your answers.

As you have significant time to complete the quizzes, there will be no special consideration granted for the online quizzes, except in the following circumstances. In case of Moodle shut down or error, students should contact Moodle support (Part B, section 5). If the problem cannot be resolved by Moodle support, you should contact TABL’s Educational Designer, Julie Freeman, at j.freeman@unsw.edu.au with a cc to the Lecturer-in-charge at kayleen.manwaring@unsw.edu.au. In your email to Julie and the Lecturer-in-charge, you must attach a copy of your email correspondence with Moodle support AND a screenshot of the error or you will not receive any special consideration for a quiz. Illness or misadventure will not be grounds for special consideration unless it continues over the whole of the quiz open period (as evidenced by third party supporting documentation).

Failure to complete the quiz will not be excused in any case if the student first reports the problem to the School after 4pm on the day the quiz is due (or if the start time for the quiz is after 12.30pm on the day the quiz is due).

The quizzes have been set so that you should have completed a basic review of all of the material you need for your exam by early in Week 13. You should then spend the rest of your study time attempting past exam papers and revising the answers to your seminar questions, as this is the best preparation for your final exam.

4.2.3 Course engagement feedback

For Weeks 3-12, students are expected to submit on Moodle short written feedback on the prescribed readings each week (excluding mid-semester break). The feedback will be due each Tuesday at the dates and times specified in section 4.2.1. Student answers to these questions will be made available for the whole class to read.

This is a chance to practise your written communication skills. You should use full sentences, and pay attention to coherence and clarity of expression.
Note that this assessment is PROSPECTIVE, not retrospective - you will be required to provide feedback on the Week's readings BEFORE you attend the relevant lecture covering that topic. Feedback on readings from the week before will not be marked.

You will be allocated a Course engagement feedback mark based on the quality of your feedback, not on the mere fact of submission: but if you do not submit your answers on time, 1 mark will automatically be deducted from your overall course participation mark for each Feedback deadline missed.

Special consideration will only be granted for Course engagement activities only if you supply a medical certificate which states you were unfit for study for the entire week preceding the due date.

4.2.4 Written assignment

In order to receive a mark for your assignment, you will also be required to attempt the quiz on avoiding plagiarism. However, you will not be separately allocated any marks for the avoiding plagiarism quiz. The material covered in the quiz is available on Moodle (directly above the quiz link itself).

Due for submission:

a) avoiding plagiarism quiz: see 4.2.1 above

b) assignment: see 4.2.1 above

The assignment has a maximum word limit of 2,200 words. A word count of the words used in the assignment (excluding reasonable usage of footnotes and citations) must be included on the assignment cover sheet.

The topic to be discussed in the assignment will be provided on UNSW Moodle early in the semester.

Referencing: The assignment can be prepared in accordance with Harvard style (https://student.unsw.edu.au/harvard-referencing) or footnote/bibliography or "Oxford" referencing style (https://student.unsw.edu.au/footnote-bibliography-or-oxford-referencing-system). Whatever referencing system is used, pinpoint referencing is required ie you must use specific page numbers in your in-text or footnote reference. Marks will be deducted for inaccurate or incomplete referencing.

(a) How to submit

You must lodge the assignment AND COVER SHEET via Turnitin by the due date and time set out in 4.2.1. No paper copies are needed. The cover sheet is available on Moodle in Word format so it may be copied and pasted into your assignment. A typewritten signature is acceptable.

(b) Late submission

Assignments that are submitted after the due date and time without prior written approval will have 20% deducted per day (or part day) late. Please note: mark deductions will be imposed immediately after the time the assignment is due (eg a
paper submitted 4 hours late will have 20% deducted). Any assignment submitted 5 or more days late will score 0.

If you foresee that you will have problems submitting the assignment on time you should contact the lecturer-in-charge immediately. Only the lecturer-in-charge can grant an extension for an assignment.

**Do not wait until the due date to ask for an extension. No extensions will be granted on the due date itself.**

If circumstances beyond your control mean that you cannot complete an assignment by the due date you should make an application for special consideration (see below at Part B, paragraph 3). These applications are reserved for illness or misadventure, not work commitments. Work commitments are not a valid reason for special consideration applications.

Extensions will not be granted lightly and may only be granted in exceptional circumstances, supported by detailed documentation.

### 4.2.5 Final Examination

The exam will be held in the university exam period.

The final examination is worth 50% of the course assessment. It will consist of both theory and problem questions. There will be **no multiple choice questions included in the final examination**.

The Final Examination will be **open book**, three hours long and will cover the entire course material, weeks 1 through 12 (unless otherwise advised by your lecturer).

The final examination will be held in the regularly scheduled University Examination period. Further information concerning the contents of the examination paper will be announced in seminars.

#### Quality Assurance

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

### 5 COURSE RESOURCES

The website for this course is on Moodle at: [http://moodle.telt.unsw.edu.au](http://moodle.telt.unsw.edu.au)

The **prescribed textbooks and legislation** for this course are:

[Note there are various quizzes and self-study materials available on the publisher’s website available to anyone – you will need to enter the bar code on your textbook.]


*Australian Corporations Legislation* 2015, LexisNexis Butterworths or Thomson Reuters (*Corps Act*) (versions 2014 and 2013 are also acceptable)

**Highly recommended**

Hargovan, A. *Corporations Law Case Summaries*, 2015, LexisNexis Butterworths


6 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered. In this course, we will seek your feedback through end of semester CATEI evaluations.

7 COURSE SCHEDULE

**Seminar Schedule**

Seminars start in Week 1 and finish in Week 12.

More detail on the seminar material, seminar questions to be discussed, and other recommended reading is contained in the Seminar Guide, which will be made available in Moodle before session commences.

<table>
<thead>
<tr>
<th>SEMINAR SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week</strong></td>
</tr>
<tr>
<td>Week 1 27 July</td>
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<tr>
<td>Week</td>
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<td>Week 5</td>
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<td>24 August</td>
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<td>Week 6</td>
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<td>31 August</td>
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<td>Week 7</td>
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<tr>
<td>7 September</td>
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<tr>
<td>Week 8</td>
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<tr>
<td>Week</td>
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</tbody>
</table>
| 14 September | receivership  
Shares and share capital transactions | Introduction, 22.3, 22.26-22.37) & 11 (all)  
Week 8 seminar question/s in Seminar Guide  
Additional prescribed readings in Moodle Weekly topics | engagement feedback  
Discussion of question in Seminar Guide  
Other in-seminar activities as announced by Lecturer |
| Week 9 21 September | External administration  
Part 1: voluntary administration, schemes of arrangement, receivership | HHA Chapters 22 (Introduction, paras 22.1-22.9, paras 22.26-22.65) & 18 (Introduction, paras 18.1-18.3)  
Week 9 seminar question/s in Seminar Guide  
Additional prescribed readings in Moodle Weekly topics | Course engagement feedback  
Research assignment  
Discussion of question in Seminar Guide  
Other in-seminar activities as announced by Lecturer |
| Mid-semester break: Saturday 26 September - Monday 5 October inclusive | Quiz 2 | | |
| Week 10 5 October | External administration  
Part 2: winding up/liquidation | HHA Chapters 22 (paras 22.10-22.25) & 18 (paras 18.4-18.9)  
Week 10 seminar question/s in Seminar Guide  
Additional prescribed readings in Moodle Weekly topics | Course engagement feedback  
Discussion of question in Seminar Guide  
Other in-seminar activities as announced by Lecturer |
<table>
<thead>
<tr>
<th>Week</th>
<th>Seminar Topic</th>
<th>Prescribed readings</th>
<th>Other Activities/Assessment</th>
</tr>
</thead>
</table>
Week 11 seminar question/s in Seminar Guide  
Additional prescribed readings in Moodle Weekly topics | Course engagement feedback  
Discussion of question in Seminar Guide  
Other in-seminar activities as announced by Lecturer |
| Week 12 19 October | Alternative business vehicles Part 2: trusts, associations, benefits and disadvantages | HHA Chapters 3 (paras 3.8-3.56, 3.91-3.101) & 4 (paras 4.55-4.75)  
Week 12 seminar question/s in Seminar Guide  
Additional prescribed readings in Moodle Weekly topics | Course engagement feedback  
Discussion of question in Seminar Guide  
Other in-seminar activities as announced by Lecturer |
| Week 13 26 October | NO SEMINARS                                                                  |                                                                                       | Quiz 3                                                                                     |
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 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.

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<th>Business Postgraduate Coursework Program Learning Goals and Outcomes</th>
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<td><strong>1. Knowledge:</strong> 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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<td><strong>2. Critical thinking and problem solving:</strong> 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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| **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. |
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/footnote-bibliography-or-oxford-referencing-system

10 STUDENT RESPONSIBILITIES AND CONDUCT

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

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

10.1 Workload

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

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

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

10.2 Attendance

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

10.3 General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: https://student.unsw.edu.au/conduct
10.4 Occupational Health and Safety
UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see http://www.ohs.unsw.edu.au/.

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

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

General Information on Special Consideration for Undergraduate and Postgraduate courses:
1. All applications for special consideration must be **lodged online through myUNSW within 3 working days of the assessment** (Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and other supporting documentation to Student Central. For more information, please study carefully in advance the instructions and conditions at: https://student.unsw.edu.au/special-consideration
2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. The School may ask to see the original or certified copy.
3. Applications will **not** be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you lodge an online application for special consideration.
4. Decisions and recommendations are only made by lecturers-in-charge (or by the Faculty Panel in the case of UG final exam special considerations), **not** by tutors.
5. Applying for special consideration **does not** automatically mean that you will be granted a supplementary exam or other concession.
6. Special consideration requests **do not allow** lecturers-in-charge to award students additional marks.

School of Taxation & Business Law Policy on requests for Special Consideration for Final Exams in Postgraduate Courses:
The policy of the School of Taxation and Business Law is that the lecturer-in-charge will need to be satisfied on each of the following before supporting a request for special consideration:

1. Does the medical certificate contain all relevant information? For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without this will not be valid.
2. Has the student performed satisfactorily in the other assessment items? Satisfactory performance would require that at least a reasonable attempt has been made at all assessment tasks 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:

Requests for Special Consideration once received via UNSW Central will be considered by the Lecturer-in-Charge who will advise the student of the result of the request. If the student has been granted a supplementary examination the Lecturer-in-Charge will advise the student of the date scheduled for the supplementary examination. 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.

Special consideration and assessments other than the Final exam:

Special consideration applications for assessments other than the Final Exam should be lodged via email (using your official university email address) with the Lecturer-in-Charge, Kayleen Manwaring (kayleen.manwaring@unsw.edu.au) with appropriate supporting evidence.

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
  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 Office: UNSW Library Annexe (Ground floor). Ph: 9385 1333.

- **UNSW Counselling and Psychological Services**
  https://student.unsw.edu.au/wellbeing Provides support and services if you need help with your personal life, getting your academic life back on track or just want to know how to stay safe, including free, confidential counselling. Office: Level 2, East Wing, Quadrangle Building; Phone: 9385 5418.
- **Student Equity & Disabilities Unit** [http://www.studentequity.unsw.edu.au](http://www.studentequity.unsw.edu.au)
  Provides advice regarding equity and diversity issues, and support for students who have a disability or disadvantage that interferes with their learning. Office: Ground Floor, John Goodsell Building; Phone: 9385 4734; Email: seadu@unsw.edu.au