TABL2057 / TABL5957
BUSINESS FINANCE

Course Outline
Semester 1, 2016

Part A: Course-Specific Information
Part B: Key policies, student responsibilities and support for undergraduate students only
# Table of Contents

**PART A: COURSE-SPECIFIC INFORMATION**

1. **ABOUT THE LECTURER**  
2. **LETTER OF INTRODUCTION**  
2.1 Staff Contact Details  
3. **COURSE DETAILS**  
3.1 Teaching Times and Locations  
3.2 Units of Credit  
3.3 Suggested Study Commitment  
3.4 Course Synopsis  
3.5 Relationship to Other Courses  
3.6 Course Summary  
3.7 Student Learning Outcomes  
4. **HOW TO USE THIS PACKAGE**

**PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT FOR UNDERGRADUATE STUDENTS ONLY**

10.1 Distance Students ONLY  

**PART C: PROGRAM LEARNING GOALS AND OUTCOMES**

11 **ACADEMIC HONESTY AND PLAGIARISM**

13 **STUDENT RESPONSIBILITIES AND CONDUCT**

13.1 Workload  
13.2 Attendance  
13.3 General Conduct and Behaviour  
13.4 Health and Safety  
13.5 Keeping Informed  
14 **SPECIAL CONSIDERATION**

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

1 ABOUT THE LECTURER

Gerard Viswasam
B.Sc.(Hons), MPP (Sydney), MPA (UNSW), FTIA, CTA

Gerard Viswasam is a public accountant and runs his own accounting and taxation practice in Sydney. Prior to this, he was the Business Manager of the Australia School of Taxation and Business Law (Atax) at UNSW and has previously taught Business Finance and other subjects at UNSW.

Gerard completed his undergraduate studies at Queen Mary College, University of London where he obtained a BSc with honours, specialising in mathematics and statistics. He came to Australia in 1989 and completed a Masters in Public Policy at the University of Sydney in 1994. During this period, he was employed at NSW Health. From 1995 to 2004 he taught a variety of subjects including strategic management, human resources management, quality and safety in health care and aged care management in the Masters in Health Management program at the University of Western Sydney.

Gerard joined the University of New South Wales in 2004 where he was appointed the Business Manager of the Australian Taxation Studies Program (Atax), now known as the School of Taxation and Business Law. He has taught Business Finance, Quantitative Methods and Microeconomics previously. Currently he is a practicing accountant and registered tax agent, a Fellow of the Institute of Taxation and Chartered Tax Accountant.
2 LETTER OF INTRODUCTION

Finance is one of the few academic disciplines where there is a close relation between academic research and practical applications. Theory and practice have become inseparable at a time when both advances in theory and ever-changing developments in financial markets are rapidly challenging our thinking about finance problems and presenting us with many opportunities to apply the principles of finance theory. With this perspective in mind, TABL2057/5957 Business Finance, one of the core units in the Accounting stream of the Bachelor of Taxation program, is designed as a first course in corporate finance. As befitting an introductory course, our approach is both conceptual and practical. The conceptual part takes its root in the theory of finance but is based more on intuition rather than analytical rigour. The practical part reinforces the conceptual generalisations by examples that you have either encountered or are expected to face in a work environment.

The benefits of this course are not only limited to fulfilling the requirements of the BTax program but should also go far beyond it. Each and every one of us is faced with a portfolio investment problem whereby invested funds are allocated among assets. Terms and concepts such as systematic risk (or beta risk), rate of return, diversification etc abound in the financial press everyday and these, inter alia, form part of the tools of investment analysis that determines policies and strategies in the market place. A proper understanding of these investment concepts is essential for rational decision making. You should find the course materials equally useful at either the individual level or in a work situation. Hopefully, you will become more informed in making financial decisions.

This course assumes some knowledge of microeconomics, accounting and statistics. For students enrolled at Bachelor of Taxation level, the pre-requisites for this course, TABL1010 Accounting 2 and TABL2058 Quantitative Analysis, will have provided you with most this required knowledge. For students enrolled in a postgraduate program, this is assumed prior knowledge. Some of the more important concepts from these two courses that are relevant will be revisited at the appropriate time so that you can confidently progress to the new material.

To assist you with achieving the learning outcomes, a three-pronged strategy has been adopted. First, appropriate activities are placed throughout and at the end of each module to test your grasp of all learning outcomes. Make sure you attempt all of these activities and do not refer to the feedback provided before you have tried your best. Second, key issues relating to learning outcomes will be discussed at audio conferences. Third, selected learning outcomes will be assessed via the two in-course assignments.

Finally, I wish you well in your program and would appreciate any suggestions to improve these materials. In particular, if you encounter any difficulty please do not hesitate to contact me.

Gerard Viswasam
2.1 Staff Contact Details

Lecturer-in-charge: Gerard Viswasam
Email: gerard@taxwithintegrity.com

Consultation Times – by appointment

3 COURSE DETAILS

3.1 Teaching Times and Locations
This course is fully on-line using the University’s learning management system, Moodle.

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

3.3 Suggested Study Commitment
You should plan to spend an average of 9-10 hours per week on this course to perform well (including class attendance, online participation, assignments, examination preparation etc). The information included on the overview page of each module should help you plan your study time.

3.4 Course Synopsis
Business Finance is an introductory course in financial management. It stresses the modern fundamentals of corporate financial decision making with special reference to investment, financing and dividend distribution. While building upon introductory courses in accounting, economics and quantitative analysis, the course develops distinctive conceptual frameworks and specialised tools for solving real world financial problems at both the individual and corporate level. The course is a blend of theory and practice. While diligent practice will make you competent in financial techniques, a good grasp of theory will help you think systematically about ways to solve problems for which no existing techniques are suitable or currently available.

Special topics to be covered include: financial mathematics, security valuation, techniques for capital investment decisions, financial decision making under uncertainty (portfolio theory and capital market theory), corporate capital structure, cost of capital and dividend decision and policy.

3.5 Relationship to Other Courses
TABL2057 Business Finance is a compulsory course in the Accounting stream of the BTax degree program. TABL5957 Business Finance is an elective course in the Graduate Diploma in Taxation Studies program. Business Finance is closely associated with economics, accounting and quantitative methods. In particular, it builds on microeconomics and financial accounting and hence it is assumed students have completed introductory courses in these areas prior to Business Finance.

Note that, for Bachelor of Taxation students, TABL1010 Accounting 2 and TABL2058 Quantitative Analysis are formal prerequisites for TABL2057 Business Finance.

3.6 Course Summary
Finance is concerned with decision making, at both the individual and corporate level that involves uncertain payoffs in multiple periods of time. This course in an introduction to the
study of the finance discipline. The theoretical and analytical foundations of financial management are explained in the practical context of individual investment behaviour and corporate decision making. The concept of risk is introduced and elaborated from the perspective of investors. This is then extended to explore the effect of investors' decisions on the value of securities and the cost of capital for corporations. The nexus between security valuation and corporate behaviour is explored by means of the decisions that the corporation undertakes to make an impact on the performance of its securities on the market. Thus, the course will identify and explain in detail the three key corporate financial decisions:

(i) evaluating investment proposals
(ii) financing the chosen investment projects, and
(iii) deciding on the distribution of profits from operations.

Within this general framework the course includes the following specific topics: discounted cash flow valuation, valuation of securities, principles and practice of investment decision making, risk in a portfolio context, cost of capital, corporate capital structure decisions, dividend policy and financial risk management.

3.7 Student Learning Outcomes

<table>
<thead>
<tr>
<th>Business Undergraduate Program Learning Goals and Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge: Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts. You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.</td>
</tr>
<tr>
<td>2. Critical thinking and problem solving: Our graduates will be critical thinkers and effective problem solvers. You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.</td>
</tr>
</tbody>
</table>
| 3. Communication: Our graduates will be effective professional communicators. You should be able to:
  a. Prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context, and
  b. Prepare and deliver oral presentations that are clear, focused, well-structured, and delivered in a professional manner. |
| 4. Teamwork: Our graduates will be effective team participants. You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes. |
| 5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of the ethical, social, cultural and environmental implications of business practice. You should be able to:
  a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
  b. Identify social and cultural implications of business situations. |
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:

<table>
<thead>
<tr>
<th>Program Learning Goals</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:</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>Demonstrate an extension of foundation knowledge gained in accounting and economics to develop an understanding of the theoretical and analytical foundations of financial management. Engage with the concept of risk and the effect of investors’ decisions on the value of securities and the cost of capital for corporations. The nexus between security valuation and corporate behaviour is explored by means of the decisions that the corporation</td>
<td>Module Activities  Assignments  Online Quizzes  Examination</td>
</tr>
</tbody>
</table>
undertakes to make an impact on the performance of its securities on the market.

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<tbody>
<tr>
<td></td>
<td>Critical thinking and problem solving</td>
<td>Apply business finance principles and analytical tools in making rational decisions in a range of finance contexts.</td>
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<td></td>
<td></td>
<td>Module Activities</td>
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<td>Assignments</td>
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<td>Online Quizzes</td>
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<td>Examination</td>
</tr>
<tr>
<td>3a</td>
<td>Written communication</td>
<td>Demonstrate effective written communication</td>
</tr>
<tr>
<td>3b</td>
<td>Oral communication</td>
<td>Not specifically addressed in this course.</td>
</tr>
<tr>
<td>4</td>
<td>Teamwork</td>
<td>Not specifically addressed in this course.</td>
</tr>
<tr>
<td>5a</td>
<td>Ethical, environmental and sustainability responsibility</td>
<td>Not specifically addressed in this course.</td>
</tr>
<tr>
<td>5b</td>
<td>Social and cultural awareness</td>
<td>Demonstrate a sophisticated and interdisciplinary perspective on the impact of the tax system on the conduct and behaviour of businesses.</td>
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<tr>
<td></td>
<td></td>
<td>Module Activities</td>
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<td>Assignments</td>
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<td></td>
<td></td>
<td>Online Quizzes</td>
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<td></td>
<td></td>
<td>Examination</td>
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</tbody>
</table>

### 4 HOW TO USE THIS PACKAGE

If you are new to flexible learning you should carefully read this Course Outline. It contains most of the relevant information about how this course will be run and the expectations of you as a student. You should also refer to the Suggested Study Schedule at the end of this Course Outline as a guide to completing your coursework. So as to get the most out of your study we recommend that you follow this study schedule through the course and fit various time demands into a well-organised diary. Systematic study through the Semester is the key to success in a flexible learning program.

The Study Guide (which includes this Course Outline and the individual Modules and is sometimes referred to as the study materials or course materials) can help you in three ways.

1. It sets out a clear path of study over the Semester and helps you plan your workload. It also identifies learning outcomes and key concepts at the start of each module and provides a series of activities to help you learn actively and manage your own progress through the course.
2. It contains the core content for the course (often with reference to legislation, textbooks and other relevant material). The structure and layout of the Study Guide is designed to highlight key points and assist your revision for assignments, research papers and examinations.
3. It tells you when to refer to textbooks, legislation and other readings, giving precise details of what you should read.
4.1 Features of the Study Guide
Each module includes a range of features to assist you in managing your learning and developing study skills. These features include:

- Overview page
- Heading levels
- Learning outcomes and key concepts
- Module text
- Activities and feedback
- Readings
- Margin notes
- Instructional icons

Please familiarise yourself with the Key to Instructional Icons on the following page. These icons are intended to help you navigate the study materials and to encourage active learning.
5 KEY TO INSTRUCTIONAL ICONS

compulsory reading

write responses outside the Study Materials

Optional readings

Write a response in the Study Materials

note this important point

pause to reflect

Recall earlier work

prepare for discussion in an Audio Conference or Webinar

discuss with colleague

discuss with study group

Access Moodle or the internet

undertake investigation or research

use video resource

use audio resource

use software

perform fieldwork

Only some of the media shown in the instructional icons are used in this course.
6 TEXTBOOKS AND REFERENCES

6.1 Prescribed Textbook/s

You must purchase or have access to the following publication/s.


This is referred to throughout the Study Guide as ‘Textbook’.

6.2 Recommended reference/s

Below is a list of further references that you may find useful in this course. Purchase of recommended references is not compulsory.


You should also check out the many web references given in the textbook—these lead to practical material and comment which will to put your theoretical learning into context.

Finally try to read the Business Pages of a daily newspaper or the Australian Financial Review (http://www.afr.com.au), or even better the Wall Street Journal (http://www.wsj.com) if you have access to copies. The Australian Financial Review has much material freely available on line, and the Wall Street Journal offers some free online access for students.

When you read the journalists’ accounts of what companies do, try to relate their actions to the principles discussed in the course.

6.3 Citation and Style Guide

In presenting written work for assessment in this course you must use an appropriate and consistent style for referencing and citation. The following is a selection of acceptable citation and style guides, which you may use as the basis for your written work. You must purchase or have access to one of the following publications.


(This is free to download and is the citation style guide used by the majority of Australian legal journals.)


7 SUPPORTING YOUR LEARNING

7.1 Tax Distance Course Student Guide
The Tax Distance Course Student Guide is a vital source of information for students studying flexible learning courses. It provides administrative and other information specific to studying these courses and you should make a point of being familiar with its contents. You can access the 2016 Tax Distance Student Guide from your Moodle course website(s).

8 ASSESSMENT: ALL STUDENTS
All assignments must be submitted electronically through Moodle. Please refer to Appendix A for guidelines on assignment preparation and rules for electronic submission of assignments (as well as information on deadlines and penalties for late submission).

You may be asked to submit your assignment through Turnitin, which will allow you to check your work for inadvertent plagiarism. You will do this via Moodle. Note that the version lodged at the due date will be taken as your final submission in the course. For information on Turnitin functions and how to interpret originality reports please refer to the following online resource:
http://www.turnitin.com/static/training/student.php

Assessment for students undertaking this course will be on the basis of:
(a) Assignments 30%
(b) Online MCQ Review Quizzes 20%
(c) Final examination 50%

In order to pass this course, a student must obtain:

- 50 per cent or more of the total marks available in the course and
- at least 40 per cent of the marks available for the final examination in the course.

8.1 Assignment submission dates
Assessment submission dates
There are 2 assignments:
Assignment 1
Due date: Monday, 18 April 2016
Weighting: 10%
Word limit: 1000 words (plus or minus 10%)
Assignment 2
Due date: Monday, 16 May 2016
Weighting: 20%
Word limit: 2000 words (plus or minus 10%)

Assignment questions will be provided via Moodle.

8.2 Final Examination
Examinations are held from Friday 10 June to Monday 27 June 2016 for Semester 1, 2016. Students are expected to be available for exams for the whole of the exam period.
The final examination timetable is published prior to the examination period via the Atax Bulletin and on the School’s website at:

https://www.business.unsw.edu.au/about/schools/taxation-business-law/student-support/examinations

This is not a negotiable schedule. The School of Taxation & Business Law publishes the exam schedule as a matter of courtesy, and to ensure that any clashes of examinations are brought to our attention.

8.3 Online MCQ review quizzes

There will be two multiple choice review quizzes to be completed on the course Moodle site during the semester.

Each quiz is weighted 10% and will count towards your final grade.

Each quiz will be available for a period of two weeks prior to the submission date indicated below and may be completed at any time in the period prior to the submission date. The quizzes will close at midnight on the date of submission. No extensions of time will be permitted. If you have not attempted the quiz by midnight on the submission date, you will receive no marks for that component of your assessment.

You must complete each quiz online within the Moodle environment. You will only have one attempt on each quiz, which will be automatically assessed upon completion. You will then be advised of your mark and provided with feedback on any items which you did not answer correctly.

The dates on which each quiz will be released and by which it must be completed are as follows:

**Multiple Choice Review Quiz 1**

Available from: Midnight (AEST) **Monday, 21 March 2016**
Submission date: Midnight (AEST) **Monday, 11 April 2016**
Weighting: 10%

**Multiple Choice Review Quiz 2**

Available from: Midnight (EST) Monday, 2 May 2016
Submission date: Midnight (EST) Monday, 16 May 2016
Weighting: 10%

Note: NSW is still on Daylight Saving time until Sunday, 3 April 2016 so the deadline for completion of any quiz due before this date is Midnight AEDT (Australian Eastern Daylight Time).

If you experience any technical difficulties in accessing or completing the online quizzes, you should contact the ITS Service Desk on +61 (2) 9385 1333 or servicedesk@unsw.edu.au.

As this form of assessment may be unfamiliar to a number of students, the following information has been reproduced from Moodle help files for your benefit. Further instructions will be provided at Conferences and via Moodle.
8.3.1 Before you start the quiz

1. **The quiz questions:** The questions for this quiz are randomly selected from a larger bank of questions, and will be presented to you one at a time. Each quiz will consist of 10 questions.

2. **How long do I have to complete the quiz?** You will have 30 minutes to complete the quiz. Note: your completion time is measured from when you click ‘Begin quiz’ to when you click ‘Finish’. Please ensure that you have set aside a full 40 minutes to complete the quiz, and that you have prepared beforehand. Once begun, the timer on the quiz cannot be paused—you cannot leave the quiz halfway through expecting to return later with the same amount of time left.

3. **How do I begin the quiz?** To begin the quiz, log into Moodle and then navigate to the ‘Quizzes’ section. Click on the quiz link to begin. You will be given some instructions on how the quiz will work, and then prompted to launch the quiz.

8.3.2 During the quiz you will see:

- Quiz summary information:
  - the title of the quiz
  - your name
  - your start time
  - the time allowed
  - the number of questions.

- The quiz questions and a place for you to answer.

- Your progress:
  - the time remaining for you to complete the quiz
  - the questions you have not answered
  - the questions you have answered and saved (check mark)
  - the questions you have answered but not saved.

8.3.3 Answering questions

To save your answer to a question, click ‘Save answer’ or ‘Next’.

8.3.4 Submitting the quiz for grading

Note that failure to submit properly will mean that your result is not released.

To submit the quiz for grading, click ‘Finish Attempt’ or click ‘Next’ on the last page of the quiz. A summary will appear that tells you if any questions have not been answered or have been flagged by you.

Click ‘Submit All and Finish’ to have your quiz scored.

8.3.5 Quiz Feedback and Results

Once you have submitted the quiz, your answers will be graded and released to the Grades section of Moodle. You will also be provided with automated feedback for each quiz question after the submission date has closed.

To access this feedback you should access the quiz through ‘Settings - Grades’. You will see the mark for the quiz. Click on the mark and you will be taken to the ‘Attempts’ page. Click on the mark again to see your answers displayed with the correct answer.
### 8.3.6 Appeals
All appeals relating to the quiz results will be subject to the standard School of Taxation and Business Law appeals process.

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#### 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.

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### 9 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.
### 10 SUGGESTED COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Wk</th>
<th>Beginning</th>
<th>Module</th>
<th>Topic</th>
<th>Events and Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>29 February</td>
<td>1</td>
<td>Introduction to corporate finance</td>
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<td></td>
<td></td>
<td></td>
<td>Financial mathematics</td>
<td></td>
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<tr>
<td>2</td>
<td>7 March</td>
<td>2</td>
<td>Financial mathematics</td>
<td>Webinar 1</td>
</tr>
<tr>
<td>3</td>
<td>14 March</td>
<td>3</td>
<td>Security valuation</td>
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<td>4</td>
<td>21 March</td>
<td>4</td>
<td>Net Present Value and other investment decision criteria</td>
<td>Webinar 2</td>
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<td></td>
<td>Online Quiz 1 available (Monday)</td>
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<td></td>
<td><strong>Mid-semester break from Friday, 25 March to Sunday, 3 April 2016</strong> (NOTE: Daylight saving ends on Sunday, 3 April 2016)</td>
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<tr>
<td>5</td>
<td>4 April</td>
<td>5</td>
<td>Capital budgeting issues</td>
<td>Assignment 1 Due</td>
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<td></td>
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<td></td>
<td>Online Quiz Submission (Monday)</td>
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<tr>
<td>6</td>
<td>11 April</td>
<td>6</td>
<td>Risk and return</td>
<td>Webinar 3</td>
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<tr>
<td>7</td>
<td>18 April</td>
<td>6</td>
<td>Risk and return</td>
<td></td>
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<tr>
<td>8</td>
<td>25 April</td>
<td>7</td>
<td>Financing</td>
<td>Webinar 4</td>
</tr>
<tr>
<td>9</td>
<td>2 May</td>
<td>7</td>
<td>Financing</td>
<td>Online Quiz 2 available (Monday)</td>
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<td></td>
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<td>8</td>
<td>Cost of capital</td>
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<tr>
<td>10</td>
<td>9 May</td>
<td>8</td>
<td>Cost of capital</td>
<td>Webinar 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assignment 2 Due</td>
</tr>
<tr>
<td>11</td>
<td>16 May</td>
<td>9</td>
<td>Capital structure and dividend policy</td>
<td>Online Quiz 2 submission (Monday)</td>
</tr>
<tr>
<td>12</td>
<td>23 May</td>
<td>9</td>
<td>Capital structure and dividend policy</td>
<td></td>
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<tr>
<td>13</td>
<td>1 June</td>
<td>--</td>
<td>Course revision</td>
<td>Webinar 6</td>
</tr>
</tbody>
</table>

**Examination period from Friday 10 June to Monday 27 June 2016**
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT FOR UNDERGRADUATE STUDENTS ONLY

11 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.

Business Undergraduate Program Learning Goals and Outcomes

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   You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.

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   You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.

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

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

5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of the ethical, social, cultural and environmental implications of business practice.
   You will be able to:
   a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
   b. Identify social and cultural implications of business situations.
12 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).

13 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.

13.1 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

13.2 Attendance

Your regular and punctual attendance at lectures and seminars and 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

13.3 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

13.4 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/

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

14 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.

Business School Policy on requests for special Consideration for Final Exams in undergraduate courses:

The lecturer-in-charge will need to be satisfied on each of the following before supporting a request for special consideration:

1. Does the medical certificate contain all relevant information? For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without this will not be valid.
2. Has the student performed satisfactorily in the other assessment items? Satisfactory performance would require at least [Fill in specific requirements for your School or course] and meeting the obligation to have attended 80% of tutorials.

3. Does the student have a history of previous applications for special consideration? A history of previous applications may preclude a student from being granted special consideration.

**Special Consideration and the Final Exam in undergraduate courses:**
Applications for special consideration in relation to the final exam are considered by a Business School Faculty panel to which lecturers-in-charge provide their recommendations for each request. If the Faculty panel grants a special consideration request, this will entitle the student to sit a supplementary examination. No other form of consideration will be granted. The following procedures will apply:

1. Supplementary exams will be scheduled centrally and will be held approximately two weeks after the formal examination period. The dates for Business School supplementary exams for Semester 1, 2016 are:
   - 12th July – exams for the School of Accounting
   - 13th July – exams for all Schools except Accounting and Economics
   - 14th July – exams for the School of Economics

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

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

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


**15 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