

Corporate Reporting ACC5CRE

Subject Learning Guide

Semester 1, 2012
Bundoora Campus

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Senior Lecturer

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1.0 Subject information at a glance

Subject coordinator:

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Enrolment requirements:**Credit points:**

Successful completion of ACC5AFM Accounting for Managers and ACC5FAS Financial Accounting Information System is recommended.

15 Credit points

Assumed entry skills and knowledge:

It is assumed that students undertaking this unit already possess a sound knowledge of basic financial accounting principles, especially the double-entry bookkeeping system.

Delivery mode and location:

The unit material is comprised of weekly:
One two-hour lecture held on Wednesday from 15:00pm -17:00pm in ELT 4,
Plus, one one-hour tutorial per week

Assessments:

Individual Assignment	15% (due 1 st June 2012 at 17:00)
Mid semester Examination	15% (18 th April 2012, Wednesday 15:00 at ELT 4)
Final Examination	<u>70%</u>
Total	<u>100%</u>

Students must achieve an overall mark of 50 or higher (out of 100), with at least 40% in the semester final examination in order to pass this subject.

Prescribed text:

Deegan C., *Australian Financial Accounting*, 6th Edition, Irwin McGraw-Hill, Australia, 2010. (This text is available for purchase from the La Trobe University bookshop).

Special study requirements:

Students with special needs whose participation in this subject might be limited by any study requirements are encouraged to consult the Equality and Diversity Centre (EDC). Further information and contact details for the EDC are available at <http://www.latrobe.edu.au/equality>

2.0 Subject description

In this subject students will build on the foundations laid in the units Accounting for Management Decisions and Financial Accounting. This subject deals with the practical and theoretical aspects of the regulatory requirements of public companies incorporated under Australian Corporations Act 2001. It considers the existing regulatory bodies within Australia and deals with the preparation of financial statements in accordance with the Corporations Act and approved accounting standards. Further topics such as income tax, corporate mergers and acquisitions and joint ventures are covered in the unit.

3.0 Learning Summary

3.1 Learning objectives

At the completion of this subject, students will be able to:

- understand the corporate reporting environment in Australia
- understand the key components of a company's annual report and be able to produce a simple set of financial statements in accordance with relevant accounting standards
- understand, evaluate and correctly apply selected accounting standards relating to income tax, asset revaluation and business combinations.
- understand the concepts and procedures involved in consolidation and be able to prepare consolidated financial statements that satisfy the legal, professional and regulatory requirements in Australia
- understand the issues surrounding, and account for equity investment and joint ventures.
- develop writing and presentation skills by submitting an individual assignment that applies an understanding of the detailed requirements of AASB standards, with particular emphasis on those dealing with the preparation of consolidated financial statements, and the financial reporting implications of income tax

3.2 Assessing the learning objectives

Learning objective 1: Understand the corporate reporting environment in Australia	
Student learning outcomes	Assessments
<ul style="list-style-type: none"> • Be able to explain the general functions of the Australian Securities and Investments Commission, the Australian Accounting Standards Board, the Australian Stock Exchange and the Australian Accounting Research Foundation • Be able to explain the general functions of the International Accounting Standards Board and its direct relevance to Australian accounting standard setting • Understand the role of an accounting standard and the process through which it is developed • Understand the purpose of conceptual framework projects and be able to define the elements of accounting and be aware of their respective recognition criteria 	Tutorial work, examination
Learning objective 2: Understand the key components of a company's annual report and be able to produce a simple set of financial statements in accordance with relevant accounting standards	
Student learning outcomes	Assessments
<ul style="list-style-type: none"> • Understand that a reporting entity is required to produce an income statement, a balance sheet, a cash flow statement and a statement of changes in equity • Understand the minimum information needs to be disclosed in those financial statements in accordance with relevant accounting standards • Be able to produce a simple set of financial statements according to a given set of financial data • Understand how to account for prior period errors and changes in accounting estimates 	Tutorial work, mid-semester test

Learning objective 3: understand, evaluate and correctly apply selected accounting standards relating to income tax, asset revaluation and business combination

Student learning outcomes	Assessments
<ul style="list-style-type: none"> • Understand that there is typically a difference between an organisation's income for accounting purposes, and its income for taxation purposes • Be able to identify some of the factors that will cause a difference between income for accounting purposes and income for taxation purposes • Understand how deferred tax assets and deferred tax liabilities arise • Understand how to account for taxation losses incurred by companies and understand how, in certain circumstances, taxation losses can lead to the recognition of assets in the form of deferred tax assets • Be able to critically evaluate the balance sheet approach to accounting for taxation and the associated asset, deferred tax asset, and liability, deferred tax liability • Understand how and when to revalue an item of assets in accordance with AASB 116 and AASB 138 • Understand how to account for goodwill or discount in business combination 	Tutorial work, assignment and examination

Learning objective 4: understand the concepts and procedures involved in consolidation. Prepare consolidated financial statements that satisfy the legal, professional and regulatory requirements in Australia

Student learning outcomes	Assessments
<ul style="list-style-type: none"> • Understand the reasons for preparing consolidated financial statements • Understand the basics involved in preparing consolidated financial statements • Understand that control, and not legal form, is the criterion for determining whether or not to consolidate an entity • Be able to explain what control means, and be able to explain what factors should be considered in determining the existence of control • Understand how and why to eliminate inter-entity transactions • Understand what minority interests represent and how minority equity interests should be calculated and disclosed within consolidated financial statements • Be able to prepare consolidation journals and use a consolidation worksheet to produce a set of consolidated financial statements 	Tutorial work, assignment and examination

Learning objective 5: understand the issues surrounding, and account for equity investment and joint ventures	
Student learning outcomes	Assessments
<ul style="list-style-type: none"> • Understand that investments in associates must be accounted for by using the equity method of accounting, and know how to apply this method of accounting • Understand that the existence of significant influence is the criterion to determine when the equity method of accounting shall be applied • Understand that joint ventures are, for accounting purposes, to be classified as jointly controlled operations, jointly controlled entities, or as involving jointly controlled assets • Be able to provide the necessary accounting entries in the books of the venturer to account for the venturer's interest in a jointly controlled operation, a joint controlled entity or an involvement of jointly controlled assets 	Tutorial work and examination
Learning objective 6: develop writing and presentation skills by requiring the submission of an individual assignment that applies an understanding of the detailed requirements of AASB standards, with particular emphasis on those dealing with the preparation of consolidated financial statements, and the financial reporting implications of income tax	
Student learning outcomes	Assessments
<ul style="list-style-type: none"> • Understand basic requirements for tax effect accounting and consolidation according to relevant accounting standards • Be able to analyse accounting information and transactions by applying those accounting standards • Be able to classify, calculate and present information correctly and complete assignments individually 	Assignment

3.3 Graduate Capabilities

ACC5CRE will provide students with the opportunity to develop a number of graduate capabilities.

Graduate Capability	How is this capability developed?	How is this capability assessed?
1. Writing	<ul style="list-style-type: none"> Written solutions to problems in tutorials Written assignment Written mid-semester test Written final examination 	<ul style="list-style-type: none"> Tutorials Assignment Mid-semester test Final examination
2. Speaking	<ul style="list-style-type: none"> Participation in discussions in tutorials Tutorial presentations 	<ul style="list-style-type: none"> Tutorials Assignment Mid-semester test Final examination
3. Enquiry / Research	<ul style="list-style-type: none"> Problem solving exercises in tutorials, assignment 	<ul style="list-style-type: none"> Tutorials Assignment
4. Critical thinking /analysis	<ul style="list-style-type: none"> Demonstration of problem solving skills in tutorials, assignment, mid-semester test and final examination 	<ul style="list-style-type: none"> Tutorials Assignment Mid-semester test Final examination
5. Creative problem solving/ synthesis	<ul style="list-style-type: none"> Demonstration of problem solving skills in tutorials, assignment, mid-semester test and final examination 	<ul style="list-style-type: none"> Tutorials Assignment Mid-semester test Final examination
6. Team work	<ul style="list-style-type: none"> Randomly selected groups of 3 to 4 students to solve problems in tutorials 	<ul style="list-style-type: none"> Tutorials
7. Information Literacy	<ul style="list-style-type: none"> Search information from textbooks, internet, newspapers and magazines Use accounting and computer softwares to finish tutorial and assignment tasks 	<ul style="list-style-type: none"> Tutorials Assignment Mid-semester test Final examination
8. Ethical awareness	<ul style="list-style-type: none"> Work independently in assignment Work collectively in tutorial discussions Emphasis on serious consequences of academic plagiarism 	<ul style="list-style-type: none"> Tutorials Assignment Mid-semester test Final examination

4.0 Teaching arrangements

4.1 Lecture and Tutorial requirements

Lecture

Students should attend one 2-hour lecture per week

The lectures will be held on:

Time: 15:00 -17:00 on Wednesday

Venue: ELT 4

Tutorials

Students should attend one 1-hour tutorial per week, if more than one tutorial is timetabled. Students should enrol in tutorials via OASIS:

https://www.latrobe.edu.au/oasis/student_login.asp

Students should only enrol in ONE tutorial per week. Tutorials are scheduled weekly as follows:

Wed	09:00AM	MAR 378
Wed	10:00 AM	SS 126
Wed	11:00 AM	ED1 401

It is the responsibility of all students to ensure they are enrolled in a tutorial by the second week of semester.

4.2 Lecture Topics and Associated Readings

Week	Date	Chapter	Topic
1	29/02/12	Ch.1, Ch 2	An overview of the Australian external reporting environment and the Conceptual Framework in Australia
2	07/03/12	Ch 4: 4.2-4.4 Ch10: 10.1-10.6 Ch 17	Company reports and disclosures 1- Balance Sheet Company reports and disclosures 2 - Income Statement and the Statement of Changes of Equity
3	14/03/12	Ch 4: 4.2-4.4 Ch10: 10.1-10.6 Ch 17, Ch 24	Company reports and disclosures 3- Other disclosure requirements
4	21/03/12	Ch 19	Accounting for income tax
5	28/03/12	Ch 19	Accounting for income tax
6	04/04/12	Ch 4: 4.6 – 4.8 Ch.6 Ch 8: 8.9	Accounting for the acquisition of assets and revaluation Accounting for goodwill
			Easter Break
7	18/04/12		Mid-Semester Examination in ELT 4, 15:00pm -16:35pm (No Lecture and Tutorials)
8	25/04/12		Anzac Day (University Closed)
9	02/05/12	Ch.28	Accounting for group structures
10	09/05/12	Ch 29	Further consolidation issues I – <i>Accounting for intragroup transactions</i>
11	16/05/12	Ch 30	Further consolidation issues II- <i>Accounting for Non-controlling interests</i>
12	23/05/12	Ch.33	Accounting for equity investments
13	30/05/12	Ch.34	Accounting for joint ventures Revision

4.3 Lecture topics, readings and review questions

Tutorial Arrangement

Tutorial week	Reading		RQ = Review Questions CQ = Challenging Questions
	Acc Stds	Text	
Week 1	Tutorials start from week 2		
Week 2 Beginning 5 th March 12	Framework AASB 101	Ch.1, Ch2	RQ: 1.1, 1.2, 1.7, 1.8, 1.9, 1.12 RQ: 2.1, 2.3, 2.5, 2.13, 2.15, 2.20. CQ: 1.21, 1.25, 2.30
Week 3 Beginning 12 th March 12	Framework AASB 101 AASB 110 AASB 1031	Ch 4: 4.2-4.4 Ch10: 10.1- 10.6 Ch 17	RQ: 4.1,4.2, 4.3, 4.5, 4.7, 4.12 RQ: 10.1, 10.2, 10.5, 10.11, 10.12 RQ: 17.1,17.2,17.3, 17.4, 17.9 CQ: 17.21
Week4 Beginning 19 th March 12	Framework AASB 101 AASB 110 AASB 1031	Ch 4: 4.2-4.4 Ch10: 10.1- 10.6 Ch 17, Ch 24	RQ: 24.1, 24.2, 24.3;24.5 RQ: 24.7 Additional question (see page 13 of Unit Learning Guide)
Week5 Beginning 26 th March 12	AASB 112	Ch 19	RQ: 19.1, 19.2, 19.3, 19.4, 19.5, 19.6, 19.8, 19.12, 19.14, 19.15, 19.16, 19.17
Week 6 Beginning 2 nd April 12	AASB 112	Ch 19	RQ: 19.7, 19.10, 19.11 19.13, 19.18, 19.19, 19.21 CQ: 19.22, 19.23
	Easter Break		
Week 7	Mid-Semester Examination in ELT 4 at 15:00pm on 18th April 2012 (No Lecture and Tutorials)		
Week 8 Beginning 23 rd April 12	Anzac Day (No Lecture and Tutorials due to university closed)		
Week 9 Beginning 30 th April 12	AASB 116 AASB 136 AASB 138	Ch 4: 4.6 – 4.8 Ch.6 Ch 8: 8.9	RQ: 4.13 CQ: 4.32, 4.34 RQ: 6.2, 6.3, 6.4, 6.7, 6.8, 6.9, 6.16 CQ: 6.25 RQ: 8.5, 8.7, 8.8, 8.9, 8.17, 8.18
Week 10 Beginning 7 th May 12	AASB 3 AASB 127 AASB 138	Ch 28	RQ: 28.1, 28.2, 28.3, 28.4, 28.6, 28.8, 28.10, 28.13, 18.20, 28.22 CQ: 28.24, 28.26, 28.27
Week 11 Beginning 14 th May 12	AASB 3 AASB 127 AASB 138	Ch 29	RQ: 29.1, 29.2, 29.3, 29.4, 29.5, 29.6 29.7 29.8, 29.9 29. 10 CQ: 29.12, 29.13
Week 12 Beginning 21 st May 12	AASB 3 AASB 127 AASB 138	Ch 30	RQ: 30.1, 30.2., 30.3, 30.4 CQ: 30.5, 30.6, 30.7, 30.8, 30. 9,30.10 30.11
Week 13 Beginning 28 th May 12	AASB 131	Ch.33	RQ: 33.1, 33.2, 33.3, 33.4, 33.6, 33.8, 33.12, 33.13 CQ: 33.16, 33.18

5.0 Assessment and Feedback

The assessment for this subject is as follows:

Assessment task	Duration	Due Date	% Allocation
Individual assignment		1 st June 2012 at 17:00	15%
Mid-semester examination	1.5 hours	18 th April 2012 at 15:00	15%
Final examination	2 hours	TBA	70%
Total			100%

5.1 Mid-semester test

The mid-semester test requires students to review and apply the material that has been explored during the subject, and gives the students the opportunity to demonstrate their understanding of both the theoretical and practical issues in financial reporting. Students will NOT be permitted to bring the Accounting Handbook into mid-semester test.

Due Date: 18th April 2012 at 15:00 in ELT 4
Mark Allocation: 15%
Composition: 10 multiple choice questions and 1 practical question
Coverage: Lecture 2 and 3 and Tutorials in week 3 and 4

5.2 Submitting your assignment

A coversheet needs to be completed and stapled to the front of each assignment that you submit. These can be found on the Faculty of Business, Economics & Law Student Portal. <http://www.latrobe.edu.au/students/fbel/index.html>

Forms:

<http://www.latrobe.edu.au/students/fbel/faculty%20resources/forms.html>

Student Services staff do not accept assignments on behalf of lecturers.

Please note that the procedure to submit your assignment does vary from campus to campus – please see details below:

Bundoora

Students will usually be required to submit their assignments to the relevant assignment box located on the second or first level of the Donald Whitehead Building. Late assignments should be placed in the Late Assignment Box, which is cleared daily.

If students need to get the assessed assignments back, you need to provide a stamped self addressed A4 envelope (unsealed) with the assignment.

5.3 Assignment format

Credit will be given in assignments which show readings from other sources. Please ensure you acknowledge the source of your article by referencing using the Harvard system. Refer to: <http://www.latrobe.edu.au/learning/referencing.html> for tips on acknowledgement, referencing and plagiarism. ***Please reference any material you***

use which is not your own. You should also refer to Faculty's Student Study Guide (available from the Faculty Office). Access to the La Trobe University online journals (see: <http://www.lib.latrobe.edu.au/>) is a useful resource.

It is your responsibility to read the Statement of Authorship (see: <http://www.latrobe.edu.au/plagiarism/authorship.html>) before attaching this document to your assignment. *Attachment of a signed Statement of Authorship form will be taken as confirmation that you have read this statement and agree with it.* Where another student's work has been copied, it will be assumed that both parties cheated and results for both assignments will be cancelled. If you allow, deliberately or negligently, another student to cheat by giving access to accounts or computers containing work which is subsequently copied from your files by that student, it will be assumed that you assisted in that cheating. **It is your responsibility to keep that work secure. Please retain a copy of your assignment.**

Avoid colloquial language and spelling, grammatical and typographical errors. Repeated errors of this kind will be penalised. Please type your assignments in 12 point font using 1.5 line spacing. Your left and right margins should be set to 3.5 cm or 1.5 inches to allow space for comments to be made by the assessor; use only one side of A4 paper. Number each page consecutively; and staple the pages in the top left hand corner. **Please do not use folders or plastic sleeves.** Assignments must follow the specified word length, although a tolerance of 10% is allowed without penalty.

5.4 Examination

The final examination is designed to test students' knowledge of financial reporting principles covered this semester. The structure of the final examination will be announced during the semester.

Final exam is two (2) hours. Students must achieve an overall mark of 50 or higher (out of 100), with at least 40% in the semester final examination in order to pass this subject.

The Accounting Handbook is **not permitted** in the examination hall.

5.5 Assessment requirements

5.5.1 Passing the subject

In order to pass this subject, students must:

- achieve at least 40% on the final examination
- achieve a minimum aggregate mark of 50% for the subject

Failure to meet these required standards will result in a fail in this subject. The final grades in the subject and in each of the assessment tasks will be allocated according to the following scale:

A	80 – 100%	B	70 – 79%	C	60 – 69%	D	50 – 59%	N	49% or less
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The following table is included to help in your understanding of what examiners look for when assessing written work; it suggests factors or qualities they look for to determine the levels of understanding and performance being demonstrated, and to differentiate between the various grades.

	A 80-100%	B 70-79%	C 60-69%	D 50-59%
Fulfilment of overall task intent	Sophisticated concepts communicated through advanced use of technique Exceeds or refines the basic task requirements.	Material presented is strongly linked to task; comprehension of task is high.	Sound conceptual development, problems encountered have been satisfactorily solved, resulting in well presented work	Broadly completed but some parts are superficially treated, misunderstood or nearly overlooked.
Use of information (including evidence and examples)	Evidence of critical or thoughtful sorting and selection. Comprehensive and accurate. Conclusions fully supported by the evidence.	Conclusions are fully supported by appropriate and well organised data. May be some minor omissions. Sources fully referenced.	Well researched with good use of material. Most information is appropriate, consistent and supportive of the conclusions drawn. Sources of information acknowledged.	Generally accurate and appropriate; some incomplete, unsupported or inconsistent information. Requires greater effort at substantiation and wider research.
Application of theories &/or concepts dealt with in the topic or subject	Creative or reflective processing of theories; understanding of how and why they are used; critical and evaluative thinking.	Critical or evaluative thinking about how concepts/theories are applied; little inaccuracy or misunderstanding.	Relevant concepts, etc. applied in a generally appropriate and thoughtful way. No major misunderstandings; logical connections between ideas; no serious omissions.	Generally very limited application; some misunderstanding or quite superficial treatment.
Structure and organisation	Structure and sequence are used effectively to help integrate ideas or support logical argument. Soundly structured throughout.	Ideas are sequenced in a logically satisfying way; connections between different themes or sections are well made.	Sequence and structure are logical and easy to follow. Introductory and concluding sections used effectively.	Well enough structured to make sense; could be better organised and more tightly focused upon the topic. Instances of irrelevance or confusion.
Use of language and adherence to academic conventions	Powerful, confident and precise use of language; mastery of style and tone. Near perfect acknowledgement of sources throughout the paper	Language use demonstrates precision and expressiveness as well as clarity. Evidence of appropriate citation of work	Language is generally sound and clear throughout. Some evidence of appropriate citation of work.	Clear enough to be understood; some confused or unclear expression. Spelling, punctuation & grammar generally satisfactory but likely to need attention. Poor referencing

5.5.2 Submission of Work after Due Date

Unless an extension is specifically granted via the *Application for Extension/Re-weighting of Assessment* form (available from <http://www.latrobe.edu.au/students/fbel/assets/downloads/2010%20Downloads/2010-flm-application-for-extension.pdf>), late work will be penalised as follows:

A piece of assessment submitted after the due date without prior approval will be subject to a penalty. The penalty will be 10% of the assessment mark per day up to a maximum of 3 days (whether week days, part days, weekends or public holidays or combinations thereof) after the due date. Work submitted after 3 days will be returned un-assessed.

Students seeking extended time for submitting work must apply to the subject coordinator no less than 48 hours prior to the submission date. An application for extended time should be made using the 'Application for Extension or Re-Weighting of Assessment' form available from the Student Services Officer at your campus:

or at

<http://www.latrobe.edu.au/students/fbel/assets/downloads/2010%20Downloads/2010-flm-application-for-extension.pdf>.

The form must include all circumstances pertaining to the requirement for additional time and supporting documentation (e.g. medical certificates) should be attached. Upon completion the form should be submitted directly to the subject coordinator. The subject coordinator will review the application within 24 hours of submission and inform the student of the outcome by completing the second part of the form. Where extended time is granted, a copy of the form should be attached to the assignment upon submission.

All appeals against a decision regarding an extension of time should be made in writing to the Head of School, within 24 hours of that decision.

5.5.3 Missing the Mid-Semester Test

In rare and extenuating circumstances a student may not be able to sit the mid-semester test because of illness or misadventure. In such circumstances the student should apply to have their grades re-weighted using the 'Application for Extension or Re-Weighting of Assessment' form available from Student Service Office at your campus. The form must include all circumstances appertaining to the test and supporting documentation (eg medical certificates) should be attached. Students should submit the form immediately upon the resumption of study. The subject coordinator will review the application within 24 hours of submission and inform the student of the outcome by completing the second part of the form. Where a re-weighting of marks is granted, the value of the final examination will be increased to account for the marks originally assigned to the mid-semester test.

5.5.4 Final Examination

Final examinations have been assigned specific dates and venues for completion. These details are released on the campus website. No alternative times or extensions are available for final examinations. Students who do not sit for final examination at the scheduled time will be awarded a mark of zero.

In rare and extenuating circumstances a student may not be able to sit a final exam because of illness or misadventure. If you miss the final examination, you must lodge an application for special consideration within 72 hours of the test or examination time. You should also explain your circumstances to the subject coordinator. A special consideration form can be found via link provided

<http://www.latrobe.edu.au/lawman/currentstudents/assets/downloads/2010-flm-application-special-consideration-form.pdf>

and it is usual to include a doctor's certificate or supporting evidence with this form.

5.5.5 FBEL Policy on Review and Re-Marking of Academic Work

Information regarding the process can be found at the link below:

<http://www.latrobe.edu.au/lawman/currentstudents/faculty/administration/re-marking-policy.html>

5.6 Special circumstance processes

5.6.1 Special Consideration

Special Consideration is an equity measure to ensure that the assessment of students takes account of temporary adverse circumstances that impact negatively on individual students' ability to demonstrate their learning achievements in an assessed task.

Students who consider that their performance in an assessed task was adversely affected by compelling or compassionate circumstances may apply to the University for Special Consideration. It is not a substitute for knowledge or skills you should have learned and because of this you will not be granted special consideration for your performance throughout a semester.

IMPORTANT NOTE

- An application for special consideration does not guarantee that you will be granted a special examination or an adjustment to your results. The Committee reviews each application on an individual basis.
- In most cases, you will NOT be given a second opportunity to sit an examination as a result of an application for special consideration. The Committee only approves second examinations in extraordinary cases.
- If you do not submit your application on the Faculty of Law and Management's Application for Special Consideration form then your application will not be considered.
- If your application does not contain all of the information requested and the required supporting documentation then your application will not be considered.
- If your application is not submitted within the required time frame after the due date of the assessed task then your application will not be considered.

Applications for special consideration will be considered by a Faculty Committee comprised of academic staff members. Once the Committee has assessed your application, your subject co-ordinator will be notified of the results of the application. The decisions of the Special Consideration Committee are final and cannot be changed by Subject Co-ordinators. Please do not contact Subject Co-ordinators regarding the outcome of special consideration applications.

If you have queries about the Committee's decisions, you should submit those queries in writing to the Committee's email address: FBEL@latrobe.edu.au.

All inquiries should be submitted not later than 14 days after the release of final results.

Who should apply for special consideration?

- A student who is unable to sit an examination due to illness or other cause.
- A student who considers that his or her performance in an assessed task has been adversely affected by illness or other cause immediately prior to the due date of the assessed task.
- Requests for special consideration must be for serious circumstances beyond the control of the student and will usually fall within the following causes:
 - Serious illness or psychological condition – e.g. hospital admission, serious injury, severe illness, severe anxiety, or depression (not on-going conditions)
 - Loss or bereavement – e.g. death of a close family member
 - Hardship/trauma – e.g. victim of crime, sudden loss of income or employment, family relationship breakdown, severe disruption to domestic arrangements.

When should you apply for special consideration?

Applications should be submitted to the local Student Administration Office of the University not later than seventy-two hours after the due date of the assessed task.

What outcomes are possible?

Applications will be assessed and will be assigned one of the following outcomes:

- reschedule an Assessment Task; or
- set a substitute Assessment Task; or
- allow extra time to complete an Assessment Task; or
- award a reasonable adjustment of mark for the Assessment Task or subject for which special consideration is sought; or
- recommend that the Chief Examiners offer a formal Special Examination; or
- decide that there are insufficient grounds for the award of special consideration.

How should you make application for special consideration?

You must obtain a copy of the official Faculty of Business, Economics & Law Application for Special Consideration form from the following website:

<http://www.latrobe.edu.au/students/exams/documents/Application-for-Special-Consideration-FLM.pdf>

- All of the information requested on the form must be filled out.
- You must supply evidence of the reason you are applying for special consideration. For example, if it is medically related you must have a registered medical practitioner fill out the section in the Application Form and sign it. Medical certificates must be completed by a registered medical practitioner. The best way to ensure that this is the case is to ensure the certificate includes a Medicare Provider Number. (This is normally a 5 or 6-digit number followed by 2 letters). Certificates that do not include a Provider Number will not be accepted. The medical certificate must state that in the medical practitioner's opinion you were or will be unfit to attend an assessment task or have been or will be adversely affected by illness. Medical certificates in which the medical practitioner reports that you claim to be unwell will not be accepted. The medical certificate must cover the date on which the assessment is held.
- If you are unable to complete an assessment component or your study is adversely affected due to a non-medical reason, you are encouraged to provide as much documentary evidence as you can to support your application. This should be objective evidence from an independent source. Documentation may include a death notice or certificate, a police report, a letter from an employer, a current letter from La Trobe Counselling Services or La Trobe Equality and Diversity Centre. If you have questions or concerns about documentation, see Student Administration on your campus for advice. Students can contact the Committee: FBEL@latrobe.edu.au with queries about documentation.
- You must lodge the special consideration form and the supporting documentation to Student Administration at your campus.

How will you know the outcome of your application?

The Committee's decisions are emailed to your University email address. Please check your email for outcomes.

The following circumstances are not normally matters covered by special consideration:

- If you need support because of a disability, mental health issue, or ongoing medical condition, this is not normally a matter for special consideration. For this type of long-term assistance, contact the Equality and Diversity Centre on your campus as soon as you become aware of the need for assistance and as early in the semester as possible.
- If you have timetable clashes, exams scheduled close together, or more than the usual number of exams because you have been allowed to overload your enrolment, you will not be eligible for special consideration.
- Special consideration will not be granted to accommodate travel plans, attendance at social events such as weddings, visits with relatives/friends or any discretionary activities.
- Special consideration will not be granted because of avoidable issues related to visa requirements.

- Special consideration will not be granted for extensions. You should use the Application for Extension/Reweight of Assessment form available from Student Services Office.

<http://www.latrobe.edu.au/lawman/currentstudents/faculty/administration/special-consideration.html>

5.6.2 What is Academic Plagiarism?

The following warning is issued by the University (*Undergraduate Course Handbook: 2012*). You can access the Handbook at:

<http://www.latrobe.edu.au/handbook/index.htm>

“One form of academic cheating is plagiarism: the reproduction of someone else’s words, ideas or findings and presenting them as one’s own without proper acknowledgment. There are many forms of plagiarism, including the following:

direct copying of sentences, paragraphs or other extracts from someone else’s published work (including on the Internet and in software) without acknowledging the source

paraphrasing someone else’s words without acknowledging the source

using facts and information derived from a source without acknowledging it

using ideas directly derived from an identifiable author without acknowledging the source

producing assignments which should be the student’s own, independent work in collaboration with and/or using the work of other people (e.g. a student or tutor).”

Plagiarism and copying the work of other students are forms of cheating and will be treated accordingly. Students found guilty of academic misconduct may receive penalties ranging from a requirement to participate in academic counselling or a reduction in marks for an individual piece of assessment for minor cases, through to suspension from your course in serious cases or repeat offences.

To ensure that you are not guilty of plagiarism you must, in all your written assignments, declare all sources from which you have obtained materials or ideas.

STUDENTS ARE ADVISED TO FAMILIARISE THEMSELVES WITH THE RULES CONCERNING ACADEMIC MISCONDUCT

Further explanations for ‘academic misconduct’ and for ‘plagiarism’ are available at:

<http://www.latrobe.edu.au/learning/integrity.html>.

5.6.3 Academic Language and Learning (ALL) Unit

The Academic Language and Learning (ALL) unit works closely with teaching staff in all Faculties and campuses to ensure that all La Trobe students – including those from non-English-speaking backgrounds – develop high-level academic speaking, writing, reading, and numeracy skills required for successful learning in their courses. To achieve those ends, the ALL Unit staff: collaborate on course and subject design; advise on teaching and learning strategies; teach/co-teach special undergraduate and postgraduate subjects, tutorials and workshops; and provide professional development for staff.

If you would like help with writing and research skills and your assignments please contact the Faculty Academic Language and Learning team at the following email address allu.fbel@latrobe.edu.au.

5.6.4 Student Feedback on Subjects Survey

The *Student Feedback on Subjects Survey* is part of the quality assurance process that occurs across the university. In this survey you are invited to tell us about your learning experiences in this subject. We want you to tell us of your experience in this subject. Your views will be taken seriously and will assist us to enhance this subject for the next group of students. Your feedback will also contribute to the text for 'Summary of Previous Student Feedback' in the 'Subject at a Glance' section above so please take the time to tell us your views. The surveys are anonymous and will be distributed 1-3 weeks prior to the end of the teaching period.

6.0 Learning resources

6.1 Prescribed and recommended texts

Deegan C., *Australian Financial Accounting*, 6th Edition, Irwin McGraw-Hill, Australia, 2010.

6.2 Additional Readings

Other readings for this subject will be made available through the La Trobe University Library:

The CPA Australia, *Accounting Handbook* 2012, Prentice Hall, Australia.

(Students may decide to register as a student member of either the CPA Australia or ICAA. One advantage of joining either of these bodies is that the accounting Handbook may be purchased at a reduced price).

Leo, K.J., Hoggett, J.R., Sweeting, J., (2012) *Company Accounting in Australia*. 9th Edition. John Wiley & Sons Australia, Ltd.

Eddey, P., Arthur. N., and Knapp. J., (2001) *Accounting for Corporate Combinations and Associations*. 5 ed. Sydney: Prentice Hall.

Australian Corporations & Securities Legislation (latest version) North Ryde: CCH.

Picker, R, Leo, K., Loftus. J., Clark. K., Wise. V., and Dyki. M., (2009) *Australian Accounting Standards*, Second Edition, JohnWiley & Sons Australia, Ltd.

6.3 The Learning Management System (LMS)

This subject has a LMS site where you will find ACC5CRE Corporate Reporting

The LMS can be accessed at: <https://www.latrobe.edu.au/lms/login/> by using your Username and Password provided to you on your *Statement of Account*. If you are having trouble accessing the LMS or want to find out more about LMS, please see the website at: <http://www.latrobe.edu.au/studentlmsinfo/moodle/index.html>

6.4 Library

The Library has many valuable physical and online learning resources that can help you with your study. On campus students should get to know the physical Library environment by going on a Library Tour. All students should get familiar with the Library website where online resources include:

- LibGuides [<http://latrobe.libguides.com/index.php>] – providing specific discipline and subject guides;
- LibSkills [<http://latrobe.libguides.com/libskills>] – to teach you library research and information literacy skills;
- LibChat [<http://www.lib.latrobe.edu.au/>] - a library discussion forum allowing you to chat with a Librarian;
- Academic Referencing Modules [<http://latrobe.libguides.com/referencingmodules>] – to assist you to understand specific referencing styles;
- Academic Referencing Tool [<http://www.lib.latrobe.edu.au/referencingtool/non-flash/index.php>] – providing detailed referencing examples; and,
- Assignment Calculator [<http://www.lib.latrobe.edu.au/calculator/index.php>] – to assist you in time managing your assignments and submitting on time.