

# UNSW Business School School of Taxation & Business Law

## TABL3791 INTERNATIONAL BUSINESS LAW

**Course Outline Semester 1, 2017** 

**Part A: Course-Specific Information** 

Part B: Key Policies, Student Responsibilities

and Support



### **Table of Contents**

PART A: COURSE-SPECIFIC INFORMATION	<u> </u>
1 STAFF CONTACT DETAILS	1
2 COURSE DETAILS	1
<ul><li>2.1 Teaching Times and Locations</li><li>2.2 Units of Credit</li><li>2.3 Summary of Course</li><li>2.4 Course Aims</li><li>2.5 Student Learning Outcomes</li></ul>	1 1 1 2 2
3 LEARNING AND TEACHING ACTIVITIES	4
<ul><li>3.1 Approach to Learning and Teaching in the Course</li><li>3.2 Learning Activities and Teaching Strategies</li></ul>	4 4
4 ASSESSMENT	5
4.1 Formal Requirements 4.2 Assessment Details 4.3 Assessment Format	5 6 6
5 COURSE RESOURCES	7
6 COURSE EVALUATION AND DEVELOPMENT	8
7 COURSE SCHEDULE	9
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPO	RT 10
8 PROGRAM LEARNING GOALS AND OUTCOMES	10
9 ACADEMIC HONESTY AND PLAGIARISM	11
10 STUDENT RESPONSIBILITIES AND CONDUCT	11
<ul> <li>10.1 Workload</li> <li>10.2 Attendance</li> <li>10.3 General Conduct and Behaviour</li> <li>10.4 Health and Safety</li> <li>10.5 Keeping Informed</li> </ul>	11 11 11 12 12
11 SPECIAL CONSIDERATION	12
12 STUDENT RESOURCES AND SUPPORT	13
13 APPENDIX - STYLE GUIDE AND WRITTEN SUBMISSION GUIDELINES	15
RESEARCH ASSIGNMENT COVERSHEET	17



### PART A: COURSE-SPECIFIC INFORMATION

### 1 STAFF CONTACT DETAILS

Lecturers	Room Number	Telephone	Fax	Email
Bill Butcher	Quad 2054B	9385-3256	9313-6658	b.butcher@unsw.edu.au
(Lecturer-in-charge)				
Rob Nicholls	Quad 2062	9385-3251	9313-6658	r.nicholls@unsw.edu.au

### 1.1 Communication with Staff

Bill Butcher's consultation times are 11:00am – 1:00pm on Wednesdays.

Rob Nicholls' consultations are by appointment on Tuesdays, Wednesdays and Thursdays.

When you contact staff by email please:

- Use your university email address
- Specify the course TABL3791 as your lecturer may be teaching more than one course.
- Sign off by using your name

### **2 COURSE DETAILS**

### 2.1 Teaching Times and Locations

Day	Time	Location
Monday	2:00pm-4:00pm	Rupert Myers Theatre
Monday	4:00pm – 5:00pm	BUS 220, Business School Building

### 2.2 Units of Credit

The course is worth 6 units of credit.

### 2.3 Summary of Course

Law is a critical factor in commerce. In any business decision fundamental legal questions may arise about the potential liabilities of the parties, the rights that the parties have and how the business or transaction should be organised. In the context of international business, domestic law often applies but so do specifically international legal principles. This subject introduces the background to international business law, discusses the legal framework of international business regulation; and examines areas of law particularly relevant to the conduct of international business, including the law of



contract, finance, competition law, alternative business structures, the protection of intellectual property, and international dispute resolution.

### 2.4 Course Aims

The aims of this course are to develop your understanding of the structure and key elements of the law governing international business and for you to apply this knowledge to recognising and addressing legal problems in the area. It will also give you some practical tools to prevent legal problems arising and to deal with those that do.

### 2.5 Student Learning Outcomes

By the end of this course, you should be able to:

- 1. Identify legal issues that arise in international business situations.
- 2. Analyse legal issues relating to international business in a logical and structured way (i.e. identify problems, research relevant sources, propose an outcome and identify possible challenges to the proposed outcome).
- 3. Construct written arguments relevant to legal problems that commonly arise in international business.
- 4. Accurately diagnose legal issues that can arise in international business and source and apply the relevant law.
- 5. Operate both independently and collaboratively to understand and solve legal problems in international business.

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

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate 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 Undergraduate Program Learning Goals and Outcomes, see Part B of the course outline.



### **Business Undergraduate Program Learning Goals and Outcomes**

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.

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.

- **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.

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):

		gram Learning Goals and Outcomes	Course Learning Outcomes	Course Assessment Item	
This course helps you to achieve the following learning goals for all Business undergraduate students:		o achieve the ving learning for all Business rgraduate	On successful completion of the course, you should be able to:	This learning outcome will be assessed in the following items:	
	1	Knowledge	Identify legal issues that arise in international commercial situations	<ul><li>Tutorial Problems</li><li>Assignment</li><li>Mid-session and Final Exam</li></ul>	



2	Critical thinking and problem solving	Analyse legal issues in a logical and structured way, including by identifying problems, researching relevant sources, proposing an outcome and identifying possible challenges to the proposed outcome	•	Tutorial Problems Assignment Mid-session and Final Exam
3a	Written communication	Construct written work which is logically and professionally presented.	•	Tutorial Problems Assignments Final Exam
3b	Oral communication	Communicate ideas in a succinct and clear manner.	•	Class presentations on a current issue in international business law but not specifically assessed
4	Teamwork	Work collaboratively to complete a task.	•	Part of in-class activities but not specifically assessed
5a.	Ethical, environmental and sustainability responsibility	Identify and assess ethical, environmental and sustainability considerations in legal problems.	•	Not specifically assessed in this course
5b.	Social and cultural awareness	Identify and assess social and cultural considerations in legal problems.	•	Not specifically assessed in this course

### 3 LEARNING AND TEACHING ACTIVITIES

### 3.1 Approach to Learning and Teaching in the Course

This course is conducted with the aim of promoting student-centred learning.

This aim will be achieved by requiring students to engage with the topics presented in the course through set weekly readings and, as required, independent research.

While the assessment in this course is designed to test students' knowledge of the key principles that establish the framework of common international business transactions, an important focus of the assessment regime is to test how well students can <u>apply</u> legal principles and practices in a realistic commercial context.

### 3.2 Learning Activities and Teaching Strategies

This course involves three hours of teaching time per week

**Lectures** are a critical part of your learning in this course. However, you should keep in mind that they do not substitute or summarise the prescribed readings. The **readings** and **case studies** are an essential element of the course, both in terms of preparing you for the classes and for achieving sufficient depth of knowledge. If you fail to read the



material, or to complete the case studies before class, you will derive much less benefit from the classes. The classes are very carefully prepared to complement your own preparation, not to replace it. It is your responsibility to play an *active* part in your learning. This entails *preparation* before class, *review* of your notes after class, and *asking questions* on any aspect you are uncertain about.

Each class will include a tutorial component dedicated to discussion of case studies. The material to be discussed in the seminar will have been dealt with in the lecture in the previous week. This enables you to have the benefit of a lecture before approaching the case studies. **All students must** prepare a written answer and be ready to discuss the case studies in class.

No written suggested answers will be provided for the case studies. It is vital to your learning of the material and in developing skills in applying the law to given situations that you prepare your own answers and analyse them in the light of the class discussion. The class discussion will be sufficiently structured and methodical that you should obtain a clear understanding without the need for a potentially distracting written suggested answer. If any points remain unclear, you are of course welcome to discuss them with the lecturer.

This course assumes no existing knowledge of the topics to be covered during the session.

### 4 ASSESSMENT

### 4.1 Formal Requirements

In order to pass this course, you must:

- achieve a composite mark of at least 50; and
- make a satisfactory attempt at all assessment tasks (see below).



#### 4.2 Assessment Details

Task	Assessment		Due Word		% of Marks
No.	Task				
Α	Online quiz		In class on	N/A	5%
			27 March		
В	Mid-session		2:10pm – 2.50 pm	N/A	15%
	Exam		on Monday 10 April		
		Class 6 pm on Friday 26 Participation May on a Wiki	6 nm on Friday 26	200-word	
			on May on a Wiki advo	advocacy	10%
		1 articipation		piece	
	Participation	Forum contribution A	2 pm on Monday in each of Weeks 7 to 12	About 100	
С				words per	
				week for 5	
				weeks	10%
			6 pm on Friday 26	Reflective	
				piece of	
		В	May on Turnitin	300 words	
D	Final Exam		TBA	N/A	60%
Total					100%

### 4.3 Assessment Format

### **Quiz - 5%**

In Week 5 there will be a five question quiz on the material covered in Weeks 1 - 4. The quiz will be on Moodle and students will only be able to take the quiz during lecture time. Each student will need to bring a device to class which can be used with Moodle.

### Mid-session Exam – 15%

- The examination will consist of 15 short answer questions. It is a closed book exam
- The lecture will follow the exam and will run from 3.00pm 5.00pm.

### **Participation**

For each of five weeks there will be a question for discussion by the whole class. Each student is expected to contribute to that discussion. The discussion for each week will be on a forum on Moodle. A rubric for contributions will be provided on Moodle. Students will be asked to reflect on their forum contributions by selecting their best contribution and supporting this with a 300-word reflective piece to be submitted in Week 12. The maximum mark available will be 10% times the number of forum posts divided by five.

Students will work in groups to address business case studies concerned with international business law. At times these will be small groups (about one sixth of the total class size) and at other times this will be as the whole class. Students will be asked to recommend a mark and to support that recommendation with a 200-word advocacy piece to be submitted in Week 12. There will be no marks for missed sessions. That is,



the mark awarded will be scaled by the proportion of sessions attended in Weeks 7 to 12.

### Final Examination - 60%

- The final exam will be three hours, plus reading time.
- The exam will cover all topics discussed in both the lectures and readings.
- The exam will be closed book.

### **Quality Assurance**

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

### 5 COURSE RESOURCES

### Prescribed text:

John Mo, International Commercial Law, 6th ed., LexisNexis, Sydney, 2015.

### Additional texts:

In addition to the prescribed text, the following text books are useful source materials which provide a good introduction to certain areas dealt with in the course:

### General

- Poh-Ling Tan (ed.,) Asian Legal Systems, Butterworths,
- G Hill, International Business: Competing in the Global Marketplace, McGraw-Hill Inc.

### International Business Law

- Moens G & Gillies P, International Trade and Business Law, Policy and Ethics Routledge-Cavendish Publishing, Sydney,
- Mercurio, Trakman, Kolsky Lewis, Zeller, International Business Law, Oxford University Press, Melbourne.
- Schaffer, Agusti, Earle, International Business Law and its Environment, Cengage Learning, Mason, Ohio.
- Chuah, Law of International Trade, Sweet & Maxwell, London.
- C M Schmitthoff, Schmitthoff's Export Trade: The Law and Practice of Internationa Trade, Sweet & Maxwell, London.
- S Fisher & D Fisher, Export Best Practice: Commercial and Legal Aspects, The Federation Press.

### Public International Law



- I A Shearer, Starke's International Law, Butterworths.
- H Reicher, Public International Law: Cases and Materials, Law Book Company.

### Private International Law

- D J Harris, Cases and Materials in International Law, Sweet & Maxwell.
- P E Nygh, Conflict of Laws in Australia, Butterworths.

#### **Electronic Databases:**

The UNSW library subscribes to several electronic databases. The UNSW library database can be accessed at: <a href="http://guides.lib.unsw.adfa.edu.au/az.php">http://guides.lib.unsw.adfa.edu.au/az.php</a>

The website for this course is on Moodle at: https://moodle.telt.unsw.edu.au/login/index.php

### 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 myExperience survey is one of the ways in which student evaluative feedback is gathered. In this course we will seek your feedback through your myExperience responses and students are also most welcome to provide feedback at any time during the session. Feedback from previous students indicated a desire for greater use of practical examples. As a result of this feedback, increased focus has been placed on discussion of real world scenarios.



### **7 COURSE SCHEDULE**

	7	·		
Week 1	27 February	Introduction and Overview		
Week 2	6 March	The Legal Framework for International Business		
Week 3	13 March	International Sale of Goods I		
Week 4	20 March	International Sale of Goods II		
Week 5	27 March	International Sale of Goods III		
Week 6	3 April	International Trade Finance I		
Week 7	10 April	International Trade Finance II		
	14 April – 23 April: Mid-Semester Break			
Week 8	24 April	WTO and State-based International Trade Agreements		
Week 9	1 May	Non-state Based International Organisations		
Week 10	8 May	Using treaties and agreements in business strategy and dispute resolution		
Week 11	15 May	Anatomy of an international business opportunity: the TPP		
Week 12	22 May	Competition Law in International Business Transactions		

### PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

### 8 PROGRAM LEARNING GOALS AND OUTCOMES

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

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

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

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

### **Business Undergraduate Program Learning Goals and Outcomes**

### 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.

### 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.

### **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.

### 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: <a href="https://student.unsw.edu.au/plagiarism">https://student.unsw.edu.au/plagiarism</a> as well as the guidelines in the online ELISE tutorials for all new UNSW students: <a href="https://subjectguides.library.unsw.edu.au/elise">http://subjectguides.library.unsw.edu.au/elise</a>

To see if you understand plagiarism, do this short quiz: <a href="https://student.unsw.edu.au/plagiarism-quiz">https://student.unsw.edu.au/plagiarism-quiz</a>

### 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: <a href="https://student.unsw.edu.au/attendance">https://student.unsw.edu.au/attendance</a>

### 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: <a href="https://student.unsw.edu.au/conduct">https://student.unsw.edu.au/conduct</a>

### 10.4 Health and Safety

UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see <a href="http://www.ohs.unsw.edu.au/">http://www.ohs.unsw.edu.au/</a>.

### 10.5 Keeping Informed

You should take note of all announcements made in lectures, tutorials or on the course web site. From time to time, the University will send important announcements to your university email 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

For UG and PG courses:

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 <u>Professional Authority form (pdf download here)</u> 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 Protocol on requests for Special Consideration for Final Exams:

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 a satisfactory attempt at all assessment tasks due to date <u>and</u> meeting the obligation to have attended 80% of classes.
- 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 and postgraduate 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, 2017 are:

Tuesday 11 July 2017

Wednesday 12 July 2017

Exams for the School of Accounting, Marketing

Exams for the School of Banking and Finance,

Management, Risk and Actuarial Studies

Exams for the School of Economics, Taxation and

Business Law, Information Systems

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. Absence from a supplementary exam without prior notification does not entitle the student to have the original exam paper marked, and may result in a zero mark for the final exam.

The Supplementary Exam Protocol for Business School students is available at: <a href="http://www.business.unsw.edu.au/suppexamprotocol">http://www.business.unsw.edu.au/suppexamprotocol</a>

### Special consideration and assessments other than the Final Exam in undergraduate courses:

In respect of special consideration requests for assessments OTHER THAN THE FINAL EXAM, students should contact the Lecturer-in-Charge.

### 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 offers 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 7577 or 9385 4508; 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: <a href="https://student.unsw.edu.au/moodle-support">https://student.unsw.edu.au/moodle-support</a>. For technical support, email: <a href="mailto:itservicecentre@unsw.edu.au">itservicecentre@unsw.edu.au</a>; 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 services and facilities for students

https://www.library.unsw.edu.au/study/services-for-students

### • IT Service Centre:

https://www.it.unsw.edu.au/students/index.html

Provides technical support to troubleshoot problems with logging into websites, downloading documents, etc. Office: UNSW Library Annexe (Ground floor). Phone: 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; Email: counselling@unsw.edu.au

### • Disability Support Services

https://student.unsw.edu.au/disability

Provides assistance to students who are trying to manage the demands of university as well as a health condition, learning disability or have personal circumstances that are having an impact on their studies. Office: Ground Floor, John Goodsell Building; Phone: 9385 4734; Email: disabilities@unsw.edu.au



### 13 APPENDIX - Style Guide and Written Submission Guidelines

#### General

- 1. A written coversheet must be attached to the Research Assignment. The form of cover sheet is on the last page of this Course Outline.
- 2. The Research Assignment has a maximum word limit of 2000 words. A word count must be recorded on the cover sheet. Written answers must be kept to the prescribed word limit. A word limit does not include footnotes or bibliography. If material submitted exceeds the prescribed limit the marker may require you to revise and edit the work to the prescribed requirements, and/or stop marking at the word limit.
- 3. You MUST also keep a hard copy all of your written papers.
- 4. A margin of at least 2.5 cm should be left along the left hand side of each page.
- 5. Written answer papers must be either clearly written or typed. Typing should be double spaced, no smaller than 12 point font and on one side of the page only.
- 6. The preferred binding of the written answer is a single staple in the top left hand corner. No other binding is required. Written answers presented in any other form of binding may be removed from that binding to facilitate marking. In such circumstances the additional binding will not be returned to you.
- 7. Computer or printer failure is not an acceptable special circumstance for an extension of time. You are expected to make back-up copies of your written answer and have contingency plans for any potential printing problems.

### Footnotes, Quoting and Copying

- 1. Footnotes allow the reader to quickly and easily find the exact place in the source material to which the footnote refers.
- 2. In the course of the written answer you will need to cite relevant authorities. These may be a case precedent, the views of an author, a piece of legislation or an article. The source of the proposition or idea that is used must be acknowledged. For example, you do not quote the opening page of a website if your quotation comes from another page. You must quote the exact, complete, location of the page on the web where you found the material.
- 3. All sources must be acknowledged by a footnote at the foot of the page where:
  - a) the source is being directly quoted;
  - b) an argument or proposition in that source is being paraphrased;
  - the source is being used as authority to support a student's proposition or argument;

Footnotes that represent digressions from the main argument should be kept to a minimum.

### **Bibliography**



For the Research Assignment, all texts, articles and other sources you use in the preparation of your work should be listed in a bibliography at the end of the written answer.

### **Referencing Books**

1. Books should be cited as per the following example:

John Mo, *International Commercial Law*, LexisNexis, Sydney, 5th ed. 2013 [insert page or paragraph number])

2. If the text is discussing a case then the reference should be:

Esanda Finance Corporation Ltd v Peat Marwick Hungerfords (1997) 188 CLR 241 as cited in Paul Latimer Australian Business Law (CCH Australia, 30<sup>th</sup> ed, 2011 [insert page number])

### Cases

1. Cases should be cited as per the following example:

Esanda Finance Corporation Ltd v Peat Marwick Hungerfords (1997) 188 CLR 241

2. If citing a particular judge you should reference it as

Esanda Finance Corporation Ltd v Peat Marwick Hungerfords (1997) 188 CLR 241, [insert page number], [if applicable, insert judge name in brackets]

### Legislation

Acts should be cited as follows:

- 1. Competition and Consumer Act 2010 (Cth) [insert section number]
- 2. Sale of Goods (Vienna Convention) Act 1986 (NSW) [insert section number]

### Websites

1. If you want to reference discussion from a database like CCH or LexisNexis Online it should be cited as per the following example:

CCH Australian *Trade Practices Law Reporter* at [insert paragraph number]

2. If the commentary talks about a case then the reference should be cited as follows:

Power Curber International Ltd v National Bank of Kuwait SAK [1981] 1 WLR 1233 at [insert page or paragraph number]





### **UNSW Business School**

## School of Taxation & Business Law

### TABL3791 – INTERNATIONAL BUSINESS LAW RESEARCH ASSIGNMENT COVERSHEET

- 1. Please staple this coversheet to the front of your submitted work.
- 2. Fill in <u>all</u> the details in the following box:

First Name: Family Name:
First Name: Family Name:  Must be your officially enrolled name, not a nickname
Student Number:
Word Count (for submitted work):
Acknowledgement:
I confirm that this is my own work and not the work of others:
Student Signature:
Marker's Use Only
Grade:
Marker's Feedback:

