

TABL1710
BUSINESS AND THE LAW

Course Outline
Semester 1, 2017

Part A: Course-Specific Information

Part B: Key Policies, Student Responsibilities and Support

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PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

Position	Name	Email	Consultation Hours
Lecturer-in-Charge	Ms Shirley Carlon	s.carlon@unsw.edu.au	Tuesdays 1 to 2pm or by appointment
Lecturers	Professor Jenny Buchan Professor Pamela Hanrahan Professor Michael Walpole	jm.buchan@unsw.edu.au p.hanrahan@unsw.edu.au m.walpole@unsw.edu.au	By appointment

Tutors will provide students with their contact details in the first tutorial class.

1.1 Communication with staff

In the first instance, students should consult with their own allocated tutor.

Students may also refer questions to the Lecturer-in-Charge. Students will also be able to consult with staff during their official face-to-face consultation hours in weeks 3, 6, 7, 12 or 13 (see Tutorial Program for details) or can make contact with their tutor by email to make an appointment for an alternative time.

Students may contact staff by email using their official university email address. Please write "TABL 1710" in the Subject line of the email as staff usually teach in more than one course and identifying the course helps staff answer any questions.

Students should note however, that email is not an appropriate medium for learning and emails to staff should be limited to short questions that can be answered briefly, and as far as possible with a yes/no answer. **Do not expect staff to reply to emails that request extensive or substantive answers. Such questions should be directed to staff during tutorials or consultation hours.**

Do not expect a response to a question that can be answered by reading this course outline, the tutorial guide or other information posted on Moodle.

1.2 Course website

This course has a website on Moodle. You can log on at <https://moodle.telt.unsw.edu.au/login/index.php>. You should check the site regularly. You should also check your UNSW emails regularly.

2 COURSE DETAILS

2.1 Teaching times and locations

Two lecture streams are available in this course. Students must attend EITHER one of the streams, in accordance with their enrolment.

DAY	TIME	LOCATION
Tuesday	4pm to 6pm	Ritchie Theatre, John Niland Scientia
Wednesday	3pm to 5pm	Science Theatre

NOTE: Tutorials start in Week 2 (to Week 13 inclusive).

2.2 Units of credit

The course is worth 6 units of credit.

2.3 Summary of course

TABL 1710 Business and the Law is the foundation course offered by the School of Taxation and Business Law. There are no pre-requisites for this course.

This course focuses on the Australian legal system. In particular, the course considers the different sources of law and the different systems of law; the Commonwealth Constitution and Commonwealth/State relations; the role of Parliament in making statute law; the Australian court system and the role of the judiciary in making “case law”; and the role of the executive (government). Areas of substantive law relevant to commerce and business dealings that are examined in detail include contract law, tort law (with particular reference to negligence), property law, consumer law and competition law.

NOTE: STUDENTS ENROLLED IN THE UNSW COMBINED COMMERCE / LAW (BCom/LLB) PROGRAM ARE NOT PERMITTED TO ENROL IN THIS COURSE

2.4 Course aims and relationship to other courses

This course is important for anyone interested in pursuing a career in business. It will provide students with an understanding of the relationship of the law to business. Particular emphasis will be given to understanding legal reasoning and argument. This course will also introduce students to the legal method of writing, analysis and research. In addition, the knowledge and skills developed in this course will be essential for successful study of other business law or taxation courses for those students who are interested in undertaking other courses offered by the School of Taxation and Business Law.

The following topics are also relevant to other courses offered by the School of Taxation and Business Law.

TABL 1710 Topic	Course Name	Course Number
Contract Law	Business Law in Action	TABL 2721
	Business Entities	TABL 2741
	Business Taxation	TABL 2751
	Law of Banking and Finance	TABL 3761
	International Business Law	TABL 3791
Consumer Protection	Marketing and Distribution Law	TABL 2731
	Franchising	TABL 2732
	Business Entities	TABL 2741
	Business Law in Action	TABL 2721
Competition Law	Marketing and Distribution Law	TABL 2731
	Franchising	TABL 2732
	Business Entities	TABL 2741
	Business Law in Action	TABL 2721
	International Business Law	TABL 3791
Property Law	Franchising	TABL 2732
	Business Taxation	TABL 2751
	Real Property Law	TABL 2792
	International Franchise Law	TABL 3732
	Intellectual Property for Business	TABL 3781
	Law of Banking and Finance	TABL 3761
	International Business Law	TABL 3791
Tort Law (Negligence)	Marketing and Distribution Law	TABL 2731

The study of business law and taxation is essential for attaining a deep and well-rounded understanding of the other disciplines offered by the UNSW Business School.

- **Accounting** - This course is recognised by CPA and CAANZ as satisfying some of their educational requirements for admission to their associations.
- **Banking and Finance** - All financial transactions are based upon a legal framework that allows for property rights to be leveraged and transferred. This course provides students with the knowledge and skills needed to understand how various financial transactions are used.
- **Marketing** - Modern marketing practices must operate within the confines of the tort law, contracts and the *Competition and Consumer Act 2010*, for which this course provides an overview.
- **Information Systems** - This course provides an overview of intellectual property which is the fundamental legal mechanism for ownership and exploitation of commercial information.
- **Organisation and Management** - This course provides an understanding of the legal system under which organisations operate.

- **Economics** - This course provides students with an overview of the operation of the legal system which will enhance your understanding of the legal framework within which the economy and government policies operate.
- **Risk and Actuarial Studies** - This course develops skills in interpreting and applying complex legislation which is an important skill for actuaries.

2.5 Student learning outcomes

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

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate students in Business.

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').

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:

- Prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context, and
- 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:

- Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
- Identify social and cultural implications of business situations.

For more information on the Undergraduate Program Learning Goals and Outcomes, see Part B of the Course Outline.

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):

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals for all Business undergraduate students:</i>		<i>On successful completion of the course, you should be able to:</i>	<i>This learning outcome will be assessed in the following items:</i>
1	Knowledge	Identify legal issues that arise in commercial situations	<ul style="list-style-type: none"> • Course Participation • In-Class Quiz • Class Presentation • Assignment • Final Exam
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	<ul style="list-style-type: none"> • Course Participation • Class Presentation • Assignment • Final Exam
3a	Written communication	Construct written work which is logically and professionally presented.	<ul style="list-style-type: none"> • Course Participation • In-Class Quiz • Assignment • Final Exam
3b	Oral communication	Communicate ideas in a succinct and clear manner.	<ul style="list-style-type: none"> • Class Presentation and part of tutorial participation mark but not separately assessed.
4	Teamwork	Work collaboratively to complete a task.	<ul style="list-style-type: none"> • Class Presentation and part of tutorial participation mark but not separately 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 commercial transactions, the primary focus of the assessment regime is to test how well students can apply legal principles and practices in a realistic commercial context.

4 LEARNING ACTIVITIES AND TEACHING STRATEGIES

4.1 Lectures

Lectures are an **essential** part of learning. Lectures do not summarise or replace the required reading in the textbook.

STUDENTS SHOULD NOT MERELY RELY ON THEIR LECTURE NOTES. The readings from the textbook place the lecture material in its proper context and provide the full understanding of the topic that is needed for successful completion of the course.

The purpose of the lecture is to highlight key aspects of the course, **not to fully explain the week's topic**. Students are expected to read and study the prescribed text and reading material provided and to engage with sources outside of their prescribed text, such as information on the internet. Students should not assume that material not covered in the lectures is either unimportant or not subject to assessment. The assessment may cover any material dealt with in the course including the lectures, tutorial work and the reading material.

4.2 Tutorials

Tutorials **commence in Week 2** and continue to Week 13.

You should enrol in a tutorial through myUNSW. Students note: myUNSW does not allow for allocated class times to clash. Therefore, you will not be allowed to change your tutorial time if you cite clashing times as your reason. If for some reason you are unable to attend your assigned tutorial, or you are not enrolled in a tutorial, you should contact the Lecturer-in-Charge. **Tutorial allocations will not be changed after the end of Week 3.**

Students must attend their allocated tutorial and no other. In exceptional circumstances (illness, compassionate grounds) a student may be permitted to attend a make-up tutorial. Students attending other tutorials without permission will not be marked for attendance at that tutorial. This makes it essential that you ensure that you are allocated to a tutorial. The tutorial assessment will be based upon the official myUNSW allocated tutorial class lists.

Topics and problems for each week are set out in the Tutorial Guide.

As a general rule, tutorials will deal with issues lectured on in the previous week. The purpose of the questions in the tutorial program is to help you to interpret and apply the previous week's lecture material. The tutorial problems and discussion questions also allow you to practise for the final exam, which will consist of similar questions. **Note: there will be no suggested answers given out to the tutorial questions.** Do not ask for answers to the tutorial questions to be given out or posted on Moodle. The purpose of the questions is to allow you to apply the course material and gauge your own level of competence. Simply giving you the suggested answers will defeat this purpose.

Each topic/problem must be prepared for discussion in class by each student using the prescribed readings and the lecture notes for the relevant topic. It is your responsibility to prepare for tutorials so that you are able to make a valuable contribution to class activities. The tutorials are not designed as a repeat lecture. The tutorials are provided to give students the opportunity to work through any problems/issues that may be outstanding after doing the required reading and attending the lecture.

5 ASSESSMENT

5.1 Formal requirements

In order to pass this course, you must:

- achieve a total mark of at least 50/100; and
- attend 80% of lectures **AND** your allocated tutorials; and
- make a satisfactory attempt at **ALL** assessment tasks (see below).

While there is no requirement that a student attain 50% or more for each piece of assessment, **there is however a requirement that the student achieve a result that indicates the student genuinely attempted each form of assessment for the course.**

Where a student achieves a total mark of 50/100 or more in the course, but fails to demonstrate a satisfactory level of performance in each form of assessment, the student may be awarded a UF grade (Unsatisfactory Fail).

5.2 Assessment details

Task No.	Assessment Task	Learning Outcomes assessed	Due	Word Limit	% of Marks
A	Course Participation	1-3	Participation in tutorials during the semester, consisting of: a) In-class discussions in tutorials (5 marks) b) One GROUP presentation on an allocated tutorial question (5 marks) TOTAL MARK = 10 marks	N/A	10%
B	Tutorial Quiz (on Lecture Topics 1 and 2)	1-3	In-class CLOSED BOOK QUIZ on Lecture Topics 1 and 2 to be done in class tutorials in week 4, commencing Monday 20 March 2017	N/A	10%
C	Major Assignment (Problem Question)	1-3	Due Monday 10 April 2017 (Beginning of Week 7) <ul style="list-style-type: none"> Online submission only via TURNITIN (on Moodle) To be uploaded by 5pm on Monday 10 April 2017 	Max 1800 words	20%
D	2 hour Final Exam (CLOSED BOOK)	1-3	During UNSW exam period	N/A	60%
Total					100%

Task A: Course Participation during the semester

During tutorials, students will be encouraged to think about the course, to research and apply legal principles to hypothetical fact situations and to communicate the outcome of their research and thinking. These skills will all be useful to students in the workplace and will also be essential to those students who decide to enrol in other law courses.

A total course participation worth **10 marks** will be awarded for students' contribution to:

- (1) in-class discussions in tutorials (5 marks)
- (2) one tutorial presentation (to be done in groups) (5 marks)

Students will be assessed on the following basis.

For the in-class discussions (5 marks):

- **Note:** this is a mark for a student's **weekly participation** in "in-class" tutorials. This is **not an attendance mark**. Students who attend tutorials regularly but do not contribute, may get low or no marks.
- This mark is **separate from the tutorial presentation mark** (see below) and work done for the tutorial presentation will NOT be counted toward the in-class discussion mark.
- Students will be expected to contribute to discussion **in most of the 12 tutorials** in weeks 2-13 and will receive a maximum of 0.5 marks per class for constructive contributions made in each tutorial.
- Marks will be awarded for:
 - evidence of preparation of the tutorial problems as demonstrated by the student's ability to discuss and contribute to the discussion of tutorial problems in class;
 - ability to work individually as well as part of a group.

For the group tutorial presentation (5 marks):

- Students will be allocated to a group of 3 by their tutor in the first or second tutorial and with their group, must prepare and present the answer to a tutorial. Tutors will allocate a "tutorial presentation week" to each group.
- This mark is **separate from the in-class discussion mark** (see above) Work done for the tutorial presentation will **not** be counted toward the in-class discussion mark.
- If a student is absent on the day of his/her allocated oral tutorial presentation, the tutor will allocate the student to another group and the student will have to do a different presentation in a later tutorial class.
- Marks will be awarded to students individually, so each student in the group will be required to present an aspect of the answer to the class.
- Marks will be awarded for each student's individual contribution to the preparation of the group presentation.
- In the individual presentation - tutors will look for accuracy in terms of:
 - the issues/principles of law/relevant cases or statutory provisions the student have identified and discussed (eg: did the student identify all/most of the right issues and did s/he accurately apply the relevant law to the question**);
 - the structure and clarity of expression in the individual presentation (eg: could the class/tutor easily understand and follow the student's arguments etc).

(** For problem questions/case studies, tutors will also look at whether students have used the **Five Point Plan** appropriately and effectively.)

Task B: In-class Tutorial Quiz –week 4 on Monday 20 March 2017

This closed book quiz will be done IN TUTORIAL CLASSES during the week commencing 20 March 2017 and is **worth 10 marks**.

Students will be assessed on lecture topic 1 **The legal framework** (Weeks one and two lectures).

Task C: Major Assignment - due week 7, 5pm on Monday 10 April 2017

The Major Assignment is **worth 20 marks** and must be submitted online.

- Online submission is via Turnitin (see Moodle)
- Check your plagiarism score, amend and re-submit your assignment as required **but the final version of your assignment must be submitted by 5pm on Monday 10 April 2017** (i.e. beginning of week 7). The version that is available at 5pm on Monday 10 April 2017 will be deemed to be your final version.
- See paragraph 5.4 regarding Assignment Submission Procedure

This assignment will be a problem question that will require students to advise on the legal liability of one or more parties. This assignment will assess students' knowledge, critical thinking, problem solving and written communication skills.

The assignment will also assist students in preparing for the exam (which will contain problem questions in a similar format) and will allow students to exercise their analytical and writing skills.

General comments

Students must refer to the instructions in section 14 and the style guide when attempting assessment tasks.

One of the biggest problems affecting the success of students in law courses is the lack of planning involved in researching and completing assignments/research papers. Frequently, students do not appreciate the amount of work that is required to obtain a good result in research papers. These research papers **cannot** be successfully completed in one or two days before the due date because they require a considered and **well-researched** written analysis of a topic. Students should expect to devote at least 2 full days (16 hours) doing research and 2 or 3 full days (24 hours) writing the paper. These are conservative estimates based on students who have a good understanding of the course and excellent reading and writing skills.

The Assignment will be marked according to the following criteria:

- Understanding the practical application of the law
- Evidence of research beyond the textbook

- Clarity of structure and argument
- Evidence of a full and comprehensive argument taking into account differing viewpoints and alternative arguments.
- Appropriate use of footnotes and referencing.

Task D: Final exam at end of semester - date to be advised

The exam will be CLOSED BOOK.

The final exam is **worth 60 marks** and will cover lecture topics 3 - 11 inclusive. (NOTE: Lecture topics 1 and 2 (The legal framework) will be assessed in the week commencing Monday 20 March 2017 by way of the In-Class quiz to be done in tutorials.

The exam will be held during the formal exam period at the end of the semester. Students must ensure that they consult the exam timetable and attend the exam at the scheduled time and place.

The exam will require students to be familiar with the methodology used for legal analysis and the basic legal principles applied in the tutorials.

5.3 Major assignment submission procedure

The Major Assignment is due on Monday 10 April 2017 (ie: beginning of week 7):

The Assignment must be uploaded onto Moodle (via Turnitin) by **5pm on Monday 10 April 2017**.

Submitting the assignment in electronic format will allow staff to check for plagiarism and to enforce the word limit.

Cover Sheet (attached at back of Course Outline) IS OPTIONAL.

5.4 Late submission

Due date and time

Students are advised that assessment tasks submitted after 5pm on the due date will not be accepted unless **PRIOR** written approval has been granted by the Lecturer-in-Charge.

If you foresee that you will have problems submitting the assessment task on time you should contact the Lecturer-in-Charge immediately. Only the Lecturer-in-Charge can grant an extension.

Do not wait until the due date to ask for an extension. Please note that no extensions will be granted after the due date.

Requests for extension

Requests for extensions must be received by the Lecturer-in-Charge not less than 24 hours before the due date (therefore email requests received after 5pm on the night before the due date will be ignored). If a student falls ill the day before the due date they

will not be given an extension but will be asked to request special consideration (see below).

Penalty for late submission

Assessment tasks that are submitted after the due date and time without prior written approval will have **20% deducted per day late**. Please note: penalty marks will be imposed immediately after the due date. Any paper submitted 5 or more days late (i.e. 5 or more days after the due date) will not be marked and you will be awarded a score of zero.

Special consideration applications

If circumstances beyond your control mean that you cannot complete the assessment by the due date you should make an application for special consideration (see Part B section 12 below). These applications are reserved for illness or misadventure, not work commitments. **Work commitments and clashes with other courses are not a valid reason for special consideration applications.**

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.

6 COURSE RESOURCES

The website for this course is on Moodle at:

<http://moodle.telt.unsw.edu.au>

6.1 Prescribed text

Andy Gibson and Douglas Fraser *Business Law* (Pearson, 9th ed, 2016), Custom Text for UNSW Business TABL 1710 *Business and the Law*.

PLEASE NOTE: The textbook is a **custom text** that has been specially put together for this course, **it is only available at the UNSW Bookshop**, or from former TABL 1710 students.

Copies purchased elsewhere will not have all the required printed chapters.

6.2 Further recommended materials

Students may also wish to purchase the following overview of the Australian Legal System:

- Paul Latimer, *Australian Business Law* (Oxford University Press, 35th ed, 2016) ISBN: 9780190304348.
- John Carvan, *Understanding the Australian Legal System* (Thomson Reuters Australia, 7th ed, 2014). ISBN 9780455234410

Students who can read Chinese may also wish to purchase the following:

- Kui Hua Wang, *The International Student Guide to Business Law* (Thomson Reuters, 2007) (Note this book is written in Chinese)

There are also a number of other texts which students may find useful in helping them to understand the various concepts covered in this course:

- Stephen Graw, David Parker, Keturah Whitford, Elfriede Sangkuhl and Christine Do *Understanding Business Law* (LexisNexis Australia, 8th ed, 2016) ISBN 9780409343083
- Clive Turner John Trone and Roger Gamble *Concise Australian Commercial Law* (Thomson Reuters, 4th ed, 2016) ISBN
- John Carter *Cases and Materials on Contract Law in Australia* (Lexis Nexis Australia, 6th ed, 2011) ISBN 9780409329773
- John Carter *Carter's Guide to Australian Contract Law* (Lexis Nexis Australia, 3rd ed, 2015) ISBN 9780409342871

These books are available for purchase in the bookshop. The library also has a small number of copies on reserve.

6.3 UNSW Library

Relevant resources can also be accessed through the UNSW Library website: <https://www.library.unsw.edu.au/study/services-for-students>

7 COURSE EVALUATION AND DEVELOPMENT

The School of Taxation & Business Law's quality enhancement process involves regular review of its courses and study materials by content and educational specialists, combined with feedback from students. Towards the end of the semester, you will be asked to complete an online myExperience survey via Moodle to evaluate the effectiveness of your course lecturer and the actual course content. Your input into this quality enhancement process through the completion of these surveys is extremely valuable in assisting us in meeting the needs of our students and in providing an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhance the quality of course content and delivery.

8 COURSE SCHEDULE

Date	Lecturer*	Topic	References	Tutorial/ assessment
Week 1 28 Feb / 1 March	MW	The legal framework Legal Foundations Origins of Australian Law	Gibson & Fraser Chs 1 & 2	No tutorial
Week 2 7/8 March	MW	The legal framework Legal Systems How law is made: precedent/statute law	Gibson & Fraser Chs 3 & 4	Covers lecture material and reading from week 1
Week 3 14/15 March	JB	Contracts (1) Introduction to contracts Agreement between the parties Intention to create legal relations Consideration	Gibson & Fraser Chs 5, 6, 7 and 8	Covers lecture material and reading from week 2
Week 4 21/22 March	JB	Contracts (2) Capacity Genuine consent Legality of object Terms of the contract	Gibson & Fraser Chs 9, 10, 11 and 12	MCQ on topics weeks 1 and 2 Covers lecture material and reading from week 3
Week 5 28/29 March	JB	Contracts (3) Rights and liabilities of the parties Remedies for breach of contract	Gibson & Fraser Chs 13 and 14	Covers lecture material and reading from week 4
Week 6 4/5 April	PH	Consumer Protection The Australian Consumer Law Consumer protection in the financial sector	Gibson & Fraser Ch 22 Material on Moodle	Covers lecture material and reading from week 5
Week 7 11/12 April	PH	Property The nature of property Owing and dealing with land Personal property Intellectual property	Gibson & Fraser Chs 17 and 18	ASSIGNMENT DUE Monday 10 April Covers lecture material and reading from week 6
Mid-semester break: Friday 14 – Saturday 22 April inclusive				

Week 8 26 April	PH	Restrictive Trade Practices and Competition (On-line class) Understanding competition law The role and processes of ACCC Consequences of anti-competitive conduct	Gibson & Fraser Ch 23 Materials on Moodle	Covers lecture material and reading from week 7 No tutorials on Tuesday 25 April (Anzac Day) see announcement on Moodle for Tuesday tutorials
Week 9 2/3 May	PH	Torts (1) Civil liability: the law of torts	Gibson & Fraser Ch 19	Covers lecture material and reading from week 8
Week 10 9/10 May	PH	Torts (2) Negligence in business Other business-related torts	Gibson & Fraser Chs 20 and 21	Covers lecture material and reading from week 9
Week 11 16/17 May	PH	Business structures Agency Choosing a business structure	Gibson & Fraser Ch 15 and 24	Covers lecture material and reading from week 10
Week 12 23/24 May	PH	Business and crime	Materials on Moodle	Covers lecture material and reading from week 11
Week 13 30/31 May		NO LECTURE WEEK 13		Revision / exam preparation

*MW = Professor Michael Walpole

JB = Professor Jenny Buchan

PH = Professor Pamela Hanrahan

NOTE: *Tuesday 25 April is Anzac Day public holiday.* Students with Tuesday tutorials will be advised in tutorials of the alternative tutorial options.

A separate Tutorial program is available on Moodle. Tutorials are scheduled weeks 2 to 13 inclusive.

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

9 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.

10 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>

Referencing your sources

In law, the Harvard style of referencing is NOT used. See Section 14 of this outline for details of how to reference sources in this course.

11 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>.

11.1 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>

11.2 Attendance

Your regular and punctual attendance at lectures and seminars or in online learning 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>

11.3 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>

11.4 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/>.

11.5 Keeping informed

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

12 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 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 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:

- 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.
- Has the student performed satisfactorily in the other assessment items? Satisfactory performance would require at least a genuine attempt of every assessment task see paragraph 5.1 and meeting the obligation to have attended 80% of tutorials.
- 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:

Thursday 13 July 2017

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:
<http://www.business.unsw.edu.au/suppexamprotocol>

Special Consideration and assessments other than the final exam in undergraduate and postgraduate courses:

See Part A, paragraph 5.4 on Late Submission.

Apply to the Lecturer in Charge in writing before the due date of all tasks worth less than 20%. Tasks worth 20% or over should go through the online system in myUNSW.

13 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: <https://student.unsw.edu.au/moodle-support>. For technical support, email: itservicecentre@unsw.edu.au; Phone: 9385 1333.
- **UNSW Learning Centre**
www.lc.unsw.edu.au
Provides academic skills support services, including workshops and resources, for all UNSW students. See website for details.
- **Library 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

14 WRITTEN SUBMISSION GUIDELINES

14.1 General

You **MUST** keep a hard copy your Major Assignment.

A margin of at least 2.5 cm should be left along the left hand side of each page.

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.

Computer failure is not an acceptable special circumstance for an extension of time. You are expected to make back-up copies of your written answer.

14.2 Length

The Major Assignment has a maximum word limit of 1,800 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.

There is no 10% margin for extra words in this course. 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, and/or
- penalise you for exceeding the word limit by deducting 2 marks. Be aware that this is the most likely result.

14.3 Footnotes, quoting and copying

Footnotes allow the reader to quickly and easily find the exact place in the source material to which the footnote refers. This is known as a pinpoint reference.

In the course of the written answer you will need to cite relevant authorities. These may be a case, the views of an author, a section of legislation, a regulation 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. You must also state the date you accessed the site.

All sources must be acknowledged by a footnote at the foot of the page where:

- the source is being directly quoted;
- 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.

14.4 Citations

For TABL 1710 assignments, students should use footnote citations. For examples of how to use footnote citations, please see the style guide for the subject, available on Moodle.

14.5 Plagiarism

Plagiarism is a serious academic offence and it is important to understand what it means. The following is an extract from the Student Guide that you should read very carefully.

Plagiarism and failure to acknowledge sources

Plagiarism involves using another person's work and presenting it as yours. Acts of plagiarism include copying parts of a document or audiovisual, or computer-based material without acknowledging and providing the source for each quotation or piece of borrowed material.

Similarly, using or extracting another person's concepts or conclusions, summarising another person's work or, where, there is collaborative preparatory work, submitting substantially the same final version of any material as another student constitutes plagiarism. This includes copying another student's work or using their work as the basis for your written answer. It does not matter whether you have their consent or not.

Encouraging or assisting another person to commit plagiarism is a form of collusion and may attract the same penalties.

Academic misconduct can occur where you fail to acknowledge adequately the use you have made of ideas or material from other sources. It is essential that you correctly attribute your source wherever you draw on and use someone else's ideas or information, whether by summarising or direct quotation. You must do this in such a way that is clear to anyone reading what you have written (or submitted) which of the ideas, arguments and views are yours and which are those of the writers or researchers you have consulted.

It is your responsibility to make sure you acknowledge within your writing where you have "sourced" the information, ideas and facts etc.

The basic principles are that you should not attempt to pass off the work of another person as your own. It should be possible for a reader to check the information and ideas that you have used by going to the original source material. Acknowledgment should be sufficiently accurate to enable the source to be located speedily.

The following are some examples of breaches of these principles:

- Quotation (ie using the exact same words from the source material) without the use of the quotation mark (".....")

It is plagiarism to quote another's work without using quotation marks, even if one then uses a footnote to refer to the identity of the quoted source. The fact that the material

is quoted must be acknowledged in your work. This includes quotations obtained from a web page.

➤ *Significant paraphrasing*

Paraphrasing is using sentences in which the wording is very similar to the original source wording. This applies even if the source is acknowledged by a footnote. The source of all paraphrasing must be acknowledged by a footnote.

➤ *Unacknowledged use of information or ideas*

The unacknowledged use of information or ideas, unless such information or ideas are commonplace, is plagiarism. In particular, citing sources (e.g. texts, cases), that you have not read, without acknowledging the 'secondary' source from which knowledge of them has been obtained, is plagiarism. For example, you have read a paragraph from a company law textbook, at the end of the paragraph, there is a footnote which refers to 3 cases. You, having not read any of those 3 cases, refer to them in a footnote in your paper without acknowledging that they come from the footnote in the contract textbook.

These principles apply to both text and footnotes of sources. They also apply to sources such as teaching materials, and to any work by any student (including the student submitting the work), which has been or will be otherwise submitted for assessment. Using the principles mentioned above about proper acknowledgment, you should also proceed on the general assumption that any work to be submitted for assessment should in fact be your own work. It ought not be the result of collaboration with others unless your lecturer gives clear indication that, for that written answer, joint work or collaborative work is acceptable.

14.6 Bibliography

A bibliography is not required for assignments in this course. –Pinpoint references to all texts, articles and other sources you use in the preparation of your work should be identified in footnotes at the end of the page(s) they appear in.

14.7 Executive summary or abstract

Not required.

14.8 Wikipedia

(Note: Wikipedia is not to be used as it is an unreliable source of information. Statutes and cases need not be separately listed in a bibliography.)

Students should take extreme care when using Wikipedia. Wikipedia is prepared by unknown authors and is often wrong. Whilst Wikipedia may, on occasion, be useful as a starting point when approaching a completely unfamiliar topic, it is unacceptable as a source for university assignments. If a decision is made to consult Wikipedia, students must research further and check and cite the source used by Wikipedia in their assignment rather than Wikipedia itself. Students who use Wikipedia as a source for written assessment tasks without researching further and checking the sources used will have marks deducted.