

FINS3625

Applied Corporate Finance

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

Lecturer-in-charge: A/Prof Jo-Ann Suchard
Room: Business School building 346
Email: j.suchard@unsw.edu.au
Tel: 9385 5876
Consultation Times: Tuesday 9.30-10.30am, 2.30-3.30pm (weeks 1, 5 to 12)

Lecturer: Ying Dou
Room: TBA
Email: ying.dou@unsw.edu.au
Consultation Times: To be announced in class (weeks 2 to 4)

A full list of tutors will be posted on Moodle.

Students with questions about course administration or content are encouraged to:

- Read this course outline
- Check the course website(Moodle)
- Contact the tutor/lecturer during class for non-urgent matters
- E-mail your tutor/ lecturer
- Contact your tutor/ lecturer during consultation hours

For e-mail communication with staff, University regulations indicate that students **MUST** use a valid UNSW student account. Teaching staff may ignore non-UNSW email address for security reasons. Students are responsible for ensuring their email accounts are NOT full. E-mail is best suited for asking simple questions about course administration that requires a short reply. E-mail is neither an appropriate nor an effective medium for learning. Do not expect staff to reply to an e-mail that requests extensive or substantive answers. These questions are best raised in tutorials or consultation times.

2 COURSE DETAILS

2.1 Teaching Times and Locations

Lectures start in Week 1(to Week 12): The Time and Location are:

Tuesday 11:00am to 1:00pm CLB 6

Tuesday 4:00pm to 6:00pm Webster Theatre B

Tutorials start in Week 2 (to Week 13). A full list of tutorials, times and tutors will be on the Course Website.

2.2 Units of Credit

The course is worth 6 units of credit.

2.3 Summary of Course

This course focuses on practical applications relating to the theory of financial decision-making. Case studies, empirical evidence and current issues in the financial media are used to illustrate key decisions made by managers of the firm. Topics include advanced capital budgeting issues, capital raising including venture capital and initial public offerings, mergers and acquisitions and advanced capital structure and dividend policy issues. One of the aims is to develop students' ability to make judgments in a realistic setting and to develop the capacity to articulate judgments both orally and in writing.

2.4 Course Aims and Relationship to Other Courses

This course focuses on the application and further development of financial concepts first introduced in FINS1613 Business Finance in the corporate finance setting. It applies finance theory for the purposes of evaluating businesses and understanding corporate financial transactions.

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 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):

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals for all undergraduate coursework 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	<ul style="list-style-type: none"> Forecast and evaluate corporate cash flows. Estimate the cost of capital. Compute a project's free cash flows and evaluate NPV analysis from a risk management perspective. Analyse the impact of leverage on firm value and project evaluation Describe how companies raise equity and debt financing Evaluate the impact of real options in projects Explain the purpose of corporate governance and different strategies that firms use in reducing agency conflicts. 	<ul style="list-style-type: none"> Exam Case Presentation Case Discussion

		<ul style="list-style-type: none"> Discuss the motivations, payoffs, regulation and procedures in corporate mergers and acquisitions 	
2	Critical thinking and problem solving	<ul style="list-style-type: none"> Apply the multiples and discounted cash flow methods to value business. Analyze the situations in which firms return cash to shareholders and apply theories to recommend the appropriate method given the situation. Analyze firm characteristics and make recommendations regarding the appropriate firm financing. Analyse and present a case and respond to questions professionally as a team. 	<ul style="list-style-type: none"> Exam Case Presentation Case Discussion
3a	Written communication	<ul style="list-style-type: none"> Construct written work, which is logically and professionally presented. 	<ul style="list-style-type: none"> Part of exams and project but not separately assessed
3b	Oral communication	<ul style="list-style-type: none"> Communicate ideas in a succinct and clear manner. 	<ul style="list-style-type: none"> Part of Case Presentation and Discussion but not separately assessed
4	Teamwork	<ul style="list-style-type: none"> Work collaboratively to complete a task. 	<ul style="list-style-type: none"> Part of Case Presentation and Discussion but not separately assessed
5a.	Ethical, environmental and sustainability responsibility	<ul style="list-style-type: none"> Identify and assess ethical considerations in governance practices. 	<ul style="list-style-type: none"> Part of tutorial participation and exams but not separately assessed
5b.	Social and cultural awareness	<ul style="list-style-type: none"> Compare, contrast, and assess governance systems of various countries. 	<ul style="list-style-type: none"> Not specifically assessed

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

We seek to create an interesting, challenging, relevant, satisfying, and engaging education experience. To help achieve this objective we have a number of teaching aims:

- Create a climate of engagement, dialogue and ongoing feedback between students and lecturers regarding the content, teaching strategies, learning experiences and outcomes (Guidelines on Learning that Inform Teaching at UNSW (GLIT) numbers 2,7,10)
- Cater to a variety of learning preferences and abilities by providing a range of learning activities and teaching methods (GLIT number 9)
- Develop independent learning skills and create an environment that both provides structure and guidance as well as encouraging students to extend their learning (GLIT numbers 2,11)
- Develop skills in collaboration and teamwork, which is directly relevant to the skills required of a finance professional (GLIT numbers 6, 14)

3.2 Learning Activities and Teaching Strategies

The Role of Lectures

The lectures build from the relevant core readings (in the textbook) to set out the main ideas, theories and conceptual frameworks for the course. Lectures include interactive learning processes and will synthesize materials from a range of sources, including your own prior knowledge and experiences. We expect you to come to and be prepared for each lecture. This means you should have read and considered the relevant chapter. From a time management perspective, this means you will need to allocate at least three hours per week for basic reading. If you need any assistance in managing your time you will find the Business School's Education Development Unit (EDU) a useful resource.

The Role of Tutorials

The weekly tutorials provide you with an interactive environment in which to enhance your learning and your enjoyment of the course. These tutorials include exercises and case study presentation and discussions. By actively engaging in the tutorials, you will increase your confidence and competence in technical, presentation and critical thinking skills. They also provide you with the opportunity to enhance your interpersonal skills by interacting with others, working together in diverse groups, forging learning networks, learning about other cultures and learning to understand values and opinions different from your own.

4 ASSESSMENT

4.1 Formal Requirements

The grade of Unsatisfactory Failure (UF) may apply if the composite mark is between 46 and 57, inclusive.

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

Assessment Task	Weighting	Due Date
In class quiz	2.5%	Week 3 Tutorials
Tutorial participation*	2.5%	Ongoing
Case study report and presentation*	22.5%	Ongoing
Case study discussion*	7.5%	Ongoing
Mid-session Exam	30%	Week 7
Final Exam	35%	University Exam Period

* Tutorial marks will be made available in early June on Moodle. Students should contact their tutors to resolve any concerns related to tutorial assessments before June 16th.

Tutorials

Tutorials in this course are 1-hour long and held weekly (First in week 2, last in Week 13). Tutorials alternate between two components:

1. role playing and group case study presentations, and
2. discussion of topical corporate events and problem solving.

Each component requires approximately 50 minutes. **Due to time constraints and the need to cover all the relevant material, students are strongly encouraged to report to tutorials on time.**

In the case study component, students are required to form groups of 5 members to analyse and present and discuss a case. Tutors will assign groups for students without a group. Tutors will assign two cases to each group, one for presentation, one for discussion.

Presenting group members play the role of investment banker/advisor analysing and presenting their case to the board of directors of the company. The presenting group is required to submit a written report of no more than three pages in text (A4, 12 point fonts, double spaced format) to the tutor, and to provide to other students with a summary of key points in their presentation (and executive summary). **An aggregate mark of 22.5%** of total course mark will be awarded based on:

Case study presentation (up to 15%)

Assessment criteria

- Promoted discussion of issues within the tutorial
- Presented in a clear and unambiguous language
- Presented in an professional manner
- Medium of communication (power point / projector slides) are clear and precise
- Demonstrated the understanding of the problem
- Provided interesting insights, analysis and facts about the case
- Was able to address questions from the target audience
- Demonstrated good time management (group case presentation must be completed within 30 minutes followed by 20 minutes of group and class discussion)
- Demonstrated equal distribution of case presentation: each member of the group must share equal oral presentation time.

Case study written report (up to 7.5%)

Requirements

- Report cover page detailing:
 - Group members' student number and name
 - An allocation of the total mark of 100 across members of the group reflecting perceived individual contribution to the group's overall effort (**presentation and report**). Inadequate contribution could lead to a 50-100% reduction in the mark for an individual member of the group.
 - The work is original. In other words, plagiarism rules apply.
 - Signature of members and date
- Following the cover paper, a single Executive Summary page must be present detailing the problem at hand, and the group's final conclusion and/or recommendation. The Executive Summary report must be concise and, if preferred, may follow a bullet point format similar in style to this portion of the course syllabus.
- The main report, consisting of no more than 3 pages, must contain more extensive discussion of the case and the problem at hand, the assumptions used for the analysis, the concerning issues, the methodology used to address the issues, and the final

conclusion/recommendation with appropriate justifications. Detailed computations and steps detailing how the solutions were attained must be delegated to a technical appendix. A graph appendix may also be included at the end of the report.

- A hard copy of the case report is to be handed in after the presentation
- **A soft copy of the case report is to be handed in via Turnitin (available through myUNSW) during the week following the presentation**
- The written case report must be less than 3 pages not including the Executive Summary Report, the technical and graph appendixes.
- Students receive marks for their analysis and quality NOT quantity
- Penalties do apply for non compliance

Assessment criteria

- The final 'number' per se is of little importance. The analysis and application of the tools and concepts learned in this, and other, finance courses is far more important than arriving at the 'correct answer'.
- Demonstrated an understanding of the problem presented
- Critically analysed the problem – not merely describing the case at hand
- Clear and professional presentation of the written case report

After the completion of the case study and discussion, group members will use



CATME

SMARTER Teamwork

, an online survey tool to evaluate each group members contribution to the task. Students use CATME to :

Learn teamwork skills – the quality of an effective team member

- Contributing to the team's work
- Interacting with teammates
- Keeping the team on track
- Expecting quality
- Having relevant knowledge skills and abilities

Learn judging teamwork - Before evaluating own team, students may rate the members of a hypothetical team to calibrate rating

The peer evaluations will be used in finalising the marks for the group case study report, presentation and case discussion.

Details on how to use CATME are provided on Moodle.

Case study discussion (7.5%)

Discussion group members act as if they are the board of directors of the company trying to understand and evaluate the presentation, ask clarifying questions and provide alternative perspectives where applicable. The members of the discussion group will discuss and express their agreement or disagreement with the final conclusions/recommendations from the presenting group. The discussion group plays a validating or a devil's advocate role in response to the points made during the presentation.

The role of the tutors in case study presentations and discussions is to facilitate the process and evaluate group performance.

Tutors will provide QUALITATIVE feedback to the presenting and discussing groups after their presentations. Final case study and tutorial grades will be made available for viewing after

week 13 when all groups have completed their case presentations.

In class quiz

A quiz will be held in tutorials in week 3. The quiz will cover material from week 1 and 2 of the lectures and consist of 2 written questions (1 short answer, 1 numerical) for a total of 10 marks. Students are required to attend the tutorial in which they are enrolled.

Tutorial participation

The second component of the tutorial program involves students to discuss issues, and work through problems related to the lecture material and course text. Tutors will assess their student's (particularly students not assigned the case of the week) performance based on their participation. Punctual attendance is necessary and does not constitute a basis for passing this component. Students must be active and participative. The criteria for grading participation will be provided in the first week of tutorials.

Mid Session and Final Examinations

The two examinations focus on evaluating students' understanding of the main concepts covered in class with a special focus on the learning outcomes. Specifically, the exams will assess students understanding and application of the *Knowledge* and *Critical thinking and problem solving* discussed above. Both examinations may consist of multiple choice, short-essay and problem solving questions that tests students' knowledge of relevant theories and methodologies related to Corporate Finance, but also application of these theories in real-world settings. The exams will be designed to focus on and highlight both the concepts covered and the computations required in applying these concepts. However, in this course, computations are tools, not the main focus of the topics.

The final exam is not comprehensive and will cover those topics (weeks 6-12) not covered on the mid-session exam. The mid-session exam will be held **in-class in Week 7**; students should clear their schedule in order to ensure they are able to attend their registered lecture on this week. The final examination will be held during the University Exam Period

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

You will be able to obtain the latest course announcements and course materials via Moodle (<http://moodle.telt.unsw.edu.au>)

Lecture notes will be available for download prior to the lecture. Students are encouraged to read the corresponding reference material prior to the lecture. Tutorial solutions will be posted after the teaching week.

The prescribed textbook for this course is:

Berk and DeMarzo 2016, Corporate Finance: Global Edition, 4th ed. Pearson
(available from the UNSW bookshop or as an ebook from Pearson
<http://www.pearson.com.au/products/A-C-Berk-DeMarzo/Corporate-Finance-Global-Edition/9781292160160?R=9781292160160>)

Access to the online textbook tool *MyFinanceLab* is required for tutorials

The following websites are also useful sources:

Business spectator <http://www.businessspectator.com.au>

Australian Securities Exchange Ltd <http://www.asx.com.au>

ASIC <http://www.asic.gov.au>

Australian Tax Office <http://www.ato.gov.au>

Reserve Bank of Australia <http://www.rba.gov.au>

Library Banking and Finance Subject Guide
info.library.unsw.edu.au/sshl/guides/bank/bankkey.html

Lecture notes, announcements and other materials are all provided on Moodle. Students should make a point of checking this site regularly.

6 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students. Access to the CATEI forms is via my.unsw.edu.au. and can also be accessed on a mobile phone or tablet.

In addition to the end of term CATEI process, you are encouraged to contact the Lecturer in Charge at j.suchard@unsw.edu.au during the term in relation to your experience in the course and make suggestions for potential changes that could further enhance the course. As a result of past student suggestions, the tutorial format has been modified to allow for a more engaging learning experience.

7 COURSE SCHEDULE

Lectures start in Week 1 and finish in Week 12

Week	Week Starting	Lecturer	Topic	Readings
1	27 February	Jo-Ann Suchard	Introduction, Stock and Bond Valuation	Ch. 6 & 9
2	6 March	Ying Dou	Financial Statement Analysis and Modelling	Ch. 2 & 19
3	13 March	Ying Dou	Cost of Capital	Ch. 12
4	20 March	Ying Dou	Capital Structure	Ch. 16
5	27 March	Jo-Ann Suchard	Equity Financing	Ch. 23
6	03 April	Jo-Ann Suchard	Debt Financing and Mergers & Acquisitions I	Ch. 24 & 28
7	10 April	Jo-Ann Suchard	Mid-Session Exam	
Mid-semester break: Friday 14 – Saturday 22 April inclusive				
8	24 April	PUBLIC HOLIDAY- NO LECTURES		
9	1 May	Jo-Ann Suchard	Mergers & Acquisitions II	Ch. 28
10	8 May	Jo-Ann Suchard	Capital Budgeting with Leverage	Ch. 18
11	15 May	Jo-Ann Suchard	Capital Budgeting & Real Options	Ch. 22
12	22 May	Jo-Ann Suchard	Corporate Governance	Ch. 29
13	29 May	NO LECTURES		

The lecture schedule is subject to change without prior notice. Students will be able to download the lecture slides from Moodle prior to the relevant lecture.

Tutorial Schedule

Tutorials in this course are 1-hour long and held on a weekly frequency (starting in Week 2 and finish in Week 13). Tutorials are either composed of 1) discussion and problem solving, or 2) role playing and group case study presentations. Each component requires approximately 50 minutes. Tutors will assign two cases to each group, one for presentation, one for discussion. The requirements and assessment criteria have been described above. Cases and questions for each case may be downloaded from Moodle. On weeks with case presentations, students will be responsible for going through problems on the online textbook tool *MyFinanceLab*.

Week	Week Starting	Topic
2	6 March	Groups allocated using online survey (see Moodle for details). Tutors assign case presentation and discussion. Discussion and Problem Solving: Chapters 6 & 9
3	13 March	Discussion and Problem Solving: Chapter 2 & 19
4	20 March	Case Study: Midland Energy Resources (Problem Solving on MFL, Ch. 12)
5	27 March	Discussion and Problem Solving: Chapter 16
6	03 April	Case Study: Debt Policy at UST, Inc. (Problem Solving on MFL, Ch. 17)
7	10 April	Mid-Term Exam – No Lecture & Tutorial
8	24 April	No tutorials due to public holiday on Tues 25 April
9	1 May	Case Study: Ferrari: Valuing the prancing horse (Problem Solving on MFL, Ch. 24)
10	8 May	Discussion and Problem Solving: Chapter 28
11	15 May	Case Study: Monmouth Inc (Problem Solving on MFL, Ch. 28)
12	22 May	Discussion and Problem Solving: Chapter 18 and 22
13	29 May	Case Study: Valuation of Airthread Connections (Problem Solving on MFL, Ch. 22 & 29)

The coverage and the ordering of materials covered in tutorials were assigned with the following rules in mind:

- Lecture topics lag tutorial topics by at least one week to allow students to try assigned problems on their own.
- The main topic of group case presentations and discussions lag tutorial topics by at least one week to allow presenting students to fully learn the topic of interest.
- The topics testable on the midterm exam are topics covered up to the last tutorial prior to the week of the exam to allow students to fully learn the topics covered.
- By the end of Week 13, the tutorials will have covered all the major topics as listed on the Lecture Table above.
- Due to Good Friday in week 7 and Anzac Day in week 8, some tutorials will not be held on their regular days. Students will be directed to which tutorials they will attend these weeks.

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

8 PROGRAM LEARNING GOALS AND OUTCOMES

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

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

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

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

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

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

For information on how to acknowledge your sources and reference correctly, see:
<https://student.unsw.edu.au/referencing>

For the *Business School Harvard Referencing Guide*, see the [Business Referencing and Plagiarism](#) webpage (Students>Learning support>Resources>Referencing and plagiarism).

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 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>

10.3 General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: <https://student.unsw.edu.au/conduct>

10.4 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/>.

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 e-mail address without providing you with a paper copy. You will be deemed to have received this information. It is also your responsibility to keep the University informed of all changes to your contact details.

11 SPECIAL CONSIDERATION

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

General Information on Special Consideration for undergraduate and postgraduate courses:

1. All applications for special consideration must be **lodged online through myUNSW within 3 working days of the assessment** (Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and other supporting documentation to Student Central. **For more information, please study carefully in advance the instructions and conditions at:**
<https://student.unsw.edu.au/special-consideration>
2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. The School may ask to see the original or certified copy.
3. Applications will **not** be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you lodge an online application for special consideration.
4. Decisions are made by lecturers-in-charge for all other assessment items aside from the final exam, **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 Business School Faculty panel 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 and attempted all other assessment items and meeting the obligation to have **attended 80% of tutorials**.
3. Does the student have a history of previous applications for special consideration? A history of previous applications may preclude a student from being granted special consideration.

Special Consideration and the Final Exam in undergraduate 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:

Wednesday 12 July 2017 School of Banking and Finance, Management, Risk and Actuarial Studies

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:

Special considerations in assessments other than for final exams, e.g. mid-semester exams, projects, **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) The LIC will review and decide the outcome deciding how to grant extensions and special consideration and update your application with the arrangements of the Supplementary assessment. For mid-session exams and quiz's they will be scheduled approximately 7 working days after the original assessment, which will be required to make yourself available.

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: <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