

# **FINS1613**

## **Business 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: Robert Tumarkin  
Room 348, UNSW Business School Building  
Email: [r.tumarkin@unsw.edu.au](mailto:r.tumarkin@unsw.edu.au)  
Consultation Times: Tuesday 1 – 3

Lecturer: Ying Dou  
Room 359, UNSW Business School Building  
Email: [ying.dou@unsw.edu.au](mailto:ying.dou@unsw.edu.au)  
Consultation Times: Monday 1 – 3

Tutor-in-Charge: Peter Andersen  
Email: [peter.andersen@unsw.edu.au](mailto:peter.andersen@unsw.edu.au)

A full list of tutors will be posted on Moodle: <https://moodle.telt.unsw.edu.au>.

### Communication with Staff

- Questions concerning the administration of **tutorials, homework, and quizzes** should be directed to your tutor. Please refer to Moodle for contact information.
- Moodle forums should be used to discuss course topics. The tutors and lecturers, as well as other students, participate in these forums.
- Enquiries regarding course materials should be directed to the lecturer teaching each section of the course per the schedule in Section 7.
- General administrative questions should be directed to the lecturer-in-charge, Robert Tumarkin, or the tutor-in-charge, Peter Andersen.
- Announcements will be made periodically on Moodle.

### 2 COURSE DETAILS

#### 2.1 Teaching Times and Locations

Lectures start in week 1 and run through week 12. The time and location for each of the lecture sections are:

Section	Day	Time	Location
A	Tuesday	9:00 - 11:00	Law Theatre G04 (K-F8-G04)
B	Monday	9:00 - 11:00	Law Theatre G04 (K-F8-G04)
C	Tuesday	18:00 - 20:00	Physics Theatre (K-K14-19)
D	Wednesday	12:00 - 14:00	Physics Theatre (K-K14-19)
E	Wednesday	18:00 - 20:00	Physics Theatre (K-K14-19)

Tutorials start in week 2 and run through week 13. Tutorial details will be on Moodle.

#### 2.2 Units of Credit

The course is worth 6 units of credit. There are 3 contact hours per week.

## 2.3 Summary of Course

This is an introductory corporate finance course that looks at the essential aspects of financial decision-making in firms. The course revolves around analysing (i) how businesses decide which projects to pursue and (ii) how businesses raise capital to fund projects and distribute profits to owners.

The course begins by examining the different ways companies can be structured and the types of corporate ownership that exist. Next, the principles of financial mathematics are introduced. Students develop a financial mathematics toolkit that is useful in later courses, learning how to value the types of financing available to a firm (primarily equity and debt capital). Specific attention is placed on the relationships among value, risk, and time.

The course then examines how financial managers should decide which projects to pursue. Net present value is introduced as a tool to help managers make decisions, and its strength over other decision methods is emphasised. Then, students learn how to determine the financial cash flows generated by a project. This discussion emphasises the importance of cash flows to firm value and the difference between cash flows and accounting measures of firm performance.

The course then shifts to an examination of firms from the perspective of financial markets. Students learn how financial markets determine the overall cost of capital for a firm, using portfolio theory to examine the relationship between expected risk and returns in financial investments. Dividend payouts and the choices between debt and equity financing are also covered.

The presentation of topics ensures that students recognize the relationship between firms and financial markets. The course illustrates (i) how a firm's selection of projects affects the cashflows it distributes to investors and (ii) how the cashflows received by investors influence their valuation of the firm and feed back to the firm's project selection decision.

The course develops distinct conceptual frameworks and specialised tools for solving real-world financial problems. Illustrations from real-life corporate practices highlight the importance and relevance of financial management to the realisation of personal and corporate financial objectives. Examples include project valuation and selection, personal financial planning, funds management, capital raisings, portfolio selection of financial securities, private equity, public floats, and the pricing of assets in the stock market.

## 2.4 Course Aims and Relationship to Other Courses

FINS1613 is one of two gateway courses (along with FINS1612) to the undergraduate electives offered by the School of Banking and Finance. It provides a foundation for understanding financial decision-making that you will need for advanced finance classes and to contribute as a finance professional upon graduation.

There are no pre-requisites or co-requisites for this course.

## 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.

Program Learning Goals and Outcomes	Course Learning Outcomes	Course Assessment Item
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<i>This course helps you to achieve the following learning goals for all 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	<p>Compute the discounted value of a series of cash flows;</p> <p>Value different types of securities (bonds, equities, and preference shares);</p> <p>Analyse capital budgeting projects and use the net present value decision rule to decide if a firm should pursue a project;</p> <p>Understand the relation between risk and return, and be able to estimate the cost of capital;</p> <p>Understand the relevant theory underlying a firm's choice of capital structure and its dividend policy.</p>	<ul style="list-style-type: none"> <li>• Tutorial Problems</li> <li>• In-tutorial Quizzes</li> <li>• Final Exam</li> </ul>
2	Critical thinking and problem solving	<p>Understand and solve problems involving financial mathematics;</p> <p>Explain the link between corporate decision making and financial markets.</p>	<ul style="list-style-type: none"> <li>• Tutorial Problems</li> <li>• In-tutorial Quizzes</li> <li>• Final Exam</li> </ul>
3	Oral communication	Communicate ideas in a succinct and clear manner.	<ul style="list-style-type: none"> <li>• Part of tutorial participation mark but not separately assessed.</li> </ul>

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:

- 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.

### 3 LEARNING AND TEACHING ACTIVITIES

This course consists of weekly two-hour lectures and one-hour tutorials. High levels of preparation and interaction are required for the course. The course provides the necessary foundation for success in both subsequent BCOM elective courses and the workplace.

Lectures develop both theoretical and practical knowledge of course topics, with an emphasis placed on explaining fundamental concepts. Example problems are used to ensure students can apply their understanding. When possible, we will seek to incorporate current events and topical research.

Tutorials review lecture material and work through problems. Students are required to contribute to group discussions. The tutorials are designed to be interactive and help build understanding through application of knowledge. They provide an opportunity to discuss any difficult concepts with the tutor and peers, and hence gain an indication of one's own progress.

Each tutorial will require submission of an online assignment consisting of questions related to the previous week's lecture topic. The homework helps ensure students learn key concepts and aides the tutor in identifying areas where students require more direct instruction. Students will have unlimited attempts at homework, with the last submitted mark counting towards their overall grade. See section 4.2.1 for more information. Additional ungraded questions may be used to illustrate complex application of course materials. Any additional questions will be distributed through the *Tutorials* section of the course website.

Students will be given continuous feedback on their progress throughout the semester in the tutorial sessions and through tutorial quizzes. In addition, students will be graded on both individual attendance and participation during the tutorials, as well as on their performance during the final exam.

Students are strongly encouraged to devote regular study time to this course. In addition to reviewing lecture and tutorial materials and set readings, students may use the Peer Assisted Support Scheme (PASS). For details, see Section 5 Student Resources.

### 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 details below).

## 4.2 Assessment Details

Assessment	Due Date	Length	Weight
<b>Tutorial Component</b>			
Tutorial Attendance and Participation	Weekly	N/A	10%
Homework	Weekly	N/A	10%
<b>Quiz Component</b>			
Tutorial Quizzes	Refer to section 7.2	45 minutes	40%
<b>Formal Examination Component</b>			
Final Examination	Refer to section 4.2.3	2 hours	40%

### 4.2.1 Tutorial Component (20%)

You must enroll in a tutorial session and attend the session in which you are enrolled. MyUNSW will be available until the end of the first week of lectures to enable changes, additions, and deletions. After the first week, changes will **ONLY** be made for documented University conflicts, and approval is needed from the lecturer-in-charge.

Your tutorial grade is based on your attendance, participation and homework. Tutorials are designed to complement the lecture material and involve small group discussions. Active participation is **STRONGLY** encouraged. Tutorials help students (i) extend their understanding of finance principles and (ii) develop problem solving techniques.

#### Tutorial Attendance and Participation:

Due: Every week, beginning week 2

Weight: 10% of the final grade

Details: You are expected to regularly attend your assigned tutorial classes as they contribute to the understanding of lecture material through a small group setting. You are encouraged to ask questions as thoughtful questions will count towards your participation mark. You may also be called upon on a random basis throughout the tutorial stream to present answers to homework assignments to the class. Your participation mark will also be based on these answers and the clarity of your discussion. Students who do not participate in tutorial discussion will not score maximum marks for tutorials.

You are required to attend at least 80% of the tutorials. If you must miss a tutorial, please email your tutor. No credit will be given for attendance at tutorials other than that in which you are enrolled.

Attendance and participation marks are guided by the following rubric:

Mark	Description
HD	Attend at least 80% of tutorials. Participate on a regular basis providing insightful, clear answers and/or thoughtful questions highlighting any issues comprehending the material.
D	Attend at least 80% of the tutorials. Participate on a regular basis providing clear answers and/or questions.



C	Attend at least 80% of the tutorial. Participate on an infrequent basis.
P	Attend at least 80% of the tutorials, but do not participate.
F	Do not attend 80% of the tutorials.

### Homework:

Due: Every week, beginning week 2  
 Weight: 10% of the final grade  
 Details: You are expected to submit answers to the online homework assignment through MyFinanceLab **BEFORE** attending tutorials. Information on establishing an account for the homework will be available through the course website. General information on MyFinanceLab is in section 5.2.2. The homework is intended to encourage and facilitate learning. Students can retake the homework assignment as many times as desired prior to their tutorial session with only the last submitted mark counting towards the final grade. Homework problems provide hints to help students learn the material. In addition, as students may not have full command of the concepts prior to the tutorial, each individual assignment is scaled up by 50% to a maximum of 100%. For example, a student who answers 4 of 6 questions correctly on an assignment will receive full marks for that assignment ( $4/6 \times 1.5 = 100\%$ ).

Additional ungraded homework problems may be distributed through the course website. These problems will illustrate more complex examples than those covered in the online assessments. While such problems will not be graded, they will be discussed in tutorial and provide an opportunity for participation.

### 4.2.2 Quiz Component (40%)

Due: 3 times in the semester. See the schedule in section 7.2.  
 Weight: A total of 40% of the final grade  
 Details: There are **THREE** 45-minute quizzes administered during tutorial sessions. Quizzes may consist entirely of multiple choice questions or contain a mix of multiple choice and open-ended written questions. The first quiz is worth 10% of the overall course grade. The second and third quizzes are each worth 15% of the overall course grade. There will be no negotiation of quiz grades. Questions will be based on the lecture topics presented over the previous weeks that were also discussed in tutorials. For example, Financial Mathematics is discussed in lecture weeks 1 and 2. It is reviewed in tutorials during weeks 2 and 3. The quiz for this topic occurs in week 4.

### 4.2.3 Formal Examination Component (40%)

The final exam is administered by the UNSW Examinations group.

Due: The final exam is centrally scheduled by university to occur during UNSW's Final Exam period, which commences **Friday 9 June** and ends **Monday 26 June**. UNSW policy expects you to be available during this entire period.



The date of the final exam is determined by the university during the semester. See section 4.4 for additional details.

Weight: 40% of the final grade

Details: The final examination is a 2.0-hour closed book examination covering the entire course. It primarily consists of questions and problems in a multiple-choice format, but may have a few open-ended written questions.

## 4.2.4 General Examination Responsibilities and Requirements

### Your Responsibility to Notify Employers

You should notify employers of the requirement to attend examinations. Note that there are **NO** acceptable grounds for failure to complete any of the assessment components.

### Use of Electronic Calculators during Examinations

You are allowed to use a **scientific calculator**, either a Casio-FX or equivalent. In the quizzes held in tutorials and in the final exam, you will be responsible for providing an 'approved' calculator. You will be provided with further instructions on how to obtain an 'approved' calculator sticker from the Faculty office shortly.

Please refer to the following UNSW website for a list of calculators approved for use:  
<https://my.unsw.edu.au/student/academiclife/assessment/examinations/Calculator.html>

Please note that only the 'scientific' calculators on the list are approved for use in quizzes and the final exam. Students who attempt to bring any other sort of calculator to the examinations will be liable to be charged with academic misconduct.

### Student Identification Required for All Examinations

Your student ID should be visible at all times during the examination. Students without photographic ID may not be allowed to sit the examination.

## 4.3 Assignment Submission Procedure

Homework assignments are to be submitted online before each tutorial session. As the assignments are used to help the tutor identify appropriate topics for discussion, late submission of assignments is not permitted. Instructions for opening an online account and submitting assignments will be discussed in lecture.

## 4.4 Missed Examinations and Late Homework Submission

### 4.4.1 Homework

Extensions for missed homework assignments may be arranged for extraordinary circumstances. Students must contact their tutor for an extension.

### 4.4.2 Quizzes

A make-up quiz can be arranged for students who missed a quiz due to religious holidays, illness or other extraordinary circumstances. Students must provide proofs legitimizing the reason for missing a quiz.

Students should schedule a make-up quiz by contacting their tutor. Make-up quizzes can only be taken in other sessions led by the student's tutor. If no suitable make-up tutorial time is available with the student's tutor, the tutor will arrange for a make-up quiz to be held in the School of Banking and Finance (3<sup>rd</sup> floor UNSW Business School Building).

#### 4.4.3 Final Exam

No exceptions to the scheduled examination dates and times are permitted. Students making end-of-semester travel plans must conform to the University timetable in making their arrangements. You must be available for the entire final examination period.

The university requires that all students sit the exam at the scheduled time. Any student unable to attend the final exam, must apply for special consideration (see below). Special consideration decisions are made by a panel appointed by the School of Banking and Finance. The lecturer-in-charge is unable to make separate exam arrangements for students.

Furthermore, there is **NO** guarantee that a supplementary examination will be provided if you fail to sit the examination at the scheduled time. Poor class attendance (less than 80%) is sufficient justification for the refusal of final assessment.

#### 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

### 5.1 Lecture and Tutorial Materials

Materials for the class are provided on the course website via Moodle, <https://moodle.telt.unsw.edu.au>. Lecture slides will be made available before the first lecture session for each of the course's four topics (see the course outline in Section 7 for details). Tutorial assignments will generally be made available before the first lecture session for the week in which the topic is discussed. Given that tutorials occur one week after the lecture topic, students will have approximately one week to prepare for each tutorial.

### 5.2 Text and Online Resources

The materials for the course comprise the recommended textbook and MyFinanceLab, a companion website that provides homework and study resources.

#### 5.2.1 Textbook options

The recommended textbook is:

**Fundamentals of Corporate Finance** (2<sup>nd</sup> Australian Edition), by Berk, DeMarzo, Harford, Ford, Mollica, and Finch, Pearson Australia, 2014.

Students may buy a physical textbook or acquire an eBook. The physical textbook (ISBN 9781442564060) is available at the UNSW Bookshop for \$132.01. A downloadable, perpetual license eBook (ISBN 9781442564640) may be purchased online from <http://www.pearson.com.au/9781442564640> for \$50. All prices are as of January 2017.

### 5.2.2 MyFinanceLab

UNSW Business School provides all students with access to MyFinanceLab, an online tool for homework and self-study. Establishment of an account will be discussed during the first week of class. Problems provided in MyFinanceLab have a hint system to enable students to identify areas where understanding can be improved. It is possible to work through a problem multiple times as questions regenerate with random numbers.

### 5.2.3 Peer Assisted Support Scheme (PASS)

Additional support for students is available through the PASS program. This consists of student study groups run by student volunteers who previously excelled in the course. A schedule of PASS sessions will be made available on Moodle near the start of the semester.

### 5.2.4 General Finance Resources

Students may wish to keep informed of business and financial matters by reading the financial press or reviewing information provided by government regulators and securities exchanges. The following sites should be of interest to you in finance:

#### Newspapers and Magazines

Australian Financial Review	<a href="http://www.afr.com.au">www.afr.com.au</a>
Business Review Weekly	<a href="http://www.brw.com.au">www.brw.com.au</a>
Wall Street Journal	<a href="http://www.wsj.com">www.wsj.com</a>
Business Week	<a href="http://www.businessweek.com">www.businessweek.com</a>
CNN Financial Network	<a href="http://www.cnnfn.com">www.cnnfn.com</a>

#### Regulators

Australian Securities & Investments Commission	<a href="http://www.asic.gov.au">www.asic.gov.au</a>
U.S. Securities Exchange Commission	<a href="http://www.sec.gov">www.sec.gov</a>

#### Securities Exchanges

Australian Securities Exchange	<a href="http://www.asx.com.au">www.asx.com.au</a>
New York Stock Exchange	<a href="http://www.nyse.com">www.nyse.com</a>
Chicago Board of Trade	<a href="http://www.cbot.com">www.cbot.com</a>
Chicago Mercantile Exchange	<a href="http://www.cme.com">www.cme.com</a>

## 6 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students about the courses offered in the School and continual improvements are made based on this feedback. In this course, we will seek your feedback through course and instructor evaluations. Students are also encouraged to speak with the lecturers and tutors directly. Previous student feedback has been incorporated into course deliveries resulting in significantly improved learning experiences to the students of

the School. Your feedback expressed in the course and instructor evaluations are of utmost importance in improving the quality of education offered at the School.

## 7 COURSE SCHEDULE

### 7.1 Lecture/Tutorial Schedule

Lectures start in Week 1 and finish in Week 12. Tutorials start in Week 2 and finish in Week 13.

Lecture Week	Tutorial Week	Topic	Readings	Lecturer
<b>Section I: Introduction/Financial Mathematics</b>				
27 February	6 March	Introduction Time value of money	Ch. 1, 3.3, 3.4, 5.1	RT
6 March	13 March	Net Present Value, Interest rates	Ch. 3.1, 3.2, 4	RT
<b>Section II: Valuation of a Firm's Securities and Projects</b>				
13 March	20 March	Bonds	Ch. 5.3, 5.4, 6	YD
20 March	27 March	Equity	Ch. 7	YD
27 March	3 April	Investment decision rules	Ch. 8	RT
<b>Section III: Capital budgeting</b>				
3 April	10 April	Capital budgeting I	Ch. 2, 9	RT
10 April	24 April*	Capital budgeting II	Ch. 2, 9	RT
24 April*	1 May	Capital budgeting revision	Ch. 2, 9, 11	YD
<b>Section IV: Cost of Capital</b>				
1 May	8 May	Capital asset pricing model	Ch. 11, 12	RT
8 May	15 May	Cost of capital	Ch. 13	RT
15 May	22 May	Capital structure	Ch. 16, 10.1	RT
22 May	29 May	Payout policy/Free cash flow valuation models	Ch. 17	RT

\* Lectures and tutorials are cancelled on Anzac Day, Tuesday, 25 April.

### 7.2 Quiz Schedule

Tutorial Week	Topic
20 March	<i>Section I: Introduction/Financial Mathematics</i>
10 April	<i>Section II: Valuation of a Firm's Securities and Projects</i>
8 May	<i>Section III: Capital budgeting</i>

Section IV: Cost of Capital will not be assessed separately as a quiz. Instead, the final exam places additional emphasis on this section.

## **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:

- |   |
|---|
| <ul style="list-style-type: none"><li>a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and</li><li>b. Identify social and cultural implications of business situations.</li></ul> |
|---|

### **Business Postgraduate Coursework Program Learning Goals and Outcomes**

**1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.**

You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.

**2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.**

You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.

**3. Communication: Our graduates will be effective communicators in professional contexts.**

You should be able to:

- a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and
- b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.

**4. Teamwork: Our graduates will be effective team participants.**

You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.

**5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of ethical, social, cultural and environmental implications of business issues and practice.**

You should be able to:

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

## **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:**

Please note that for other assessments (quizzes, tutorial attendance, and homework), students should submit a request with appropriate documentation (i.e. a doctor's note) to your tutor. Do not use the online system. See 4.4 for instructions.

## **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](mailto: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](mailto:itservicecentre@unsw.edu.au); Phone: 9385 1333.
- **UNSW Learning Centre**  
[www.lc.unsw.edu.au](http://www.lc.unsw.edu.au)  
Provides academic skills support services, including workshops and resources, for all UNSW students. See website for details.
- **Library 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](mailto: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](mailto:disabilities@unsw.edu.au)