

# **GENC7002 GETTING INTO BUSINESS**

## **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: SHIRLEY CARLON

Room QUAD 2065

Phone No: 9385 9564

Email: [s.carlon@unsw.edu.au](mailto:s.carlon@unsw.edu.au)

Consultation Times: After the lecture otherwise by appointment.

### 2 COURSE DETAILS

#### 2.1 Teaching Times and Locations

Lectures	Time	Location
Tuesday	3.00pm to 6.00pm	Central Lecture Block 4 (CLB 4)

Lectures run Week 1 through to Week 12

#### 2.2 Units of Credit

The course is worth 6 units of credit.

#### 2.3 Summary of Course

The purpose of this course is to examine how the law governs virtually every aspect of setting up business. This course provides the student with both a theoretical and practical working knowledge of the law and its application to set up a business. After completing this course students will exhibit demonstrable competence in the ability to understand and apply the legislation, case law, and regulation to establish a business.

This course is of particular relevance to those seeking to take advantage of a commercial opportunity, or assume control of an existing business. This course will enhance the student's knowledge, research and analytical and leadership skills. It will enable the student to take the initiative necessary to establish a business and manage the risks and interests of the business.

#### 2.4 Course Aims and Relationship to Other Courses

This course is of particular relevance to those seeking to take advantage of a commercial opportunity, or assume control of an existing business. This course will enhance the student's knowledge, research and analytical and leadership skills. It will enable the student to take the initiative necessary to establish a business and manage the risks and interests of the business. Whilst this course examines the business laws and complementary course *GENC 5031 Tax for Professionals* examines the taxation of business, particularly for individuals and small business owners. Further study in the area of business law, taxation and business studies is available at the Masters level. You may consult with the Student Centre, located 1st floor of the Quad Building or the lecturer.

## 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').

### 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 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	1. Describe the institutions that constitute the Australian legal system; 2. Identify legal concepts which underlie the regulation of commerce; 3. Evaluate the various legal structures to operate a business; 4. Identify, discuss and resolve issues relevant to business law ; 5. Describe the ethical, social and cultural considerations when setting up a business; 6. Employ various techniques to secure funding for a business, and 7. Manage the relationship between the business, government, suppliers, creditors, shareholders and other stakeholders public;	<ul style="list-style-type: none"> <li>• Online quizzes</li> <li>• Assignment</li> <li>• Seminar discussion</li> <li>• Class presentation</li> </ul>
2	Critical thinking and problem solving	Use legal concepts, procedures and problem solving techniques to analyse and manage property, liability and risk and resolve real problems / challenges faced by business.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Seminar discussion</li> <li>• Class presentation</li> <li>• Online quizzes</li> </ul>
3a	Written communication	Construct written work which is logically and professionally presented.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Class presentation</li> </ul>
3b	Oral communication	Through group discussions in seminars and class presentation	<ul style="list-style-type: none"> <li>• Class presentation</li> <li>• Seminar discussion</li> </ul>
4	Teamwork	Through class presentation	<ul style="list-style-type: none"> <li>• Class presentation</li> </ul>

5a.	Ethical, social and environmental responsibility	Identify and assess the interaction of business, law and ethics to encourage a sustainable, viable, productive and equitable business environment.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Seminar discussion</li> <li>• Class presentation</li> </ul>
5b.	Social and cultural awareness	Appreciate the dynamic and inclusive nature of business to reflect the social and cultural fabric and needs of the community.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Seminar discussion</li> <li>• Class presentation</li> </ul>

### 3 LEARNING AND TEACHING ACTIVITIES

The course will be run in seminar style with opportunity for students to research and work through problems in the seminar.

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

The approach to learning and teaching in this course is premised on the fact that active student engagement in the course will facilitate understanding and deep learning of the course material. Law is a complex area and this course introduces students to the law and the interpretation of the law through cases. Students will discuss cases and scenarios. You are likely to gain most if you approach the content with an open mind, be critical, question everything and ask “why” constantly. Ideas about the law and business may be challenged.

The purpose of engaging the student is to encourage critical analysis, challenge preconceptions, provide the context for the student to explore new ideas, consider the dynamic, competing forces that act upon decision makers, stakeholders and evaluate the importance of ethics. Through this approach students will be expected to understand rather than memorise the course content and to apply it in a critical manner rather than regurgitate the course content. In the past students have taken away valuable information about the law as a business tool, and have enjoyed the experience overall.

#### 3.2 Learning Activities and Teaching Strategies

The course will be conducted in a 3 hour weekly seminar which will be a mixture of lecture of basic concepts and then students will be given scenarios and cases to analyse, discuss or solve.

### 4 ASSESSMENT

#### 4.1 Formal Requirements

In order to pass this course, you must:

- achieve a composite mark of at least 50;
- attend 80% of the classes and
- make a **satisfactory attempt** at all assessment tasks (see below).

Whilst there is no requirement that a student attain 50% or more for each assessment task, there is however a requirement that the student achieve a result that indicates the **student genuinely attempted the assessment**. 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). An example of unsatisfactory performance is failing to complete an assessment task (e.g. failing to submit an assignment).

## 4.2 Assessment Details

Assessment Task	Weighting	Description	Due Date
1. 3 quizzes	30%	Online	See below and make a note in your calendar
2. Assignment	40%	2000-2500 words	Week 10 May 8th
3. Class presentation	20%	Group task	Ongoing throughout semester
4. Class participation	10%	Based on weekly discussions	Ongoing throughout semester

The above tasks are assessed in accordance with marking criteria (rubric) linked to the learning goals as above (Knowledge, critical thinking and problem solving, written communication ability, and developing ethical, environmental and sustainability responsibility and social and cultural awareness).

### Online Quizzes

The online multiple choice quizzes are designed to engage with the material and to test whether the student has achieved an understanding of core principles which form the foundation of the discipline.

There are three quizzes worth 10% each and will be available online on the course Moodle site. The following is the schedule for the quizzes and topics covered:

	Topic covered	Open date	Close date
QUIZ 1	Weeks 1 to 3	Friday 24 <sup>th</sup> Mar 9am	Monday 27 <sup>th</sup> Mar 9pm
QUIZ 2	Weeks 4 to 7	Friday 28 <sup>th</sup> April 9am	Monday 1 <sup>st</sup> May 9pm
QUIZ 3	Weeks 8 to 11	Friday 26 <sup>th</sup> May 9am	Monday 29 <sup>th</sup> May 9pm

This form of assessment is designed to achieve student learning outcomes identified in 2.5 points 1, 2, and 5.

### Assignment

The assignment is the major research and written task of this course, designed to enable the student to apply both knowledge and critical analysis and to communicate this in an effective, logical and original manner.

This form of assessment is designed to achieve student learning outcomes identified in 2.5 points 1, 2, 3, and 5.

### Rationale

The purposes of the assignment are:

- A to assess the student's understanding of the topics 3 to 8 in a typical situation experienced by entrepreneurs;
- B to demonstrate the ability to develop problem solving skills;
- C to produce evidence of research techniques to analyse and applying the correct law to the problem and;
- D to demonstrate written communication skills in terms of expression of ideas and views.

You will be assessed on the following criteria:

- i. presentation of a well-structured paper presenting the steps on how the students have obtained the answers, including whether you have applied appropriate research techniques to analyse and solve problems.
- ii. Ability to correctly identify the issue in the problem question.
- iii. Level of understanding of the theoretical issues associated with the topics covered.
- iv. Ability to present your answers, effectively, appropriately, and neatly, using appropriate reference techniques.
- v. Originality of the paper (see section on Academic Honesty & Plagiarism).

### **Class Presentation**

The class presentation will be assessed on both the presentation and a written summary to be handed in on the day of the presentation. Groups will be assigned in first seminar and will be presented in class in weeks 2 to 12 (excluding week 8). A separate document on Moodle will list the topics. It is to be completed in groups of three and all participants must speak. You will also be required to hand in a summary of the topic. 10 marks will be for the presentation and 10 marks for the written component.

This form of assessment is designed to achieve student learning outcomes identified in 2.5 points 1, 2, 3 4 & 5.

### **4.3 Assessment Format**

**Assignment Due Date: Week 10 Monday May 8th, 2017 by 9pm.**

Students will be required to submit a 2 000 to 2 500 word assignment. The assignment is a research assignment due in **Week 10 on May 8th, 2017 by 9:00pm**. It will account for 40% of the final mark. It has a minimum word limit of 2 000 words and a maximum word limit of 2 500 words.

Further details will be announced in the seminar by the lecturer in **Week 4**. Students are to complete their own assignments.

### **Assignment Submission Procedure**



Your assignment must be submitted 'soft copy' via the link that will be made available on Moodle Further details regarding formatting; referencing and submission will be provided with the assignment question.

**You MUST keep a copy of the assignment you submit.**

#### 4.4 Late Submission

Any assignment submitted late will not be accepted unless prior written approval has been granted by the lecturer-in-charge. Assignments that are submitted after the due date and time without prior written approval will have 20% deducted per day late. Please note: mark deductions will be imposed immediately after the time the assignment is due. Any assignment submitted 5 or more days late will score 0. If you foresee that you will have problems submitting the assignment on time you should contact the lecturer-in-charge immediately.

In **exceptional circumstances**, the lecturer-in-charge may grant an extension for the assignment. Only the lecturer-in-charge can grant an extension for an assignment. Do not wait until the due date to ask for an extension. No extensions will be granted on the due date itself. If circumstances beyond your control mean that you cannot complete an assignment by the due date you should ***make an application for special consideration*** (see below at Section 11). These applications are reserved for illness or misadventure, not work commitments. Work commitments are not a valid reason for special consideration applications. You will be advised by email whether an extension was granted or if another form of assessment has been set depending on the circumstances. All medically based requests must be supported by a medical certificate.

#### 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

The website for this course is on Moodle at: <http://moodle.telt.unsw.edu.au>

The textbooks for this course are:

Latimer, P., Australian Business Law, 2016, Oxford University Press., ISBN: 9780190304348.

#### Recommended references:

The following are references for students to assist in understanding the interaction of the law with business:

Chew C., *Business Law Guidebook*; 2<sup>nd</sup> edition Oxford University Press.  
ISBN: 9780195593990

Davies C., *Property Law Guidebook*; 2<sup>nd</sup> edition Oxford University Press.  
ISBN: 9780195594034

Adams M.A. & Nehme M., *Business Organisations Law Guidebook*; 2<sup>nd</sup> edition Oxford University Press. ISBN: 9780195593976

Crosling G & Murphy H., *How to Study Business Law: Reading, Writing and Exams*-4th Edition; LexisNexis. ISBN 9780409325348  
 Graw, S; Parker, D; Whitford, K; Sangkuhl, E; Do, E., *Understanding Business Law*, 2016, 8<sup>th</sup> Edition LexisNexis ISBN 9780409343083

### Other Resources, Support and Information:

The UNSW Law Library provides a wealth of information, publications, research and study and online services. Through the UNSW website you can access online data bases such as LexisNexis. You can find on the Library Services web site full details of how you can find books, articles, Australian and international databases, full-text newspapers and journals, electronic reference collections as well as links to other libraries and their catalogues: <https://www.library.unsw.edu.au/>

### Internet References

- Australasian Legal Information Institute: <http://www.austlii.edu.au>
- Australian Securities and Investment Commission: [Asic](http://www.asic.gov.au)
- Australian Prudential Regulation Authority: [www.apra.gov.au](http://www.apra.gov.au)
- Australian Securities Exchange: [www.asx.com.au](http://www.asx.com.au)
- Australian Copyright Council: <http://www.copyright.org.au>
- Australian Consumer and Competition Commission: [www.accc.gov.au](http://www.accc.gov.au)
- Commonwealth Attorney General's: <http://www.ag.gov.au>
- IP Australia (Trademarks, ©, Patents, etc.): <http://www.ipaustralia.gov.au>

## 6 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's myExperience survey is one of the ways in which student evaluative feedback is gathered. In this course, we will seek your feedback through end of semester myExperience responses and feedback given to course convenor. Feedback from previous students indicated they would like more structured participation. As a result of this feedback, the weekly seminar will clearly set out activities to be completed during the seminar.

## 7 COURSE SCHEDULE

### Seminar Schedule

Seminars start in Week 1 and finish in Week 12.

Date	Topic	References
Week 1 28 <sup>th</sup> Feb	<b>Why get into business?</b> The entrepreneur: Grasping the opportunity The rule of law and the entrepreneur An introduction to the Law Legal research and problem solving	Latimer Chapter 1 See lectures week 1
Week 2 7 March	<b>The concept of property &amp; the entrepreneur part 1</b> Tangible property Case study: The property developer	Latimer chapter 3 up to 3-460
Week 3 14 March	<b>The concept of property &amp; the entrepreneur part 2</b> Intangible property and the law Valuation & exploitation of intangible property	Latimer Chapter 3 sec3-470 to 3-690

Week 4 21 March	<b>Organising your new business</b> The business structure Engineering the business structure Directors duties and liability Setting up business online <b>Quiz 1 opens Friday 24<sup>th</sup> 9am</b>	Latimer Chapter 9,10, and 12
Week 5 28 March	<b>Negotiating and forming contracts</b> Forming & enforcing obligations Managing relationships through contracts law Workplace (employment) contracts Supplier and sub-contracting techniques Agency contracts/ franchising & licensing contracts <b>Quiz 1 closes Monday 27<sup>th</sup> 9pm</b>	Latimer Chapter 5, 6 & part of 11
Week 6 4 April	<b>Financing your business Part I</b> Getting the money: Your options & obligations The concept of “debt” and “equity” Raising the funds: Loans & obligations Negotiating debit / credit agreements Laws of financial contracts	Latimer Chapter 13 up to 13-380 Notes on Moodle
Week 7 11 April	<b>Financing your business Part II</b> Law of financial contracts Consumer credit Financial brokers Securities, derivatives and obligations Regulatory framework: How to issue and transact in securities	Latimer Parts of Ch 14,15 & 16(see slides)
<b>Mid-semester break: Friday 14 – Saturday 22 April inclusive</b>		
Week 8 25 April	<b>25 April is Anzac Day public holiday</b> <b><u>Lecture pre-recorded online</u></b> <b>Managing risk Part 1</b> The concept of risk Negligence and management “Duty of care” concept & WHS obligations <b>Quiz 2 Opens Friday 28<sup>th</sup> 9am</b>	Latimer Chapter 4 Notes on Moodle
Week 9 2 May	<b>Managing Risk Part 2</b> Counter party risk analysis Measuring & selling risk Insurance Hedging <b>Quiz 2 closes Monday 1<sup>st</sup> 9pm</b>	Latimer Chapter 17 and notes on Moodle
Week 10 9 May	<b>Managing Risk Part 3</b> Taking your business to market Marketing laws and business Developing a strategy Protecting the consumer: Truth in advertising <b>ASSIGNMENT DUE (Monday 8<sup>th</sup> 9pm )</b>	Latimer Chapter 7
Week 11 16 May	<b>Managing Risk Part 4</b> Encouraging competition: The rise of business oligarchs Competition law How to protect your new business	Latimer Chapter 8 See additional Notes on Moodle
Week 12 23 May	The behaviour of management : Politics, greed and ethics	See seminar material

	Review of the course <b>Quiz 3 opens Friday 26<sup>th</sup> 9am</b>	
Week 13 30 May	NO seminar <b>Quiz 3 closes Monday 29<sup>th</sup> 9pm</b>	

## 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: handout on Moodle under the assignment tab.

## 10 STUDENT RESPONSIBILITIES AND CONDUCT

Students are expected to be familiar with and adhere to university policies in relation to class attendance and general conduct and behaviour, including maintaining a safe, respectful environment; and to understand their obligations in relation to workload, assessment and keeping informed.

Information and policies on these topics can be found in UNSW Current Students 'Managing your Program' webpages: <https://student.unsw.edu.au/program>.

### 10.1 Workload

It is expected that you will spend at least **nine to ten hours** per week studying this course. This time should be made up of reading, research, working on exercises and problems, online activities and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater. Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

We strongly encourage you to connect with your **Moodle course websites** in the **first week of semester**. Local and international research indicates that students who engage early and often with their course website are more likely to pass their course.

Information on expected workload: <https://student.unsw.edu.au/uoc>

### 10.2 Attendance

Your regular and punctual attendance at lectures and seminars is expected in this course. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment. For more information, see:  
<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

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 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 UG final exam special considerations), **not** by tutors.
5. Applying for special consideration **does not** automatically mean that you will be granted a supplementary exam or other concession.
6. Special consideration requests **do not allow** lecturers-in-charge to award students additional marks.

#### Business School Policy on requests for Special Consideration for Final Exams in Undergraduate Courses:



The lecturer-in-charge will need to be satisfied on each of the following before supporting a request for special consideration:

1. Does the medical certificate contain all relevant information? For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without this will not be valid.
2. Has the student performed satisfactorily in the other assessment items? Satisfactory performance would require at least satisfactory attempt at all assessment tasks due to date and meeting the obligation to have attended 80% of seminars.
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 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 date for supplementary exams for Semester 1, 2017 is:
  - 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. Failure to attend the supplementary exam will not entitle the student to have the original exam paper marked and may result in a zero mark for the final exam.

If you attend the regular final exam, you are extremely unlikely to be granted a supplementary exam. Hence if you are too ill to perform up to your normal standard in the regular final exam, you are strongly advised not to attend. However, granting of a supplementary exam in such cases is not automatic. You would still need to satisfy the criteria stated above.

The Business School's 'Special Consideration and Supplementary Examination Policy and Procedures for Final Exams for Undergraduate Courses' is available at:

[www.business.unsw.edu.au/Students-Site/Documents/supplementary\\_exam\\_procedures.pdf](http://www.business.unsw.edu.au/Students-Site/Documents/supplementary_exam_procedures.pdf).



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

Special consideration for the group presentation and assignment, please use the online system through myUNSW. Special consideration for all other assessment tasks, please email lecturer in charge ([s.carlon@unsw.edu.au](mailto:s.carlon@unsw.edu.au)).

## 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**  
<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)