

ECON1101

Microeconomics 1

Course Outline

Semester 1, 2017

Part A: Course-Specific Information

**Part B: Key Policies,
Student Responsibilities & Support**

Table of Contents

PART A: COURSE-SPECIFIC INFORMATION	3
1 STAFF CONTACT DETAILS	3
1.1 Primary Contact: ECON1101@unsw.edu.au	3
1.2 Lecturers	3
1.3 Tutors-in-Charge	3
1.4 Who to contact?	3
1.5 Pitstop and PASS	4
2 COURSE DETAILS	4
2.1 Teaching Times and Locations	4
2.2 Summary of Course	4
2.3 Aims and Relationship to Other Courses	5
2.4 Student Learning Outcomes	5
3 LEARNING AND TEACHING ACTIVITIES	6
3.1 Approach to Learning and Teaching in the Course	6
3.2 Learning Activities and Teaching Strategies	6
4 ASSESSMENT	7
4.1 Formal Requirements	7
4.2 Assessment Structure	7
4.3 Week 6 In-Tutorial Test	7
4.4 Week 10 In-Tutorial Test	7
4.5 Special Consideration for In-Tutorial Tests	8
4.6 Playconomics	8
4.7 Final Exam Format	8
4.8 Tutorial Participation	8
4.9 Quality Assurance	9
5 COURSE EVALUATION AND DEVELOPMENT	9
6 COURSE RESOURCES	9
6.1 Required Materials	9
6.2 Optional Readings	10
7 COURSE SCHEDULE	11
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES & SUPPORT	12
8 PROGRAM LEARNING GOALS AND OUTCOMES	12
9 ACADEMIC MISCONDUCT AND PLAGIARISM	13
10 STUDENT RESPONSIBILITIES AND CONDUCT	14
10.1 Workload	14
10.2 Attendance	14
10.3 General Conduct and Behaviour	14
10.4 Health and Safety	14
10.5 Keeping Informed	14
11 SPECIAL CONSIDERATION	15
12 STUDENT RESOURCES AND SUPPORT	16
13 KEY DATES AND STUDENT RESPONSIBILITIES	18

PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

1.1 Primary Contact: ECON1101@unsw.edu.au

1.2 Lecturers

Scott French (**Lecturer-in-Charge**)
Room Number: Business School 470
Phone: 9385 5352
Email: scott.french@unsw.edu.au

Alberto Motta
Room Number: Quadrangle Bld. 3124
Phone: 9385 9771
Email: motta@unsw.edu.au

Peter Nichols
Room Number: Business School 465
Phone: 9385 9935
Email: p.nichols@unsw.edu.au

Sarah Walker
Room Number: Business School 459
Phone: 9385 3319
Email: s.walker@unsw.edu.au

1.3 Tutors-in-Charge

Ashley Cheng
Caitlin Reulein

Email: ECON1101@unsw.edu.au

1.4 Who to contact?

Subject material: Questions about course content should be discussed in lectures, tutorials, consultation hours, or on the course website. It is very likely that your question has already been asked and addressed by your peers on the course website. If not, **post it on the appropriate page**, where it can be addressed by other students, tutors, or lecturers. Discussion of course subject material will not be entered into via lengthy emails.

Personal enquiries: All questions of a personal nature, such as questions regarding in-semester marks, special consideration, supplementary exams, etc., should be sent to the primary course email address: ECON1101@unsw.edu.au.

Enrolment: General enquiries relating to your program or enrolment in the course or tutorials should be directed to your Program Authority (for Business School students, this is the Student Centre in Quad 1028). For specific questions about economics courses in your program, please contact Grace Setiawan at g.setiawan@unsw.edu.au.

Online access: Technical enquires relating to your UNSW logins or Moodle access should be directed to the UNSW IT Service Centre on 9385 1333. For issues relating to access to course content, please contact Trish Cann at trish.cann@unsw.edu.au.

Playconomics: Instructions for how to sign up for Playconomics are on the course Moodle page. For technical issues regarding access to Playconomics, please contact the Playconomics team at support@lionsheartstudios.com.

1.5 Pitstop and PASS

Starting from about Week 12, the School will provide **Pitstop**, an opportunity for consultation with tutors as you prepare for exams. Details of Pitstop locations and hours for this course will be advised closer to the time.

PASS (the Peer Assisted Support Scheme) is a system of voluntary study groups available to ECON1101 students. The groups are led by senior students and are an opportunity to practice problems, develop study methods, ask questions, and consolidate your knowledge in a friendly, informal environment. PASS sessions will start in Week 3. The timetable will be available from the Course Website in Week 2.

2 COURSE DETAILS

2.1 Teaching Times and Locations

Lectures start in Week 1 and end in Week 12, though there will be no lectures in Week 5. The lecture times and locations are:

LECTURE STREAM	DAY	TIME	LOCATION	LECTURER
A	Thursday	9:00 – 11:00am	Clancy Auditorium	Motta
B	Tuesday	2:00 – 4:00pm	Central Lecture Block 7	Nichols
C	Wednesday	1:00 – 3:00pm	Central Lecture Block 7	Walker
D	Thursday	4:00 – 6:00pm	Matthews Theatre A	French
E	Wednesday	6:00 – 8:00pm	Central Lecture Block 7	Nichols

Tutorials start in Week 2 and end in Week 13. Answers to Tutorial Questions will be posted on the Course website in the week following their discussion in class.

Units of Credit

The course is worth 6 units of credit.

2.2 Summary of Course

Economics is a social science which studies the ways in which people interact with one another and make decisions in a world with limited resources. The goal of this course is to provide you with the basic tools to “think like an economist” – that is, to be able to use basic economic principles to ask and answer questions about how the world works or the effects of policies. We will cover topics such as how individuals or firms make decisions about the demand or supply of a particular product, how we can evaluate the efficiency of a market, and how we evaluate the costs and benefits of government intervention in a market.

2.3 Aims and Relationship to Other Courses

The aim of this course is to provide an introduction to microeconomic analysis. It outlines the theory of markets with relevant applications to individual, social and business issues.

ECON1101 Microeconomics 1 is a core requirement for all students in the B.Com and B.Ec programs. Additionally, ECON1101 is a prerequisite for ECON1102 and all courses in the School of Economics with a course code number beginning with 2 or 3. No previous study of economics is assumed.

2.4 Student Learning Outcomes

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

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate coursework 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. You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree. For more information on the Undergraduate Program Learning Goals and Outcomes, see Part B of the course outline.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed:

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals</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	Explain the assumptions of standard models of microeconomics. Explain and operate in different market environments where individual, social and government decisions are made. Understand the reasons for and outcomes of government intervention in the economy.	<ul style="list-style-type: none"> • Playconomics • Tutorial Questions • In-Tutorial Tests • Final Exam
2	Critical thinking and problem solving	Use the standard models of microeconomics to determine the outcome of changes in a variety of economic variables. Use simple mathematical models to calculate the result of economic changes.	<ul style="list-style-type: none"> • Playconomics • Tutorial Questions • In-Tutorial Tests • Final Exam
3a	Written communication	Construct written work that is logically and professionally presented.	<ul style="list-style-type: none"> • In-Tutorial Tests
3b	Oral communication	Communicate ideas in a succinct and clear manner.	<ul style="list-style-type: none"> • Not specifically assessed.
4	Teamwork	Work collaboratively to complete a task.	<ul style="list-style-type: none"> • Not specifically assessed.
5a.	Ethical, environmental & sustainability considerations	Identify and assess environmental and sustainability considerations in microeconomics problems.	<ul style="list-style-type: none"> • Playconomics • In-Tutorial Tests • Final Exam

5b.	Social and cultural awareness	Not specifically addressed in this course.	<ul style="list-style-type: none"> • Playconomics
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3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

The philosophy underpinning this course and its Teaching and Learning Strategies are based on “Guidelines on Learning that Inform Teaching at UNSW. These guidelines may be viewed at: www.guidelinesonlearning.unsw.edu.au. Section 3.2 (below) provides more detail on Teaching and Learning Strategies for this course.

The lectures, tutorials and assessment have been designed to appropriately challenge students and support the achievement of the desired learning outcomes. A climate of inquiry and dialogue is encouraged between students and tutors and amongst students (in and out of class). The lecturer and tutors aim to provide meaningful and timely feedback to students to improve learning outcome.

3.2 Learning Activities and Teaching Strategies

The examinable content of the course is defined by the assigned text, lecture content, tutorial materials, and any additional material provided by the Lecturer-in-Charge.

Students will be taught the “core principles” of economics and given practice at applying these principles to everyday problems. The aim is to teach students to “think (and act) like an economist”, whether it is in everyday or workplace situations.

Lectures

The purpose of the Lectures is to **1)** provide a logical structure for the course topics, **2)** emphasize the important concepts and methods for each topic, and **3)** provide relevant examples that apply the key concepts and methods.

Tutorials

The purpose of Tutorials is to provide an opportunity for small group discussion of the application of economic concepts and methods can be applied. They also provide practice and feedback in answering questions relevant to the course, both verbally and in writing. To facilitate this process, students should attempt the set of weekly Tutorial Questions before each tutorial. Complete solutions for each set of Tutorial Questions will be posted the following week.

In the tutorials, the tutor will address only those questions that students find particularly difficult. Thus, not all the questions will be covered during tutorials. Questions that are not covered in the tutorials can be attempted in PASS (see Section 6.2 below) or discussed with your peers on the course website.

Out-of-Class Study

It is important to note that most learning will be achieved outside of class time. Lectures can only provide a structure to assist your study, and tutorial time is limited. An “ideal” weekly learning strategy look like the following:

1. **Read** the relevant textbook chapter(s), and **play** the Playconomics video game, re-reading relevant sections of the text as needed to progress in the game.
2. **Attend Lectures.** Here, the course content will placed in context, and the key elements of each topic will be highlighted.

3. **Attempt Tutorial Questions before attending tutorials.** This will provide a self-test of your understanding, guide your re-reading of specific parts of the text, and allow you make the most of the time spent in tutorials.

4. **Attend PASS** to work with other students in the course.

4 ASSESSMENT

4.1 Formal Requirements

To be eligible for a passing grade in this course, students must:

- Achieve a total mark of at least 50 per cent.
- Make a satisfactory attempt at ALL assessment tasks, including attending at least 80 per cent of tutorials (9 out of 12) and achieving a satisfactory mark in all assessments.

4.2 Assessment Structure

Assessment Task	Weighting
In-Tutorial Test - Week 6	15%
In-Tutorial Test - Week 10	15%
Playconomics	20%
Final Exam	50%

4.3 Week 6 In-Tutorial Test

In Week 6 tutorials, each student will be required to answer one question in writing. **The answer will be worth 15 of the total marks for the course.**

Each class may have a different question set. The test will last 45 minutes and will cover **all topics up to (and including) Chapter 3.2 lectures and tutorials** (refer to the Course Schedule), regardless of whether the material has been discussed in tutorials. The format of this test will be a question requiring a written answer and/or a numerical problem and/or a diagram. **Every student must attempt this test in the tutorial group to which they have been allocated.**

4.4 Week 10 In-Tutorial Test

In Week 10 tutorial each student will be required to answer one question in writing. **The answer will be worth 15 of the total marks for the course.**

Each class may have a different question set. The test will last 45 minutes and will cover **all topics up to (and including) Chapter 6 lectures and tutorials** (refer to the Course Schedule), regardless of whether the material has been discussed in tutorials. The format of this test will be a question requiring a written answer and/or a numerical problem and/or a diagram. **Every student must attempt this test in the tutorial group to which they have been allocated.**

4.5 Special Consideration for In-Tutorial Tests

There will be no supplementary in-tutorial tests. Students who are found to have a valid reason for special consideration will have their final exam mark re-weighted to account for the marks allocated to the in-tutorial test.

You should make every effort to take both In-Tutorial Tests. Students who fail to attend a test should contact the Tutor-in-Charge **and** lodge a special consideration application online through myUNSW within 5 working days of the assessment. To do so, log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration. Then, submit either original or certified copies of your completed Professional Authority form ([pdf - download here](#)) and [supporting documentation](#) to Student Central.

In cases of serious illness, students will need full and convincing documentation of that illness and should apply for Special Consideration. **In most cases, students who sit a test will not receive special consideration.** For all unexcused cases of non-attendance, students will receive a mark of zero. Sporting events, religious camps and social events (even if associated with the University), work related absences, and family ceremonies are not grounds for missing this test.

4.6 Playconomics

Playconomics is a computer-based interactive experience that plays like a videogame and teaches the principles of economics. It combines gamification, personalised feedback and experiential learning in an innovative and accurate way, to make your Micro 1 learning more engaging and fun.

Completing all components of the game is worth 20% of your overall course mark. Points are allocated in proportion to your overall game progression. For example, if you complete 50% of the game you will receive 10 marks.

4.7 Final Exam Format

The final exam is worth 50% of the total marks for the course. This exam consists of 50 multiple-choice questions. It will be conducted in the UNSW examination period. The final exam timetable is published by the UNSW Examination Branch. **The lecturers and tutors have no advanced knowledge of the time or location of the final exam.**

4.8 Tutorial Participation

Each week, some of the Tutorial Questions will be solved during the tutorial. The questions are located at the end of each chapter of the required textbook for the course. The set of questions relevant for each tutorial is listed in the Course Schedule.

No marks are awarded for tutorial attendance. However, a record of attendance at tutorials will be kept. **Students should note that 80 per cent attendance at lectures and tutorials is required by UNSW and Business School rules.** In certain circumstances, such as where a request for Special Consideration is made in relation to assessment items, tutorial attendance will be taken into account in determining your final assessment or whether Special Consideration is granted.

Attendance at 9 of 12 tutorials will be deemed as meeting the 80 per cent requirement. Students must sign on by 10 minutes from the start of tutorial to qualify as "in attendance". **Signing on for another student will be treated as misconduct.** If, owing to illness or other exceptional circumstances, you are unable to attend your usual tutorial, you may try to attend another tutorial in the same week. This attendance will not be recorded and is purely to prevent you from missing important work. The required attendance allows for occasional absence due to minor illness and other reasons, hence Special Consideration applications will not reduce this requirement.

4.9 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 and will not be related to course grades.

5 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students about their experiences in 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. Further Information about myExperience can be obtained from <https://student.unsw.edu.au/myexperience>.

6 COURSE RESOURCES

6.1 Required Materials

The Course Website contains all course content, including the textbook, tutorial questions, and forums to ask questions and discuss course material. The website can be accessed through **Playconomics**. Instructions for how to sign up for Playconomics are accessible via UNSW Moodle at <http://moodle.telt.unsw.edu.au>.

Students should consult the course website regularly, as it contains important information about the course. It will be assumed that all students have seen all material posted on the course website.

Course announcements will be posted on Moodle.

The required textbook for this course is:

Motta, A., Dobrescu, L.I., Faravelli, M., McWhinnie, S. (2015) *Principles of Microeconomics* (4th ed.), ebook (included in the Playconomics package)

This textbook has been created specifically for this course. The textbook examinable content is defined in the Course Schedule, and includes all Tutorial Questions. **The required textbook is available as part of the Playconomics package.**

Information on signing up for Playconomics is available on the course Moodle page. Students will have to create a new Playconomics account. From their account, students will be able to purchase the complete version of Playconomics, which includes remote access to the course webpage, with the required e-book integrated (including educational videos, Tutorial Questions, etc.), and the game.

Students who are unable or unwilling to purchase a license will be able to access the course website, textbook, and game using selected PCs in our on-campus computer lab. Please contact the lecturer-in-charge for further information.

For any technical issues, please email support@lionsheartstudios.com.

6.2 Optional Readings

The following texts are available in the library:

Bajada, C., Jackson, J. McIver, R. Wilson, E., (2012), *Microeconomics*, (3th Ed.), McGraw-Hill International Book Co., Sydney.

Frank, R. H., Jennings, S. & Bernanke, B.S., (2012), *Principles of Microeconomics*, (3rd ed.), McGraw-Hill International Book Co., Sydney.

Gans, Joshua, Stephen King, Robin Stonecash, and N. Gregory Mankiw (2011). *Principles of Economics*. Cengage Learning.

Students who would like to improve their professional writing ability may consult:

Faigley, F. (2011), *The Little Penguin Handbook*, (Australasian ed.) Pearson, Australia.

7 COURSE SCHEDULE

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

Week	LECTURE SCHEDULE		TUTORIAL SCHEDULE	
	Topic	Reference	Topic	Activity
Week 1 27 Feb.	Introduction/Administration Comparative Advantage and the Basis for Trade	Ch. 1		
Week 2 6 Mar.	Comparative Advantage (cont.)	Ch. 1 (cont.)	Comparative Advantage	Ch. 1: Q 1-6
Week 3 13 Mar.	Supply in Perfectly Competitive Markets	Ch. 2	Comparative Advantage	Ch. 1: Q 7-15
Week 4 20 Mar.	Supply in Perfectly Competitive Markets (cont.) Demand in Perfectly Competitive Markets	Ch. 2 (cont.) Ch. 3	Supply in Perfectly Competitive Markets	Ch. 2: Q 1-5
Week 5 27 Mar.	NO LECTURES Special Event: Improv Economist, feat. Prof. Richard Holden – Clancy Auditorium, 30 March, 9:00-11:00		Supply (cont.) Demand in Perfectly Competitive Markets	Ch. 2: Q 6-7 Ch. 3: Q 1-3
Week 6 3 Apr.	Demand (cont.) Demand & Supply: An Equilibrium Analysis	Ch. 3 (cont.) Ch. 4		In-Tutorial Test (Ch.1-Ch.3.2)
Week 7 10 Apr.	Demand & Supply (cont.) (Friday 14 April is Good Friday public holiday)	Ch. 4 (cont.)	Demand (cont.) Demand & Supply: An Equilibrium Analysis (Friday 14 April is Good Friday public holiday)	Ch. 3: Q 4-7 Ch. 4: Q 1-2
Mid-semester break: Friday 14 – Saturday 22 April inclusive				
Week 8 24 Apr.	Government Intervention: The Cost of Interfering with Market Forces International Trade (Tuesday 25 April is Anzac Day public holiday)	Ch. 5 CH. 6	Demand & Supply (cont.) (Tuesday 25 April is Anzac Day public holiday)	Ch. 4: Q 3-7
Week 9 1 May	Market Power: Monopoly	Ch. 7	Government Intervention International Trade	Ch. 5: Q 1-6 Ch. 6: Q 1-5
Week 10 8 May	Market Power: Oligopoly	Ch. 8		In-Tutorial Test (Ch.1-Ch.6)
Week 11 15 May	Externalities	Ch. 9	Market Power: Monopoly	Ch. 7: Q 1-6
Week 12 22 May	Public Goods	Ch. 10	Market Power: Oligopoly	Ch. 8: Q 1-6
Week 13 29 May	REVISION		Externalities Public Goods	Ch. 9: Q 1-5 Ch. 10: Q 1-4

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES & 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.

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 MISCONDUCT 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>

The School of Economics also strongly recommends all students complete the 'Working with Academic Integrity' online Moodle module:

<https://student.unsw.edu.au/aim>

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

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

In the School of Economics all cases of substantial plagiarism are reported to the Chair of the Plagiarism Committee. The following penalties may apply:

- Reduction in marks for the assessment item, including zero;
- Failure in the course [00FL] in extreme cases;
- Other additional actions in accordance with the UNSW Plagiarism Policy Statement.

All cases will be recorded on the UNSW Student Misconduct Register.

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 and in online 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. Work obligations or family holidays are not valid reasons to reschedule or extend deadlines. Students cannot claim Special Consideration for conditions or circumstances that are the consequences of their own actions or inactions.

General Information on Special Consideration for undergraduate and postgraduate courses:

1. All applications for Special Consideration must be **lodged online through myUNSW within 3 working days of the assessment** (Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and other supporting documentation to Student Central. For more information, please study carefully in advance the instructions and conditions at: <https://student.unsw.edu.au/special-consideration>.
2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. The School may ask to see the original or certified copy.
3. Applications will **not** be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you lodge an online application for Special Consideration.
4. Decisions and recommendations are only made by lecturers-in-charge (or by the Faculty Panel in the case of final exam Special Considerations), **not** by tutors.
5. Applying for Special Consideration **does not** automatically mean that you will be granted a supplementary exam or other concession.
6. Special Consideration requests **do not allow** lecturers-in-charge to award students additional marks.
7. Applications are normally not considered if the assessment task is worth less than 20% of the total course assessment, unless the student can provide a medical certificate that covers three consecutive days.

Business School Protocol on requests for Special Consideration for Final Exams:

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

1. Does the medical certificate contain all relevant information? For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without this will not be valid.
2. Has the student performed satisfactorily in the other assessment items? Satisfactory performance would require at least 40% in each assessment item specified in the Course Outline 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:

Tuesday 11 July 2017 Exams for the School of Accounting, Marketing

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

Thursday 13 July 2017 Exams for the School of Economics, Taxation and Business Law, Information Systems

If a student lodges a special consideration request 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:

For the application of Special Consideration to assessment items other than the final exam, refer to the specific policies outlined in the Course Outline Part A for that assessment item.

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.

13 KEY DATES AND STUDENT RESPONSIBILITIES

It is your responsibility to ensure that:

1. You are recorded by the University as being correctly enrolled in all your courses.
2. You have successfully completed all prerequisite courses. Any work done in courses for which prerequisites have not been fulfilled will be disregarded (unless an exemption has been granted), and no credit given or grade awarded.
3. You abide by key dates:

Monday 27th February is the first day of Semester 1 lectures.

Sunday 5th March (end of Week 1) is the last day you can change your enrolment and timetable via myUNSW for the main Teaching Period (T1), and is also the due date for Semester 1 fees.

Friday 31st March (before midnight) is the last day to discontinue without financial penalty (T1 census date).

Sunday 16th April (before midnight) is the last day to discontinue without academic penalty (teaching period T1), resulting in a grade of NF (No Fail).

Note: from 2016, it is possible to withdraw late from a course, i.e., after the academic withdrawal deadline (16th April) up until the last day of teaching for the teaching period (4th June for T1). Late withdrawal means that you will receive an AW (Academic Withdrawal) grade on your academic transcript. It will not count for WAM, but will count for academic standing. For more information on late withdrawal, including penalties and implications for academic grades and transcripts, see:

<https://www.gs.unsw.edu.au/policy/documents/applicationlatewithdrawal.pdf>

4. You organise your affairs to take account of examination and other assessment dates where these are known. Be aware that your final examination may fall at any time during the semester's examination period. The scheduling of examinations is controlled by the University administration. No early examinations are possible. The **examination period** for Semester 1, 2017, falls between **9th and 26th June** (provisional dates subject to change).
5. When the **final examination timetable** is released in **April 2017**, ensure that you have no clashes or unreasonable difficulty in attending the scheduled examinations.
6. Schools in the Business School schedule a common date for any **supplementary exams** that may be required. For Semester 1, these are:
 - 11th July, 2017 – exams for UG courses in the School of Accounting, Marketing
 - 12th July, 2017 – exams for UG courses in all School of Banking and Finance, Management
 - 13th July, 2017 – exams for UG courses in the School of Economics, Taxation and Business Law, Information Systems

A full list of UNSW Key Dates is located at: <https://student.unsw.edu.au/calendar>.