

FINS3616

International 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: Jared Stanfield
Room: BUS 355
Email: j.stanfield@unsw.edu.au
Consultation Times: To be announced in class

Lecturer: Pavle Radicevic
Room: BUS 345A
Email: p.radicevic@unsw.edu.au
Consultation Times: To be announced in class

A full list of tutors will be posted on Course Website.

1.1 Communication with Staff

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

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

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

2 COURSE DETAILS

2.1 Teaching Times and Locations

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

Monday	9:00am to 11:00am	Physics Theatre (K-K14-19)
Monday	2:00pm to 4:00pm	Ainsworth G03 (K-K14-19)

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

2.2 Units of Credit

The course is worth 6 units of credit.

2.3 Summary of Course

This course provides students with the basic theoretical and practical knowledge required for the management of financial functions of firms operating in several countries. This includes necessary theory and evidence necessary for a basic understanding of international capital and foreign exchange markets. In particular, this course covers topics such as international diversification, foreign direct investment decisions, cost of capital for multinational

corporations, financial and political risks, the role of multinational banks and the financial benefits of Euro-currencies and Eurobonds, short-term financing, and international equity markets. The general emphasis is on the identification and management of risk relating to exchange rate fluctuations and government policy changes.

2.4 Course Aims and Relationship to Other Courses

This is a core subject for all students who wish to graduate with a finance major in BCom. Typically, students undertake this course in their second or third year of the BCom programme. This course builds on FINS1613 and FINS 2624. The course is relevant to a broad range of professions including corporate treasury management, corporate finance, international securities trading and investment management.

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 coursework students in the UNSW Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. 'be an effective team player'). You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree (e.g. 'participate collaboratively and responsibly in teams').

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

Business Undergraduate Program Learning Goals and Outcomes

1. Knowledge: Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts.

You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.

2. Critical thinking and problem solving: Our graduates will be critical thinkers and effective problem solvers.

You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.

3. Communication: Our graduates will be effective professional communicators.

You should be able to:

- a. Prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context, and
- b. Prepare and deliver oral presentations that are clear, focused, well-structured, and delivered in a professional manner.

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

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

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

You should be able to:

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

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in tutorials and other activities):

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals for all UNSW Business School undergraduate coursework students:</i>		<i>On successful completion of the course, you should be able to:</i>	<i>This learning outcome will be assessed in the following items:</i>
1	Knowledge	<ul style="list-style-type: none"> Analyse and discuss the international macro-economic and political environment. Articulate determinants of foreign exchange rate and interpret the impact of economic events on foreign exchange rate. Discuss the operation of capital and foreign exchange markets. Identify and describe methods of international capital raising. 	<ul style="list-style-type: none"> Exam Quiz
2	Critical thinking and problem solving	<ul style="list-style-type: none"> Forecast foreign exchange rates with common techniques. Develop strategies to deal with exchange rate risk. Evaluate foreign direct investment and acquisition activities. Understand theoretical and practical issues involved in managing international investment portfolio 	<ul style="list-style-type: none"> Exam Quiz
3a	Written communication	Construct written work, which is logically and professionally presented.	<ul style="list-style-type: none"> Project
3b	Oral communication	<ul style="list-style-type: none"> Communicate ideas in a succinct and clear manner. 	<ul style="list-style-type: none"> Project
4	Teamwork	<ul style="list-style-type: none"> Work collaboratively to complete a task. Reflect on your own teamwork and your team's process. 	<ul style="list-style-type: none"> Project
5a.	Ethical, social and environmental responsibility	Identify and assess ethical considerations in governance systems and political risks of various countries.	<ul style="list-style-type: none"> Project
5b.	Social and cultural awareness	Compare, contrast, and assess varying exchange rate systems and governance systems of various countries.	<ul style="list-style-type: none"> Project

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

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

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

3.2 Learning Activities and Teaching Strategies

The Role of Lectures

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

The Role of Tutorials

The weekly tutorials provide you with an interactive environment in which to enhance your learning and your enjoyment of the course. These tutorials include problem exercises and discussions of concepts covered in lecture. Tutorial questions will be a mixture of content from problems written by the lecturers, past exam problems, and end of chapter exercises in Bekaert & Hodrick. Students should prepare detailed answers to the problems prior to the tutorial and be prepared to participate in problem solutions. In the second half of the semester, you will also be presenting your group projects during tutorial. By actively engaging in the tutorials, you will increase your confidence and competence in technical, presentation and critical thinking skills. They also provide you with the opportunity to enhance your interpersonal skills by interacting with others, working together in diverse groups, forging learning networks, learning about other cultures and learning to understand values and opinions different from your own.

4 ASSESSMENT

4.1 Formal Requirements

In order to pass this course, you must:

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

4.2 Assessment Details

Assessment Task	Weighting	Length	Due Date
Quiz	5%	Discussed below and in lecture	Week 4 (Online)
Tutorial Participation	5%	Discussed below and in lecture	Ongoing
Mid-session Exam	30%	Discussed below and in lecture	Week 7 (In Lecture)
Group Project	25%	Discussed below and in lecture	Weeks 11 and 12 (In Tutorial)
Final Exam	35%	Discussed below and in lecture	University Exam Period

Quiz

The quiz is meant to evaluate students' understanding of the main concepts covered in class and help students gauge their understanding in preparation for the mid-session exam. The quiz will be given online through Moodle during Week 4. The format and exact details will be given on Moodle and in Lecture prior to the quiz.

Tutorials

Tutorials in this course are 1-hour long and held weekly (First in week 2, last in Week 13). Tutorials facilitate small group discussion of course materials and permit ongoing assessment of students' effort and achievement of learning outcomes. Tutors will assess student performance in their registered tutorial based on student:

1. Participation (5%). To obtain the 5%, a student must attend 9 (of 12) tutorials and complete 9 (of 12) tutorial homework assignments and participate in tutorials by answering questions. Tutors will mark participation. If you participate in class, it is up to you to approach the tutor to ensure they have noted it.

Mid-Session and Final Examinations

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

The final exam is not comprehensive and will cover those topics (weeks 6-12) not covered on the mid-session exam. The mid-session exam will be held **in-class in Week 7**; students

should clear their schedule in order to ensure they are able to attend their registered lecture on this week. The final examination will be held during the University Exam Period.

Group Project

The focus of the group project is on evaluating students' understanding of comparative economic concepts covered in class with a special focus on the learning outcomes. Specifically, the group project will assess students understanding and application of the *Written Communication, Oral Communication, Teamwork, Ethical Responsibility, and Social and Cultural Awareness* discussed above.

Each member of class will be formed into groups of 5 students within each tutorial. Students must attend the tutorial in which they are enrolled. The specific details of each groups' project, as well as a specific assessment rubric, will be available on Moodle following the end of week 2.

Generally, groups will give a 15-minute presentation (3 minutes per student) comparing the governance systems, political risk concerns, and exchange rate systems of two countries and making policy recommendations to firms considering financial investment within these countries. In addition each group member will submit an individually prepared 2-page, grammatically correct, write-up that answers specific questions regarding the governance systems, political risk concerns, and exchange rate systems of their two assigned countries.

Students will submit their written assignment via Turnitin, accessed through myUNSW. Late submissions will not be accepted. Students will also self-assess how they performed within the group as well as their other group members using an online platform.

4.3 Assessment Format

See above.

4.4 Assignment Submission Procedure

See above, under "Group Project".

4.5 Late Submission

Late submissions of assessment items will not be marked.

Quality Assurance

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

5 COURSE RESOURCES

You will be able to obtain the latest course announcements and course materials via Moodle (<http://moodle.telt.unsw.edu.au>). Lecture notes will be available for download at least one day prior to the lecture. Students are encouraged to read the corresponding reference material prior to the lecture. Tutorial solution will be posted after the teaching week.

The prescribed textbook for this course is:

Bekaert, Geert, and Hodrick, Robert, 2012, International Financial Management: International Edition, 2nd ed. Pearson

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

6 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered.

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

7 COURSE SCHEDULE

Lecture Schedule

Lectures start in Week 1 and finish in Week 12

Week	Date	Lecturer	Topic	Readings
1	February 27	Jared Stanfield	Introduction & Foreign Exchange	Ch. 1 & 2
2	March 6	Jared Stanfield	Forwards & Exchange Rate Systems	Ch. 3 & 5
3	March 13	Jared Stanfield	Interest Rate Parity	Ch. 6 & 7
4	March 20	Jared Stanfield	Purchasing Power Parity	Ch. 8
5	March 27	Pavle Radicevic	Exchange Rate Risk & Determination	Ch. 9 & 10
6	April 3	Pavle Radicevic	International Debt & Equity Financing	Ch. 11 & 12
7	April 10	Pavle Radicevic	Mid-Session Exam	
Mid-semester break: Friday 14 – Saturday 22 April inclusive				
8	April 24	Pavle Radicevic	Capital Market Equilibrium	Ch. 13
9	May 1	Pavle Radicevic	Political Risk and International Capital Budgeting	Ch. 14 & Online Reading
10	May 8	Pavle Radicevic	International Capital Budgeting and Risk Management	Online Reading & Chapter 17
11	May 15	Pavle Radicevic	Futures and Options	Ch. 20
12	May 22	Pavle Radicevic	Swaps	Ch. 21

The lecture schedule is subject to change without prior notice. Lectures will specify the relevant sections of the text. Students will be able to download the lecture slides from the subject website prior to the relevant lecture.

Tutorials in this course are 1-hour long and held on a weekly frequency (starting in Week 2 and finish in Week 13). Tutorials are composed of discussion and problem solving. Each component requires approximately 50 minutes.

Week	Week Starting	Problems from End of Chapter
2	March 6	Ch. 1 & 2
3	March 13	Ch. 3 & 5
4	March 20	Ch. 6 & 7
5	March 27	Ch. 8
6	April 3	Ch. 9 & 10
7	April 10	Mid-Session Exam – No Tutorials This Week
	April 17	Mid-Semester Break - 14 April to 22 April inclusive – No Tutorials This Week
8	April 24	Ch. 11 & 12 (Tutorials on Tuesday to attend alternates)
9	May 1	Ch. 13
10	May 8	Ch. 14 & Online Reading
11	May 15	Group Projects
12	May 22	Group Projects
13	May 29	Ch. 17, 20, 21

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

- Lecture topics lag tutorial topics by at least one week to allow students to try assigned problems on their own.
- The topics testable on the midterm exam are topics covered up to the last tutorial prior to the week of the exam to allow students to fully learn the topics covered.
- By the end of Week 13, the tutorials will have covered all the major topics as listed on the Lecture Table above.

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.

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:

If a student lodges a special consideration for the final exam, they are stating they will be available on the above dates. **Supplementary exams will not be held at any other time.**

2. Where a student is granted a supplementary examination as a result of a request for special consideration, the student's original exam (if completed) will be ignored and only the mark achieved in the supplementary examination will count towards the final grade. Absence from a supplementary exam without prior notification does not entitle the student to have the original exam paper marked, and may result in a zero mark for the final exam.

The Supplementary Exam Protocol for Business School students is available at:
<http://www.business.unsw.edu.au/suppexamprotocol>

Special Consideration and assessments other than the Final Exam in undergraduate and postgraduate courses:

Special considerations in assessments other than for final exams, e.g. mid-semester exams, projects, **lodged online through myUNSW within 3 working days of the assessment** (Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration) The LIC will review and decide the outcome deciding how to grant extensions and special consideration and update your application with the arrangements of the Supplementary assessment. For mid-session exams and quiz's they will be scheduled approximately 7 working days after the original assessment, which will be required to make yourself available.

12 STUDENT RESOURCES AND SUPPORT

The University and the Business School provide a wide range of support services for students, including:

- **Business School Education Development Unit (EDU)**
<https://www.business.unsw.edu.au/students/resources/learning-support>
The EDU offers academic writing, study skills and maths support specifically for Business students. Services include workshops, online resources, and individual consultations. EDU Office: Level 1, Room 1033, Quadrangle Building. Phone: 9385 7577 or 9385 4508; Email: edu@unsw.edu.au.
- **Business Student Centre**
<https://www.business.unsw.edu.au/students/resources/student-centre>
Provides advice and direction on all aspects of admission, enrolment and graduation. Office: Level 1, Room 1028 in the Quadrangle Building; Phone: 9385 3189.
- **Moodle eLearning Support**
For online help using Moodle, go to: <https://student.unsw.edu.au/moodle-support>. For technical support, email: itservicecentre@unsw.edu.au; Phone: 9385 1333.
- **UNSW Learning Centre**
www.lc.unsw.edu.au
Provides academic skills support services, including workshops and resources, for all UNSW students. See website for details.
- **Library services and facilities for students**

<https://www.library.unsw.edu.au/study/services-for-students>

- **IT Service Centre:**

<https://www.it.unsw.edu.au/students/index.html>

Provides technical support to troubleshoot problems with logging into websites, downloading documents, etc. Office: UNSW Library Annexe (Ground floor). Phone: 9385 1333.

- **UNSW Counselling and Psychological Services**

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

Provides support and services if you need help with your personal life, getting your academic life back on track or just want to know how to stay safe, including free, confidential counselling. Office: Level 2, East Wing, Quadrangle Building; Phone: 9385 5418; Email: counselling@unsw.edu.au

- **Disability Support Services**

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

Provides assistance to students who are trying to manage the demands of university as well as a health condition, learning disability or have personal circumstances that are having an impact on their studies. Office: Ground Floor, John Goodsell Building; Phone: 9385 4734; Email: disabilities@unsw.edu.au