

FINS3626

International Corporate Governance

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

Lecturers:

Name: Dr Helen Kang (LIC)
Teaching period: Weeks 1 to 6
Room: QUAD 3056A
Phone: 9385 5824
Email: helen.kang@unsw.edu.au
Consultation hours: Mondays 3-5pm

Name: Mr Matthew Hunter
Teaching period: Weeks 7 to 12
Room: TBA
Email: TBA
Consultation hours: TBA

Tutors:

To be announced

2 COURSE DETAILS

2.1 Teaching Times and Locations

Lectures (weeks 1-12): Thursday 16:00 – 18:00 Mathews Theatre B

In addition to the lecture, students are required to attend a tutorial each week starting in week 2. Students must attend the tutorial class in which they are enrolled in (via MyUNSW). Please note that class test is scheduled in week 6 during the lecture; as a result, there are no tutorials in week 7. Students are encouraged to take the time to discuss their group assignment. Regular tutorials resume in week 8: note, however, that due to the public holiday on week 8 Tuesday (25th April 2017), an alternative arrangement will be made for Tuesday tutorials in week 8. Further details will be available in due course.

Tutorial

| # | Time | Location |
|------|----------------------|-----------|
| M09A | Monday 09:00 – 10:00 | QUAD G027 |
| M10A | Monday 10:00 – 11:00 | QUAD G025 |
| M12A | Monday 12:00 – 13:00 | QUAD G035 |
| M13A | Monday 13:00 – 14:00 | Law 303 |

| | | | |
|------|---------|------------------|-----------|
| T09A | Tuesday | 09:00 – 10:00 | QUAD G026 |
| T10A | Tuesday | 10:00 – 11:00 | Col LG01 |
| T12A | Tuesday | 12:00 – 13:00 | Col LG01 |
| T13A | Tuesday | 13:00 – 14:00 | Law 301 |

2.2 Units of Credit

The Course is worth 6 units of credit.

2.3 Summary of Course

One general view of corporate governance is that it is concerned with 'how corporations are managed'. This concept of corporate governance emphasises legal and other regulatory arrangements and formal arrangements for such matters as the appointment of directors, auditors and the conduct of annual meetings of shareholders.

This Course attempts to take a broader view of the way organisations are established and operated. The Course:

- Views 'corporate governance' as involving the establishment of sets of arrangements affecting the internal conduct of a firm, and its relationship with external stakeholders – and the on-going management and review of those arrangements;
- Reviews the formal responsibilities of participants in the management of corporations: directors, managers, auditors, and regulatory bodies;
- Explores recent literature on the subject of corporate governance, and whether certain types of arrangements or practices currently prescribed by law or advocated by interest groups are likely to be effective in improving the conduct and management of organisations or in establishing safeguards for stakeholders;
- Examines instances of breakdowns in governance arrangements – as may have become apparent in the wake of company failures, or in the aftermath of official investigations;
- Recognises that while Corporations Law tends to view corporations as separate legal entities, in practice modern firms operate through the use of complex structures involving a variety of entities of different legal form – while the actual management of those businesses may have regard to the performance of groupings of those entities into 'divisions' (which may be unrelated to the relations between those vehicles);
- Explores what types of arrangements (and views about the role of stakeholders) may be appropriate for different types of organisations – whether 'one size fits all'.
- Analyses how the stock market and its various participants assess and value firms with different types of corporate governance arrangements.

2.4 Course Aims and Relationship to Other Courses

Aims: The Course aims to foster your critical understandings of the concepts, issues and practices in the governance structures of modern corporations, as well as your ability to synthesise and apply this knowledge in a cooperative working environment.

Prerequisites: To pursue this Course, you must have completed both ACCT1511 Accounting and Financial Management 1B, and FINS1613 Business Finance.

2.5 Student Learning Outcomes

| 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 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 | Understand the principles of corporate governance and how they are applied in Australia and overseas; Understand the role and responsibilities of directors of public corporations; Consider the impact of corporate governance on financial reporting practices and the audit process, and on financing practices. | <ul style="list-style-type: none">• Class Quiz• Group Report• Class Test• Final Exam |
| 2 | Critical thinking and problem solving | Critically evaluate and assess the strengths and weaknesses of different internal governance mechanisms; Apply your knowledge to analyse real corporate examples and cases. | <ul style="list-style-type: none">• Group Report• Class Test• Final Exam |
| 3a | Written communication | Construct written work which is logically and professionally presented. | <ul style="list-style-type: none">• Group Report• Class Test• Final Exam |
| 3b | Oral communication | Communicate ideas in a succinct and clear manner during class discussions. It is practiced as part of tutorial discussions. | |
| 4 | Teamwork | Work collaboratively to complete the group assignment. Teamwork is practiced and assessed as part of the group assignment. | |
| 5a. | Ethical, environmental and sustainability responsibility | Not specifically addressed in this Course. | |

| | | | |
|-----|--------------------------------------|---|------------|
| 5b. | Social and cultural awareness | Evaluate the impact of social and cultural differences on corporate governance mechanisms | Class Test |
|-----|--------------------------------------|---|------------|

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. 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 Coursework Program Learning Goals and Outcomes, see Part B of the course outline.

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

We endeavour to make this Course relevant and meaningful to you in class and after you graduate. To help achieve this objective we have a number of teaching aims:

As an elective course, independent learning from students is expected. The Course will draw on concepts, issues and practical information from various readings, including academic and financial press articles, as well as websites of relevant regulators. Students are therefore required to read and understand these materials and their relevance. Students are also expected to extend and apply their knowledge acquired in the class to current issues discussed in the financial press.

A large part of the Course, and its assessment components, requires students to critically analyse and apply materials to real cases and issues. This reflects the skills required to work in today financial services environment. Discussion sessions are designed so that students can practice their analytical and problem-solving skills, and then receive appropriate feedbacks. It is essential that students utilise these class times to actively participate in the discussion of prescribed discussion questions and raise questions to lecturers regarding areas where further reviews are necessary.

3.2 Learning Activities and Teaching Strategies

Lectures: The 2-hour lecture each week will complement the compulsory readings for the Course by: (1) outlining the main issues relevant to the topic; (2) reinforcing the analytical material in the required readings; (3) introducing relevant material not adequately covered in the readings; and, (4) drawing on recent developments and cases of corporate governance scandals.

Tutorials: The 1-hour tutorial each week (commencing week 2) aims to assist students in problem solving, clarifying lecture materials, and facilitating debates on topics covered in the lecture of the previous week. After each lecture, students are required to attempt to answer the prescribed discussion questions before the corresponding lecture. These questions are based on the relevant articles for each week, which can be downloaded from Moodle. You are encouraged to provide feedbacks to lecturers

regarding issues and problems in understanding any part of the course materials or readings.

4 ASSESSMENT

4.1 Formal Requirements

In order to pass this Course, you must:

- Achieve a composite mark of at least 50; AND,
- Attempt all assessment tasks outlined below.

4.2 Assessment Details

| Assessment Task | Weight | Learning Outcomes assessed (format) | Brief Description | Due Date |
|------------------------------------|--------|-------------------------------------|---|---------------------------|
| Class Quiz (Weeks 2-4) | 5% | 1 (MCQ) | Class quiz will comprise multiple choice questions. | Weeks 2-4 |
| Class Test (Week 6) | 25% | 1, 2, 3a, 5b (written) | All questions in the class test will be qualitative in nature (no calculations involved). | Thu 6 th April |
| Group Assignment (Week 10) | 20% | 1, 2, 3a (written) | Each group is expected to deliver a written report, based on the group's assessments of real-world corporate governance issues. | Fri 12 th May |
| Final Examination (UNSW Exam week) | 50% | 1, 2, 3a (written) | All questions in the final examination, including essay-based questions, short answer questions and fill-in-blanks questions, will be qualitative in nature (no calculations involved). | TBA |

- **Class Quiz** will comprise multiple choice questions based on the material of the week during weeks 2 to 4 tutorials. Each quiz will comprise five questions and be of five minutes in duration. Two best marks out of the three quizzes will count towards the final composite mark.
- **Class Test** will cover materials from Weeks 1 to 5 and will comprise two questions. All questions involve short answer/essay responses and will be of 60 minutes in duration. The test is to be conducted at the start of the lecture in Week 6. Further details will be provided during the session.
- **Group Assignment** is a written group report. More details will be provided in due course.

- **Final Examination:** the venue and time of the Final Examination will be announced by the University. The scope of coverage will include materials from weeks 7 to 12 lectures. While materials of Weeks 1 to 6 are not directly examinable, they are considered as “assumed knowledge”, and should also be reviewed for the purpose of final exam preparation.

4.3 Group Assignment

Each group should be made up of **no more than 5 students**. For each group assignment, students will be required to complete a ‘cover sheet’. This cover sheet will be available on Moodle. **Each student must ensure that they sign the cover sheet** before the submission of the assignment. **Failure to do so will result in the mark of ZERO** due to the assumption that the student has made no contribution towards the assignment.

It is encouraged that students raise issues and conflicts related to group work (e.g. lack of contribution from a group member) early to the lecturers so that we can intervene quickly and make group work fair and enjoyable. As such, each group should keep **meeting minutes** – more details will be provided in class and on Moodle.

The lecturers and tutors will not resolve any group conflicts that are brought to their attention later than two weeks before the submission date. Students should keep copies of all of their individual contributions (e.g., research materials, draft writing), as well as meeting minutes, which could be marked separately if there are serious group conflicts.

All assignment reports should follow a formal style of presentation and must include an executive summary, introduction, main body, conclusion, appendices (where their main supporting articles are attached) and list of references. A consistent style of referencing should be used. Marks will be deducted for inadequate presentation.

4.4 Assignment Submission Procedure

Assignment reports should be submitted by **Friday 12th May 2017**. Location and time of the submission will be advised later. Students may also be asked to submit an electronic copy of the assignment via Moodle – details to be advised later.

Special Consideration and assessments other than the Final Exam:

Class Quizzes: Due to the nature of the assessment (i.e. less than 5% and two best marks out of three), there will **not** be any special consideration given to class quizzes.

Group Assignment: Due to the nature of the assignment, there will **not** be any special consideration given. See also Part A section 4.3 for issues relating to the group assignment.

Class test: If, under extenuating circumstances, you are unable to complete the class test scheduled in Week 6, you must lodge a special consideration application online through myUNSW within 3 working days of the assessment. The LIC will review and decide the outcome and update your application. If accepted, a supplementary class test will be scheduled approximately 7 working days after the original assessment, and you will be required to make yourself available for the supplementary exam.

4.5 Late Submission

Late submission will attract a penalty of 2 marks (out of 20) per calendar day (including Saturdays and Sundays). An assignment will not be accepted if it is submitted 5 calendar days later than the submission date.

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 UNSW Moodle at:
<https://moodle.telt.unsw.edu.au/login/index.php>

Textbook

There is no prescribed textbook for this Course.

Compulsory readings

The main study materials of this Course consist of relevant readings from various business, governmental, and academic publications. They are available on Moodle for download.

Lecture notes and materials

Relevant course material, including the course outline, lecture notes, discussion questions, assignment topics/hints/resources, important announcements, exam results and Internet references, are available on Moodle under the course code FINS3626.

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.

You are also encouraged to provide constructive feedbacks to the lecturers directly in class, during consultation times or via email. We greatly value these suggestions, and even criticism. In the past, students' comments did help to improve FINS3626 substantially.

7 COURSE SCHEDULE

| LECTURE OUTLINE AND SELECTION OF PRESCRIBED READINGS | |
|--|---|
| Week 1 (27 February) Helen Kang | 1: Introduction to Corporate Governance [1.1] Dellaportas, S. Thomsen, S. and Conyon, M. (2012) <i>Principles of Ethics and Corporate Governance in Financial Services</i> , McGraw-Hill, Chapter 9. [1.2] Additional Reading. |
| Week 2 (6 March) Helen Kang | 2: Regulation and Internal Arrangements [2.1] Thomsen, S. and Conyon, M. (2012) <i>Corporate Governance: Mechanisms and Systems</i> , McGraw-Hill, Chapter 4. [2.2] The ASX Corporate Governance Council (2014) <i>Good Corporate Governance Principles and Recommendations</i> , 3 rd Edition. [2.3] Additional Reading [2.4] Additional Reading |
| Week 3 (13 March) Helen Kang | 3: Board Structures and the Role of Directors [3.1] Monks, R. and Minow, N. (2011) <i>Corporate Governance</i> , 5 th Edition, John Wiley & Sons, Chapter 3. [3.2] Stoll, J. D. (2014) Norway's Exemplary Gender Quota? Just Don't Ask about CEOs, <i>The Wall Street Journal</i> , May 22, 2014. |
| Week 4 (20 March) Helen Kang | 4: Corporate Governance and Financial Reporting: The Role of Accounting [4.1] Monem, R. (2011) "The One.Tel Collapse: Lessons for Corporate Governance", <i>Australian Accounting Review</i> , Vol. 21 (4), pp. 340-351. [4.2] Additional Reading |

| LECTURE OUTLINE AND SELECTION OF PRESCRIBED READINGS | |
|--|--|
| Week 5 (27 March) Helen Kang | 5: Corporate Governance and Auditing [5.1] Baker, C. R. (2009) "From Members of the Company to Registered Auditor: The Role of the External Auditor in Corporate Governance", <i>Australian Accounting Review</i> , Vol. 9 (1), pp. 24-32. [5.2] Additional Reading |
| Week 6 (3 April) Helen Kang | 6: CLASS TEST (DURING THE LECTURE) – VENUE TO BE ADVISED The test will cover Topics 1 to 5. |
| Week 7 (10 April) Matthew Hunter | 7: Agency Problem and Shareholder Activism Readings to be uploaded on Moodle |
| MID SEMESTER BREAK 14 th April – 23 rd April | |
| Week 8 (24 April) Matthew Hunter | 8: Managerial Compensation and the Role of the Board Readings to be uploaded on Moodle |
| Week 9 (1 May) Matthew Hunter | 9: Market for Corporate Control/ Takeover Threat Readings to be uploaded on Moodle |
| Week 10 (8 May) Matthew Hunter | 10: Concentrated Ownership and Control Readings to be uploaded on Moodle |
| Week 11 (15 May) Matthew Hunter | 11: Cross-country Comparisons & Corporate Social Responsibility Readings to be uploaded on Moodle |
| Week 12 (22 May) Matthew Hunter | 12: Case Study & Review <i>Case will be made available on Moodle.</i> <i>Final exam will primarily cover Topics 7-12.</i> |

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/harvard-referencing>

For the *Business School Harvard Referencing Guide*, see the [Business Referencing and Plagiarism webpage](#) (Business > 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 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 <https://www.ohs.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 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.

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 satisfactory completions of all other assessments (see page 5) and meeting the obligation to have attended 80% of tutorials.
3. Does the student have a history of previous applications for special consideration? A history of previous applications may preclude a student from being granted special consideration.

Special Consideration and the Final Exam in undergraduate and postgraduate courses:

Applications for special consideration in relation to the final exam are considered by a Business School Faculty panel to which lecturers-in-charge provide their recommendations for each request. If the Faculty panel grants a special consideration request, this will entitle the student to sit a supplementary examination. No other form of consideration will be granted. The following procedures will apply:

1. Supplementary exams will be scheduled centrally and will be held approximately two weeks after the formal examination period. The dates for Business School supplementary exams for Semester 1, 2017 are:

Wednesday 12 July 2017
Finance,
Studies

Exams for the School of Banking and
Management, Risk and Actuarial

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>

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. Email: edu@unsw.edu.au; Phone: 9385 7577 or 9385 4508.
- **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.