



## UNSW Course Outline

# ACCT5906 Financial Literacy for Business Decisions - 2024

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## General Course Information

**Course Code :** ACCT5906

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

**Is a multi-term course? :** No

**Faculty :** UNSW Business School

**Academic Unit :** School of Accounting, Auditing and Taxation

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Postgraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

Join us on a dynamic exploration of pivotal accounting concepts tailored to empower innovative business leaders. This course gives you the “Ten Most Important Things” you need to know to understand and run a successful business. We will give you the ability to be a successful

manager, by applying an entrepreneurial mindset to ensure financial success. The knowledge you acquire is not only relevant, but critical for aspiring business professionals seeking to manage your own business and make informed financial decisions.

## Course Aims

This course aims to cover the core areas of management accounting and financial accounting and then integrates and applies these to significant issues students may encounter in the business world. Topics include the development of an appropriate business plan for the entity; costing and pricing; performance measurement; and the construction and use of published financial statements.

## Relationship to Other Courses

Students in programs 8409, 8415, 8413 OR in ACCTES or ACCTYS Masters of Commerce specialisations are not permitted to take this course. Students who have taken ACCT5930 previously should not take this course.

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Describe the purpose and use of the major external financial statements; identify the differences between cash and accrual accounting, and develop a basic understanding of transaction analysis	
CLO2 : Understand how managing margins and product costing impacts on value.	
CLO3 : Recognise the importance of making sound investment decisions in the context of creating shareholder value and understand the main techniques used to analyse potential projects and make investment decisions.	
CLO4 : Understand what is meant by the 'cost of capital', what it reflects and be able to calculate it.	
CLO5 : Develop a business plan and explain the concept of planning including its purpose and use in business.	
CLO6 : Discuss the strategic role of performance measures in managing the firm whilst achieving sustained competitive advantage; and explain the balanced scorecard concept.	
CLO7 : A capacity to learn within teams – to cooperate with team members, to assume leadership and to manage differences and conflicts.	<ul style="list-style-type: none"><li>• PLO4 : Teamwork</li><li>• PLO6 : Global and Cultural Competence</li><li>• PLO7 : Leadership Development</li></ul>
CLO8 : A capacity to conduct applied business research – acquiring, analysing and presenting information and knowledge.	
CLO9 : A capacity to tolerate ambiguity in managerial and organisational problem-solving.	
CLO10 : A capacity to think critically about informing literatures (both research and practitioner- based literature) and extant organisational practices.	
CLO11 : An ability to apply knowledge to specific organisational contexts; and a capacity to reflect on your own strengths and weaknesses as a learner	

Course Learning Outcomes	Assessment Item
CLO1 : Describe the purpose and use of the major external financial statements; identify the differences between cash and accrual accounting, and develop a basic understanding of transaction analysis	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO2 : Understand how managing margins and product costing impacts on value.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO3 : Recognise the importance of making sound investment decisions in the context of creating shareholder value and understand the main techniques used to analyse potential projects and make investment decisions.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO4 : Understand what is meant by the 'cost of capital', what it reflects and be able to calculate it.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO5 : Develop a business plan and explain the concept of planning including its purpose and use in business.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO6 : Discuss the strategic role of performance measures in managing the firm whilst achieving sustained competitive advantage; and explain the balanced scorecard concept.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO7 : A capacity to learn within teams – to cooperate with team members, to assume leadership and to manage differences and conflicts.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO8 : A capacity to conduct applied business research – acquiring, analysing and presenting information and knowledge.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO9 : A capacity to tolerate ambiguity in managerial and organisational problem-solving.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>
CLO10 : A capacity to think critically about informing literatures (both research and practitioner- based literature) and extant organisational practices.	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case</li> </ul>

	Presentation
CLO11 : An ability to apply knowledge to specific organisational contexts; and a capacity to reflect on your own strengths and weaknesses as a learner	<ul style="list-style-type: none"> <li>• Assessment 1: Recorded Video Submission</li> <li>• Assessment 2: Group Business Case Project</li> <li>• Assessment 3: Quiz (Multiple Choice)</li> <li>• Assessment 4: Group Business Case Presentation</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System

### Learning and Teaching in this course

In Financial Literacy for Business Decisions, learning will take place through self-directed student preparation and reflection, weekly seminars and a group assignment. Students are strongly encouraged to attend all classes (adequately prepared) in order to master the concepts covered and complete the assessments successfully.

In postgraduate studies, there is a clear emphasis on students' self-directed study and research. As such, it is up to each student to determine and manage their workload in every aspect of the course. Assigned readings, pre-seminar and self-study questions and recommended resources are curated by the teaching staff to support students' learning.

The course has been designed to give sufficient flexibility for students to pursue areas of specific interest while also providing a core set of financial concepts and methods of universal applicability.

### Other Professional Outcomes

Not applicable

### Additional Course Information

Not applicable.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Assessment 1: Recorded Video Submission Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: 05/04/2024 05:00 PM	<ul style="list-style-type: none"><li>PLO1 : Business Knowledge</li><li>PLO3 : Business Communication</li><li>PLO5 : Responsible Business Practice</li></ul>
Assessment 2: Group Business Case Project Assessment Format: Group	25%	Start Date: Not Applicable Due Date: 28/03/2024 05:00 PM	<ul style="list-style-type: none"><li>PLO1 : Business Knowledge</li><li>PLO2 : Problem Solving</li><li>PLO3 : Business Communication</li><li>PLO4 : Teamwork</li><li>PLO5 : Responsible Business Practice</li><li>PLO6 : Global and Cultural Competence</li><li>PLO7 : Leadership Development</li></ul>
Assessment 3: Quiz (Multiple Choice) Assessment Format: Individual	20%	Start Date: 12/04/2024 02:00 PM Due Date: Not Applicable	<ul style="list-style-type: none"><li>PLO1 : Business Knowledge</li><li>PLO2 : Problem Solving</li><li>PLO3 : Business Communication</li><li>PLO5 : Responsible Business Practice</li></ul>
Assessment 4: Group Business Case Presentation Assessment Format: Group	25%	Start Date: Not Applicable Due Date: Week 10: 15 April - 21 April	<ul style="list-style-type: none"><li>PLO4 : Teamwork</li><li>PLO7 : Leadership Development</li><li>PLO2 : Problem Solving</li><li>PLO3 : Business Communication</li><li>PLO6 : Global and Cultural Competence</li></ul>

## Assessment Details

### Assessment 1: Recorded Video Submission

#### Assessment Overview

This task requires students to demonstrate their understanding of the key readings and concepts studied through the first five weeks of the course and their ability to apply those concepts.

Assesses: PLO1, PLO2, PLO3, PLO4, PLO5, PLO6, PLO7

### **Course Learning Outcomes**

- CLO1 : Describe the purpose and use of the major external financial statements; identify the differences between cash and accrual accounting, and develop a basic understanding of transaction analysis
- CLO2 : Understand how managing margins and product costing impacts on value.
- CLO3 : Recognise the importance of making sound investment decisions in the context of creating shareholder value and understand the main techniques used to analyse potential projects and make investment decisions.
- CLO4 : Understand what is meant by the 'cost of capital', what it reflects and be able to calculate it.
- CLO5 : Develop a business plan and explain the concept of planning including its purpose and use in business.
- CLO6 : Discuss the strategic role of performance measures in managing the firm whilst achieving sustained competitive advantage; and explain the balanced scorecard concept.
- CLO7 : A capacity to learn within teams – to cooperate with team members, to assume leadership and to manage differences and conflicts.
- CLO8 : A capacity to conduct applied business research – acquiring, analysing and presenting information and knowledge.
- CLO9 : A capacity to tolerate ambiguity in managerial and organisational problem-solving.
- CLO10 : A capacity to think critically about informing literatures (both research and practitioner- based literature) and extant organisational practices.
- CLO11 : An ability to apply knowledge to specific organisational contexts; and a capacity to reflect on your own strengths and weaknesses as a learner

### **Detailed Assessment Description**

The Recorded Video Submission allows each student to demonstrate their capacity to explain a financial concept (selected from those taught in Weeks 1 to 5) and why the concept is either important or useful, with reference to real-world examples. They are asked to show their financial accounting knowledge, demonstrate the application of this concept using real-world examples, and demonstrate the clear, concise, professional communication skills that are expected and necessary in the business world. Submission files must be in .mov, .mp4 or .mov format. No other formats will be accepted.

### **Assessment Length**

5 minutes

### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

## **Assessment 2: Group Business Case Project**

### **Assessment Overview**

This task requires students to demonstrate their understanding of the key readings and concepts studied throughout the course and their ability to apply those concepts.

Assesses: PLO1, PLO2, PLO3, PLO4, PLO5, PLO6, PLO7

### **Course Learning Outcomes**

- CLO1 : Describe the purpose and use of the major external financial statements; identify the differences between cash and accrual accounting, and develop a basic understanding of transaction analysis
- CLO2 : Understand how managing margins and product costing impacts on value.
- CLO3 : Recognise the importance of making sound investment decisions in the context of creating shareholder value and understand the main techniques used to analyse potential projects and make investment decisions.
- CLO4 : Understand what is meant by the ‘cost of capital’, what it reflects and be able to calculate it.
- CLO5 : Develop a business plan and explain the concept of planning including its purpose and use in business.
- CLO6 : Discuss the strategic role of performance measures in managing the firm whilst achieving sustained competitive advantage; and explain the balanced scorecard concept.
- CLO7 : A capacity to learn within teams – to cooperate with team members, to assume leadership and to manage differences and conflicts.
- CLO8 : A capacity to conduct applied business research – acquiring, analysing and presenting information and knowledge.
- CLO9 : A capacity to tolerate ambiguity in managerial and organisational problem-solving.
- CLO10 : A capacity to think critically about informing literatures (both research and practitioner- based literature) and extant organisational practices.
- CLO11 : An ability to apply knowledge to specific organisational contexts; and a capacity to reflect on your own strengths and weaknesses as a learner

### **Detailed Assessment Description**

You are required to create a business case of an imaginary company that you intend to open in the future.

Students will be allocated (randomly) to the groups in which they will be required to complete this assignment during the Week 2 seminar.

### **Submission notes**

Not applicable

### Assignment submission Turnitin type

Not Applicable

## **Assessment 3: Quiz (Multiple Choice)**

### Assessment Overview

This task requires students to demonstrate their understanding of the key readings and concepts studied throughout the course and their ability to apply those concepts.

Assesses: PL01, PL02, PL03, PL04, PL05, PL06, PL07

### Course Learning Outcomes

- CLO1 : Describe the purpose and use of the major external financial statements; identify the differences between cash and accrual accounting, and develop a basic understanding of transaction analysis
- CLO2 : Understand how managing margins and product costing impacts on value.
- CLO3 : Recognise the importance of making sound investment decisions in the context of creating shareholder value and understand the main techniques used to analyse potential projects and make investment decisions.
- CLO4 : Understand what is meant by the 'cost of capital', what it reflects and be able to calculate it.
- CLO5 : Develop a business plan and explain the concept of planning including its purpose and use in business.
- CLO6 : Discuss the strategic role of performance measures in managing the firm whilst achieving sustained competitive advantage; and explain the balanced scorecard concept.
- CLO7 : A capacity to learn within teams – to cooperate with team members, to assume leadership and to manage differences and conflicts.
- CLO8 : A capacity to conduct applied business research – acquiring, analysing and presenting information and knowledge.
- CLO9 : A capacity to tolerate ambiguity in managerial and organisational problem-solving.
- CLO10 : A capacity to think critically about informing literatures (both research and practitioner- based literature) and extant organisational practices.
- CLO11 : An ability to apply knowledge to specific organisational contexts; and a capacity to reflect on your own strengths and weaknesses as a learner

### Detailed Assessment Description

The Quiz assesses both the key financial concepts and frameworks and the key analytical and technical skills covered in Weeks 1 to 9 of the course. The quiz will take place during the Week 9 seminar.

### Assessment Length

40 minutes

### Submission notes

Not applicable

### Assignment submission Turnitin type

This is not a Turnitin assignment

## **Assessment 4: Group Business Case Presentation**

### Assessment Overview

This task requires students to demonstrate their understanding of the key readings and concepts studied throughout the course and their ability to apply those concepts.

Assesses: PL01, PL02, PL03, PL04, PL05, PL06, PL07

### Course Learning Outcomes

- CLO1 : Describe the purpose and use of the major external financial statements; identify the differences between cash and accrual accounting, and develop a basic understanding of transaction analysis
- CLO2 : Understand how managing margins and product costing impacts on value.
- CLO3 : Recognise the importance of making sound investment decisions in the context of creating shareholder value and understand the main techniques used to analyse potential projects and make investment decisions.
- CLO4 : Understand what is meant by the 'cost of capital', what it reflects and be able to calculate it.
- CLO5 : Develop a business plan and explain the concept of planning including its purpose and use in business.
- CLO6 : Discuss the strategic role of performance measures in managing the firm whilst achieving sustained competitive advantage; and explain the balanced scorecard concept.
- CLO7 : A capacity to learn within teams – to cooperate with team members, to assume leadership and to manage differences and conflicts.
- CLO8 : A capacity to conduct applied business research – acquiring, analysing and presenting information and knowledge.
- CLO9 : A capacity to tolerate ambiguity in managerial and organisational problem-solving.
- CLO10 : A capacity to think critically about informing literatures (both research and practitioner-based literature) and extant organisational practices.
- CLO11 : An ability to apply knowledge to specific organisational contexts; and a capacity to reflect on your own strengths and weaknesses as a learner

### Assessment Length

12 Minutes

### Submission notes

Not applicable

### Assignment submission Turnitin type

Not Applicable

## General Assessment Information

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

You are expected to complete all assessment tasks for your courses in the School of Accounting, Auditing & Taxation. In some courses, there will be a minimum pass mark required on the final exam due to the need to assure individual mastery of specific course learning outcomes for accounting accreditation requirements. Where applicable this is explained in the assessment section of this course outline.

### Grading Basis

Standard

### Requirements to pass course

In order to pass this course, you must:

- achieve a composite mark of at least 50 out of 100;
- meet any additional requirements described in the Assessment Summary section.

You are expected to attempt all assessment requirements in the course.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Seminar	The Fundamentals of a Successful Business!
Week 2 : 19 February - 25 February	Seminar	Building Rock Solid Accounting Foundations
Week 3 : 26 February - 3 March	Seminar	Managing your Cash Flow and Budget Forecasts
Week 4 : 4 March - 10 March	Seminar	Analysing your Performance
Week 5 : 11 March - 17 March	Seminar	Managing Cost Behaviour at different activity levels
Week 6 : 18 March - 24 March	Seminar	Recharge Week
Week 7 : 25 March - 31 March	Seminar	Understanding the Cost of your Product and Internal Controls
Week 8 : 1 April - 7 April	Seminar	Everything you need to know about Tax!
Week 9 : 8 April - 14 April	Seminar	Making Investment Decisions
Week 10 : 15 April - 21 April	Seminar	Presenting your Business Case

## Attendance Requirements

As this course is delivered as a series of interactive seminars, students are expected to attend and participate in all classes; student participation and engagement are assessed.

## Course Resources

### Prescribed Resources

#### Prescribed Textbook

"Fundamentals of Accounting and Financial Management", by K. Trotman, K. Humphreys, V. Clout and K. Morgan, 8th Edition (2022). The textbook is published by Cengage Learning as an e-book.

#### Course Website

This course has a Moodle site. You are required to have a student number and zPass to access this website at: <http://moodle.telt.unsw.edu.au> In addition, you must be enrolled in the course to access the course Moodle site. The Moodle site will contain important announcements, the course outline, topic notes, seminar recordings, discussion questions, seminar slides and any additional material deemed suitable by the Lecturer-in-charge from time to time. If you need help getting started or using Moodle then go to <https://www.student.unsw.edu.au/moodle/support>.

# Recommended Resources

Other resources that may be useful to you throughout the term:

- Trotman, Carson, and Morgan (2019) Financial Accounting Student Study Guide, Cengage, (copies available in the UNSW Library).
- Australian Accounting Standards available at the AASB's website: <https://www.aasb.gov.au> (see seminar notes for relevant accounting standards)
- [Investopedia](#) has a useful range of videos to describe financial terms and concepts.

## Additional Costs

None.

## Course Evaluation and Development

The UNSW Business School welcomes feedback from students about their experiences of all courses. Past student feedback on this course provided through MyExperience has been helpful for subsequent iterations; please consider the role of this feedback in shaping your experience of this (and other) courses and give serious consideration to providing your own feedback through MyExperience that is honest, detailed and specific.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Ed Harbor		Quad 3081		See Moodle Page	No	Yes

## Other Useful Information

### Academic Information

### COURSE POLICIES AND SUPPORT

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration

- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the [key policies and support page](#).

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

## STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to [UNSW graduate capabilities](#). More information on Coursework PLOs is available on the [key policies and support page](#). For PG Research PLOs, including MPDBS, please refer to the [UNSW HDR Learning Outcomes](#).

## Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

## Submission of Assessment Tasks

### SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams.

Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of these hours.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW (see the UNSW [Current Students](#) page). Applications will not be accepted by teaching staff. The lecturer-in-charge/ course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.
5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise them you are unwell and submit screenshots of your conversation along with your medical certificate and application.
7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under “Special Consideration” on the [key policies and support](#) page.

## LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

## FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

## Faculty-specific Information

### PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to [this page](#).
- Students in the **School of Banking & Finance** should also refer to [this page](#).
- Students in the **School of Information Systems & Technology Management** should also refer to [this page](#).

## COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

## 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.

## TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the [Class Timetable website](#) for the most up-to-date teaching times and locations.

## School Contact Information

The policies regarding staff contact in the School of Accounting, Auditing and Taxation are as follows:

- All questions regarding course administration should be directed to the Lecturer-in-charge.
- The full-time staff will be available for consultation starting from Weeks 2 to 10 and STUVAC period.
- Consultation hours will be advised on the course Moodle page in a consolidated timetable.
- Students are encouraged to consult with staff during online consultation sessions.  
Consultation will not be provided via email or phone.
- Consultation times during STUVAC period will likely vary to the regular consultation during Term and be posted on the course webpage later in the Term.

While emails to staff should be a rare occurrence as noted above, in instances where it is warranted, please make sure that:

- You use your UNSW email address when corresponding with the teaching staff on this course. Emails from other addresses (such as Hotmail, Gmail, Yahoo, 126, QQ, etc.) are not accepted and will not be replied to.
- You must use an appropriate communication level with staff. Emails and discussion forum posts that use short-hand and “Texting” language are not acceptable, and communication must be in English. If your email cannot be understood then staff will not reply.
- You must identify yourself by your full name, student ID and tutorial day and time.
- Please be aware that Staff will not necessarily reply to students to inform them if their emails are non-compliant.
- Full-time teaching staff only answer emails during regular working hours of Monday to Friday 9am-5pm. Tutoring staff often have other jobs and require 48 hours within regular business office hours to reply to emails.

Complaints about the assessment and other aspects of this course should be directed in the first instance to the Lecturer-in-Charge (or Course Convenor) and if still unsatisfied with the response received then you are directed to contact the School of Accounting, Auditing & Taxation Grievance Officer, details available here: <https://www.unsw.edu.au/business/our-schools/accounting-auditing-taxation/contact-us>