



UNSW Course Outline

TABL5505 Advanced Taxation of Trusts - 2024

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General Course Information

Course Code : TABL5505

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 : Online

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

The trust is a major form of vehicle used for holding investment assets, for transferring family wealth to future generations and for income splitting. In addition, fixed public trusts, which are now commonly known as public unit trusts, funds or 'collective investment vehicles', have

become a major form of public investment vehicle. Most superannuation funds are, in fact, trusts.

The trust is not a distinct legal entity and is not taxed as a separate entity. The primary rule is that the beneficiary under a trust is subject to tax. Only where the beneficiary is not subject to tax will the trustee be assessed to pay tax. This course is mainly concerned with establishing when the primary rule applies, and when it is displaced by the exceptional rules.

An understanding of the specific tax treatment of trusts is important to any student setting out to acquire, or refine, an understanding of the Australian tax system.

The study guide for Taxation of Trusts comprises the following seven modules:

1. Introduction and overview of trust law;
2. Taxation of income of trusts (Division 6 of the Income Tax Assessment Act 1936 (Cth));
3. Application of the CGT rules to trusts, including streaming
4. The trust loss measures and family trust elections;
5. General anti-avoidance and other integrity measures;
6. Accounting practice in relation to trusts;
7. The rules for taxing widely held trusts: Managed Investment Trusts and Attribution Managed Investment Trusts.

Course Aims

This course aims to:

1. Provide an overview of the taxation of trusts in the Australian taxation system;
2. Examine in detail selected topics on the taxation of trusts;
3. Develop skills in recognising tax issues in factual situations;
4. Enhance your ability to solve tax problems through the development of skills in interpreting legislation and cases and in finding the applicable law, as well as developing a systematic approach to responding to such problems;
5. Develop your written and oral presentation skills.

Relationship to Other Courses

This course is an optional course offered in the Master of Taxation program.

The rules governing the taxation of trusts are largely peculiar to trusts, but a full understanding of their significance does require a complementary knowledge of the taxation of companies and partnerships. This complementary knowledge will largely be assumed - you will have studied the foundational material in the Taxation of Business Entities course. You may also benefit from

undertaking the Advanced Taxation of Corporations course.

As in many other areas of taxation, the analysis of the tax treatment of trusts necessarily involves a consideration of capital gains tax issues. You may, accordingly, benefit from undertaking the course Taxation of Capital Gains prior to, or concurrently with, this course.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Explain the current various tax regimes that apply to trusts and anti-avoidance rules that can potentially apply.	<ul style="list-style-type: none">• PLO1 : Business Knowledge
CLO2 : Explain each of the rules in Division 6 of the ITAA 1936 and identify when they apply, with reference to case law.	<ul style="list-style-type: none">• PLO1 : Business Knowledge
CLO3 : Calculate the net income of a trust for the purposes of Division 6 of the ITAA 1936.	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving
CLO4 : Outline the tax treatment of capital gains and franking credits passing through trusts.	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving
CLO5 : Understand and explain the different loss utilisation rules for different types of trusts, and how they apply.	<ul style="list-style-type: none">• PLO1 : Business Knowledge
CLO6 : Evaluate past and current proposals to reform the rules for taxing trusts.	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving
CLO7 : Understand the rules that apply to widely held trusts.	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving
CLO8 : Recognise and resolve practical legal and tax problems with regard to trusts by analysing facts, relevant law and the Commissioner's administration and practice to justify a conclusion about the best view of the law in relation to the facts given.	<ul style="list-style-type: none">• PLO2 : Problem Solving• PLO3 : Business Communication• PLO5 : Responsible Business Practice
CLO9 : Write an answer to a problem question using legal style analysis, which encompasses how the answer is structured, using conventions of legal writing, correct citation and referencing conventions to properly acknowledge all source material used.	<ul style="list-style-type: none">• PLO2 : Problem Solving• PLO3 : Business Communication• PLO5 : Responsible Business Practice
CLO10 : Ask questions and make comments that build on contributions of other students and demonstrate a critical and deep level of thought.	<ul style="list-style-type: none">• PLO2 : Problem Solving• PLO3 : Business Communication• PLO5 : Responsible Business Practice

Course Learning Outcomes	Assessment Item
CLO1 : Explain the current various tax regimes that apply to trusts and anti-avoidance rules that can potentially apply.	<ul style="list-style-type: none"> • Assessment 1: Discussant Component • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO2 : Explain each of the rules in Division 6 of the ITAA 1936 and identify when they apply, with reference to case law.	<ul style="list-style-type: none"> • Assessment 1: Discussant Component • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO3 : Calculate the net income of a trust for the purposes of Division 6 of the ITAA 1936.	<ul style="list-style-type: none"> • Assessment 1: Discussant Component • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO4 : Outline the tax treatment of capital gains and franking credits passing through trusts.	<ul style="list-style-type: none"> • Assessment 1: Discussant Component • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO5 : Understand and explain the different loss utilisation rules for different types of trusts, and how they apply.	<ul style="list-style-type: none"> • Assessment 1: Discussant Component • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO6 : Evaluate past and current proposals to reform the rules for taxing trusts.	<ul style="list-style-type: none"> • Assessment 1: Discussant Component • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO7 : Understand the rules that apply to widely held trusts.	<ul style="list-style-type: none"> • Assessment 1: Discussant Component • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO8 : Recognise and resolve practical legal and tax problems with regard to trusts by analysing facts, relevant law and the Commissioner's administration and practice to justify a conclusion about the best view of the law in relation to the facts given.	<ul style="list-style-type: none"> • Assessment 1: Discussant Component • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO9 : Write an answer to a problem question using legal style analysis, which encompasses how the answer is structured, using conventions of legal writing, correct citation and referencing conventions to properly acknowledge all source material used.	<ul style="list-style-type: none"> • Assessment 2: Outline of Research Assignment • Assessment 3: Research Assignment • Assessment 4: Take-Home Exam
CLO10 : Ask questions and make comments that build on contributions of other students	<ul style="list-style-type: none"> • Assessment 1: Discussant Component

and demonstrate a critical and deep level of thought.

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

If you are new to flexible learning you should carefully read this Course Outline. It contains most of the relevant information about how this course will be run and the expectations of you as a student. So as to get the most out of your study we recommend that you follow this study schedule through the course and fit various time demands into a well-organised diary.

Systematic study through the term is the key to success in a flexible learning program.

The Study Guide (which includes this Course Outline and the individual Modules and is sometimes referred to as the study materials or course materials) can help you in three ways.

It sets out a clear path of study over the term and helps you plan your workload. It also identifies learning outcomes and key concepts at the start of each module and provides a series of activities to help you learn actively and manage your own progress through the course.

It contains the core content for the course (often with reference to legislation, textbooks and other relevant material). The structure and layout of the Study Guide is designed to highlight key points and assist your revision for assignments, research papers and examinations.

It tells you when to refer to textbooks, legislation and other readings, giving precise details of what you should read.

Each module includes a range of features to assist you in managing your learning and developing study skills. These features include:

- Overview page
- Heading levels
- Learning outcomes and key concepts
- Module text
- Activities and feedback
- Readings
- Margin notes
- Instructional icons

Tax Distance Course Student Guide

The Tax Distance Course Student Guide is a vital source of information for students studying flexible learning courses. It provides administrative and other information specific to studying these courses and you should make a point of being familiar with its contents. You can access the Tax Distance Student Guide from your Moodle course website(s).

Webinars

Throughout this course, you will have the opportunity to attend live webinars (conducted over the Internet). Instructions on preparing for and participating in webinars are available on the School of Accounting, Auditing and Taxation website and in your course Moodle website.

These webinars provide an opportunity for you to clarify and extend your understanding of the material in this course. They are designed to try out new ideas and give you a forum to ask questions and discuss issues with your lecturer and other students. Do not be afraid to participate - it is only by trying out new ideas and exploring their dimensions that you will learn in any real depth.

Thorough preparation is essential if you are to gain maximum benefit from a webinar. You can only start to come to grips with material if you work on it actively. As a general rule, each webinar will cover the module/s between the previous webinar and the week it falls within on the Suggested Study Schedule. However, more specific information on material to be covered in each webinar may be provided via Moodle throughout the term. Exact dates and times for webinars will be advised via a timetable that you will find on Moodle and on the School of Accounting, Auditing and Taxation Website (under Timetables).

There are five webinars scheduled for this course during the term. Each webinar is of approximately one and a half hours duration.

Remember webinars are not lectures and your active participation is an important part of the learning experience and preparation for examinations!

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Assessment 1: Discussant Component Assessment Format: Individual	15%	Start Date: Not Applicable Due Date: On dates specified by lecturer Post Date: 26/04/2024 11:30 PM	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving• PLO3 : Business Communication• PLO5 : Responsible Business Practice
Assessment 2: Outline of Research Assignment Assessment Format: Individual	0%	Start Date: Not Applicable Due Date: 15/03/2024 11:59 PM Post Date: 26/04/2024 12:00 AM	<ul style="list-style-type: none">• PLO2 : Problem Solving• PLO1 : Business Knowledge• PLO3 : Business Communication• PLO5 : Responsible Business Practice
Assessment 3: Research Assignment Assessment Format: Individual	35%	Start Date: Not Applicable Due Date: 05/04/2024 11:59 PM Post Date: 26/04/2024 11:59 PM	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving• PLO3 : Business Communication• PLO5 : Responsible Business Practice
Assessment 4: Take-Home Exam Assessment Format: Individual	50%	Start Date: During UNSW Exam Period Due Date: During UNSW Exam Period Post Date: 31/05/2024 12:00 AM	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO3 : Business Communication• PLO2 : Problem Solving• PLO5 : Responsible Business Practice

Assessment Details

Assessment 1: Discussant Component

Assessment Overview

Each student will have a particular Module allocated to them. You will be (at a minimum) expected to contribute to the discussion by addressing the issues raised, applying the law to the facts and reaching conclusions to problems that are set for you to work through. You may also be required to address questions raised by the Lecturer. You will maximise your marks in this component if your contributions build on the ideas and contributions of your fellow students.

Assesses: PLO1, PLO2, PLO3, PLO5

Course Learning Outcomes

- CLO1 : Explain the current various tax regimes that apply to trusts and anti-avoidance rules that can potentially apply.
- CLO2 : Explain each of the rules in Division 6 of the ITAA 1936 and identify when they apply, with reference to case law.
- CLO3 : Calculate the net income of a trust for the purposes of Division 6 of the ITAA 1936.
- CLO4 : Outline the tax treatment of capital gains and franking credits passing through trusts.
- CLO5 : Understand and explain the different loss utilisation rules for different types of trusts, and how they apply.
- CLO6 : Evaluate past and current proposals to reform the rules for taxing trusts.
- CLO7 : Understand the rules that apply to widely held trusts.
- CLO8 : Recognise and resolve practical legal and tax problems with regard to trusts by analysing facts, relevant law and the Commissioner's administration and practice to justify a conclusion about the best view of the law in relation to the facts given.
- CLO10 : Ask questions and make comments that build on contributions of other students and demonstrate a critical and deep level of thought.

Assessment Length

500 to 700 words

Submission notes

Due for handing in to lecturer as specified

Assignment submission Turnitin type

This is not a Turnitin assignment

Assessment 2: Outline of Research Assignment

Assessment Overview

This is an item of formative assessment. Students are required to submit a 500 to 700-word outline of the issues they identify in the assignment question, the cases and statutory references they plan to refer to and the argument they plan to use in their assignment. The outline can be in bullet point form. It can also be a recorded video.

Submitting the research plan by the due date is a course requirement, but no marks will be awarded for writing and submitting the research plan.

Assesses: PLO1, PLO2, PLO3, PLO5

Course Learning Outcomes

- CLO1 : Explain the current various tax regimes that apply to trusts and anti-avoidance rules that can potentially apply.
- CLO2 : Explain each of the rules in Division 6 of the ITAA 1936 and identify when they apply, with reference to case law.
- CLO3 : Calculate the net income of a trust for the purposes of Division 6 of the ITAA 1936.
- CLO4 : Outline the tax treatment of capital gains and franking credits passing through trusts.
- CLO5 : Understand and explain the different loss utilisation rules for different types of trusts, and how they apply.
- CLO6 : Evaluate past and current proposals to reform the rules for taxing trusts.
- CLO7 : Understand the rules that apply to widely held trusts.
- CLO8 : Recognise and resolve practical legal and tax problems with regard to trusts by analysing facts, relevant law and the Commissioner's administration and practice to justify a conclusion about the best view of the law in relation to the facts given.
- CLO9 : Write an answer to a problem question using legal style analysis, which encompasses how the answer is structured, using conventions of legal writing, correct citation and referencing conventions to properly acknowledge all source material used.

Detailed Assessment Description

Students are required to submit a 500 to 700-word synopsis of the research assignment. This can be an outline of the issues they identify in the assignment question, the cases and statutory references they plan to refer to and the argument they plan to use in their assignment. The outline can be in bullet point form. It can also be a recorded video.

Submitting the research plan by the due date is a course requirement, but no marks will be awarded for writing and submitting the research plan.

Assessment Length

500 to 700 words

Assignment submission Turnitin type

This is not a Turnitin assignment

Assessment 3: Research Assignment

Assessment Overview

3,200-word Assignment.

Assesses: PLO1, PLO2, PLO3, PLO5

Course Learning Outcomes

- CLO1 : Explain the current various tax regimes that apply to trusts and anti-avoidance rules

that can potentially apply.

- CLO2 : Explain each of the rules in Division 6 of the ITAA 1936 and identify when they apply, with reference to case law.
- CLO3 : Calculate the net income of a trust for the purposes of Division 6 of the ITAA 1936.
- CLO4 : Outline the tax treatment of capital gains and franking credits passing through trusts.
- CLO5 : Understand and explain the different loss utilisation rules for different types of trusts, and how they apply.
- CLO6 : Evaluate past and current proposals to reform the rules for taxing trusts.
- CLO7 : Understand the rules that apply to widely held trusts.
- CLO8 : Recognise and resolve practical legal and tax problems with regard to trusts by analysing facts, relevant law and the Commissioner's administration and practice to justify a conclusion about the best view of the law in relation to the facts given.
- CLO9 : Write an answer to a problem question using legal style analysis, which encompasses how the answer is structured, using conventions of legal writing, correct citation and referencing conventions to properly acknowledge all source material used.

Detailed Assessment Description

This assessment will involve writing and submitting an assignment based on a question provided by the lecturer. The assignment will be a problem assignment, that will provide a set of facts that involve a number of issues involving the taxation of trusts. The assignment will be in the form of an advice provided to one or more of the dramatis personae from the facts provided.

Assessment Length

3200 Words

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Assessment 4: Take-Home Exam

Assessment Overview

The final assessment for this course will be on the Inspera platform. It will be a 3-day Non-Invigilated Take Home Exam.

Assesses: PLO1, PLO2, PLO3, PLO5

Course Learning Outcomes

- CLO1 : Explain the current various tax regimes that apply to trusts and anti-avoidance rules that can potentially apply.
- CLO2 : Explain each of the rules in Division 6 of the ITAA 1936 and identify when they apply, with reference to case law.
- CLO3 : Calculate the net income of a trust for the purposes of Division 6 of the ITAA 1936.
- CLO4 : Outline the tax treatment of capital gains and franking credits passing through trusts.

- CLO5 : Understand and explain the different loss utilisation rules for different types of trusts, and how they apply.
- CLO6 : Evaluate past and current proposals to reform the rules for taxing trusts.
- CLO7 : Understand the rules that apply to widely held trusts.
- CLO8 : Recognise and resolve practical legal and tax problems with regard to trusts by analysing facts, relevant law and the Commissioner's administration and practice to justify a conclusion about the best view of the law in relation to the facts given.
- CLO9 : Write an answer to a problem question using legal style analysis, which encompasses how the answer is structured, using conventions of legal writing, correct citation and referencing conventions to properly acknowledge all source material used.

Detailed Assessment Description

The final assessment for this course will be a take-home exam which will be made available during the University exam period. This will be a 3-day take-home exam.

Assessment Length

4,000 words

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

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.

Further instructions on how to prepare for this exam will be provided to you during the term.

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	Reading	Students should read the following modules to prepare for the Webinar: Module 1: Introduction and overview of trust law Module 2: Taxation of Trusts (Div 6 of ITAA 1936)
Week 2 : 19 February - 25 February	Seminar	Online Webinar - 6:00 - 7:30pm - Tuesday 20 February 2024 Module 1: Introduction and overview of trust law Module 2: Taxation of Trusts (Div 6 of ITAA 1936)
Week 3 : 26 February - 3 March	Reading	Students should read the following module to prepare for the Webinar: Module 2: Taxation of Trusts (Div 6 of ITAA 1936)
Week 4 : 4 March - 10 March	Seminar	Online Webinar 2 - 6:00 - 7:30pm - Tuesday 5 March 2024 Module 2: Taxation of Trusts (Div 6 of ITAA 1936)
Week 5 : 11 March - 17 March	Reading	Students should read the following module to prepare for the Webinar: Module 3: Application of the CGT rules to trusts, including streaming Assessment 2 Assessment 2 due in this week: 15 March 2024 at 11:59 pm
Week 6 : 18 March - 24 March	Seminar	Online Webinar 3 - 6:00 - 7:30pm - Tuesday 19 March 2024 Module 3: Application of the CGT rules to trusts, including streaming
Week 7 : 25 March - 31 March	Reading	Students should read the following module to prepare for the Webinar: Module 4: Trust loss rules and family trust elections
Week 8 : 1 April - 7 April	Seminar	Online Webinar 4 - 6:00 - 7:30pm - Tuesday 2 April 2024 Module 4: Trust loss rules and family trust elections Assessment 3 Assessment 3 is due in this week: 5 April 2024 at 11:59 PM
Week 9 : 8 April - 14 April	Seminar	Students should read the following modules to prepare for the Webinar: Module 5: General anti-avoidance and other integrity measures - we will focus on the specific anti-avoidance rules for trusts Module 6: Accounting practice in relation to trusts Module 7: The rules for taxing Widely Held Trusts: Managed Investment Trusts and Attribution Managed Investment Trusts
Week 10 : 15 April - 21 April	Seminar	Online Webinar 5 - 6:00 - 7:30pm - Tuesday 16 April 2024 Module 5: General anti-avoidance and other integrity measures - we will focus on the specific anti-avoidance rules for trusts Module 6: Accounting practice in relation to trusts Module 7: The rules for taxing Widely Held Trusts: Managed Investment Trusts and Attribution Managed Investment Trusts

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

Course Resources

Prescribed Resources

Woellner RH, Barkoczy S, Murphy S, Evans C and Pinto D, Australian Taxation Law (Sydney: Oxford University Press) - please use the latest version.

Act/s

You must purchase or have access to the following publication/s:

Income Tax Assessment Act 1936

Income Tax Assessment Act 1997

Citation and Style Guide

In presenting written work for assessment in this course you are required to adopt the following style guide:

Australian guide to legal citation (Melbourne University Law Review Association & Melbourne Journal of International Law, 4th ed, 2018).

(This is free to download and is the citation style guide used by the majority of Australian legal journals.)

Recommended References

Below is a list of further references that you may find useful in this course. Purchase of recommended references is not required.

Woodley M (ed), Osborns Concise Law Dictionary (London: Sweet & Maxwell, 12th ed, 2013).

Barkoczy S, Australian Tax Casebook (Oxford University Press, latest edition).

Marks B, Trusts & Estates: Taxation and Practice (Sydney: Taxation Institute of Australia, 2nd ed, 2009).

Evans C, Kayis-Kumar A, Russell T, Australian CGT Handbook (Thomson Reuters, Pyrmont NSW, latest edition)

Dal Pont G *Equity and Trusts in Australia* (Sydney: Thomson Reuters, latest edition).

Deutsch, Friezer, Fullerton, Plummer, Hanley and Snape, *Australian Tax Handbook* (Sydney: Thomson Reuters, latest edition).

Gilders F, Taylor CJ, Walpole M, Burton M and Ciro T, *Understanding Taxation Law* (Sydney: LexisNexis Butterworths, latest edition).

Heydon JD & Leeming MJ, *Jacobs Law of Trusts in Australia* (Sydney: LexisNexis Butterworths, 8th ed, 2016).

Hughes P, Kolliou G, Pennell R and Coombes D, *Australian Trusts Tax Handbook* (Sydney: Thomson Reuters, latest edition)

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.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
	Nicholas Gan gemi				By appointment	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>