



UNSW Course Outline

ACCT3610 Business Analysis and Valuation - 2024

Published on the 15 Feb 2024

General Course Information

Course Code : ACCT3610

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 : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course focuses on the analysis of financial information arising primarily from the financial reports of firms. Fundamental analysis techniques are examined in detail with particular emphasis on the application of these techniques in equity (share) valuation decisions. Attention

is also given to credit assessment and debt valuation decisions. The techniques are applied in cases and projects involving listed companies.

Topics considered include fundamental ratio analysis using reported financial information, and an analysis of accrual accounting and cash flows. You will undertake a structured analysis of profitability, growth and value generation in a firm, and develop forecasts of earnings and cash flows and use those forecasts in the context of both equity valuation and credit analysis. There is a specific focus on data analytics throughout the course.

Course Aims

Business Analysis and Valuation is a capstone course that brings together areas of financial accounting, finance and strategic management. Because of the interdisciplinary nature of the course, this course aims to synthesize and apply what you learnt in previous courses, to further develop the graduate attributes, and to prepare you for the professional career. This course is a very useful preparatory course for the CPA, CA and CFA programs. Due to the applied nature of the course, it is helpful to those contemplating careers in investment banking (particularly in equity research), security analysis, funds management, financial planning, business consulting, corporate finance and public accounting. The course also has wide application in personal investment activities.

Relationship to Other Courses

Business Analysis and Valuation is a capstone course that brings together areas of financial accounting, finance and strategic management. This course is offered by the School of Accounting and is generally taken as an elective or Disciplinary Specialisation course in the Master of Commerce or Master of Professional Accounting degrees.

Because of the interdisciplinary nature of the course, this course aims to synthesize and apply what you learnt in previous courses, to further develop the graduate attributes, and to prepare you for the professional career. This course is a very useful preparatory course for the CPA, CA and CFA programs. Due to the applied nature of the course, it is helpful to those contemplating careers in investment banking (particularly in equity research), security analysis, funds management, financial planning, business consulting, corporate finance and public accounting. The course also has wide application in personal investment activities.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Explain the linkage between strategic business analysis, accounting analysis and financial analysis. Identify and utilize relevant information contained in financial statements.
CLO2 : Identify and analyse issues relating to accounting quality. Prepare and substantiate a valuation that incorporates the strategic, accounting and financial activities of a business entity.
CLO3 : Construct written work which is logically and professionally presented.
CLO4 : Communicate ideas in a succinct and clear manner.
CLO5 : Work collaboratively to complete tasks.
CLO6 : Identify and assess environmental and sustainability considerations in valuation and portfolio construction.

Course Learning Outcomes	Assessment Item
CLO1 : Explain the linkage between strategic business analysis, accounting analysis and financial analysis. Identify and utilize relevant information contained in financial statements.	<ul style="list-style-type: none">Assessment 1: Weekly hand-insAssessment 2: Class participationAssessment 3: Group ProjectAssessment 4: Final Exam
CLO2 : Identify and analyse issues relating to accounting quality. Prepare and substantiate a valuation that incorporates the strategic, accounting and financial activities of a business entity.	<ul style="list-style-type: none">Assessment 1: Weekly hand-insAssessment 2: Class participationAssessment 3: Group ProjectAssessment 4: Final Exam
CLO3 : Construct written work which is logically and professionally presented.	<ul style="list-style-type: none">Assessment 1: Weekly hand-insAssessment 2: Class participationAssessment 3: Group Project
CLO4 : Communicate ideas in a succinct and clear manner.	<ul style="list-style-type: none">Assessment 1: Weekly hand-insAssessment 2: Class participationAssessment 3: Group Project
CLO5 : Work collaboratively to complete tasks.	<ul style="list-style-type: none">Assessment 2: Class participationAssessment 3: Group Project
CLO6 : Identify and assess environmental and sustainability considerations in valuation and portfolio construction.	<ul style="list-style-type: none">Assessment 4: Final Exam

Learning and Teaching Technologies

Moodle - Learning Management System | Zoom | Microsoft Teams | Echo 360

Learning and Teaching in this course

This course helps you to apply the accounting knowledge and skills you acquired in previous courses to analyse and determine the value of a company in the real business world. We will explain basic techniques and principles of financial statement analysis in either a Face to Face lecture or in the online seminars. We will use case studies extensively to illustrate how to analyse and value a business. To gain most from this course, you are encouraged to think critically and participate actively in the class discussion. You also need to develop an appreciation of the link between qualitative and quantitative analysis. To achieve this, preparations before classes are essential. You also have a chance to analyse and value a real company, which requires you to take initiatives and work effectively in a group environment.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Assessment 1: Weekly hand-ins Assessment Format: Individual	15%	Start Date: Not Applicable Due Date: Not Applicable
Assessment 2: Class participation Assessment Format: Individual	10%	Start Date: Not Applicable Due Date: Not Applicable
Assessment 3: Group Project Assessment Format: Group	30%	
Assessment 4: Final Exam Assessment Format: Individual	45%	

Assessment Details

Assessment 1: Weekly hand-ins

Assessment Overview

This task requires students to demonstrate their understanding of course content to current business events.

Assesses: PLO1, PLO2, PLO3, PLO4

BCom students: myBCom course points for PLO3

Course Learning Outcomes

- CLO1 : Explain the linkage between strategic business analysis, accounting analysis and financial analysis. Identify and utilize relevant information contained in financial statements.

- CLO2 : Identify and analyse issues relating to accounting quality. Prepare and substantiate a valuation that incorporates the strategic, accounting and financial activities of a business entity.
- CLO3 : Construct written work which is logically and professionally presented.
- CLO4 : Communicate ideas in a succinct and clear manner.

Detailed Assessment Description

Starting from Week 2 and onward, it is required to submit a one-page written response to a set of preparatory questions related to the seminar topic for each teaching week. The questions will be provided one week prior to the seminar, and your responses should be submitted no later than one hour before the respective seminar commences.

It is anticipated that you allocate around 30 minutes for this assessment each week. Your overall grade for this assessment will be calculated based on the average mark of your best five submissions.

Assignment submission Turnitin type

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

Assessment 2: Class participation

Assessment Overview

This task requires students to attend class and demonstrate their participation in discussion surrounding weekly questions.

Assesses: PL01, PL02, PL03, PL05

Course Learning Outcomes

- CLO1 : Explain the linkage between strategic business analysis, accounting analysis and financial analysis. Identify and utilize relevant information contained in financial statements.
- CLO2 : Identify and analyse issues relating to accounting quality. Prepare and substantiate a valuation that incorporates the strategic, accounting and financial activities of a business entity.
- CLO3 : Construct written work which is logically and professionally presented.
- CLO4 : Communicate ideas in a succinct and clear manner.
- CLO5 : Work collaboratively to complete tasks.

Detailed Assessment Description

A significant portion of each seminar will be devoted to group-based, in-class discussions. Your active and meaningful participation in these discussions is expected. Additionally, you are

required to share your comments with the class in response to questions posed by your seminar convenor. Note that mere attendance will not be deemed adequate for class participation.

Your seminar convenor will assess your class participation at the conclusion of the term, taking into account their observations of your engagement in class discussions.

Assignment submission Turnitin type

This is not a Turnitin assignment

Assessment 3: Group Project

Assessment Overview

The major project is aimed at developing your understanding of, and practical skills in financial analysis and valuation. It is also designed to enhance teamwork, analytical and communication skills.

Assesses: PLO1, PLO2, PLO3, PLO4, PLO5

BCom students: myBCom course points for PLO5

Course Learning Outcomes

- CLO1 : Explain the linkage between strategic business analysis, accounting analysis and financial analysis. Identify and utilize relevant information contained in financial statements.
- CLO2 : Identify and analyse issues relating to accounting quality. Prepare and substantiate a valuation that incorporates the strategic, accounting and financial activities of a business entity.
- CLO3 : Construct written work which is logically and professionally presented.
- CLO4 : Communicate ideas in a succinct and clear manner.
- CLO5 : Work collaboratively to complete tasks.

Detailed Assessment Description

As an equity research analyst, you are tasked with conducting a comprehensive valuation analysis on a designated case company and delivering your investment recommendation for the company's stocks. This is a group assessment, and each group member is expected to contribute equally to the project unless evidence suggests otherwise.

The project consists of both an individual and a group component, representing 5% and 25% of the total course grade, respectively. You will need to form a group of no more than 4 members from the same seminar stream for the project. You are encouraged to voluntarily create a group by the end of Week 3. If forming a group independently is not feasible by this date, your seminar

convenor will assign you to a group.

Detailed task descriptions for the individual and group components will be available on Moodle by the end of Week 3 and Week 5, respectively. The individual component is due by the end of Week 5, and the group component is due by the end of Week 10. Refer to the course schedule for specific deadlines.

Assignment submission Turnitin type

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

Assessment 4: Final Exam

Assessment Overview

The final exam assess whether you have achieved an adequate level of technical competency in financial statement analysis and the ability to draw meaningful inferences from a complex set of information.

This will be based on a case study.

Assesses: PLO1, PLO2, PLO6

Course Learning Outcomes

- CLO1 : Explain the linkage between strategic business analysis, accounting analysis and financial analysis. Identify and utilize relevant information contained in financial statements.
- CLO2 : Identify and analyse issues relating to accounting quality. Prepare and substantiate a valuation that incorporates the strategic, accounting and financial activities of a business entity.
- CLO6 : Identify and assess environmental and sustainability considerations in valuation and portfolio construction.

Detailed Assessment Description

The final exam will take the form of a series of case-based discussion questions, covering all topics studied in ACCT3610. Detailed instructions for the final exam will be made available via Moodle by the end of Week 10.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not 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.

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; and
- meet any additional requirements described in the 'General assessment information' 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	<p>Introduction: Financial statements, corporate disclosures, and fundamental analysis</p> <p>We will begin by addressing essential logistical aspects of the course, such as assessments, delivery methods, and the schedule of topics. Following that, we will provide a comprehensive examination of the corporate financial reporting and disclosure landscape, which serves as the basis for our course exercises. To wrap up, we will share specific observations and significant trends in financial markets related to the influence of fundamental analysis on investment decisions.</p>
	Reading	Chapter 1
	Assessment	Class participation
Week 2 : 19 February - 25 February	Seminar	<p>Strategy Analysis</p> <p>The initial stage of fundamental analysis involves gaining a comprehensive comprehension of the business strategy, specifically how the company engages with its stakeholders in the product markets. We will delve into several stylized models commonly referenced in strategic analysis, such as the 5-force model, SWOT analysis, product life cycles, and more. While you may have encountered these models in a prior course, our emphasis will be on exploring how financial statements and disclosures offer insights into the pivotal strategic attributes of the company.</p>
	Reading	Chapter 2
	Assessment	Weekly hand-ins are due 1 hour prior to the start of seminar Class participation
Week 3 : 26 February - 3 March	Seminar	<p>Accounting Analysis</p> <p>We will examine two vital adjustments frequently necessary for preparing financial statement data for fundamental analysis. While accounting numbers serve as the primary source of data for fundamental analysis, the presentations of general-purpose financial statements may not be optimal for this purpose. We will explore methods to restructure financial statements into a format that enhances our ability to profile the business, forecast its future performance, and assess its valuation. Following that, we will assess the quality of firms' accounting numbers and explore how our accounting knowledge can be utilized to eliminate biases and unwanted noise in accounting data.</p>
	Reading	Chapters 3 & 4
	Assessment	Weekly hand-ins are due 1 hour prior to the start of seminar Class participation Voluntary group formation for the group project is due at 4pm Friday, 1 March 2024. Students who miss the deadline will be assigned to a group as determined by the seminar lecturer.
Week 4 : 4 March - 10 March	Seminar	<p>Financial Analysis</p> <p>Once we ensure that the data at hand are suitable for analysis, we typically start "profiling" the business using a variety of financial ratios. We will thoroughly explore the cohesive utilization of financial ratios to unveil a narrative about a firm. Special attention will be directed towards scrutinizing the profitability of the firm, a central aspect of fundamental analysis. We will investigate how diverse categories of operating, investing, and financing activities can influence both the profitability and associated riskiness of a firm.</p>
	Reading	Chapter 5
	Assessment	Weekly hand-ins are due 1 hour prior to the start of seminar Class participation
Week 5 : 11 March - 17 March	Seminar	<p>Forecasting</p> <p>We delve into the process of integrating our comprehension of the business into a unified set of forecasts. Our approach involves refining our forecasts by cross-referencing the validity of our assumptions and ensuring internal logical consistency within financial statements. Various methodologies employed by professional analysts in crafting forecasts are introduced, and we illustrate the forecasting procedure with an in-depth case study during class. Furthermore, we engage in discussions about forecasts generated by professional analysts and offer insights on evaluating the quality of their predictions.</p>
	Reading	Chapter 6
	Assessment	Weekly hand-ins are due 1 hour prior to the start of seminar

		Class participation Individual component of the group project is due at 5pm Friday, 15 March 2024.
Week 7 : 25 March - 31 March	Seminar	Valuation I We introduce various models for assessing the value of a business, including the dividend discount model, discounted cash flow model, and the abnormal earnings valuation model. We examine their theoretical bases and discuss their merits and limitations in practical applications.
	Reading	Chapters 7 & 8
	Assessment	Weekly hand-ins are due 1 hour prior to the start of seminar Class participation
Week 8 : 1 April - 7 April	Seminar	Valuation II Our attention turns to the technical aspects involved in the application of valuation models, encompassing tasks such as establishing the discount rate, defining the forecast horizon, making assumptions about terminal values, and performing sensitivity analyses. Additionally, we explore the utilization of valuation models to "backout" implied assumptions embedded in stock prices. This approach empowers us to scrutinize market pricing, potentially challenging it and uncovering investment opportunities.
	Reading	Chapters 7 & 8
	Assessment	Weekly hand-ins are due 1 hour prior to the start of seminar Class participation
Week 9 : 8 April - 14 April	Seminar	Equity Security Analysis The analysis of equity securities stands out as arguably the most crucial application of fundamental analysis. Our emphasis lies in leveraging fundamental analysis to discern investment opportunities. We explore the proposal, testing, and construction of profitable trading strategies using signals derived from financial reporting. Additionally, we offer an overview of the fund management and equity research industry, highlighting how they employ fundamental analysis in their daily operations.
	Reading	Chapter 9
	Assessment	Weekly hand-ins are due 1 hour prior to the start of seminar Class participation
Week 10 : 15 April - 21 April	Seminar	Credit Security Analysis We study the impact of financial statements and disclosures on corporate debt markets. Specifically, we delve into how accounting numbers and financial disclosures incorporate valuable signals for assessing the creditworthiness of firms. Our exploration encompasses the influence of accounting information on the design of corporate debt contracts, the development of credit ratings, and the trading of debt securities in secondary markets. Additionally, we introduce various quantitative credit risk models that enable efficient sorting and screening of firms based on their creditworthiness.
	Reading	Chapter 10
	Assessment	Weekly hand-ins are due 1 hour prior to the start of seminar Class participation Group project report is due at 5pm Friday, 19 April 2024.

Attendance Requirements

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

General Schedule Information

Before attending each seminar, you are expected to read all the assigned readings and familiarise yourself with the basic concepts. You should expect to spend approximately 30% of the time each seminar on group-based discussions or individual presentations. Your participation in the class discussions will contribute to the Class Participation component of the course assessment.

Course Resources

Prescribed Resources

The website for this course is on Moodle.

The textbook for this course is: Palepu, K. G., P. M. Healy, S. Wright, M. Bradbury, J. Coulton, Business Analysis and Valuation Using Financial Statements: Text and Cases, Asia Pacific 3rd Edition, Cengage Learning, 2021. There is an ebook version of this text that you can download from the UNSW Library website for free (you will only be able to download a limited number of chapters at a time). See Moodle for detailed instructions on how to access the text from the Library. You can also obtain a full e-book from the publisher (Cengage). If you use the code "TAKE10OFF" you will receive a 10% discount.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
	Buck Samrai		Quad 3109		refer to Moodle site	Yes	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>