



Business School

School of Banking and Finance

Never Stand Still

Business School

FINS5512 FINANCIAL MARKETS AND INSTITUTIONS

Course Outline Semester 1, 2016

Part A: Course-Specific Information
**Part B: Key Policies, Student Responsibilities
and Support**

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PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

Lecturer-in-charge : Wallace Fan
Room : BUS365
Phone No : 9385 6287
Email : wallace.fan@unsw.edu.au
Consultation Times : Monday 5:00 – 6:00 (or by appointment)

Lecturer : A/Professor Jason Zein
Room : BUS310
Phone No : 9385 5875
Email : j.zein@unsw.edu.au
Consultation Times : (TBC by appointment)

2 COURSE DETAILS

2.1 Teaching Times and Locations

There are two lecture streams and one web delivery stream

Lectures start in Week 1 to Week 12 (Make up session in Week 13):

The Time and Location are:
Monday: 14:00 – 17:00 TETB LG07
Monday: 18:00 – 21:00 TETB LG03

2.2 Units of Credit

The course is worth 6 units of credit.
There is no parallel teaching in this course.

2.3 Summary of Course

This course will provide students with an introduction to Australian financial markets and an evaluation of the institutions, instruments and participants involved in the industry. The mainstream markets to be evaluated include the equity, money, bond, futures, options and exchange rate markets. The subject systematically reviews each of the mainstream financial markets and investigates the various institutional participants and the different types of financial instruments offered

2.4 Course Aims and Relationship to Other Courses

This course is a gateway course to the electives in each of the finance streams. It provides some of the basic tools that you will need in our advanced finance classes, as well as to contribute as a finance professional upon graduation.

2.5 Student Learning Outcomes

By the end of this course you should:

- L01 Understand the Australian banking system and describe the role of regulatory bodies in regulating how banks manage their capital.
- L02 Describe the types of equity securities that companies can use to raise equity capital and how these securities can be listed and traded on the Australian Stock Exchange.
- L03 Apply different company valuation techniques to determine share prices.
- L04 Describe the characteristics of different types of debt securities and be able to price them.
- L05 Describe different theories of how interest rates are determined and explain the relationship between the term to maturity, risk, and interest rates.
- L06 Understand the mechanics and conventions of the foreign exchange market and the motivation of different participants in trading foreign currencies. This involves:
- Reading, interpreting and transposing FX quotations.
 - Calculating cross-rates.
 - Identifying the factors that determine the value of a currency
- L07 Gain an understanding of the characteristics of derivatives instruments (futures and options contracts), the different motivations for their use and how they are traded. Specifically you should:
- Recognise which types of futures / options contracts to use to
 - hedge various risk exposures
 - Appreciate the various risks involved in trading derivative instruments
 - Describe the factors that determine the pricing of derivative instruments.
- L08 Possess the ability to discuss and write about the links between the theory of financial markets and the reports in the financial press

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items.

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

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

Business Postgraduate Coursework Program Learning Goals and Outcomes

1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.

You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.

2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.

You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.

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

You should be able to:

- a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and
- b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.

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

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

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

You should be able to:

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

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

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals for all Business postgraduate coursework students:</i>		<i>On successful completion of the course, you should be able to:</i>	<i>This learning outcome will be assessed in the following items:</i>
1	Knowledge	Explain the operation of the Australian Capital Markets as outlined in the Student Learning Outcomes.	<ul style="list-style-type: none"> • Class participation • Group Presentations • Mid-session test • Final Exam
2	Critical thinking and problem solving	Apply the concepts outlined in the Student Learning Outcomes to current situations.	<ul style="list-style-type: none"> • Case Studies • Group Presentation • Mid-session test • Final Exam

3a	Written communication	Construct written work which is logically and professionally presented.	<ul style="list-style-type: none"> • Group Presentation + Individual self-reflection report • Final Exam
3b	Oral communication	Communicate ideas in a succinct and clear manner.	<ul style="list-style-type: none"> • Case Studies • Class participation • Group Presentation
4	Teamwork	Work collaboratively to complete a task.	<ul style="list-style-type: none"> • Group Presentation • Individual self-reflection report on the Group Assignment
5a.	Ethical, social and environmental responsibility	Identify ethical issues in capital markets	<ul style="list-style-type: none"> • Case Studies • Final Exam
5b.	Social and cultural awareness	Not specifically addressed in this course.	

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

There is a lot of material to cover in this class and we want to ensure that it will be relevant and meaningful to you in class and after you graduate. To promote and help achieve this objective, we nominated the “guided self-learning” method as the primary learning approach.

Via this approach, students are presented with the best opportunity to learn and retain knowledge of the course material through self-learning, assisted by case discussions to develop the main concepts. Guided self-learning is expected to provide a greater depth of understanding of the concepts compared to traditional lecture styles and facilitate a higher level of understanding of the issues so that students can apply their knowledge to new situations encountered in institutions. Guided self-learning also equips students for lifelong learning through providing the framework for self-learning.

3.2 Learning Activities and Teaching Strategies

Session structure

This course consists of one three-hour sessions per week. These sessions will be organised into mainly two parts:

- The first part will be a summary lecture of the key concepts of the week's topic (Refer Section 7 – Course schedule). This will be brief and will be predicated on the fact that the class has done adequate pre-reading;
- The second part will be case based discussions. The objective is to provide you with an interactive environment in which to enhance your learning and your enjoyment of the course. Each assigned case is related to the topic of the week. Students are expected to review and analyse the case prior to lecture meeting time. In class, the lecturer will help facilitate discussions of the case and provide a lively forum for the class to apply the concepts learned. But, it should be emphasised and noted that students accept and maintain ownership of the discussions.

Constructive participations are highly encouraged, expected and will be formed part of the course assessment.

The sessions may from time-to-time include relevant topical news to enable practical application on the subject matter.

Commitment

Prior to the lectures, students are expected to thoroughly prepare by reading all relevant material which includes the relevant chapters of the textbook and the assigned case(s).

All cases have been carefully selected to ensure currency and relevancy of the topics. By enrolling in this course, all students are signed on to the commitment of the following "4 Ps":

Preparation – You will read all pre-session material and diligently prepare for the case. Otherwise, there will be limited value you would gain from this course and our face-to-face time in class. You are encouraged to prepare for the lectures with your peers and/or your group.

Presence – You will be present "physically" and "mentally". Not being present, you cannot not learn, and more importantly, you cannot add to the group discussion.

Promptness – You attend the class on time. Your lateness would unnecessarily disrupt the discussion and deprecate the decorum of the process.

Participation – It is everyone's responsibility to share his/her understanding and view with the class in order to advance the group's skills and knowledge.

The commitment is two-ways. The lecturer is committed to make the course a satisfying development experience. The lecturer will question and challenge students to ensure the class' skills and knowledge base is enhanced.

Group Assignment / presentations

Group of no more than 7 students will be formed and select a ASX listed company (to be approved by the Lecturer-in-charge) as the subject of the assignment. It is expected that the group will apply the learnings to the company and deliver a well thought out twenty (20) minute presentation to the class. The purpose of these group activities is to allow you to:

- apply the concepts in the text and readings to a practical example;
- enhance critical thinking and analysis skills;
- enhance presentation skills; and
- engage with others in the class

Students are given continuous feedback about their progress throughout the term.

4 ASSESSMENT

4.1 Formal Requirements

In order to pass this course, you must:

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

4.2 Assessment Details

Assessment Task	Weighting	Length	Due Date
Participation: (i) Case analysis, (ii) online discussion, (iii) in-class discussion	20%		Ongoing
Mid-term Exam	15%	1 hour	End of Week 5
Group Assignment / presentation + Self-reflection	25% 5%	20 minutes 1 page	Week 12
Final Exam	35%	2 hours	University Exam Period
Total	100%		

Participation

Weight 20%

Assessment on participation will consider both the **quantity** and **quality** of your contribution in 3 parts: (i) case analysis (to be submitted weekly via Turnitin), (ii) in-class contribution and (iii) online (via moodle) discussions. The guideline to do well in this assessment is to adhere to the aforementioned 4Ps principles with the following assessment criteria:

Level of Contribution	Description	Percentage
No positive contribution	Little to no contribution and inconsequential participation. For example: short statements infrequently, or simply agreeing with others.	0–3%
Minimal contribution	Participation in attendance; but demonstrated little awareness of the case and the flow of discussion. For example: offering a short opinion with little regard for what had already been discussed.	4–9%
Satisfactory contribution	Good level of participation and some contribution of facts or opinion but inadequate analysis of the facts to support the views expressed.	10–13%
Good contribution	Active participation in content and frequency; expresses views; offers relevant analysis; supports, argues for but is open to modifying positions; facilitates some clarification of others' thoughts.	14–16%
Superior contribution	Substantial participation in content and frequency; expresses relevant ideas with clear thoughtful process; offers detail analysis; enhance others' participation and understanding of the issues; original comments and direction; moves discussion to conclusion.	17–20%

Note:

There are total of 7 assessable case analysis starting from Week 2. Students are required to complete the write-up of the analysis and submitted via turnitin prior to class begins. One of 7 submission will be randomly selected and marked. Case analysis will be no more than 1 page on the case and topic given and to be submitted via turnitin.

Mid-session Test

Weight: 15%

The midsession test will be held in the end of Week 5. The test will be 60 minutes long and students will be able to attempt it during a specific time frame. The test will cover week 1 to 5 and will be multiple choices. There will be 50 multiple choice questions.

More details will be provided on course website closer to the date including instructions on how to login and conduct the test.

Students must provide their own scientific calculator in accordance with the University's regulations

Group Presentation (25%) + Self Reflection Report (5%)

Weight 30%

The Group Presentation (Weight of 25%) is intended to develop your skills in research, your ability to apply your learnings and your adeptness to concisely and coherently present your ideas as well as work in groups.

You will work in a group of no more than 7 students and your group will select an ASX listed company (to be approved by the Lecturer) and conduct the following:

- You are a team of bankers of a full serviced investment bank that is involved with **providing total capital and treasury solutions** to ASX listed companies. You and your team will be expected to research the company, utilise and apply the learnings from the course, and present **your recommendation and justification of your recommendation** to the class.
- Your preparation work will involve research & analysis on:
 - the company's current funding and treasury practice;
 - current news/development of the company and prevailing markets conditions;
 - identifying a timely opportunity (in relations to funding and treasury management) for the company.
- Your presentation will be a "Pitch" and **justify** your proposal with prevailing market information in relation to your recommendation.
- A more detailed assessment guideline will be provided in class.
- Individually, you are required to submit a self-reflection report (Weight of 5%) of your group work. For example, how do you feel of your group work? what were the issues in relation to working with your colleagues in the group? and how would you have handled these in the future when faced with similar issues? [maximum 1 page to be submitted after presentation]

Grading of the presentation will take into account:

- The depth of understanding of the subject company (ie, have you adequately researched the company?)
- Has the proposal adequately considered the practicality of prevailing market conditions? (ie, is the proposal feasible?)
- Thought given to how best to present the idea (ie how can I best communicate my analysis and ideas with the audience?)
- Structure of the presentation (ie do the ideas flow properly and arrive at the conclusion convincingly?)
- Originality of ideas (ie has the student thought through the issues or just regurgitated the class discussion/notes/text book?) Regurgitation will be awarded a low mark.

The Group will be expected to work as a team which means a lot of discussion, trust and coordination involved. Not all group members need to present but rather each member must contribute to the overall quality.

Any evidence of student(s) freeloading within a group will be given a mark of zero. No negotiation what-so-ever. So, it is important that you are, at times, cognisant of your behaviour and work collaboratively as a part of the team to achieve the task. There is a peer marking component. Therefore, your final mark for the group project may differ from the mark awarded to the group.

Further details will be released in Week 1

Final Exam

Weight 35%

Date: The final exam is centrally administered and will be scheduled during the university examination period. Details will be available later in the semester. THE EXAM IS HELD ON CAMPUS.

Duration: 2 hours

Calculators: Students will need to provide their own calculator.

More details relating to the final exam will be given closer to the time.

4.3 Assessment Format

In the first lecture, the lecturer in charge will provide further clarification on participation, group presentations and the self-reflection essay as well as the marking scheme for this component.

4.4 Late Submission

No late submission is allowed. All late submission will be marked with zero mark. All online participation on case studies are to be submitted prior to class begins. Any contribution post class discussion will not be reviewed or considered as part of class participation marks.

Quality Assurance

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

5 COURSE RESOURCES

The prescribed textbook for this course is **Christopher Viney and Peter Phillips, *Financial Institutions, Instruments and Markets (2012), 8th Edition*** published by McGraw Hill and available at the university Bookshop. E-Copy can be purchased online. Instructions are attached separately on moodle.

In addition, various business and financial cases would be used for online and in-class discussion. They will be posted on moodle.

In the past, students have attempted to use previous editions of this text. While this is possible, please be aware that past editions are now well out of date, in particular, regulatory regimes and rules change quite frequently.

Other resources such as the Course Outline, presentations, discussion forums, and any notices relevant to this course, will be placed on course website from time to time. **It is important that you visit the site regularly to see any notices posted there by the Lecturer.**

The following websites are also useful resources:

www.asic.gov.au

www.asx.com.au

www.afr.com

www.businessspectator.com.au

www.rba.gov.au

www.afma.com.au

6 COURSE EVALUATION AND DEVELOPMENT

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

7 COURSE SCHEDULE

COURSE SCHEDULE			
Week	Topic	Pre-lecture reading and preparation References	Other Activities/ Assessment
Week 1 29 Feb (WFan)	Overview – Financial System	<ul style="list-style-type: none">Textbook: Ch. 1Case: The 2007-2008 Financial Crisis: Impacts and the Need for New Regulations	Class and Online case discussion

Week 2 7 Mar (WFan)	Regulation of Financial Institutions and Banks Operations	<ul style="list-style-type: none"> Textbook: Ch.2 Case: The 2007-2008 Financial Crisis: Impacts and the Need for New Regulations Basel III: An evaluation of New Banking Regulations 	Case Analysis Class and Online case discussion
Week 3 14 Mar (WFan)	Non-Bank Financial Institutions	<ul style="list-style-type: none"> Textbook: Ch.3 Case: HSBC Holdings PLC – Building a Global Wholesale Banking Capability 	Case Analysis Class and Online case discussion
Week 4 21 Mar (WFan)	Equity Market I	<ul style="list-style-type: none"> Textbook: Ch.4 & 5 Supplement reading: To Sink or Swim When Floating Stock Case: Prada: To IPO or Not to IPO: That is the Question 	Case Analysis Class and Online case discussion
Mid-semester break: Friday 25 Mar – Saturday 2 Apr inclusive			
Week 5 4 Apr (WFan)	Equity Market II	<ul style="list-style-type: none"> Textbook: 6 & 7 Case: Facebook Inc: The Initial Public Offering 	Case Analysis Class and Online case discussion Finalise Group members
Week 6 11 Apr (JZein)	Debt Markets I	<ul style="list-style-type: none"> Textbook: Ch. 8, 9 & 10 Case: Jackson Automotive Systems 	Mid-term Exam Case Analysis Class and Online case discussion
Week 7 18 Apr (JZein)	Debt Markets II + Interest Rates Determination	<ul style="list-style-type: none"> Textbook: Ch 11 Case: Tombstones Textbook: Ch 12 & 13 	Case Analysis Class and Online case discussion Finalise target company for Group assignment
Week 8 25 Apr		<ul style="list-style-type: none"> ANZAC Day public holiday 	

Week 9 2 May (JZein)	Foreign Exchange	<ul style="list-style-type: none"> Textbook: Ch 15, 16 & 17.1 (only) 	
Week 10 9 May (JZein)	Futures & FRA	<ul style="list-style-type: none"> Textbook: Ch. 18 & 19 Supplementary reading: Introduction to Derivative Instrument 	
Week 11 16 May (JZein)	Options & Swaps	<ul style="list-style-type: none"> Textbook: Ch. 20 & 21 Supplementary reading: Introduction to Derivative Instruments 	
Week 12 23 May (JZein)	Group Presentations	<ul style="list-style-type: none"> Group Presentations 	Group Presentations
Week 13 30 May (WFan)	Ethics (Standards of Professional Conducts)	<ul style="list-style-type: none"> Code of Ethics and Standards of Professional Conducts (CFA) A Crisis of Culture (The Economist) Case: Buying Lubrizol 	<p>Case Analysis</p> <p>Class and Online case discussion</p> <p>Self-reflection report due 1/6/2016</p>

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

8 PROGRAM LEARNING GOALS AND OUTCOMES

The Business School Program Learning Goals reflect what we want all students to BE or HAVE by the time they successfully complete their degree, regardless of their individual majors or specialisations. For example, we want all our graduates to HAVE a high level of business knowledge, and a sound awareness of ethical, social, cultural and environmental implications of business. As well, we want all our graduates to BE effective problem-solvers, communicators and team participants. These are our overall learning goals for you and are sought by employers.

You can demonstrate your achievement of these goals by the specific outcomes you achieve by the end of your degree (e.g. be able to analyse and research business problems and propose well-justified solutions). Each course contributes to your development of two or more program learning goals/outcomes by providing opportunities for you to practise these skills and to be assessed and receive feedback.

Program Learning Goals for undergraduate and postgraduate students cover the same key areas (application of business knowledge, critical thinking, communication and teamwork, ethical, social and environmental responsibility), which are key goals for all Business students and essential for success in a globalised world. However, the specific outcomes reflect different expectations for these levels of study.

We strongly advise you to choose a range of courses which assist your development of these skills, e.g., courses assessing written and oral communication skills, and to keep a record of your achievements against the Program Learning Goals as part of your portfolio.

Business Postgraduate Coursework Program Learning Goals and Outcomes

1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.

You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.

2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.

You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.

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

You should be able to:

- a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and
- b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.

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

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

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

You should be able to:

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

9 ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: <https://student.unsw.edu.au/plagiarism> as well as the guidelines in the online ELISE tutorials for all new UNSW students: <http://subjectguides.library.unsw.edu.au/elise>

To see if you understand plagiarism, do this short quiz:
<https://student.unsw.edu.au/plagiarism-quiz>

For information on how to acknowledge your sources and reference correctly, see:
<https://student.unsw.edu.au/harvard-referencing>

For the *Business School Harvard Referencing Guide*, see the [Business Referencing and Plagiarism](#) webpage (Business > Students > Learning support > Resources > Referencing and plagiarism).

10 STUDENT RESPONSIBILITIES AND CONDUCT

Students are expected to be familiar with and adhere to university policies in relation to class attendance and general conduct and behaviour, including maintaining a safe, respectful environment; and to understand their obligations in relation to workload, assessment and keeping informed.

Information and policies on these topics can be found in UNSW Current Students 'Managing your Program' webpages: <https://student.unsw.edu.au/program>.

10.1 Workload

It is expected that you will spend at least **nine to ten hours** per week studying this course. This time should be made up of reading, research, working on exercises and problems, online activities and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater. Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

We strongly encourage you to connect with your **Moodle course websites** in the **first week of semester**. Local and international research indicates that students who engage early and often with their course website are more likely to pass their course.

Information on expected workload: <https://student.unsw.edu.au/uoc>

10.2 Attendance

Your regular and punctual attendance at lectures and seminars is expected in this course. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment. For more information, see:
<https://student.unsw.edu.au/attendance>

10.3 General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at:
<https://student.unsw.edu.au/conduct>

10.4 Occupational Health and Safety

UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see <http://www.ohs.unsw.edu.au/>.

10.5 Keeping Informed

You should take note of all announcements made in lectures, tutorials or on the course web site. From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. You will be deemed to have received this information. It is also your responsibility to keep the University informed of all changes to your contact details.

11 SPECIAL CONSIDERATION

You must submit all assignments and attend all examinations scheduled for your course. You should seek assistance early if you suffer illness or misadventure which affects your course progress.

General Information on Special Consideration for Undergraduate and Postgraduate courses:

1. All applications for special consideration must be **lodged online through myUNSW within 3 working days of the assessment** (Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed [Professional Authority form \(pdf - download here\)](#) and other supporting documentation to Student Central. For more information, please study carefully in advance the instructions and conditions at:
<https://student.unsw.edu.au/special-consideration>
2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. The School may ask to see the original or certified copy.
3. Applications will **not** be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you lodge an online application for special consideration.
4. Decisions and recommendations are only made by lecturers-in-charge (or by the Faculty Panel in the case of UG final exam special considerations), **not** by tutors.
5. Applying for special consideration **does not** automatically mean that you will be granted a supplementary exam or other concession.
6. Special consideration requests **do not allow** lecturers-in-charge to award students additional marks.

Special consideration and the Final Exam in undergraduate courses:

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

1. Supplementary exams will be scheduled centrally and will be held approximately two weeks after the formal examination period. The dates for Business School supplementary exams for Semester 1, 2016 are:
12th July – exams for the School of Accounting

13th July – exams for all Schools except Accounting and Economics

14th July – exams for the School of Economics

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

2. Where a student is granted a supplementary examination as a result of a request for special consideration, the student's original exam (if completed) will be ignored and only the mark achieved in the supplementary examination will count towards the final grade. Failure to attend the supplementary exam will not entitle the student to have the original exam paper marked and may result in a zero mark for the final exam.

If you attend the regular final exam, you are extremely unlikely to be granted a supplementary exam. Hence if you are too ill to perform up to your normal standard in the regular final exam, you are strongly advised not to attend. However, granting of a supplementary exam in such cases is not automatic. You would still need to satisfy the criteria stated above.

The Business School's Special Consideration and Supplementary Examination Policy and Procedures for Final Exams for Undergraduate Courses is available at:

www.business.unsw.edu.au/Students-Site/Documents/supplementary_exam_procedures.pdf.

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

For tasks worth <20%, LICs have flexibility in deciding how to grant extensions and special consideration. Tasks over 20% should in most circumstances go through the online system.

12 STUDENT RESOURCES AND SUPPORT

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

- **Business School Education Development Unit (EDU)**
<https://www.business.unsw.edu.au/students/resources/learning-support>
The EDU provides academic writing, study skills and maths support specifically for Business students. Services include workshops, online resources, and individual consultations. EDU Office: Level 1, Room 1033, Quadrangle Building. Phone: 9385 5584; Email: edu@unsw.edu.au.
- **Business Student Centre**
<https://www.business.unsw.edu.au/students/resources/student-centre>
Provides advice and direction on all aspects of admission, enrolment and graduation. Office: Level 1, Room 1028 in the Quadrangle Building; Phone: 9385 3189.
- **Moodle eLearning Support**
For online help using Moodle, go to: <https://student.unsw.edu.au/moodle-support>. For technical support, email: itservicecentre@unsw.edu.au; Phone: 9385 1333.
- **UNSW Learning Centre** www.lc.unsw.edu.au
Provides academic skills support services, including workshops and resources, for all UNSW students. See website for details.
- **Library training and search support services**
<http://info.library.unsw.edu.au/web/services/services.html>
- **IT Service Centre:** Provides technical support for problems logging in to websites, downloading documents etc. <https://www.it.unsw.edu.au/students/index.html> Office: UNSW Library Annexe (Ground floor). Ph: 9385 1333.
- **UNSW Counselling and Psychological Services**
<https://student.unsw.edu.au/wellbeing> Provides support and services if you need help with your personal life, getting your academic life back on track or just want to know how to stay safe, including free, confidential counselling. Office: Level 2, East Wing, Quadrangle Building; Phone: 9385 5418.
- **Student Equity & Disabilities Unit** <http://www.studentequity.unsw.edu.au>
Provides advice regarding equity and diversity issues, and support for students who have a disability or disadvantage that interferes with their learning. Office: Ground Floor, John Goodsell Building; Phone: 9385 4734; Email: seadu@unsw.edu.au

