



Business School

**School of Taxation & Business Law**

Never Stand Still

Business School

**TABL5555**

**TAXATION OF PROPERTY  
TRANSACTIONS**

**Course Outline  
Semester 2, 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

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Consultation times are by appointment

Stephen currently practises as an SMSF Auditor and Taxation Consultant. He has authored a number of publications on the topics of CGT, beneficial ownership and SMSF overseas investment as well as international taxation matters particularly those in Thailand.

Stephen is a member of Chartered Accountants Australia and New Zealand, the Society of Trust and Estate Practitioners and the International Tax Planning Association.

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Consultation times are by appointment

Michael graduated with a Bachelor of Commerce in 2004, a Bachelor of Laws (Hons 1) both from the University of Western Sydney, and a Masters of Law in Corporate, Commercial and Taxation Law from the University of New South Wales.

In 2005 Michael was admitted as a solicitor of the Supreme Court of New South Wales.

Michael is a Barrister at 13 Wentworth Selborne Chambers and has worked at SBN Lawyers, and Binetter Vale Lawyers. Michael was an Associate to His Honour Judge Marien S.C. of the District Court of New South Wales and a law clerk at the NSW Director of Public Prosecutions. He has expertise in tax planning and litigation with revenue authorities, white collar criminal matters involving ATO, OSR's, Cth & State Crime Commissions, superannuation and estates, financial and commercial structures, commercial litigation, and corporations and trust matters and has authored a number of papers and presentations on the subject of trusts.

#### 1.1 Introduction to the Course

Welcome to *Taxation of Property Transactions*. This course examines one of the cornerstones of taxation in Australia, both from the point of view of revenue collection and practical significance.

This is one of the most unique courses you will ever study, in that it entails examination of the application of numerous different tax regimes: income tax, GST, CGT, land tax and stamp duty.

The course takes a very practical approach, tracing through the application of relevant taxes to each stage in the cycle of typical dealings with property.

I am sure you will find it both extremely interesting and very challenging. Good luck with your studies!

## 2 COURSE DETAILS

### 2.1 Teaching Times and Locations

This course is fully on-line using the University's learning management system, Moodle.

### 2.2 Units of Credit

The course is worth 6 units of credit.

### 2.3 Suggested Study Commitment

You should plan to spend an average of 10-12 hours per week on this course to perform well (including class attendance, online participation, assignments, examination preparation etc). The information included on the overview page of each module should help you plan your study time.

### 2.4 Course Synopsis

Property transactions are one of the most common and significant dealings forming a large part of just about every Federal and State tax base. This course examines all income tax, CGT, GST, land tax and stamp duty consequences of acquiring, holding, developing, building on, leasing, disposing of or otherwise dealing with land and buildings, including various real property investment options. After introducing some broad property law concepts to assist in understanding, it examines the specific application of each taxing regime to property transactions. Income tax considerations dealt with include property sale or development whether one-off or as part of a business, income recognition, derivation of rent, lease incentives, building cost write-offs, depreciable property in buildings, home offices, other deductions and financing considerations. Property trust investments and structuring are examined. CGT and GST as they apply to freehold, leasehold, residential and commercial property are considered, including concessions or exemptions such as the CGT main residence exemption and GST going concern, margin scheme and commercial residential premises accommodation rules. State taxes such as stamp duty and land tax are covered, including their many special rules and exemptions.

### 2.5 Relationship to Other Courses in the Program

This course builds on the general tax knowledge you have developed in other courses by extending its reach into a more specialised, yet extremely common and widespread application.

The course is a specialised course targeted at the practical application of tax law in a significant topical field (property transactions), rather than focussing on a particular statutory area of tax law.

One aspect of this is the specialised application of general principles you have learnt in other areas (eg income tax) to specific circumstances.

However, more importantly, it delves into more specialised provisions within legislative regimes that you may have only examined in a more general sense

(eg CGT, GST and income tax), as well as examining other areas of tax law that you may not have come across (eg stamp duty and land tax).

You will find that the knowledge you develop throughout this course will also help you in many other areas of taxation and tax study, such as taxation of trusts, other areas of capital gains tax and alienation of income.

## 2.6 Summary of Course

The property transactions examined in this course are based around real property (ie, land) and its associated infrastructure (ie, buildings).

Throughout the world, taxation of real property and property transactions is a popular and effective form of taxation. Little wonder, given the frequency and high value of property dealings of one form or another, combined with a high visibility that makes such taxes difficult to avoid.

We are not concerned merely with the tax consequences related to physical aspects of real property. We are also concerned with tax consequences of its use and exploitation.

Almost every tax career option requires knowledge of at least some aspects of the taxation of property transactions. Property transactions are such an important part of everyday personal and business life, not only on sale or purchase, but also from leasing and the payment of rent through to use of land and buildings in business or other income producing activities.

As the course name implies, we take a transactional approach to property taxation. So as far as possible, the course follows a time-line approach to examining the tax effects of typical dealings with property.

However, before launching into this approach, an overview of property law concepts is provided, to help you understand aspects of the taxation of property transactions you will come across throughout the course that may depend or be based on such concepts.

After this introduction to the world of property, in line with our time-line approach the detailed tax content commences with consequences that can arise at acquisition, followed by consequences of holding and using land and buildings in every manner (eg, leasing, development and construction, or other income-producing use), finally leading up to tax consequences on ultimate disposal. The course then rounds off with a more overall look at tax-effective structuring of property investments, applying the knowledge that has been developed.

At each event within the time-line, without being too disjointed in relation to individual taxes and consistent with logic, we look at all the taxes that can impact, from Commonwealth taxes such as income tax, CGT and GST, to State taxes such as land tax and stamp duty.

We deal with all types of property interests, such as freehold and leasehold, and all types of property, from vacant land through to residential and commercial property.

In each area we look at problem areas that may arise and include discussion of relevant policy issues.

The study guide for *Taxation of Property Transactions* comprises ten modules:

- Module 1 Property law concepts
- Module 2 Acquisition
- Module 3 Recurrent property taxation
- Module 4 Leasing
- Module 5 Expenses
- Module 6 Infrastructure
- Module 7 Property development
- Module 8 GST on disposal
- Module 9 CGT on disposal
- Module 10 Structuring investments

## 2.7 Course Objectives – Skills Development

At one level, a significant course aim is the development of specialist technical knowledge in the area of taxation of property transactions.

However, on a wider level, it seeks to develop your ability to apply tax law in practice, through concentrating not so much on abstract learning of legislative provisions in a void, but rather on learning the law in the context of its application to real world factual circumstances and transactions.

You will also develop an appreciation of the bringing together of the application of various tax laws to a single situation and how all of the potential tax consequences always need to be examined.

## 2.8 Student Learning Outcomes

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

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:</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	Apply tax law in practice, through concentrating not so much on abstract learning of legislative provisions in a void, but rather on learning the law in the context of its application to real world factual circumstances and transactions.	Module Activities Assignments Examination
2	Critical thinking and problem solving	Demonstrate specialist technical knowledge and an independent capacity to resolve complex problems in the context of property transactions.  Access and interpret a variety of legislation and case law dealing with a diverse range of legal issues relevant to property transactions.  Effectively analyse and apply sources in the construction of legal argument and apply correct citation and referencing conventions in properly acknowledging all source material used.	Module Activities Assignments Examination
3a	Written communication	Recognise and resolve legal and tax problems.  Develop clear, effective and well-reasoned analysis of the tax consequences of practical scenarios.  Apply correct citation and referencing conventions in properly acknowledging all source material used.	Assignments Examination
3b	Oral communication	Not specifically addressed in this course.	
4	Teamwork	Not specifically addressed in this course.	
5a.	Ethical, social and environmental responsibility	Not specifically addressed in this course.	
5b.	Social and cultural awareness	Not specifically addressed in this course.	

## 3 SUPPORTING YOUR LEARNING

### 3.1 How to Use These Study Materials

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. You should also refer to the Suggested Study Schedule as a guide to completing your coursework. 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 Semester 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.

1. It sets out a clear path of study over the Semester 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.
2. 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.
3. It tells you when to refer to textbooks, legislation and other readings, giving precise details of what you should read.

### 3.2 Features of the Study Guide

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

### 3.3 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 2016 Tax Distance Student Guide from your Moodle course website(s).



### 3.4 Audio Conferences and Webinars

Throughout this course you will have the opportunity to attend live audio conferences (conducted by telephone) or webinars (conducted over the Internet). Instructions on preparing for and participating in audio conferences and webinars are available on the Taxation & Business Law website and in your course Moodle website.

These conferences 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 Conference. You can only start to come to grips with material if you work on it actively. As a general rule each Conference will cover the module/s between the previous Conference and the week it falls within on the Suggested Study Schedule. However, more specific information on material to be covered in each Conference may be provided via Moodle throughout the Semester. Exact dates and times for Conferences will be advised via a timetable that you will find on Moodle and on the TBL Website (under Timetables).

**There are six audio conferences scheduled for this course during the Semester. Each audio conference is of approximately one and a half hours duration.**

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

## 4 COURSE RESOURCES

### 4.1 Prescribed Textbook/s

There are no prescribed textbooks for this course

### 4.2 Act/s

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

- *Income Tax Assessment Act 1936*
- *Income Tax Assessment Act 1997*
- *A New Tax System (Goods and Services Tax) Act 1999*

### 4.3 Citation and Style Guide

In presenting written work for assessment in this course you must use an appropriate and consistent style for referencing and citation. The following is a selection of acceptable citation and style guides, which you may use as the basis for your written work. You must purchase or have access to one of the following publications.

- *Australian guide to legal citation* (Melbourne University Law Review Association & Melbourne Journal of International Law, 3rd ed, 2010). Available from <http://mulr.law.unimelb.edu.au/go/aglc>.

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

- Rozenberg P, *Australian guide to uniform legal citation* (Sydney: Lawbook Co, 2nd ed, 2003).
- Stuhmcke A, *Legal referencing* (Sydney: LexisNexis, 4th ed, 2012).

#### 4.4 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), *Osborn's Concise Law Dictionary* (London: Sweet & Maxwell, 12th ed, 2013).

This is the classic, concise dictionary of legal terms which is very useful for students of law based subjects.

- Deutsch, Friezer, Fullerton, Gibson, Hanley & Snape, *Australian Tax Handbook 2016* (Sydney: ATP, 2016).
- Payne G, *Income Tax and CGT Aspects of Property Development, Sales and Rentals* (Sydney: Information Exchange, 2009)
- Egan B, *GST Insights—Property Sales & Rentals* (Sydney: Taxability, 2008).

## 5 COURSE EVALUATION AND DEVELOPMENT

The School of Taxation and Business Law's quality enhancement process involves regular review of its courses and study materials by content and educational specialists, combined with feedback from students. Towards the end of the semester, you will be asked to complete an online survey via myUNSW to evaluate the effectiveness of your course lecturer and the actual course content. These surveys are administered as part of the UNSW Course and Teaching Evaluation and Improvement process ('CATEI'). Your input into this quality enhancement process through the completion of these surveys is extremely valuable in assisting us in meeting the needs of our students and in providing an effective and enriching learning experience.

In response to feedback received on previous versions of this course, the course now includes cross-reference tables in readings using former provisions to the equivalent current provisions, as well as new review activities. It also includes discussion of numerous significant high level GST decisions in the property area handed down in recent years, where the interpretation of this still relatively young tax is being constantly developed.

## 6 ASSESSMENT

### 6.1 Formal Requirements

All assessment items must be submitted electronically through Moodle. Please refer to the *Assignment Preparation and Submission* section for guidelines.

In order to pass this course, you must obtain:

- 50 per cent or more of the total marks available in the course **and**
- at least 40 per cent of the marks available for the final examination in the course.

**IMPORTANT NOTE: There are different assessment tasks for undergraduate students and postgraduate students. Ensure you complete the correct tasks.**

### 6.2 Take Home Exams

The final assessment for this course will be a take-home exam which will be made available on Moodle during the University exam period (4 November 2016 to 22 November 2016). The final examination timetable is published prior to the examination period via the Atax Weekly Bulletin and on the School's website at: <https://www.business.unsw.edu.au/about/schools/taxation-business-law/student-support/examinations>.

You should check this timetable to find the dates of your take-home exams. **This is not a negotiable schedule.**

Exams will be released at 9am at regular intervals throughout the exam period. Submissions are due at 7am on the third day after the release date. For example an exam released at 9am on 4 November 2016 will be due at 7am on 7 November 2016. All times are based on Sydney time.

Submissions will be made online through a Turnitin submission link on Moodle. Students will be permitted to use a range of resources and materials to prepare responses. Students will be required to state that they have not consulted any other person in relation to the content of the exam or responses to questions during the date of the exam's release on Moodle and the closing time for submissions of responses via Turnitin.

**Students will only have one opportunity to submit (i.e. no resubmission of drafts) and no late submissions will be accepted.**

For information on studying and preparing for a take home exam, please visit: <https://student.unsw.edu.au/open-book-and-take-home-exams>.

### 6.3 Assessment Details: Undergraduate Students ONLY (TABL3055)

Assessment Task	Weighting	Length	Due Date
Assignment 1	20%	2000 words	Monday, 29 August 2016
Assignment 2	20%	2000 words	Monday, 10 October 2016
Take Home Exam	60%	TBA	TBA

### 6.4 Assessment Details: Postgraduate Students ONLY (TABL5555)

Assessment Task	Weighting	Length	Due Date
Research Paper Synopsis (if required)	0	1 page	Monday, 8 August 2016
Assignment 1: Research Plan and Reading List	10%	1000 words	Monday, 15 August 2016
Assignment 2: Research Paper	50%	4000 words	Monday, 10 October 2016
Take Home Exam	40%	TBA	TBA

#### 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.

## 6.5 Assignment Preparation and Submission

The following guidelines are offered as a general indication of what is expected in terms of the presentation of both assignments and research papers in flexible distance (Atax) courses.

Each assessment task may also have particular requirements not covered here. Where information here is in conflict with information provided by the course lecturer, you should follow the advice of your lecturer.

### Assignment cover sheets

You must ensure that you include a cover page with each of your assignments that has the following information:

- your name
- your student ID
- the course code
- the course name
- the due date
- number of words

You should also include your name, ID and course code in the footer of your assignment document along with page numbers. A sample cover sheet can be found on Moodle in the Assessments section.

### Abstract

An abstract is used to summarise the subject of a research paper. Abstracts are only required for research papers and should contain 100 to 200 words. Do not write an abstract for a problem-type assignment.

### Margins

You should allow the following standard margins in your assignments to allow space for the lecturer's comments: Left and right margins — 3.5 cm; Top and bottom margins — 2.5 cm.

### Headings/Table of contents

Headings should be typed in bold. Only capitalise the first letter of the heading. Do not capitalise the entire heading. If you have written a long essay with many parts, a table of contents should be used. Otherwise, do not include one.

### Style of presentation

Your assignment should be typed using an 11 or 12 point font. Single line spacing should normally be used, unless your lecturer tells you otherwise. Leave a line after each paragraph. Do not indent the first line of the paragraph. You should number each page of the assignment.

## Footnotes and citation system

You should use footnotes as your referencing tool. Use end notes only if your computer cannot produce footnotes. Use the rules set out in a recognised citation and style guide such as the *Australian Guide to Legal Citation*. Footnotes are not normally included in the word limit, unless you include substantial commentary or discussion in the footnotes.

## Bibliography

Details of works cited in the text are provided in a bibliography which is placed at the end of the document on a new page under the heading 'Bibliography'. The bibliography is not included in the word limit.

All publications (books, articles, theses etc) are included in the bibliography. Legal cases and legislation are not included in the bibliography. If a list of cases is considered necessary due to the large number used, it should be in alphabetical order under a separate heading 'Legal cases'. A similar separate list, headed 'Legislation', is used if needed for legislation.

Your bibliography must be presented in the following format:

1. Items in the bibliography are listed alphabetically by author or source.
2. The citation style of the item should be in accordance with a recognised and appropriate citation and style guide, except that specific page references are not included.

## Assignment submissions and deadlines

This course uses UNSW Moodle for the electronic delivery and submission of assignments.

Please check your submission link – you may only be entitled to submit an assignment once in which case additional and subsequent submissions will not be accepted.

Step-by-step guides have been produced to assist students through the assignment submission process, and are available for download from the UNSW Teaching Gateway at <https://student.unsw.edu.au/moodle>.

## Due date and time

Each assignment should be submitted via Moodle by midnight AEST (or AEDT, Australian Eastern Daylight Time, where applicable) on the specified due date unless otherwise stipulated. You are advised to submit your assignment early if possible, and to allow at least 15 minutes for the Moodle submission process. Most assignments will be parsed through TurnItIn which will check the originality of your work. If you are given the opportunity to resubmit your assignment up until the due date you should be aware that even though you can submit more than once each day, TurnItIn will only produce one originality report every 24 hours so there may be a delay on receiving your updated originality report after the first submission. The version of your assignment that is submitted at the due date will be the version that is accepted for marking. For information on submitting assignments via Turnitin please see <https://student.unsw.edu.au/turnitin>. For

information on how to interpret originality reports please see:  
<http://www.turnitin.com/static/training/student.php>.

### **Name and save your assignment documents**

For identification purposes you are required to name all of your assignment files that you are submitting using the following naming convention:

Surname\_GivenName\_Course Code format.

For example: 'Lawson\_Henry\_TABL1001As1.doc'

You must also retain both an electronic and hard copy of every assignment. No mark can be given or concession awarded should an assignment be lost and no evidence of completion is able to be provided by the student.

### **Problems with Moodle assignment submission**

If you encounter technical difficulties while attempting to access Moodle, and are unable to submit your assignment, please contact the IT Service Desk by email to [ITServiceCentre@unsw.edu.au](mailto:ITServiceCentre@unsw.edu.au) or by telephone on +61 (2) 9385 1333. Your lecturer will not be able to assist with assignment submission issues, and cannot accept assignments emailed direct to him/her.

### **Assignment return**

Assignments may be marked electronically or on paper. Feedback for electronically-marked assignments will be made available electronically, usually through Moodle. Feedback for assignments marked by paper will be returned in hard copy format to the mailing address you have recorded on myUNSW. It is therefore important that you keep your address details up-to-date on myUNSW (<https://www.my.unsw.edu.au>). Lecturers will make every effort to return assignments (which are submitted on time) within two weeks with appropriate comments and feedback.

### **Late submission penalties**

An assignment is not considered to be late if it has been submitted via Moodle on or before the due time and date. Posted, faxed or e-mailed assignments will NOT be marked and should not be sent.

If you submit an assignment after the due date, please be aware that the following penalties will be applied.

- Where assignments are up to one week (ie 1–5 working days) late: 10% of the maximum marks available for the assessment item will be deducted.
- Where assignments are more than one week late and up to two weeks (ie 6–10 working days) late: 20% of the maximum marks available for the assessment item will be deducted.
- Where assignments are more than two weeks (ie 11 or more working days) late: the assignment can be perused, but no marks will be awarded. Assignments will be recorded only as having been submitted.

Please note that the penalties are applied to the maximum marks available for the assignment, not the actual mark awarded. For example, a student is due to submit an assignment by 16 August 2016. The assignment is in fact submitted on



30 August 2016 (10 working days late). The penalty for lateness will be 20% of the maximum marks for the assessment. If the student's mark before the imposition of the penalty was a credit mark of 65%, after taking the penalty into account this mark will fall to 45%—a failure.

### **Penalty remission**

If illness or other verified circumstances beyond your control have a significant effect on your ability to submit an assignment by the due date, the normal penalty may be remitted. All medically related requests must be made using the Penalty Remission form.

Doctor's reasons must be sufficiently detailed and specifically address the effect of the medical condition on your ability to complete assignments.

### **General points**

The Student Services Office supervises all penalty remission requests. Lecturers are not permitted to grant penalty remissions and you should not approach lecturers for this purpose.

You should not anticipate that a Penalty Remission will be granted, and should endeavour to submit all assignments as soon as possible.

If you require academic assistance contact your lecturer or the Academic Support Coordinator during the period that you are preparing assignments.

You have only 13 weeks in the Semester, during which time all assignments must be completed. You also need to prepare for the final examination in all courses. Therefore, your time management is very important.

### **Guidelines for lodging a Penalty Remission Request**

All requests for Penalty Remissions must be made in writing using the Penalty Remission Application form. Penalty Remissions should be posted (within 24 hours of submitting your assignment) to:

Penalty Remissions  
School of Taxation & Business Law,  
The University of New South Wales,  
UNSW Sydney, NSW 2052.

It is your responsibility to give full reasons for requesting remission of the penalty, in writing, and to ensure that all necessary documentation are sent with your Penalty Remission application.

**YOU MUST ALSO INDICATE YOUR INTENTION TO APPLY FOR PENALTY REMISSION BY EMAILING THE SCHOOL OFFICE ([tbl@unsw.edu.au](mailto:tbl@unsw.edu.au)).**

If you are unsure whether your situation is likely to be a 'reasonable' request you should refer to the 'Grounds for Penalty Remission Being Granted' policy presented in the *Tax Distance Course Student Guide*. You may wish to seek further advice from the Student Services Office in order to obtain an indicative reply (you will then need to provide all relevant documentation to substantiate your formal request).



**The following is very important:**

If your assignment is up to one week (ie 1–5 working days) late, your penalty remission request must clearly show that you are seeking a one week penalty remission and you must clearly state your reasons and provide all relevant documentation. If your reasons are judged insufficient you will receive no remission of penalty.

If your assignment is more than one week late but less than two weeks (ie 6–10 working days) late, your penalty remission request should indicate whether you are seeking a 10% or a 20% remission. You must clearly show why the penalty remission you are seeking is valid and provide all relevant documentation. If you have requested remission of a 20% penalty and your reasons are judged insufficient, you may receive either a 10% remission or no remission depending on the judged validity of your request. If you requested 10% and your reasons are judged insufficient you will receive no remission of penalty.

**Extensions of time in exceptional circumstances**

Only in the most exceptional circumstances will you be awarded any marks for an assignment submitted more than two weeks late. If you believe such truly exceptional circumstances apply as to justify submission more than two weeks beyond the due date, please contact the School Office on +61 (2) 9385 9534 so that your case can be considered by the appropriate Program Convenor as quickly as possible. Appropriate documentation will need to follow your telephone request rapidly. You should be aware that where an extension of time later than two weeks after the submission date is granted, this new date is an absolute deadline. No later submission date will be permitted and the late penalty rules will not apply.

## 7 SUGGESTED COURSE SCHEDULE

Wk	Beginning	Module	Topic	Events / Submissions
1	25 July	1	Property law concepts	
2	1 August	2	Acquisition	
3	8 August	3	Recurrent property taxation	Audio Conference 1 PG Research Paper synopsis (ONLY if choosing own topic)
4	15 August	4	Leasing	PG Assignment 1
5	22 August	5	Expenses	Audio Conference 2
6	29 August	6	Infrastructure	UG Assignment 1 due
7	5 September	7	Property development	Audio Conference 3
8	12 September	8	GST on disposal	
9	19 September	8	GST on disposal	Audio Conference 4
<b>Mid-semester break from Saturday, 24 September to Monday, 3 October 2016 (NOTE: Daylight saving begins on Sunday, 2 October 2016)</b>				
10	3 October	9	CGT on disposal	
11	10 October	9	CGT on disposal	Audio Conference 5 Assignment 2 due (all students)
12	17 October	10	Structuring investments	
13	24 October		Revision	Audio Conference 6
<b>Examination period from Friday 4 November to Monday 22 November 2016</b>				

## PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

### 8 PROGRAM LEARNING GOALS AND OUTCOMES

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

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

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

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

#### Business Undergraduate Program Learning Goals and Outcomes

- 1. Knowledge: Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts.**  
You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.
- 2. Critical thinking and problem solving: Our graduates will be critical thinkers and effective problem solvers.**  
You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.
- 3. Communication: Our graduates will be effective professional communicators.**  
You should be able to:
  - a. Prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context, and
  - b. Prepare and deliver oral presentations that are clear, focused, well-structured, and delivered in a professional manner.
- 4. Teamwork: Our graduates will be effective team participants.**  
You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.
- 5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of the ethical, social, cultural and environmental implications of business practice.**  
You will be able to:
  - a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
  - b. Identify social and cultural implications of business situations.

### **Business Postgraduate Coursework Program Learning Goals and Outcomes**

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

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

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

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

- 2. 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.

- 3. 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.

- 4. 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/plagiarismm> 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, and in online activities, is expected in this course. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment. For more information, see: <https://student.unsw.edu.au/attendance>

### 10.3 General Conduct and Behaviour

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

### 10.4 Health and Safety

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

## 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](mailto: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](mailto:itservicecentre@unsw.edu.au) Phone: 9385 1333.
- **UNSW Learning Centre**  
<http://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://www.library.unsw.edu.au/>
- **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.
- **Wellbeing, Health and Safety** <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. Phone: 9385 5418.
- **Disability Services**  
<https://student.unsw.edu.au/disability> Provides support for students who are trying to manage the demands of university as well as a health condition, learning disability or have personal circumstances that are having an impact on their studies.  
Office: Ground Floor, John Goodsell Building; Phone: 9385 4734;  
Email: [disabilities@unsw.edu.au](mailto:disabilities@unsw.edu.au)