

THE UNIVERSITY OF
NEW SOUTH WALES



Australian School of Business
School of Accounting

ACCT3583
MANAGEMENT ACCOUNTING 2

ACCT3593
MANAGEMENT ACCOUNTING 2 (HONOURS)

COURSE OUTLINE
SEMESTER 2 2009

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1. STAFF CONTACT DETAILS

Teaching Staff	Room Number	Telephone	E-mail
Lecturer-in-charge			
Ms. Linda Chang (to week 6)*	Quad 3074	9385 5817	linda.chang@unsw.edu.au
Mr. Brian Burfitt (from week 7)*	Quad 3081	9385 5807	b.burfitt@unsw.edu.au
Lecturers			
Ms. Linda Chang	Quad 3074	9385 5817	linda.chang@unsw.edu.au
Dr. Yee Shih Phua	Quad 3062	9385 5812	y.phua@unsw.edu.au
Mr. Brian Burfitt	Quad 3081	9385 5807	b.burfitt@unsw.edu.au
Tutor-in-charge			
Ms. Joanna Masangkay	Quad 3115	To be advised	To be advised
Honours Program Lecturer-in-charge			
Mr. Paul Andon	Quad 3093	9385 5821	p.andon@unsw.edu.au
Other Teaching Staff			
Ms. Valerie Suen	Quad 3089	9385 6283	valerie.suen@unsw.edu.au
Ms. Deirdre Tshien	Quad 3089	9385 6283	d.tshien@unsw.edu.au
Ms. Yichelle Zhang	Quad 3089	9385 6283	yichelle.zhang@unsw.edu.au
Mr. Jonathan Yuen	Quad 3089	9385 6283	jonathan.yuen@unsw.edu.au

* Please contact the relevant lecturers-in-charge during the respective weeks. Do not expect a response if you contact the incorrect lecturer-in-charge.

Students will be notified of staff consultation hours during the first tutorial in week 2. You are encouraged to seek help at a time that is convenient to you from any staff member teaching on this course during their regular consultation hours. Each staff member will be available for up to two hours per week to conduct consultations on a drop-in basis or *via* phone. Staff will not conduct any extensive consultations by e-mail, unless they indicate a personal preference to work otherwise.

Common etiquette must be observed when conducting any written communication with staff members. **In the case of email, make sure that your message:**

- (1) Is sent from your official UNSW email address (e.g., z2222@student.unsw.edu.au);
- (2) Contains proper salutations and sign-offs;
- (3) Contains your full name and student identification number; and
- (4) Has been checked for spelling, and does not contain short hand or text/SMS.

If your email does not meet the requirements above do not expect a response. Please be aware that staff members will only address any (small) email queries in their consultation times, after they have dealt with drop-in students and phone queries.

2. COURSE DETAILS

2.1 Teaching Times and Locations

Students are expected to attend one 2-hour lecture (commencing in week 1) and one 1-hour tutorial (commencing in week 2) each week.

Lecture Location	Lect No.	Day	Time
Science Theatre	Lect A	Tuesday	09:00 - 11:00
Science Theatre	Lect B	Wednesday	11:00 -13:00
Chemical Science M18	Lect C	Wednesday	18:00 - 20:00

Tutorial times and locations can be found on WebCT Vista.

2.2 Units of Credit

ACCT 3583 Management Accounting 2 has a total of 6 units of credit.

2.3 Summary of Course

This course is concerned with the ways in which tangible and intangible resources are leveraged and combined, through organisational strategies and processes, to create organisational competence and deliver 'value' for a diversity of organisational stakeholders. We focus on shareholders, customers, employees, suppliers, the community and the natural environment.

2.4 Course Aims and Relationship to Other Courses

Course Aims

This course considers how value can be created from managing the relationships between various stakeholders, as well as the ways in which a 'balance' can be achieved, both in the short- and long-terms. We aim to introduce these issues, to encourage critical thinking, and to impart a set of competencies that will enable such issues to be addressed with confidence and creativity in a professional and work-based context. The course draws upon contemporary and international research, professional literatures, case studies and the applied research experiences of course participants.

Relationship to Other Courses

This course is offered by the School of Accounting and may form part of an accounting major, double major or disciplinary minor within the Bachelor of Commerce or Bachelor of Economics degree. In order to enrol in this course, the following pre-requisite must have been satisfied – ACCT 2522 Management Accounting 1. This course also constitutes part of the core curriculum of studies required by CPA Australia.

2.5 Student Learning Outcomes

Content-based Learning Outcomes

As a result of satisfactorily completing this course, you should be able to:

1. **Formulate and implement strategies** based on an understanding of the external environment, and the identification/management of the main categories of organisational resources;
2. **Create organisational value** via the analysis and management of **stakeholder relationships**, with a focus on shareholders, customers, suppliers, employees, the society and the environment;
3. Understand the ways in which organisational strategies and resource management decisions **impact upon various forms of stakeholder value** both in the short- and long-terms; and
4. Appreciate the complementary nature of the various management accounting techniques and how managerial decisions must be made within the confines of stakeholder value framework.

Desired Skills-based Outcomes

As a result of satisfactorily completing this course, you should achieve the following skills:

5. A capacity to learn independently and to assume responsibility for the learning process;
6. A capacity to learn within teams – to co-operate with team members, to assume leadership, and to manage differences and conflicts;
7. A capacity to conduct applied business research – acquiring, analysing and presenting knowledge;
8. A capacity to tolerate ambiguity in managerial and organisational problem-solving;
9. A capacity to think critically about informing literatures (both research and practitioner-based literature) and extant organisational practices;
10. An ability to apply knowledge to specific organizational contexts;
11. A capacity to reflect on your own strengths and weaknesses as a learner; and
12. An ability to make professional business presentations.

Graduate Attributes

This course contributes to your development of the following ASB Graduate Attributes, which are the qualities, skills and understandings we want you to have by the completion of your degree:

Course Learning Outcomes	ASB Graduate Attributes
1-4,7-10	1. Critical thinking and problem solving
12	2. Communication
6	3. Teamwork and leadership
2-4	4. Social, ethical and global perspectives
1-4,7-10	5. In-depth engagement with relevant disciplinary knowledge
5, 7, 11	6. Professional skills

3. LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

At university the focus is on your self-directed search for knowledge. Lectures, tutorials, textbooks, exams and other resources are all provided to help you fully comprehend and appreciate the concepts of this subject.

It is up to you to choose how much work you do in each part of the course: preparing for classes; completing assignments; studying for exams; and seeking assistance or extra work to extend and clarify your understanding. You must choose an approach that best suits your learning style and goals in this course. Tutorial questions and self-study questions are provided to guide your learning process. It is important to keep up-to-date as the material covered in each week builds on the material covered in prior weeks.

3.2 Learning Activities and Teaching Strategies

The course consists of lectures and tutorials.

Lectures

Each student is required to register for a lecture time *via* myUNSW. Lectures (two hours per week) will be held each Tuesday and Wednesday (except as specified in the course timetable – see Section 10 of the course outline). The purpose of lectures is to introduce and explain concepts that are critical to the core themes of the course. Furthermore, lectures are aimed at providing students with knowledge about the essential Management Accounting 2 frameworks and provide guidance on how these frameworks can be applied to specific organisational contexts.

In order to maximise the benefits of attending lectures, students are expected/encouraged to read the relevant study materials thoroughly before attending lectures. Lecture notes will be posted on WebCT Vista in the week prior to the lecture being held.

Tutorials

Each student is required to register for a tutorial group *via* myUNSW. Tutorials (one hour per week) will be held each week from Weeks 2 to 13. The tutorials constitute the core learning experience of this course. During tutorials, students will be encouraged to discuss and critique accounting concepts in a team environment, present their findings in front of the class, as well as apply their knowledge to solve business problems *via* homework questions and class exercises.

Tutorial questions will be posted on WebCT Vista in the week prior to the tutorial being held. It is essential that, prior to a tutorial, you read the relevant course materials and prepare written responses to any tutorial questions assigned. To assist in the development of key research and analysis skills, some of these tutorial questions will require students to conduct additional research using library resources. Solutions to calculative questions will be posted on WebCT Vista a week after the tutorials have ended. Please note that we will only provide solutions to calculative questions.

Tutorial times and locations can be found at myUNSW.

Self-Study

Self-study is a key element of the learning design of this course. From time to time, self-study materials will be posted on WebCT Vista to facilitate deeper learning of core elements of the course. The aim of these self-study questions is to encourage students to assume responsibility in the learning process, and to make the tutorials more effective. Thus onus is on students to review and complete these materials. Staff will be available in consultation hours to assist with difficulties experienced with self-study materials.

4. ASSESSMENT

4.1 Formal Requirements

All assessment tasks are considered compulsory. This ensures that you have every opportunity to illustrate your knowledge of the course material. Failure to complete an assessment task may result in students being refused permission to sit the final examination, and being given an “Unsatisfactory Fail” (UF) grade for this course.

To be eligible for a passing grade in this course, students must:

- (a) Achieve a composite mark of at least 50%; **AND**
- (b) Satisfactorily complete all assessment tasks (or submit appropriate documentation relating to your failure to complete a task to the Lecturer-in-charge); **AND**
- (c) Achieve a satisfactory level of performance in the final exam. This usually means a minimum mark of 50%. Any student having an overall mark of 50 or more but less than 50% in the final examination will be given an UF grade.

Please note that there will only be **ONE** supplementary final exam. It is the student’s responsibility to ensure that he or she is available on the date of the supplementary exam. Please see section 8.3 for more detailed explanations of the special consideration and supplementary exam process.

NOTE: A “pass conceded” (PC) grade may only be granted by the Faculty Assessment Committee, and **not** the Head of Department or the Lecturer-in-charge of this course.

4.2 Assessment Details

The composite mark for Management Accounting 2 will be calculated as follows. (Honours students are to be advised separately.)

Assessment Item / Due date	Weight	Item Assesses Learning Outcomes	ASB Graduate Attributes
Homework preparation	5%	1-4, 8-10	1,4,5,6
In-class quiz (Week 4)	5%	1-4, 5, 8-10	1,2,4,5,6
In-class test (Week 7)	15%	2-5, 8-10	1,2,4,5,6
Syndicate case study report (Week 11)	15%	1-12	1-6
Syndicate case study presentation (Week 13)	10%	1-12	1-6
Final examination	50%	1-5, 8-11	1,2,4,5,6
TOTAL	100%		

Important note: The use of short hand or “SMS” language is not permitted in any of the assessment tasks. Students who need assistance with their writing skills are strongly advised to contact the Learning Centre or the Education Development Unit (EDU) as writing skills are taken into account when marking all assessments.

4.3 Assessment Format

Homework preparation (5%)

Your tutor will choose three weeks at random in which to review your written answers to the assigned tutorial homework questions. Your final homework preparation mark will comprise the two best reviews. Each review is worth a maximum of two marks (this will be scaled to a proportion of 5% at the end of the semester). The answers do not need to be 100% correct to receive full marks.

<i>Homework Preparation Marking Guideline:</i>	
2 marks	Significant attempt at all homework questions AND is able to explain/discuss the homework answers in class if called upon to do so.
1 mark	Reasonable attempt at all homework questions.
0 mark	Insignificant attempt or no attempt.

Please note that:

- Your homework will not be reviewed if you are more than fifteen minutes late for your assigned tutorial. Other tutors cannot review your work. Plagiarism rules apply for homework checks.
- If you know in advance that you are going to be absent from your assigned tutorial you may choose to show your homework to your tutor in their consultation time, prior to the tutorial in which the homework may be checked.
- **No special consideration will be granted for this assessment.** Only 2 out of 3 reviews are counted toward your final tutorial preparation mark. As such, students who encounter misadventure, sickness or any other circumstance that causes them to miss a review are not expected to be unfairly disadvantaged.

In-class Quiz (5%)

The aim of this in-class quiz is to provide you with ongoing feedback relating to your understanding and learning progress within the course. This assessment tests both technical and analytical skills learned in this course.

Location/time: An in-class quiz will be held during the Week 4 tutorial (the week starting 10 August). The test will start at 25 minutes into the tutorial.

You can only sit the quiz in your enrolled tutorial. Students who come in late for the quiz will not be given extra time. Students who miss the quiz entirely **will not** be given a chance to re-sit the quiz.

Duration: 15 minutes. Please make sure you arrive at your tutorial on time.

Topics covered: All materials up to and including Week 3 lecture and Week 4 tutorial (Strategy development and analysis).

Format: Closed-book exam. Discursive questions. More details to be advised later.

Note: No special consideration or supplementary quiz will be granted for this assessment.

Quiz marks will generally be returned to students in two weeks. Quizzes will be remarked only in exceptional circumstances and requests must be made directly to the tutor within ten (10) days of the quiz mark being released. **No query on quiz marks will be entertained after this time.**

Marking guidelines:	
Discursive	Marks are awarded based on the student's ability to demonstrate: (i) comprehension of the problem; (ii) understanding of the relevant concepts; and (iii) the ability to apply the relevant concepts correctly to the specific context of the problem. Marks will also be awarded based on the formulation and writing of a clear and comprehensive answer that reflects the student's ability to think logically.

In-class Test (15%)

The aim of this in-class test is to provide you with ongoing feedback relating to your understanding and learning progress within the course. This assessment tests both technical and analytical skills learned in this course.

Location/time: An in-class test will be held during the Week 7 tutorial (the week starting 31 August). The test will start at 5 minutes into the tutorial.

Students must attend their enrolled tutorial for the test. If you are absent from your enrolled tutorial you **will not** be allowed to sit the test at a later tutorial time. If you know in advance that you will be unable to attend your tutorial time you must contact the lecturer-in-charge **before 5pm, 17 August 2009 (Monday)** to make alternative arrangements.

Duration: 45 minutes. Please make sure you arrive at your tutorial on time.

Topics covered: Materials from Week 4 lecture (Implementing strategy via strategic performance measurement systems) to Week 6 lecture (Managing Customer value and relationships).

Format: Closed-book exam. Multiple choice, calculative and discursive questions. More details to be advised.

Note: No special consideration or supplementary in-class test will be granted for this assessment.

In-class test papers will generally be returned to students in three weeks. The papers will be remarked only in exceptional circumstances. Also, requests must be made directly to the tutor within ten (10) days of the test mark being released. **No query on in-class test marks will be entertained after this time.**

Marking guidelines:	
Multiple choice	One mark will be awarded for each correct answer, and no marks will be deducted for wrong answers.
Calculative	Marks are awarded based on: (i) the degree of accuracy in the selection and application of formulas to problems; and (ii) clear, logical and comprehensive working that reflects the student's understandings of the concepts underlying the calculation. Marks will not necessarily be awarded for writing down a formula without any application. In addition, the student will not be penalised for the same error twice if the incorrect answer is required to be incorporated in a later part of the question.
Discursive	Marks are awarded based on the student's ability to demonstrate: (i) comprehension of the problem; (ii) understanding of the relevant concepts; and (iii) the ability to apply the relevant concepts correctly to the specific context of the problem. Marks will also be awarded based on the formulation and writing of a clear and comprehensive answer that reflects the student's ability to think logically.

Syndicate Case Study Report (15%)

The case study will be undertaken by syndicates of 5-6 students within the same tutorial group. Self and peer assessment will be involved in the determination of the final mark.

The composition of syndicates must be finalised **by the end of Week 3 tutorial** (preferably earlier) and submitted to your class tutor in writing (note: the earlier you get a group together, the earlier you can start the assignment).

Due date: 4pm, 6 October (Tuesday Week 11).

Groups are required to submit a hard copy to the School of Accounting Assignment Box on Level 1, Quadrangle Building (West wing) **AND** a soft copy of their assignment to WebCT Vista before the due date. More details to be advised later.

Topics covered: All materials up to and including Week 5 lecture (Week 6 tutorial): “Managing shareholder value and relationships”.

A significant amount of applied research is required.

Format: Team work. **Please note that part of your mark for the syndicate case study is peer-assessed.** More details to be advised later.

Late Submission Penalties The **penalty** of late submission is 10% per day.

Note: there is no “special consideration” for your case study report.

Syndicate Case Study Presentation (10%)

The case study presentation will be undertaken by syndicates of 5-6 students within the same tutorial group.

Due date: In tutorial class times during week 13 tutorials (Week commencing 19 October). All students must be present during their groups presentation.

Groups are required to present specific material from their Syndicate Case Study Report as per the presentation criteria. More details to be advised later.

Topics covered: All materials up to and including Week 5 lecture (Week 6 tutorial): “Managing shareholder value and relationships”.

A significant amount of applied research is required.

Format: Team work. Poster Session. More details to be advised later.

Note: there is no “special consideration” for your case study presentation.

Marking guidelines:	
Case study report and presentation	<p>Marks are awarded based on the student's ability to demonstrate: (i) comprehension of the problem; (ii) understanding of the relevant concepts; and (iii) the ability to apply the relevant concepts correctly to the specific context of the problem. Marks will also be awarded based on the communication, formulation and writing of a clear and comprehensive answer that reflects the student's ability to think logically.</p> <p>More detailed marking criteria will be released with the detailed outline for the case study.</p>

Final Examination (50%)

The final examination will be of 2 hours duration and will be held during the formal end-of-session examination period. University administration will issue a final examination timetable later in the session, which will provide the date, time and location(s) of the exam. The final examination will cover ALL TOPICS in this course. Further details of the examination will be provided in the lecture in week 12.

The aim of the final examination is to enable you to demonstrate that you have achieved all the Learning Objectives for this course, your comprehension of the topics in this course, and your ability to integrate and apply the topics analytically and critically in a business environment.

The examination will comprise several written questions and a set of multiple choice questions. One mark will be awarded for each correct answer, and no marks will be deducted for wrong answers. Each written question will have multiple parts which may be calculative and/or discursive. The same marking guidelines as the in-class test will apply for these written questions.

In addition, it is important that all students are familiar with University policies and procedures in relation to **examination procedures** and advice concerning illness or misadventure:
<https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html>

5. ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW's policies, penalties, and information to help you avoid plagiarism see: <http://www.lc.unsw.edu.au/plagiarism/index.html> as well as the guidelines in the online ELISE tutorial for all new UNSW students:
<http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm>.

6. COURSE RESOURCES

6.1 Course Resources

- *Textbook – Management Accounting 2 2009, School of Accounting, Cengage Custom Publishing.*
NOTE: You need to buy the 2009 edition (Blue Cover)
- *Course Materials and Reading (2009) for ACCT 3583/3593 Management Accounting 2 (Green Cover).*

Both the textbook and the course materials and reading are available from the UNSW Bookshop from mid July 2009.

As many of the readings have changed, students are **strongly encouraged** to purchase the 2009 edition of the textbook and the 2009 edition of the supplementary reading materials. It is not advisable to purchase older editions from prior years.

Students enrolled in ACCT 3593 Management Accounting 2 (Honours) will receive additional readings during the Honours tutorials. The Lecturer-in-charge for ACCT 3593 is Mr Paul Andon (Quad 3093). An additional course outline for students enrolled in ACCT 3593 Management Accounting 2 (Honours) is available on WebCT Vista.

6.2 Course Website

This Course uses WebCT Vista, which can be accessed via <http://vista.elearning.unsw.edu.au>. You can access the “Getting Started Guide for Students” from the following website: <http://support.vista.elearning.unsw.edu.au>.

Please note that students are responsible for updating themselves on any information that appears on WebCT Vista.

During the session, you must:

- Maintain your official student email address and ensure that it does not have an “Over Quota” problem;
- Check your assessment marks and inform your tutor of any discrepancies or problems with them; and
- Update and download lecture notes, tutorial solutions and other additional materials.

Information provided on WebCT Vista may include:

- Course Outline;
- PowerPoint lecture notes (which may include announcements made in lectures);
- Brief solutions to numerical tutorial questions;
- Assessment results;
- Contact and consultation details of staff; and
- Course-related announcements and other administrative matters.

6.3 Other Resources, Support and Information

Library information and subject guides etc. are available at:
<http://info.library.unsw.edu.au/web/services/services.html>

7. 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 (http://www.ltu.unsw.edu.au/ref4-5-1_catei_process.cfm) is one of the ways in which student evaluative feedback is gathered. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students.

8. 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 the 'A-Z Student Guide': <https://my.unsw.edu.au/student/atoz/ABC.html>. See, especially, information on 'Attendance and Absence', 'Academic Misconduct', 'Assessment Information', 'Examinations', 'Special Consideration', 'Student Responsibilities', 'Workload' and policies such as 'Occupational Health and Safety'.

8.1 Workload

It is expected that you will spend at least **ten hours** per week studying this course. This time should be made up of reading, research, working on exercises and problems, 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.

It is a requirement of this course that all students attempt the assigned weekly readings and tutorial questions *prior* to attending class. The importance of adequate preparation prior to each tutorial cannot be overemphasised, as the effectiveness and usefulness of the tutorial depends to a large extent on students' preparation prior to the tutorial.

8.2 Attendance

Your regular and punctual attendance at lectures and tutorials is expected in this course. You are required to attend your assigned lectures and tutorials. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment.

8.3 Special Consideration and Supplementary Examinations

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. For advice on UNSW policies and procedures for granting special consideration and supplementary exams, see 'UNSW Policy and Process for Special Consideration':

<https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>.

The 'ASB Policy and Process for Special Consideration and Supplementary Exams in Undergraduate Courses' is available at: <http://www.docs.fce.unsw.edu.au/fce/current/StudentSuppExamProcedure.pdf>

How do I apply?

- Applications for special considerations regarding assessments worth 20% and more of the total assessment must go through **UNSW Student Central** (within 3 working days of the assessment to which it refers). The application form is available from the website above. Applications will **not** be accepted by teaching staff.
- You **must** also provide a **copy of the application in its entirety** to the Lecturer-In-Charge within 3 working days of the assessment.

How is my application dealt with?

- A Faculty-wide panel, consisting of a representative from each School, will consider all applications for special considerations within the Australian School of Business.
- UNSW Student Administration and Records (STAR) will maintain a database of all requests for special considerations and provide details from that database to the Australian School of Business panel.
- **Please note that a register of applications for Special Consideration is maintained. History of previous applications for Special Consideration is taken into account when considering each case.**

Potential outcomes

- Applying for special consideration does **not** automatically mean that you will be granted additional assessment.
- 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 not be marked and only the mark achieved in the supplementary examination will count towards the final grade.
- If the application is accepted and you are offered a supplementary exam, there will be only one opportunity to sit it. No re-weighting or other assessments will be offered. It is the responsibility of students who apply for special consideration to be available to sit the exam on the assigned day. Work commitments, holiday plans and/or overseas travel are not acceptable reasons for unavailability on the day of the supplementary exam.
- Students who are granted a supplementary exam for ACCT3583 will be advised **seven days prior** to the exam. All communications from the University will be sent to the **student's official email address, i.e., student account**. Please do not contact the School Office.
- Supplementary examinations will be scheduled by UNSW Student Administration and Records (STAR) two weeks after the final examination period. The Australian School of Business panel may reconsider the timing of a supplementary exam where special or extreme circumstances exist.

The above is only a summary and you should refer to further information provided for undergraduate students on the ASB website (see '[Policies and Guidelines for Current Students](#)').

8.4 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: www.my.unsw.edu.au

8.5 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 <https://my.unsw.edu.au/student/atoz/OccupationalHealth.html>.

8.6 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.

It is your responsibility to ensure that:

1. You keep the University informed of all changes to your contact details.
2. You are recorded by the University as being correctly enrolled in all your courses.
3. You have successfully completed all prerequisite courses. Any work done in courses for which prerequisites have not been fulfilled will be disregarded (unless an exemption has been granted), and no credit given or grade awarded.
4. You organise your affairs to take account of examination and other assessment dates where these are known. Be aware that your final examination may fall at any time during the session's examination period. The scheduling of examinations is controlled by the University administration. No early examinations are possible.
5. When the provisional examination timetable is released, ensure that you have no clashes or unreasonable difficulty in attending the scheduled examinations.

A full list of UNSW Key Dates is located at:

<https://my.unsw.edu.au/student/resources/KeyDates.html>

9. ADDITIONAL STUDENT RESOURCES AND SUPPORT

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

- **ASB Education Development Unit (EDU)** (www.business.unsw.edu.au/edu)
Academic writing, study skills and maths support specifically for ASB students. Services include workshops, online and printed resources, and individual consultations. EDU Office: Room GO7, Ground Floor, ASB Building (opposite Student Centre); Ph: 9385 5584; Email: edu@unsw.edu.au
- **Capturing the Student Voice:** An ASB website enabling students to comment on any aspect of their learning experience in the ASB. To find out more, go to <http://tinyurl.com/ASBStudentVoice>.
- **UNSW Learning Centre** (www.lc.unsw.edu.au)
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>
- **UNSW IT Service Desk:** Technical support for problems logging in to websites, downloading documents etc. Library, Level 2; Ph: 9385 1333.
Website: www.its.unsw.edu.au/support/support_home.html
- **UNSW Counselling Service** (<http://www.counselling.unsw.edu.au>)
Free, confidential service for problems of a personal or academic nature; and workshops on study issues such as 'Coping With Stress' and 'Procrastination'.
Office: Level 2, Quadrangle East Wing ; Ph: 9385 5418
- **Student Equity & Disabilities Unit** (<http://www.studentequity.unsw.edu.au>) 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; Ph: 9385 4734

10. COURSE SCHEDULE

Week	Date	Lecture Topics	Lecturer
1	20 th Jul	Introduction plus the external environment: opportunities, threats, industry competition and competitive analysis	Linda Chang
2	27 th Aug	The internal environment: resources, capabilities, and core competencies	Linda Chang
3	3 rd Aug	Strategy development and analysis	Yee Phua
4	10 th Aug	Implementing strategy <i>via</i> strategic performance measurement systems In-class quiz this week! (during tutorials)	Linda Chang
5	17 th Aug	Managing shareholder value and relationships	Yee Phua
6	24 th Aug	Managing customer value and relationships	Yee Phua
7	31 st Aug	Managing supplier value and relationships In-Class test this week! (during tutorials)	Yee Phua
Mid-Session Break (7th September – 13th September)			
8	14 th Sept	Managing employee value and intellectual capital	Brian Burfitt
9	21 st Sept	Managing social and environmental stakeholders	Brian Burfitt
10	28 th Sept	Strategic risk management	Brian Burfitt
11	5 th Oct	Management control Syndicate case study report due this week! (4pm Tuesday, 6th October)	Brian Burfitt
12	12 th Oct	Stakeholder value management	Linda Chang
13	19 th Oct	No Lectures Syndicate case study presentations in tutorials	