

# THE UNIVERSITY OF NEW SOUTH WALES



Faculty of Business (incorporating the AGSM)

## **School of Business Law and Taxation**

### **GENC 7002 GETTING INTO BUSINESS**

**COURSE OUTLINE**

**SESSION 1, 2007**

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Welcome to GENC 7002 “Getting into Business”. This course examines how the law is used as a tool to help establish a business.

The course will track the life cycle of the entrepreneur from the time they identify an opportunity through to setting up the business. The course also examines the takeover role of private equity entrepreneurs and opportunistic behaviour in the market place.

## 1. COURSE STAFF

Staff	Room	Phone	Email
Michael Peters	JG G12	9385-3251	<a href="mailto:m.peters@unsw.edu.au">m.peters@unsw.edu.au</a>

### 1.1 Communication with Staff

Students may contact staff via email, or telephone or consult immediately after your lecture.

## 2. INFORMATION ABOUT THE COURSE

### 2.1 Teaching times and Locations

DAY	TIME	LOCATION
Tuesday	11.00 to 1.00pm	BioMed Theatre C

### 2.2 Units of Credit

This course is worth 3 credit points.

### 2.3 Relationship of this course to other course offerings

Students may enroll in other business law units also offered by the School of Business Law and Taxation. Further study in the area of business law, taxation and business studies is available at the Masters level. Students may consult with the Student Centre, located ground floor John Goodsell Building or the lecturer.

### 2.4 Approach to learning and teaching

This course is conducted through a one TWO hour lecture per week over fourteen weeks. Each lecture will be based on a theme linked to the topic found in this course outline and supported by the WebCT prescribed reading.

## 3. COURSE AIMS AND OUTCOMES

### 3.1 Course Objectives

The purpose of this course is to examine how the law governs virtually every aspect of setting up business. This course provides the student with both a theoretical and practical working knowledge of the law and its application to set up a business. After completing this course students will exhibit demonstrable competence in the ability to understand and apply the legislation, case law, and regulation to establish a business.

The specific objectives of the course are to:

- provide an overview of the various structures to operate a business
- examine the concepts of property, liability and risk;
- promote a practical understanding of business law and ethics;
- identify, discuss and resolve business issues relevant to the law;
- explore various techniques to secure funding for a business;
- outline the law which regulates marketing – business behaviour;
- examine the interests of stakeholders in business;
- examine the importance of ethics in business;
- identify the issue of globalisation & deregulation of business and its social impact;
- identify the opportunities provided by the Australia-USA Free Trade Agreement;
- deal with government, creditors, shareholders and the public; and to
- set up a business, raise finance, secure suppliers, employees and customers.

### **3.2 Student Learning Outcomes**

The course also seeks to develop specific skills, which will benefit students throughout their professional careers, these skills being:-

- confidence and competence in constructing written and oral arguments relevant to common commercial problems;
- proficiency in oral and written communication;
- an analytical approach to problem-solving (i.e. ability to identify problems, research relevant material and propose an outcome),
- the ability to resolve an issue in a logical and structured manner, and
- an appreciation of the interaction of socio-economic factors in the development of law in Australia and overseas.
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### **3.3 Industry Relevance**

This course is of particular relevance to those seeking to take advantage of a commercial opportunity, or assume control of an existing business. This course will enhance the student's knowledge, research and analytical and leadership skills. It will enable the student to take the initiative, necessary to establish a business and manage the risks and interests of the business.

## **4. STUDENT RESPONSIBILITIES AND CONDUCT**

### **4.1 Workload**

It is expected that you will spend at least **FIVE hours per** week studying this course. This time should be made up of reading, research, and attending lectures. 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.

## 4.2 Attendance

Your regular and punctual attendance at lectures is expected in this course. University regulations indicate that if students attend less than eighty per cent of scheduled classes they may be refused final assessment.

## 4.3 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 that unduly disrupts or interferes with a lectures, such as the use of 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](http://www.my.unsw.edu.au)

## 4.4 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.

## 4.5 Withdrawal without penalty

See University Academic Regulations.

## 4.6 Student Responsibility Checklist

Make sure you have checked the following:

- Have you complied with the guidelines to submit your assignments / exam?
- Have you complete the assignment cover sheet (found at the rear of this course outline)
- Have you attached the cover sheet to your paper?
- Do you have a copy of your paper?
- Do you know when and where to submit your paper?

## 4.7 Session 1 2007, Key Dates

It is your responsibility to ensure that:

1. You are recorded by the University as being correctly enrolled in all your courses. The last day for students to discontinue without financial penalty is Friday March 30 and the last day to discontinue without academic penalty is Friday 27 April.
2. 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.
3. 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. The examination period for Session 1, 2007 falls between 15 June and 3 July.

4. When the provisional examination timetable is released (May 8), ensure that you have no clashes or unreasonable difficulty in attending the scheduled examinations. The final examination timetable is released on Tuesday 29 May.
5. You keep the University informed of all changes to your contact details.
6. You make a copy of all work submitted for assessment, and keep returned marked assignments and essays.

A full list of UNSW Key Dates is located at:

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

#### **4.8 ADVICE TO STUDENTS – HOW TO STUDY THIS COURSE**

GENC7002 Getting into Business covers many topics requiring you to read much material and master a range of problem solving skills. To assist you in your studies the following advice is offered:

- (a) Attend all lectures and be alert in class (noting any special points). Lecture slides will be posted on the course website, but they will not cover everything the lecturer says. In preparing for the exams, note which aspects of each topic the lectures cover and the emphasis of the lecturer. It is surprising how many students do not follow this simple advice and put themselves at a disadvantage.
- (b) Read the prescribed material – skimming through the easy stuff but slowing down to carefully follow explanations of difficult or complex legal concepts.

Hopefully, you will get a lot out of the course for your future professional career and have some fun along the way. You will find that many of the legal rules are logical and sensible while others are less than ideal and reflect the reality that setting legal standards is a political process.

#### **4.9 Course Outline as reference document**

This Course Outline is an accurate and historical record of the curriculum and scope of this course at the time this outline was printed. Students are advised to retain a copy of the Course Outline for future use such as for accreditation purposes, or when seeking advance standing in other qualifications. Please note that the prescribed readings may be altered during the session, as new material, decisions, regulations are constantly being published. Any change to the prescribed or support material will be announced during the class and online. It should be noted that the readings outlined in this course outline are subject to change

### **5. LEARNING ASSESSMENT**

#### **5.1 Formal Requirements**

In order to pass this course, you must:

- achieve a total mark of at least 50/100; and
- attend 80% of the classes; and
- make a satisfactory attempt at all assessment tasks.

#### **5.2 Satisfactory Performance in All Aspects of Assessment**

Whilst there is no requirement that a student attain 50% or more for each assessment task, there is however a requirement that the student achieve a result that indicates the student genuinely attempted the assessment. Where a student achieves a total mark of 50/100 or more in the

course, but fails to demonstrate a satisfactory level of performance in each form of assessment the student may be awarded a UF grade (unsatisfactory fail). An example of unsatisfactory performance is failing to complete an assessment task (e.g. failing to submit an assignment, or failing to complete the final exam).

### 5.3 Assessment Details

Assignment	40%
Exam	60%

#### ASSIGNMENT (COMPULSORY)

**Date due:** Week 7 April 17

**Value:** 40 marks

**Suggested length:** 2000-2500 words

#### RATIONALE

The purposes of the assignment are:

- A. to assess the student's understanding of the topics covered by the assignment (Topics 1- 6) in a typical situation experienced by entrepreneurs
- B. to demonstrate the ability to develop problem solving skills;
- C. to produce evidence of research techniques in analysing and applying the correct law to the problem and
- D. to demonstrate written communication skills in terms of expression of ideas and views.

The assessment task will be distributed in week 5 during the lecture.

You will be assessed on the following criteria:

- i. presentation of a well structured paper presenting the steps on how the student have obtained the answers, including whether you have applied appropriate research techniques to analyse and solve problems.
- ii. Ability to correctly identify the issue in the problem question.
- iii. Level of understanding of the theoretical issues associated with the topics covered.
- iv. Ability to present your answers, effectively, appropriately, and neatly, using appropriate reference techniques.
- v. Originality of the paper (see section on Plagiarism).

### 5.4 Submission of Assignment

The Assignment must be submitted no later than Week 7, 5pm Tuesday April 17 2007, at the end of the lecture or in the box marked outside room G20 John Goodsell Building.

### 5.5 Exam

The exam is designed to provide students with the opportunity to apply both their knowledge, critical analysis and problem solving skills. The exam will be open book (all material permitted into the exam room EXCEPT for Library Books)

### 5.6 Variations to assessment

Should it be necessary to vary the assessment in this course students' will be notified in writing by the lecturer at the lecture and online on the dedicate course website.

## 5.7 Extensions and Late Submission

If you are having difficulty in completing work on time due to illness or unusual circumstances, you may request an extension **through your lecturer with supporting documentation e.g. medical certificate**. Applications for extensions on or after the due date of the assessment items will not be considered. **NO** extensions will be given without documentary evidence of inability to meet deadlines. **A deduction of 10% of the marks awarded per working day late applies if a piece of work is submitted late without approved extension.**

## 5.8 Preparation of Written Work

Assessment tasks are designed to develop the student's skills to locate resource material, and analyse the material and formulate a presentation of the ideas, challenges and issues found in the material.

To prepare a written submission requires the student to have clear understanding of what is the issue posed by the task. It may be a problem question that requires the student to identify what is essentially the "problem" or issue in the question or it may ask to discuss a proposition. It is important that you read the question carefully. You are expected to answer the question and address the issue and keep the essay relevant to the issue at all times.

When writing your essay ensure that your answer is planned in a logical structure, be clear, concise, avoid using words you do not understand and in particular focus on the structure of each sentence. Remember, you are communicating to the reader your ideas, expressing what you have discovered; in short you are telling a story that needs to be convincing, logical and clear.

It is also important to express the ideas of others in your own words and to acknowledge where you sourced the ideas from at all times.

The assignment should be approximately no more than the maximum number of words as set in the assessment task. This may require you to write up a first draft and edit the paper to ensure that there is no repetition, padding and the like and complies with the maximum word limit. Students' are expected to keep a copy of their paper at all times. Assessment task deadlines must be strictly adhered to. Students should expect marks to be lost for late assignments.

### Layout

The paper should be either typed (by word processor) or hand written in a clear readable form. If you do not use the front cover as attached to this outline you **MUST** include the following **ON THE FRONT PAGE** of your paper:

1. Your name and student number.
2. Course name, assignment number and topic.

### Referencing

Any statement, opinion, view, theories, proposition, conclusion or other intellectual content which is sourced from the work of others must be acknowledged, regardless of whether you are directly quoting, reproducing, summarising or paraphrasing other people's works.

In this course you will be required to use the "footnote" system of referencing.

You are required to insert a number next to the material you have sourced from others, and at the bottom of the page insert a footnote indicating the details of the sourced material.



If you are using Microsoft Word you can automatically insert footnotes. To do so, place the cursor where you would like the number to appear, go to the menu bar, click on “**Insert**”, then go to “**Referencing**” then click on “**footnote**”. Once you click on “**footnote**” the number will be inserted in the text automatically and a foot note will appear at the bottom of the page, where you can type in the details of the publication you have sourced the material from.

At the bottom of the page the footnote should consist of the following information:

Authors name, title of publication (if a journal article the title of the article), the name of the publisher, the place of publication, the year it was published and the page number.

If the same reference is being used consecutively (that is you use the same publication, page number more than once in a row: “one after the other”) you may simply insert the foot note number and type in the word “**Ibid**” which loosely means in Latin see previous footnote details.

If you are using the same reference material but at different parts of the paper you may insert the footnote and type in the Authors name, followed by the words **op.cit**, and the page number.

Further information is available at:

<http://www.docs.fce.unsw.edu.au/fce/EDU/edureferencing.pdf>.

<http://www.lc.unsw.edu.au/onlib/ref.html>

### **Bibliography**

All students are required to incorporate a bibliography at the end of the paper. The bibliography lists in an alphabetical order (using the Authors last name) all the references used to research, prepare the paper submitted. Bibliography should only contain the books and websites that you used in completing your assignment. There is no need to refer to cases in the bibliography.

### **Citation of Cases**

Australia adopted the English common law system, based on precedent established by case law. When referring to a legal principle or statement you should cite the name of the case and where it can be located. For instance the legal that a mortgagor (the borrower) can avoid their obligations under a mortgage that is harsh and unconscionable was established in *Commercial Bank of Australia v Amadio* (1983) 151 CLR 447. The plaintiff in this case was the Commercial Bank of Australia seeking to exercise their rights to task possession of the defendant’s property ( Amadio) . This case was decided in 1983 and can be found in volume 151 in the Commonwealth Law Reports (CLR) starting at page 447.

### **Grades**

The grades are based on the aggregate mark for all assessment components. Aggregate marks may be scaled to produce a distribution of grades which conforms to the expected norms specified in the University’s Assessment Regulations. Final grades for this course are awarded by UNSW in accordance with the University’s regulations found at:

[my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html](http://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html)

### **Change of Grades**

Students are responsible to be correctly enrolled in this course, submit all written work and assessment task by the due date in the prescribed manner and location. Students are responsible to notify the lecturer in charge with any questions about any aspect of the assessment / grades/ marks within no later than 7 days after grades / marks are made available. In the event any assessment mark is missing, and / or a student has not correctly enrolled in the course within the period prescribed by the University the student will receive a FL grade.

### **Special Consideration and Supplementary examinations**

All applications for special consideration on medical grounds should be submitted to the New South Q, the Chancellery and a copy delivered to the Lecturer-in-Charge. You should email the Lecturer-in-charge if you make a request for special consideration.

It is important to note that the application is assessed by both the Student's Centre and the Lecturer-in Charge. In particular, the application is assessed for the effect the medical condition or misadventure has on the student's ability to sit the examination. Merely lodging an application with medical documentation does not mean that the application will be accepted. Both the Student Centre and Lecturer-in-Charge must be satisfied that there are genuine reasons to warrant special consideration.

### **Special Consideration - Illness & Misadventure**

Sickness, misadventure, or other circumstance beyond your control may prevent you from completing a course requirement or attending or submitting assessable work for a course. Such assessable requirements may include formal end of session examination, class test, laboratory test, seminar presentation, etc. It is also possible that such situations may significantly affect your performance in an assessable task. The University has procedures that allow you to apply for consideration for the affected assessments. Depending on the circumstances, the University may take action to allow you to overcome the disadvantage; eg. give you additional assessment or extend a deadline.

You should note that merely submitting a request for Consideration does not automatically mean that you will be granted additional assessment, or that you will be awarded an amended result. For example, if you have a poor record of attendance or performance throughout a session/year in a course you may be failed regardless of illness or other reason affecting a final examination in that course.

The University has a centralised procedure for Consideration applications. Many Course Authorities and Faculties have 'local' procedures that you will also need to follow.

It sometimes happens that a student may encounter a situation which is so significant or personal they do not want to use the Special Consideration procedures. In a case like this you may prefer to contact the University Health Service, the Counselling Service, an academic adviser in your Program Offices Directory or the Assistant Registrar in the Student Information and Systems Office. Remember that it is always important to let the University know if there is anything which may affect your ability to continue your studies.

### **How to apply for Consideration**

You must make formal application for Consideration for the course/s affected as soon as practicable after the problem occurs and within three working days of the assessment to which it refers. The application must be made on the 'Request for Consideration' form available from NewSouth Q, program and course offices, or you can download a copy of the form (pdf format). The completed application form must be submitted to NewSouth Q.

Applications are accepted only in the following circumstances:

- Where academic work has been hampered to a substantial degree by illness or other cause. Except in unusual circumstances a problem involving only three consecutive days or a total of five days within the teaching period of a semester is not considered sufficient grounds for an application.
- The circumstances have to be unexpected and beyond your control. Students are expected to give priority to their University study commitments and any absence must clearly be for circumstances beyond your control. Work commitments are not normally considered a justification.
- An absence from an examination should be supported by a medical certificate or other document which clearly indicates you were unable to be present.
- A student absent from an examination or who attends an examination and wants to request special consideration is normally required to provide a medical certificate dated the same day as the examination.

**An application for special consideration has to be provided within three working days of the assessment to which it refers.** In exceptional circumstances an application may be accepted outside the three-day limit.

To give the University sufficient and appropriate information on which to base its decision about your request, you must support your application with certified official documentation which normally contains at least the following key information:

- (1) the assessment task/s for which you are seeking consideration
- (2) the dates/deadlines associated with these tasks
- (3) the basis of your request i.e. the nature of your misadventure, illness, etc.
- (4) the date/s on which you were seen by the professional/authority providing your official documentation
- (5) the date of the illness or misadventure or the dates of the period of time of the illness or misadventure
- (6) the professional's/authority's assessment of the severity of your illness or misadventure and opinion of the likely effect on your capacity to undertake the assessment task/s concerned.

Items (4) to (6) need to be certified by the provider. For example, by your medical practitioner or other health professional. (for illness or injury) or counsellor (for personal or family problems), so you will need to make the provider aware of the University's requirements.

For causes other than sickness, (eg. road accident, court hearing, or death of a relative) written evidence (eg. a police report, a court summons, or a death certificate) instead of the documentation required in 6 above is acceptable (i.e. Section B of the Consideration form need not be completed).

To assist you the 'Request for Consideration' form has a sheet attached explaining the procedures and the information required. The form and information sheet must be taken with you when you obtain the certification so as to ensure all the key information is provided. The forms are widely available on all of the University's campuses--from NewSouth Q, Faculty and program offices, the University Health Service, the Counselling Service, and many course authorities.

You should note that Consideration requests normally will not be considered:

- Unless the application is made on the appropriate form

- Unless all the key information is provided
- If more than 3 days have elapsed since the assessment for which Consideration is sought.

In exceptional circumstances the University may waive these requirements, for example, if an accident or sudden illness occurs which requires your immediate hospitalisation.

You also need to follow any local procedures of the relevant course or program authority. You will have been informed of these procedures by the course authority or Faculty representative in the course brochure/information sheet made available to you upon commencement of the course or program. For example, as well as submitting your application through NewSouth Q, the course authority may require you to contact them.

If you need advice about any of the policies or procedures relating to Consideration contact NewSouth Q.

### **What happens after you make the application?**

If your application meets the University's criteria for acceptance, it is stamped, a copy is taken and the original is returned to you. Only documentation which meets the requirements listed above will be accepted. No consideration will be given when the condition or event is not related to performance or is considered not to be serious.

Details, including the summary information provided by you, are made available to the relevant course authority/Faculty. The University's procedures ensure that confidentiality of this information is maintained.

Note that many course authorities require you to take action within a specified period of time to determine the outcome; for example to consult the course authority's notice board, to contact the authority in person or by phone, etc. Details of the arrangements will have been made available to you in the course information sheet. Failure to take this action will normally result in forfeiture of any additional assessment granted to you.

On the basis of the information provided in your application, a decision is made regarding the appropriate response in your particular case. The following may be taken into account:

- The student's performance in other items of assessment in the course.
- The severity of the event.
- Academic standing in other courses and in the program.
- History of previous applications for special consideration.

### **What outcomes you can expect**

If an application for illness or misadventure is accepted, the following action may ensue:

- No action.
- Additional assessment or a supplementary examination. Additional assessment may take a different form from the original assessment. If you are granted additional assessment, the original assessment may be ignored at the discretion of the course authority. Consequently, a revised mark based on additional assessment may be greater or less than the original mark.
- Marks obtained for completed assessment tasks may be aggregated or averaged to achieve a percentage.
- The deadline for assessment may be extended.
- Discontinuation from the course. This is unlikely to occur after an examination or final assessment has taken place.

The following examples are included to give an indication of the outcomes you can expect in the most common circumstances. (Many course authorities include similar examples for the special types of assessment used by them in their course information sheets.)

### **Formal end of session examinations**

If you miss such an examination through an illness, other circumstance beyond your control, etc., which is certified as being severe enough to have prevented your attendance, in general, you will be granted additional assessment. This is usually in the form of a supplementary examination.

If you attend an examination but prior to it an illness or other circumstance beyond your control occurs which, because of its duration or severity, is certified as having a significant effect on your preparation for that course, in general you will be granted additional assessment. This is usually in the form of a supplementary examination.

Note: In either of these cases if you have attained a pass in the course concerned from assessment tasks completed during session, it may not be regarded as necessary to grant you additional assessment.

If you attend an examination but have an illness on the day, which is either certified as not having a significant effect on your performance (such as a minor head cold), or for which you were examined after the illness had subsided, you will not be granted additional assessment.

### **Essays, reports, mini-theses, models, creative work, etc.**

If an illness or other circumstance beyond your control occurs which, because of its duration or severity, is certified as having a significant effect on your ability to submit the work by the deadline given, you will generally be granted an extension of the deadline. You should not, however, expect the deadline to be extended for a time in excess of the period for which the certification was given.

## **5.9 Additional assessment**

The time at which any additional assessment granted to you is held, is determined by the course authority concerned. Consult the course information sheet for detailed information about the times and arrangements for the various additional assessment tasks in that course.

Most course authorities conduct supplementary examinations in the period immediately after the formal end of session examination period. For example, for the end of Session 2, supplementary examinations are often held in the three-week period just prior to Christmas. In general, course authorities will provide only one opportunity for you to sit a supplementary examination except in exceptional circumstances. You need to ensure you will be available during this period to take any supplementary examination granted to you.

You should expect any additional assessment granted to you to be of the same degree of difficulty as the original assessment task which it replaces.

For further information visit: <http://www.student.unsw.edu.au/atoz/atoz-Special.shtml>

## **5.10 Supplementary Exams**

The time at which any additional assessment granted to you is held will be determined by the Lecturer-in-Charge prior to the final exam. Consult the Lecturer-in-Charge for detailed information about the times and arrangements for the various additional assessment tasks in this course.

Please note: a register of applications for Special Consideration is maintained. History of previous applications for Special Consideration is taken into account when considering each case.

## 6. ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For full information regarding policies, penalties and information to help you avoid plagiarism see:

<http://www.lc.unsw.edu.au/plagiarism/index.html>

Plagiarism is the presentation of the thoughts or work of another as one's own.\* Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at:

[www.lc.unsw.edu.au/plagiarism](http://www.lc.unsw.edu.au/plagiarism)

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

\* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne.

## 7. STUDENT RESOURCES

### 7.1 Course Resources

There is no one prescribed text for this course. The following books would be useful and are available from the Law library, Close Reserve.

Gillies, P. 2005, *Business law*. 13th edn. Federation Press, Sydney.  
Terry, A. & Giugni, D. *Business, and the law*. 4<sup>th</sup> edn. 2005  
Vermeesch & Lindgren, *Business Law of Australia* (Butterworths) 2006  
Turner, *Australian Commercial Law* (Law Book Co.), 2005 .  
Latimer, P 2005, *Australian business law*, CCH Australia Ltd.  
Turner, Clive 2005, *Australian commercial law*, 25th ed, Lawbook Co., Sydney.  
Coady, CAJ & Sampford, CJG 2000, *Business, ethics and the law*, 2nd edn, Federation Press, Sydney.

### 7.2 Library services

The UNSW Law Library provides a wealth of information, publications, research and study services and online services. Through the UNSW website you can access online data bases such as LexisNexis through the Sirius gateway at the Library website.

You can find on the Library Services web site full details of how you can find books, articles, Australian and international databases, full-text newspapers and journals, electronic reference collections as well as links to other libraries and their catalogues:

<http://info.library.unsw.edu.au/law/about/law.html>

Guide to Legal Research

<http://info.library.unsw.edu.au/law/guides/austlaw1.html>

### 7.3 Internet References

Australasian Legal Information Institute: <http://www.austlii.edu.au>  
Federal (Commonwealth) Parliament legal search engine <http://www.lawsearch.gov.au>  
Commonwealth Attorney General's (ScalePlus) : <http://law.gov.au/wotl.html>  
Federal Parliament legal search engine: [www.lawsearch.gov.au](http://www.lawsearch.gov.au)  
Australian Securities and Investment Commission: [www.asic.gov.au](http://www.asic.gov.au)  
Australian Prudential Regulation Authority: [www.apra.gov.au](http://www.apra.gov.au)  
Australian Stock Exchange: [www.asx.com.au](http://www.asx.com.au)  
Sydney Futures Exchange: [www.sfe.com.au](http://www.sfe.com.au)  
Australian Consumer and Competition Commission: [www.accc.gov.au](http://www.accc.gov.au)  
IP Australia (Trademarks, ©, Patents, etc) : <http://www.ipaustralia.gov.au>  
Australian Copyright Council : <http://www.copyright.org.au>  
NSW Attorney General Dept website (links)

### 7.4 Online Course Resources

The dedicated Webct site is designed to assist students with their study of this course. Webct is not designed to replace the lectures, readings or personal contact with the lecturer. Visit the Webct page at: <http://webct.edtec.unsw.edu.au/webct/public/home.pl>

## 7.5 Other Resources, Support and Information

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

- **Learning and study support**
  - FCE Education Development Unit (<http://education.fce.unsw.edu.au> )
  - UNSW Learning Centre (<http://www.lc.unsw.edu.au> )
  - EdTec – WebCT information (<http://www.edtec.unsw.edu.au> )
- **Counselling support** - <http://www.counselling.unsw.edu.au>
- **Library training and support services** - <http://info.library.unsw.edu.au>
- **Disability Support Services** – Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the Course Coordinator or the Equity Officer (<http://www.equity.unsw.edu.au/disabil.html>). Early notification is essential to enable any necessary adjustments to be made.

In addition, it is important that all students are familiar with University policies and procedures in relation to such issues as:

- **Occupational Health and Safety** policies and student responsibilities; <http://www.riskman.unsw.edu.au/ohs/Policies%20&%20Procedures/UNSW%20OHS%20Accountability.pdf>

## 7.6 Learning Support

### 7.6.1 Education Development Unit (EDU)

The EDU offers extra support for students at the EDU Learning Assistance Centre. A learning consultant can advise on individual and group assignment writing and oral presentations, written expression, critical analysis, learning strategies, exam techniques and also discuss improving your past performance. This service is free, friendly and confidential and only available to FCE students. You can request a consultation by *phone*: 9385 5584 by *email*: [edu@unsw.edu.au](mailto:edu@unsw.edu.au), or *visit* the EDU Learning Assistance Centre at Level 2, Room 2039, and Quad Building.

Additional student learning support includes: academic skills workshops run throughout Sessions 1 and 2; printed and on-line study skills resources such as referencing (Harvard style), writing a critical review and editing your writing; and books and audio visual material at the Learning Assistance Centre, which can be borrowed. Details about consultations, workshops and resources are available at the EDU Website: <http://education.fce.unsw.edu.au> under 'For Students'.

### 7.6.2 Other UNSW support

The UNSW Learning Centre provides academic skills support services for students. The Learning Centre is located on Level 2 of the Library and can be contacted by phone: 9385 3890 or through their website: <http://www.lc.unsw.edu.au/> Students experiencing problems of an academic or personal nature are encouraged to contact the Counseling Service at UNSW. This service is free and confidential and run by professional counsellors. The Counselling Service is located on Level 2, Quadrangle East Wing, and can be contacted by phone: 9385 5418.

## 8. CONTINUAL COURSE IMPROVEMENT AND FEEDBACK

Your suggestions, comments and observations as to the content, delivery, assessment tasks or readings are welcome.

Each session 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](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'. It is University policy that all courses are evaluated at the end of the semester.

The lecturer values your feedback highly and makes appropriate changes to course content, teaching style and type of assessment set. A further evaluation is carried out by the lecturer mid session. If you are interested in the details of any enhancements to this course as a result of the latest survey, please contact the lecturer. Feel free to communicate your views to the lecturer. [m.peters@unsw.edu.au](mailto:m.peters@unsw.edu.au)

### STUDENT ACTIVITY REGISTER

Past and current students may keep in touch with each other and receive updates on business and the law by registering online. You may access the “**Register**” through a link found at: <http://www.blt.unsw.edu.au/people/mpeters.htm> or contact the lecturer.

## 9. COURSE SCHEDULE

Week	Topic
Week 1 February 27	The Law and the Entrepreneur
Week 2 March 6	Promoters and the Business
Week 3 March 13	The Business Entity
Week 4 March 20	Business Opportunity as property
Week 5 March 27	Raising the Funds
Week 6 April 3	Business obligations
	<b>MID SESSION BREAK 6 April – 15 April</b>
Week 7 April 17	Dealing with banks, shareholders and creditors <b>ASSIGNMENT DUE</b>
Week 8 April 24	Securing suppliers, employees and agents
Week 9 May 1	Liability, Risk and the business predator
Week 10 May 8	Marketing the business
Week 11 May 15	Take-overs opportunists & private equity
Week 12 May 22	Compliance, Ethics and Regulation
Week 13 May 29	International Opportunities
Week 14 June 5	Managing the business

*Readings will be posted online.*

THE UNIVERSITY OF  
NEW SOUTH WALES



**ASSIGNMENT COVER SHEET**

**GENC 7002 Getting into Business**

Make sure you have checked the following:

Have you complied with the guidelines to submit your assignment?

Do you have a copy of your paper?

Have you answered the question AND signed the bottom of this cover sheet?

**Please staple this coversheet to the front of the assignment.**

Mr/Ms/Mrs. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code \_\_\_\_\_

***DUE DATE:*** Week 7 April 17 2007 by 5pm.

To be submitted at the end of the week 7 lecture or in the box outside Room G20  
Goodsell Building

**Acknowledgement:** I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item:

Reproduce this assessment item and provide a copy to another member of the University; **and/or**, Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).

**I certify that I have read and understood the University Rules in respect of Student Academic Misconduct.**

**Student Signature:** \_\_\_\_\_ **date:** \_\_\_\_\_

Lecturer's Use Only

Date Received \_\_\_\_\_ Grade \_\_\_\_\_ Date of Return to \_\_\_\_\_