Year and Semester: Semester 2, 2012

Unit convenor: Shauna Ferris

Prerequisites / Corequisites: Actuarial Control Cycle 1

Credit points: 4

This unit is co-badged with the undergraduate unit ACST403

Students in this unit should read this unit guide carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult the unit convenor (Shauna Ferris).

ABOUT THIS UNIT

This unit, in conjunction with ACST402/831 Actuarial Control Cycle 1, develops and applies the actuarial principles and practices underlying the design, assessment, management and control of financial systems in the areas of life insurance, general insurance, and superannuation and other less traditional areas of actuarial practice. The two units together consider the process of actuarial and financial management including: product design; pricing; marketing; monitoring of experience; reserve setting; financing; solvency; determination and distribution of surplus; and its role in enterprise risk management. The overall control process is studied within the constraints imposed by the commercial environment and the actuarial professional code of conduct and standards. This includes a discussion of business ethics and issues of professionalism in actuarial practice.

Professional Exemptions
The Macquarie University units ACST402/831/831X (ACC 1), ACST403/832/832X (ACC 2) and ACST404/871/871X (Part IIB) together count for exemption from the Actuaries Institute Part II subject. You will be recommended for exemption from Part II if you attain grades of Credit or better in these three units. If you attain a Pass in one or more of these units, then the exemption will be recommended if and only if a Standardised Numerical Grade (SNG) of at least 60 is achieved in all three units, and the average SNG is at least 65.

For students who have completed Part II units at a different University, each case is considered individually. We may discuss your results with the other university, and under Privacy rules, we will require your prior written permission to do this.
If you have completed Part II units at a university other than Macquarie, please contact Hong Xie within the first two weeks of the semester.

Part II consists of Part IIA Actuarial Control Cycle and Part IIB Investment and Asset Modelling. More information about Part II can be found at:


and the syllabus for the Actuarial Control Cycle can be found at:

TEACHING STAFF

- Convenor
  Shauna Ferris
  Building E4A 617
  Contact: shauna.ferris@mq.edu.au or via iLearn

- Other Lecturers
  Bruce Edwards
  Contact: via iLearn

  Peter Carroll
  Contact: via iLearn

- Teaching Administrator
  Hong Xie
  Contact: via iLearn

CONTACTING STAFF

Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

If you have enquiries about the course material, you should post your questions on iLearn under the relevant topic heading. For example, if you wanted to ask a question like “I don’t understand how the Vested Benefit Index is calculated, can you explain?”, you should post this on iLearn under the relevant topic (Solvency). Other students will be able to read the questions and answers, so everyone can learn from the discussion.

If you have enquiries about administration, please contact our Teaching Administrator, Hong Xie, via iLearn. For example, if you wanted to ask a question like “I don’t understand how to submit my assignments”, or “I would like to add a member to my group for presentations”, you can send a message to Hong Xie.

If you have enquiries of a personal nature, e.g. you would like to request Special Consideration because of unavoidable disruption such as illness, then please send a message by email directly to Shauna Ferris at shauna.ferris@mq.edu.au.

- Consultation times

You are encouraged to seek help from a staff member teaching on this unit during their regular consultation hours. Shauna Ferris is usually available for consultation on campus in E4A 617 on Fridays 2 pm to 4 pm. From time to time Shauna may be away at conferences etc, so please contact her by email to let her know that you are planning to visit. You may also contact by telephone staff during their consultation hours (Shauna’s number is 9850 7294). If this time is not convenient for you, e.g.
because you have another class at this time, please send Shauna an email to arrange an appointment at another time.

- Other ways of contacting staff

Messages to staff members may be posted via iLearn Dialogues.

**CLASSES**

Actuarial Control Cycle 2 is offered via classes on campus (Macquarie University), in the city (Sydney CBD) and by distance education (students can be located anywhere). ACC2 is also taught as the unit ACST403 via campus classes. All students share a common teaching website.

*Any alterations to the class times or locations will be advised in class and on iLearn via Announcements – so check the Announcements regularly.*

**Campus class**

The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/

Campus classes will be held:
- Thursday 2 pm – 4 pm in C5C Collaborative Learning Forum
- Friday 8 am – 10 am in C5C Collaborative Learning Forum

**City class**

For City-based students, classes will be held at the Portside Centre, Level 5, 207 Kent Street, Sydney. The classes are held between 5:30 pm and 8:30 pm on Tuesdays.

**Distance education class**

If you have enrolled for distance education mode (ACST832X) you will not be attending face-to-face classes (usually because you don't live in Sydney!). You will have access to all materials from the face-to-face classes (slides, handouts, exercises, recordings, etc) via the ACST403/832 iLearn page.

Distance education students are strongly encouraged to participate in the discussions via iLearn.
TECHNOLOGY USED AND REQUIRED

In this unit, you will need to have access to and to be able to use software to produce overhead slides, software to produce pdf documents, and word-processing software to produce reports. Some recordings will be posted on iLearn in MP4 format.

UNIT WEB PAGE

Course material is available on the online learning management system (iLearn), accessible at http://ilearn.mq.edu.au.

The ACC2 web site is integral to this course unit, whether you are a distance education student or in a face-to-face class. Passive involvement in ACC2 greatly reduces the likelihood of achieving the exemption standard of understanding. Interaction with other students and with teachers is very important, and the web site is the forum for that interaction.

You will need to be accessing the web site regularly to see announcements, read postings and stay informed – we recommend at least every couple of days.

RESEARCH AND PRACTICE

This unit uses research in several ways.

- This unit uses research by Macquarie University researchers (e.g. current and ex Macquarie staff members are editors and authors of the main text and other readings)
- This unit uses research from external sources (references will be provided)
- This unit gives you practice in applying research findings in your assignments

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Textbook

There is one textbook for this unit, referred to here and elsewhere in this unit as UAM.


The textbook can be purchased from the Institute of Actuaries of Australia, at:

http://www.actuaries.asn.au/Publications/Publication.aspx?id=8

Copies of the book are available in the Reserve section of the Macquarie University library.
Other useful articles will be set out at the beginning of each Learning Guide, and made available on the Blackboard.

**Learning Guides**

There is a Learning Guide for each section of work. You should read the Learning Guide in advance of the lectures, and bring a copy with you to classes.

**Old Exam Papers**

We will not provide all of the old exam papers. The syllabus has changed over the years – for example, several of the investment topics were moved to the new Investment IIB unit, and additional material on Enterprise Risk Management has been added to this unit. Therefore some of the old exam questions are no longer relevant. We have selected the most relevant exam papers and these are included in the Learning Guides, to be discussed in class and/or on the Discussion Board.

**LEARNING OUTCOMES**

At the end of this unit students will have developed the following skills:

1. Discuss and apply an Actuarial Control Cycle in a variety of practical commercial situations
2. Apply a Risk Assessment Framework to identify and assess the risks in a range of commercial situations
3. Apply relevant approaches and techniques to the valuation of liabilities
4. Measure and report emerging profits and/or costs
5. Measure, report, and manage solvency
6. Monitor and assess experience
7. Manage the business and respond to experience
8. Apply the Tests of Professionalism
GRADUATE CAPABILITIES

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop the capabilities the University’s graduates will need to develop to address the challenges, and to be effective, engaged participants in their world.

1 Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

2 Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

3 Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

4 Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

5 Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

6 Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

7 Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.
8 Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

9 Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

**LEARNING AND TEACHING ACTIVITIES**

**Local Students**

We have planned the face-to-face classes to be like workshops: a mixture of short “micro-presentations”, small group work, discussions involving the whole class, and individual activities. Most weeks, we will ask you to do some preparatory work – reading, research, writing or just thinking. If you want to get the most out of the classes, do the preparation, and get involved in the classroom work.

Since our classes are not going to be traditional lectures, they will not be recorded using the University’s Echo360 facility (which can be well suited to lectures but not to workshops, discussions and group work). However, in some weeks, the lecturer will make a special downloadable recording which will be available from the website.

**Distance education class**

If you have enrolled for distance education mode (ACST832X) you will not be attending face-to-face classes (usually because you don’t live in Sydney!). You will have access to all materials from the face-to-face classes (slides, handouts, exercises, recordings, etc) via the ACST403/832 iLearn page. You are expected to participate in discussions via the iLearn website.
**SCHEDULE OF TOPICS**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Lecturer</th>
<th>Assessment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Solvency Part 1</td>
<td>SF</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Valuing Liabilities</td>
<td>BE</td>
<td>TCT 1</td>
</tr>
<tr>
<td>3</td>
<td>Profit</td>
<td>BE</td>
<td>TCT 2</td>
</tr>
<tr>
<td>4</td>
<td>Solvency Part 2</td>
<td>SF</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dealing with insolvent Financial Institutions</td>
<td>BE</td>
<td>TCT 3</td>
</tr>
<tr>
<td>6</td>
<td>Monitoring Experience</td>
<td>BE</td>
<td>TCT 4</td>
</tr>
<tr>
<td>7</td>
<td>Monitoring Experience</td>
<td>BE</td>
<td>Discussion Contribution</td>
</tr>
<tr>
<td></td>
<td>BREAK Mid-semester Study Break</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Class Presentations</td>
<td>SF, BE, PC</td>
<td>Class Presentations &amp;</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Material</td>
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<tr>
<td>9</td>
<td>Responding to Experience</td>
<td>BE</td>
<td>TCT 5</td>
</tr>
<tr>
<td>10</td>
<td>Responding to Experience</td>
<td>BE</td>
<td>Discussion Contribution</td>
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<tr>
<td>11</td>
<td>Applying Risk Management</td>
<td>PC</td>
<td>Major Assignment</td>
</tr>
<tr>
<td>12</td>
<td>Professionalism</td>
<td>PC</td>
<td>TCT 6</td>
</tr>
<tr>
<td>13</td>
<td>Revision</td>
<td>SF</td>
<td>Reflective Writing</td>
</tr>
</tbody>
</table>

**Assessment tasks**

<table>
<thead>
<tr>
<th>Task</th>
<th>Weight</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook chapter tasks</td>
<td>5%</td>
<td>A range of tasks (roughly one for each relevant chapter of UAM), some of which will be graded</td>
</tr>
<tr>
<td>Presentation Preparation</td>
<td>5%</td>
<td>Slides and a handout executive summary for a presentation</td>
</tr>
<tr>
<td>Presentation (local students only)</td>
<td>5%</td>
<td>An oral presentation using the material prepared</td>
</tr>
<tr>
<td>Discussion Contribution (distance students only)</td>
<td>5%</td>
<td>Contributions to website discussion topics</td>
</tr>
<tr>
<td>Major Assignment</td>
<td>15%</td>
<td>A case study / report on a topic to be advised.</td>
</tr>
<tr>
<td>Reflective writing task (ACST832 / 832X students)</td>
<td>0%</td>
<td>A report on your experience of learning in this subject (graded Satisfactory or Not Satisfactory)</td>
</tr>
<tr>
<td>Final Examination</td>
<td>70%</td>
<td>A conventional 3-hour written exam</td>
</tr>
</tbody>
</table>

Although the Reflective Writing Task is not weighted in the assessment, you must have a Satisfactory result on it to pass the unit.

Full details of each assessment task, including submission details, will be given on the iLearn website. The submission dates for the assessment tasks have been spread over the semester, so that you can plan your work accordingly.
**RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES**

<table>
<thead>
<tr>
<th>Title/Name</th>
<th>Assessment Task 1</th>
<th>Assessment Task 2</th>
<th>Assessment Task 3</th>
<th>Assessment Task 4</th>
<th>Assessment Task 5</th>
<th>Assessment Task 5</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook chapter tasks</td>
<td>Presentation Preparation</td>
<td>Presentation (local students)</td>
<td>Discussion contribution (distance students)</td>
<td>Major Assignment : Case Study</td>
<td>Reflective Writing</td>
<td>Exam</td>
<td></td>
</tr>
<tr>
<td>Assessed Coursework</td>
<td>Presentation preparation</td>
<td>Presentation</td>
<td>Class Participation</td>
<td>Case Study / Report</td>
<td></td>
<td>Exam</td>
<td></td>
</tr>
<tr>
<td>Due date</td>
<td>Tuesdays (see schedule)</td>
<td>Tuesday October 2</td>
<td>Week 8 various times</td>
<td>Tuesday Week 7 and 10</td>
<td>October 22 in week 11</td>
<td>Tuesday Week 13</td>
<td>Exam period</td>
</tr>
<tr>
<td>% Weighting</td>
<td>5% in total</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>15%</td>
<td>0% (required)</td>
<td>70%</td>
</tr>
<tr>
<td>Grading method - marking criteria/standards - expectations in relation to presentation - referencing requirements</td>
<td>See task on iLearn</td>
<td>See task on iLearn</td>
<td>See task on iLearn</td>
<td>See task on iLearn</td>
<td>See task on iLearn</td>
<td>See task on iLearn</td>
<td>See below</td>
</tr>
<tr>
<td>Submission method</td>
<td>Electronically via iLearn</td>
<td>Electronically via iLearn</td>
<td>In class</td>
<td>Electronically via iLearn</td>
<td>Electronically via iLearn</td>
<td>Electronically via iLearn</td>
<td>n/a</td>
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<tr>
<td>Feedback</td>
<td>Individual mark; class level feedback</td>
<td>Individual mark plus comments from marker</td>
<td>Individual mark plus comments from marker</td>
<td>Individual mark</td>
<td>Individual mark plus comments from marker</td>
<td>Graded Satisfactory or Not Satisfactory</td>
<td>None</td>
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<tr>
<td>Estimated student workload (hours)</td>
<td>15</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>20</td>
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<td>Learning outcomes assessed</td>
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<td>• Actuarial Control Cycle</td>
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<td>• Risk Assessment Framework</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>• Valuation of liabilities</td>
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<tr>
<td>• Profits</td>
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<tr>
<td>• Solvency</td>
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<td>• Monitor experience</td>
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<td>• Respond to Experience</td>
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<td>• Professionalism</td>
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</tbody>
</table>
Textbook Chapter Tasks  
Due Date: Week 2-12 (see schedule)  
Weight: 5%  

Submission: You must submit 6 textbook chapter tasks during the term. Submit electronically via iLearn before 5 pm on Tuesdays as per the schedule on iLearn.

Extension & Penalties: Late assignments will be accepted up to 72 hours after the submission deadline. A penalty of 20% of the awarded mark will apply for each complete 24 hours period that the submission is late. This penalty does not apply for cases in which an application for special consideration is made and approved.

What is required to complete the unit satisfactorily: Each textbook chapter task requires you to read a chapter of the textbook and answer a question based on the chapter's topic. Three of the six textbook chapter tasks will be marked and these will count for 5% in total.

Presentation Preparation  
Due Date: Tuesday October 2 by 5 pm  
Weight: 5%  

Submission: Tuesday October 2 by 5 pm

Extension & Penalties: Extensions may be given for unavoidable disruption (as set out in the University guidelines). Rescheduling due to work and personal commitments is not possible. Late assignments will be accepted up to 72 hours after the submission deadline. A penalty of 20% of the awarded mark will apply for each complete 24 hours period that the submission is late. This penalty does not apply for cases in which an application for special consideration is made and approved.

What is required: Slides and a handout, executive summary for a presentation

Presentation  
Due Date: Week 8  
Weight: 5%  

Submission: Students will make their presentations during Week 8, at an appointed time.

Extension and penalties: No extensions will be granted. Students who have not submitted the task prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for special consideration is made and approved.

What is required: An oral presentation
Major Assignment
Due Date: Week 11 Monday Oct. 22 by 5 pm
Weight: 15%

Submission: Submit electronically via iLearn Monday October 22 by 5 pm

Extension & Penalties: Late assignments will be accepted up to 72 hours after the submission deadline. A penalty of 20% of the awarded mark will apply for each complete 24 hours period that the submission is late. This penalty does not apply for cases in which an application for special consideration is made and approved.

What is required: Analysis of an actuarial problem (details given on iLearn)

Reflective Writing Exercise
Due Date: Week 13
Weight: 0% (Required work Graded as Satisfactory or Unsatisfactory)

Submission: Submit electronically via iLearn

Extension & Penalties: Late assignments will be accepted, unless an application for special consideration is made and approved.

What is required: Reflective writing exercise (details given on iLearn)

Final Examination
Due Date: University Examination Period
Weight: 70%

A final examination is included as an assessment task for this unit to provide assurance that:

i) the product belongs to the student and
ii) the student has attained the knowledge and skills tested in the exam.

Examination conditions: The exam will be 3 hours long, with ten minutes reading time. Normal University examination rules apply. Calculators will be allowed in the final examination but a clear indication of the steps involved in every calculation must be shown. Any machines that have a text-retrieval capacity, specifically those with a full alphabet on the keyboard, are not allowed. Calculators may be checked at the commencement of the examination, and the make/model may be recorded.

Dictionaries are not permitted in the final exam, and no reference materials are allowed to be taken into the final exam.
You should ensure that your handwriting in the final examination is legible. Sections of work that are not legible will not be marked.

What is required to complete the unit satisfactorily: Students must pass the final examination in order to earn a passing grade in this unit.

Date and location of Examination: The Examination will be conducted during the University examination period (between November 12 and November 30. The examination timetable will be published on the University website later in the term.

The exam timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations.  
http://exams.mq.edu.au/

Local (ie. Sydney-based) students are expected to present themselves for the examination at the time and place designated on the University’s exam timetable.

Distance students (outside of Sydney) must contact Hong Xie to organise (and confirm) the location and supervision for the final examination. If these students do not confirm their exam city by the announced due date, they are at risk of not having their exam location organised.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations.  
http://exams.mq.edu.au/

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. The University’s policy on special consideration process is available at http://www.mq.edu.au/policy/docs/special_consideration/policy.html

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

The Macquarie university examination policy details the principles and conduct of examinations at the University. The policy is available at:  
http://www.mq.edu.au/policy/docs/examination/policy.htm
Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. You may find of particular interest those which can be found in the Learning and Teaching category.

ACADEMIC HONESTY

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

GRADES

Macquarie University uses the following grades in coursework units of study:

HD - High Distinction
D - Distinction
CR - Credit
P - Pass
F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at: http://www.mq.edu.au/policy/docs/grading/policy.html

GRADING APPEALS AND FINAL EXAMINATION SCRIPT VIEWING

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.
SPECIAL CONSIDERATION

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/special_consideration/policy.html

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Support Services. Details of these and other services for students can be accessed at http://www.student.mq.edu.au.

[Individual Unit Convenors may wish to add Unit/ Faculty specific support eg BESS, Room, PAL, E4B Consultation Room.]

IT CONDITIONS OF USE

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorised coursework for approved units. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when using University IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted. Material that is not related to coursework for approved units is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.