

MACQUARIE
UNIVERSITY

SYDNEY ~ AUSTRALIA



FACULTY OF
BUSINESS AND ECONOMICS

BUSL320
Revenue Law
Unit Outline

First Semester, 2011

*Department of Accounting and Corporate
Governance*

**MACQUARIE UNIVERSITY
FACULTY OF BUSINESS AND ECONOMICS
UNIT OUTLINE**

Year and Semester	:	2011 First Semester
Unit convenor	:	Associate Professor Hope ASHIABOR
Prerequisites	:	BUSL250 and BUSL301 (Waivers: if prerequisites not met – it may be waived in special cases subject to the permission of the Head of Department)
Credit points	:	3

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

- This unit looks at the regulatory environment and the impact of the conceptual framework on key areas of taxation including income tax, goods and services tax and fringe benefits tax. It seeks to enhance the ability of students to recognise, describe and analyse taxation issues, concepts and problems encountered in a contemporary setting.

TEACHING STAFF

Convenor	:	Assoc Professor Hope ASHIABOR
Office	:	W3A room 430
Tel	:	9850 8457
Email	:	hope.ashiabor@mq.edu.au

TEACHING STAFF

Unit Administrator : Tony SHUM
Office : W3A room 418
Tel : 9850 4093
Email : tony.shum@mq.edu.au

- **Other Staff:**

For the names of other teaching staff in this unit, please consult the unit's Blackboard site***

CONSULTATION TIMES

Staff teaching in the unit are available for individual consultation with students. A timetable of when staff will be available will be posted on the unit's Blackboard site.

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

All correspondence on teaching related matters must be submitted via the unit's Blackboard Mail facility.

CLASSES

- There are 3 hours face-to-face teaching per week in this unit - consisting of 1 x 2 hour lecture and 1 x 1 hour tutorial.
- The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>
- Tutorial times are managed by the on-line enrolment system. It is not necessary to contact members of staff about tutorial changes. On-line enrolment changes **will be shut down at the end of week three so all changes must be made by then.**
- You **must** attend your official tutorial class. Tutors will keep attendance records and you can only attend class or sit for the class presentation in your registered tutorial. Please ensure that you know your tutor's name and your tutorial number as this information is required to be noted on your mid-semester written report. Please note that assessment marks may be awarded for attending tutorials (see assessments section for details).
- **Attendance:** Students are expected to attend and participate in at least 10 out of 12 tutorial classes.

PRIZES

- The **Australian Taxation Office Prize for Revenue Law** and the **CCH Prize for Revenue Law** are awarded for proficiency in this unit in the first and second semester respectively.
- These prizes are offered in alternate semesters and are open to all students proceeding to the degree of Bachelor
- http://www.businessandconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

There are a number of general texts covering the content of this unit. Students are advised to acquire at least one textbook in each of the categories appearing under the heading "PRESCRIBED TEXTS".

1. **PRESCRIBED TEXTS** (Students should have access to these books AT ALL TIMES).
 - (i) **Textbook**
Woellner, Barkoczy, Murphy, and Evans, **Australian Taxation Law** (21st edn, CCH 2011) - cited throughout this Unit Outline as 'Woellner'
 - (ii) **Workbook**
LJ Nethercott, G Richardson and K Devos, **Australian Taxation Study Manual, Questions and Suggested Solutions** (20th edn, CCH, 2010)
 - (iii) **Casebook**
Krever, **Australian Taxation Law Cases** (Thomson Reuters, 2011)
 - (iv) **Legislation**
Barkoczy, **2011 Core Tax Legislation and Study Guide**, (14th edition, CCH 2011)

2. **RECOMMENDED TEXTBOOKS**

The acquisitions of the following are **OPTIONAL**. Students should consult the lecturer before making a purchase from books in this category.

Any of the following books may also be of use:

Coleman, Hart, Jogarajan, Krever, McLaren and Sadiq, **Principles of Taxation Law** (Thomson Reuters, 2011)

S Barkoczy, **Australian Tax Casebook** (10th edn, CCH, 2010)

J Cassidy **Concise Income Tax** (7th edn, The Federation Press, 2010)

P Kenny, **Australian Tax 2011** (LexisNexis Butterworths)

Coleman, Hart, McKerchar, et al Australian **Tax Analysis: Cases, Commentary, Commercial Applications, and Questions** (9th edn – Thomson Reuters, 2011).

Fisher and Hodgson, **Tax Questions & Answers 2011** (Thomson Reuters, 2011)

Note: It is pointless having an out of date edition of the textbook.

3. **REFERENCE MATERIALS**

While references in the Unit outline section of this Unit Outline are confined to standard textbooks on taxation, references will also be made during lectures to reported cases and rulings and other pronouncements issued by the Australian Taxation Office.

(a) Commentaries

Both CCH and Thomson Reuters provide an on-line service covering a commentary on the relevant legislation, rulings and reports and other pronouncements of the Australian Taxation Office. These on-line tax services are also available in multi-volume loose-leaf formats.

The on-line service of CCH can be accessed from the University Library's database.

(b) Useful Internet sites

Internet resources are a very valuable source of information relating to current developments on taxation issues. Some useful sites include:

(i) ATO website: The Australian Taxation Office Internet site www.ato.gov.au . This site offers access to:

- all ATO rulings and other pronouncements
- current ATO publications
- legislation
- Australian and selected overseas tax case law
- all ATO forms

(ii) Access to other internet sites which are relevant to tax issues can be located at:

- **Australian Treasury:** <http://www.treasury.gov.au>. This site contains Treasury press releases and consultation documents.
- **CPA Australia:** <http://www.cpaaustralia.com.au>. This site contains relevant information including submissions canvassing tax reform.
- **Institute of Chartered Accountants in Australia:** <http://www.icaa.org.au>. This site contains relevant information including submissions canvassing tax reform.
- **Deloitte:** <http://www.deloitte.com.au> Click on “tax central” to access information on proposed tax reforms.
- **Ernst & Young:** <http://www.ey.com/global/qcr/nsf/austaralia/home>. Good for keeping up to date on tax reforms.
- **KPMG:** <http://www.kpmg.com.au>. Very useful, especially for its “Daily Tax News”.
- **Board of Taxation:** <http://www.taxboard.gov.au>. *Contains information on proposed tax changes.*

(iii) Cases, rulings, and legislation can also be accessed from the following sites:

- Cases: **Scaleplus site**
<http://scaleplus.law.gov.au>
- Cases: **Australian Legal Information Institute site**
<http://www.austlii.edu.au>
- Cases and Taxation rulings: **Australian Taxation Office**
<http://www.ato.gov.au>

(c) Professional Reference Texts

- 2011 **Master Tax Guide** (CCH)
- 2011 **Australian Tax Handbook** (Thomson Reuters)
- 2011 **Australian Master GST Guide** (CCH)
- 2011 **Australian GST Handbook** (Thomson Reuters)

(d) Journals

Articles in legal and accounting journals are invaluable aids in keeping up to date with developments in tax law and practice. These include:

- **Australian Tax Review**
- **Australian Tax Forum**, a journal of taxation policy, law and reform
- **Taxation in Australia**
- **The Tax Specialist**
- **The Australian Accountant**
- **The Journal of Australian Taxation**
- **The Chartered Accountant in Australia**
- **The Australian Law Journal**, it contains a section called "Revenue Notes" which features articles on important decisions.

(e) Update on Tax Developments

For a weekly update on tax developments, students are advised to consult either **CCH Tax Week** or the **Thomson Reuters Weekly Tax Bulletin**; the former can be accessed from the University Library's database.

TECHNOLOGY USED AND REQUIRED

Students will need access to the internet as lecture handouts and notices will be available from the unit's web page.

UNIT WEB PAGE

- The BUSL320 homepage is at: <http://learn.mq.edu.au>. You can directly access the Unit outline, current lecture outlines, iLecture, announcements related to the Unit, library and other useful websites via the unit's Blackboard site.

LEARNING OUTCOMES

Upon the successful completion of this unit, the student should be able to:

1. Demonstrate a sound knowledge of the conceptual framework of the principal rules that relate to taxation in Australia;
2. Demonstrate a good working knowledge of the major provisions of the federal regulatory environment of the Australian taxation system with particular reference to income tax, goods and services tax, fringe benefits tax, the Taxation Administration Act and an awareness of the significance of pending changes;
3. Apply Income Tax, Fringe Benefits Tax, GST and the Taxation Administration Act provisions to simulated real life situations for the purposes of giving professional advice;
4. Develop strategies for solving practical problems involving taxation law principles, and the resolution of disputes with the Australian Tax Office;
5. Critically evaluate alternative tax planning strategies for optimal personal business returns;
6. Develop a suitable set of tax management strategies for individuals and business at various stages.
7. Recognise, describe and analyse taxation problems, issues and concepts encountered in a contemporary setting;
8. Use, present and evaluate numerical or statistical information related to taxation;
9. Work collaboratively to solve legal problems related to taxation; and
10. Undertake independent research on taxation issues through using electronic information retrieval systems.

GRADUATE CAPABILITIES

The learning objectives listed above include specific knowledge you will need in your future careers as well as graduate capabilities or 'transferable' or 'workplace' skills that will help you in your future workplace such as speaking in front of your peers, writing concise reports and working collaboratively in a team.

It is impossible for you to learn everything you'll need to know about taxation law in this one unit as it is a very complex area, changes regularly with new government policies and has a huge volume of case law. More importantly, you need to learn about the sorts of issues and problems related to tax that are likely to arise in the workplace in the context of your work, whether as an accountant or as a registered tax agent, and how to deal with them.

This unit will build on the graduate capabilities developed in BUSL250 and BUSL301. Interviews with employers, representatives from professional associations representing accountants and graduates now working in the accounting field have indicated that the capabilities they value most are intellectual, communication and interpersonal skills. Accordingly, the following graduate capabilities will be specifically developed in BUSL320 tutorials:

1. Critical, Analytical and Integrative Thinking

- Critical analysis through exploring legal issues and factual problems in a range of topics related to the Unit
- Participating in class discussion and debate;
- Critical analysis and discussion in class on current media reports on taxation issues;
- Analysing legal case studies in class and via the exam process.

2. Problem Solving and Research Capability

- Application of the sources of tax law to solve factual taxation problems
- Researching in preparation for written assessments;

3. Creative and Innovative

- Creative thinking skills in determining and evaluating strategies and policies to improve the effectiveness and operation of the present tax laws

4. Effective Communication

- Participation in class discussions;
- Expressing relevant views and opinions;
- Communicating with people from various background/countries/cultures
- Writing-up the written task and the exam answers

5. Engaged and Ethical Local and Global citizens

- Understand that the law requires the highest of ethical standards at all times

6. Socially and Environmentally Active and Responsible

- Relevant practical examples applied to enrich the discussion and critique of tax law problems
- Reading and referencing current journal, newspapers and magazine articles;

7. Capable of Professional and Personal Judgement and Initiative

- Approach taxation issues with the ability to make excellent judgments of the situations presented via problems considered in the Unit.

8. Commitment to Continuous Learning

- Self discipline and time management skills;
- Identifying and setting targets;
- Actively participating in class discussions and debate;
- Contribution to a broad range of original and personal insights by other class members

- **Lectures and Tutorials**

The main means of presentation is by way of 13 two hour lectures and 12 weekly tutorials of one hour duration. Lectures cover the basic material as outlined in the listed topics, as well as noting where each topic fits into the overall framework of the tax regime.

Each week's lecture outlines (PowerPoint slides) will be posted on Blackboard prior to the formal lecture. ***They are not intended to be a substitute for lecture attendance. They cannot be relied upon to the exclusion of the allocated reading tasks for each week. You are expected to prepare your own notes from the prescribed reading set out in this Unit Outline to supplement the material set out in the lecture outlines.***

The Lectures will also be recorded on **I-Lecture** on a weekly basis.

Tutorial questions have been designed to provide a practical application of the principles discussed in lectures. Tutorials will involve an analysis and discussion of preset questions based on the previous week's lecture. They therefore complement and consolidate the topics covered in lectures. **It is essential that adequate preparation be undertaken BEFORE each tutorial in order for the full benefit to be gained.** Students will also be expected to participate in tutorials through contributing to class discussions and showing an interest in other learning activities conducted by the tutor.

LECTURE TOPICS AND DATES IN THIS UNIT

<u>Week Commencing</u>	<u>Lecture</u>	<u>Topic</u>
21 Feb	1	<p>Operating Framework of the Australian Tax System:</p> <ul style="list-style-type: none"> ➤ Constitutional basis of taxation - relationship between the Commonwealth and the States; ➤ Sources of income tax law; ➤ Structure of the income tax legislation and how the parts fit together <p>Tax Administration:</p> <ul style="list-style-type: none"> ➤ operation and enforcement of the Act and ancillary legislation; ➤ the assessment process; appeal procedures; ➤ rights and remedies of the Commissioner and taxpayer; ➤ tax agents.
28 Feb	2	<p>The concept of income:</p> <ul style="list-style-type: none"> ➤ distinction between "income" and "capital"; ➤ exempt income; <p>Calculation of Tax Payable:</p> <ul style="list-style-type: none"> ➤ Formulas, Rates & Offsets <p>Tax collection mechanisms</p>
7 Mar	3	<p>The Income Concept: Incidental Issues</p> <ul style="list-style-type: none"> ➤ residence and source; ➤ derivation of income
14 Mar & 21 Mar	4 & 5	<p>Assessable Income:</p> <ul style="list-style-type: none"> ➤ Income according to ordinary concepts ➤ statutory extensions to the concept of income
28 Mar	6	<p>Statutory Income:</p> <ul style="list-style-type: none"> ➤ Taxation of capital gains and losses; ➤ calculation of capital gains and losses; ➤ inter-relationship with the income taxing provisions
4 Apr	7	<p>Allowable Deductions I</p> <ul style="list-style-type: none"> ➤ The general provision s.8-1 ➤ Substantiation of expenses

<u>Week Commencing</u>	<u>Lecture</u>	<u>Topic</u>
<p><u>Important Notice:</u> The mid-semester test will be held on Saturday, 9th April 2011 (For further information please visit the unit's Blackboard site)</p>		
<p>Mid Semester Break</p>		
27 Apr	8	<p>Allowable Deductions II</p> <ul style="list-style-type: none"> ➤ Specific provisions relating to deductions
<p><u>Important Notice:</u> The Written Task Report is due on Thursday, 28th April 2011 noon</p>		
2 May	9	Goods and Services Tax
9 May	10	Taxation of Partnerships, Trust Estates and Beneficiaries; minors
16 May	11	<p>Companies:</p> <ul style="list-style-type: none"> ➤ Issues related to corporate taxation ➤ Dividends and shares, imputation system
23 May	12	<p>Fringe Benefits Tax</p> <ul style="list-style-type: none"> ➤ The tax and its applications in practice
30 May	13	<p>Anti-Avoidance Legislation</p> <ul style="list-style-type: none"> ➤ Alienation of Personal Services Income; ➤ Basic techniques of tax planning; ➤ Ethical issues in tax practice
<p>END OF YEAR EXAMINATION</p>		

RESEARCH AND PRACTICE

- This unit uses research by Macquarie University researchers - (please refer to the section titled “**Journal Articles**” at the end of the prescribed material for each week’s Lecture in this unit outline).
- This unit uses research from external sources researchers - (please refer to the section titled “**Journal Articles**” at the end of the prescribed material for each week’s Lecture in this unit outline).
- This unit gives you practice in applying research findings in your assignments

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Title/Name	Tutorial Homework and Group work/Presentations	Written Task	Mid-semester Test	End-of-year examination
Description (including length or similar if applicable)	<ul style="list-style-type: none"> ➤ Preparation of written responses (1 page max. handwritten) to tutorial questions and Group Presentation. ➤ Each group will be expected to make a short presentation (approx 10 mins each group) on specific questions allocated to them by the tutor. Your tutor has the discretion in allocating questions to the groups. 	<ul style="list-style-type: none"> ➤ Two essay type questions. ➤ The Written Task is designed to engage students with material outside their textbooks in relation to contemporary issues in taxation. ➤ It is intended to provide students with a greater appreciation of how to deal with changes to tax laws. ➤ Responses to the Written Task must be within the range of 700 -1,000 words. 	<ul style="list-style-type: none"> ➤ A closed book multiple choice exam ➤ The test covers material taught in Lectures 1 - 6. ➤ Computation of Tax Payable/Tax Refund Entitlement (The ability to compute tax liability is an integral part of any tax Unit. Students will therefore be expected to have a firm grasp of how this is done and its applications). 	<ul style="list-style-type: none"> ➤ A combination of multiple choice questions and case study/essay type questions. ➤ The exam covers material taught in Lectures 7 - 13 inclusive. ➤ Computation of Tax Payable/Tax Refund Entitlement (The ability to compute tax liability is an integral part of any tax Unit. Students will therefore be expected to have a firm grasp of how this is done and its applications).

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Due date	Weekly	Thursday, 28th April 2011 noon	Saturday, 9th April 2011	The date is centrally determined by the University.
% Weighting	10%	10%	20%	60%
Grading method				
- marking criteria/ standards expectations in relation to presentation	Given that there are 12 tutorials, your best 10 will be taken into account. You will be graded either an "S" (satisfactory) which constitutes 1/2 mark or "U" (unsatisfactory) which constitutes 0 marks. Group work / Presentation 5 marks will be awarded for a satisfactory completion of this task.	Refer to: "Standard Marking Criteria for this unit" (below)	Computer marked	Formal marking scheme will be prepared for every question.
- referencing requirements	Refer to the Standard marking criteria for this unit (below)	Refer to the "Standard Marking Criteria for this Unit" (below)	None	Refer to the "Standard Marking Criteria for this Unit" (below).
Submission method	➤ Tutors will collect the written responses of every student to the tutorial questions EACH WEEK prior to the tutorial discussion. This is to ensure that student's are putting-in sufficient effort in preparing for each week's discussions.	➤ On-line submission via the unit's Blackboard facility ➤ Students should make a note of the submission deadline for this task, AS BLACKBOARD DOES NOT ACCEPT LATE SUBMISSIONS.	MC Computer marking sheets to be collected by exam invigilators at the end of the exam.	Formal examination conditions apply

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Submission method	<ul style="list-style-type: none"> ➤ Members of each group moves to the front of the class - and a nominated leader (rotates weekly) acts as spokesperson for the group. Members of the group respond to questions from fellow students/tutor. ➤ Marks allocated for each group's presentations will only be awarded for work presented in the student's designated tutorial class. 	<ul style="list-style-type: none"> ➤ All written task reports must be cleared via the unit's Turn-it-in facility prior to submission. ➤ A deduction of 25% on the total assignment mark will be imposed each day for late submissions. 		
Feedback (type, method, date)	Soon after each presentation, oral feedback on what is expected, what has been left out of the presentation, and how such questions ought to be addressed will be provided to the class by the tutor.	Individual feedback - (see sample 1 from semester 1, attached.	Individual feedback - (see sample 2 from semester 1 2010, attached.	Standard University and Faculty exam review protocols apply.
Estimated student workload (hours)	1 hour a week	4 hours	Time Allowed: 45 minutes.	3 hours plus 10 minutes reading time

		Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
	Learning outcomes assessed 				
1.	➤ Sound knowledge of conceptual framework				
2.	➤ Working knowledge of the major tax provisions				
3.	➤ Apply tax provisions simulated real life situations				
4.	➤ Strategies for resolution of disputes with the ATO				
5.	➤ Evaluation of alternative tax planning strategies				
6.	➤ Develop tax management strategies				
7.	➤ Identification of taxation issues				
8.	➤ Use and evaluate numerical data related to taxation				
9.	➤ Teamwork				
10.	➤ Independent research of taxation issues				

		Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
	Graduate capabilities assessed 				
1.	➤ Critical, Analytical and Integrative Thinking				
2.	➤ Problem Solving and Research Capability				
3.	➤ Creative and Innovative				
4.	➤ Effective Communication				
5.	➤ Engaged and Ethical Local and Global citizens				
6.	➤ Socially and Environmentally Active and Responsible				
7.	➤ Capable of Professional and Personal Judgement and Initiative				
8.	➤ Commitment to Continuous Learning				

- **Attendance:** Students are expected to attend and participate in at least 10 out of 12 tutorial classes.
- **Examinations**

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.

A 3-hour final examination for this unit will be held during the University Examination period.

The University Examination period in the First Half Year 2011 is from June 6 to June 24.

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://www.timetables.mq.edu.au/exam>

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. (Individual Faculties may wish to signal when the Faculties' Supplementary Exams are normally scheduled.)

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>

RESOURCES THAT STUDENTS ARE PERMITTED/ PROHIBITED FROM BRINGING INTO FORMAL EXAMINATIONS

Permitted Aids:

- For the purposes of the mid-semester and final examinations, students may bring in and use **Standard Type Pocket Calculators**. Students are reminded that they use them (i.e., the calculators) at their own risk and responsibility.
- **(FOR THE FINAL EXAMINATION ONLY):** - Two A-4 sheets (typed or handwritten) on both sides of your own prepared notes. **These MUST be handed in TOGETHER with your answer scripts at the end of the exam.**
- Any reference material required for the exam e.g. Tax Rates and rebates will be provided in the examination paper

Prohibited Materials:

Students are **NOT PERMITTED** to bring the following into the examination room:

- Any textbooks or photocopies or scans of pages of any textbooks, books of problems, casebooks etc...
- Calculators with **memory banks, electronic dictionaries mobile phones and any electronic devices such as mobile phones, MP3 players, IPODs etc.**

Random checks will be conducted during examinations to verify the types of calculators being used.

STANDARD MARKING CRITERIA FOR THIS UNIT - (Applicable to Assessment Tasks 1, 2, and 4) IN the table addressing the Relationship between ASSESSMENTS and Learning Outcomes

Performance Level

To pass the Unit a student's overall performance must be satisfactory, and additionally he/she must **PASS** the formal examination.

In awarding marks to any of the assessment tasks in this unit, answer scripts will be assessed on how well it:

- Presents ideas clearly in a well-structured text;
- Uses appropriate terminology;
- Supports arguments raised with relevant examples.

Answers to assessment tasks must be legibly written in ink, **not** pencil. Untidy, illegible and inadequate work may not be marked.

All answers must be substantiated with references to the relevant legislative provisions, decided cases and rulings and other pronouncements issued by the Australian Taxation Office, where appropriate.

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.

Students who might be tempted to breach the plagiarism guidelines are well advised to read the following case: <http://www.austlii.edu.au/au/cases/vic/VSC/2007/520.html>.

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

All final grades in the Department of Accounting and Corporate Governance are determined by a grading committee and are not the sole responsibility of the Unit Coordinator.

Macquarie University's Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a Standardised Numerical Grade (SNG).

The Standardised Numerical Grade (SNG) is not a summation of the individual assessment components.

To be awarded a specific grade, students are required to perform at an equivalent standard in the final examination and the overall assessment mark in the unit.

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.

http://www.businessandconomics.mq.edu.au/for/new_and_current_students/undergraduate/admin_central/grade_appeals.

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/procedure.html

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>.

Students at Risk Program

Students who are repeating the unit for the second, third or fourth time will be managed through the Students at Risk program. Details about the operation of this program will be posted on the unit's Blackboard site.

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 utilising 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 unit 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.