College of Commerce
Division of Economic and Financial Studies
Business Department

UNIT OUTLINE
SPRING 2006

BUS 303 INTERNATIONAL BUSINESS PROJECT

Time: Mondays 9am to 12 pm
Lecture room X5B 143

Unit Coordinator
DR MEENA CHAVAN

Room Bldg E4A Room 632
Phone Contacts: 98508468
Select a country of your choice and explore the following areas:
Some important issues to focus on in assignment no 2 are:
Regional analysis, country analysis, political, legal, market, exchange, economic, cultural and business risk analysis. Trade barriers, current affairs, ethical concerns, HR, training, infrastructure, salary rates, standard of living, education, recreation, housing, affordability, taxation and government policies, languages and more.

EXAMINATION

MID TERM EXAM
Date: 30.3.06
Value: 15%
Venue: E4B 316
Length: 2 hours
Format: Excercises and cases

FINAL EXAM
Date: 8.6.06
Venue: E4B 316
Value: 50%
Length: 3 hours 10 am to 1pm
Format: The final exam will test your practical application skills, through, critical analysis, case studies and short questions.

- Paper Dictionaries are allowed
- Students must pass the final exam to pass this unit

IMPORTANT

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. Information about unavoidable disruption and the special
UNIT NUMBER: BUS303

UNIT TITLE: INTERNATIONAL BUSINESS PROJECT

UNIT WEIGHT: 3 CREDIT POINTS

UNIT LEVEL: 300

PRE-REQUISITES: Enrolment in BInt or BeBus; 40 cp

CO-REQUISITES: NIL

ATTENDANCE: No face to face lecturing
Consulting available each week for 12 weeks

ASSIGNMENTS:

- Proposal: 20% 500 words Week 3
- Progress Review report: 20% 1500 words Week 8
- Final Report/Paper: 60% 4000 words Week 13

TOTAL 100%
BRIEF DESCRIPTION OF THE UNIT:

This unit is structured as a semester-long team-based projects, and requires the student to complete a major research paper which provides an opportunity for students to integrate the knowledge and skills acquired in units they have undertaken previously with in the International Business or E Business study program. Each team decides on a project and submits a formal proposal seeking approval for the topic from their supervisor.

An acceptable topic will be negotiated between the student and supervisor. This proposal covers the topic to be addressed, the methodology to be used, and the strategic plan for accomplishing the project. (Under special circumstances approval may be given for projects to be undertaken on an individual basis.) The project culminates in the submission of a final research paper that includes appropriate outcomes and recommendations.

OBJECTIVES:

At the completion of this unit students are expected to be able to:

- develop planning skills related to structuring a project proposal;
- develop organizational skills related to managing a project through to completion;
- locate and utilize information relevant to a specific problem;
- carry out a systematic review of relevant literature in a selected area;
- collect, analyze, and assess information on a particular problem;
- undertake a self-directed study in a specific research area;
- produce a comprehensive report reviewing progress on a project;
- critically understand the nature of research processes;
- demonstrate team working skills in the setting of team-based project work.

INTRODUCTION:

This section is intended to assist you with many of the tasks you will be required to undertake in Business Report. The tasks covered in this guide are:

- Forming a team for your project;
- Choosing a topic for your project;
- Writing your project Proposal;
- Writing your project Progress Review Report;
- Writing your project Final Report
FORMING A TEAM:

Businesses achieve a great deal of their productivity through teamwork. However, this productivity can only be achieved if the teams perform effectively. Effective team performance comes from team members being able to:

- Relate effectively to each other;
- Communicate effectively with each other;
- Cooperate effectively with each other;
- Share their knowledge with other members of the team;
- Connect their knowledge to that of other members of the team;
- Put team goals ahead of their own individual goals;
- Take responsibility for tasks assigned to them within the team;
- Support other team members when problems arise.

No doubt you want to be part of an effective team for your project work in International Business Project. For this to occur you need to keep in mind the above pointers to effective team performance.

With this in mind you can proceed with the process of team formation in the class. You are free to choose whoever you want to be in your team, but there is one restriction: your team should comprise between 3 and 4 students. In choosing who you wish to work with keep the following in mind:

- Their background (what they have studied previously; what their work is);
- What their skills and interests are;
- How you think you’ll be able to work with them;
- How they think they’ll be able to work with you.

When forming your team don’t necessarily just form it from amongst your friends. Your project is going to be work (not a social event), so you want to get a good mix of people in your team, guided by the following:

- A good mix of knowledge from different study areas;
- Complementary skills and interests;
- Complementary ways of working.

Once you have formed your team everyone in the team should exchange the following information (to ensure team members can maintain effective communication with each other):

- Name
- Home telephone number
- Work telephone number (if applicable)
- Mobile phone number (if applicable)
- Email address
- Times you can be contacted by phone
- Times you are available for team meetings

Having formed a team the group must now choose a topic for their project.

CHOOSING A TOPIC:

To assist you in choosing a topic for your project a range of potential project types has been set out below. These are all described in generic terms. This allows each team the flexibility of being able to customize a generic project type to fit with the team’s mix of backgrounds, knowledge, skills, and interests. However, a team’s choice of topic need not be restricted to the list of generic types of projects provided. Your team may propose your own project topic from outside the list if your team members have a strong interest in a particular research topic that is relevant to their studies, and that is realistically achievable. Once a team has settled on the type of project it wishes to undertake the team will still have to undertake some brainstorming to come up with a specific topic.

Before each group submits its project proposal in Week 3 each group will need to check its project topic with the supervisor to ensure it is feasible and achievable within the time frame of the semester. You do not have to limit yourself to these topics. Please feel free to talk to me about a topic of your interest.

TOPICS:

- Entry strategy into the EU market
- Strategic opportunities in China or India
- Appropriate location for a Japanese Car Distribution centre.
- The changing face of International Business
- International Entrepreneurship
- Mergers and Acquisitions
- Creativity and Innovation
- International Business Operations Strategy
• Management of Change in the International Scenario.

• Role of expatriate management- Australia

• Direct Investments in South East Asia

• Women in International Business

• Sourcing and locating human capital anywhere in the world (global outsourcing/off shoring of labour-intensive and/or knowledge intensive work)

• The globalization of national companies (entry modes, stages of internationalization process)

• The international expansion of start-ups (global start-ups)

• IB and sustainability (corporate social responsibility, natural environment);

• New organizational forms and dimensions of truly global

• Global hyper competition and international cooperation (cross-national mergers, acquisitions, joint-ventures and alliances)

• The re-shaping of IB in relation to the entry of global competitors from China, India, South Korea and other newly developed economies

**WRITING THE PROJECT PROPOSAL:**

A project proposal is a formal document seeking approval to carry out a defined project. To gain such approval the project must be justified in terms of effective utilization of resources leading to outcomes of value. In a company it is normally a manager who would initiate a project proposal. Such proposed projects could be, eg. to address a significant problem, to undertake a major development program, to undertake a major capital works program, to introduce quality improvement programs etc. In preparing a proposal for a project the manager would need to clearly define what the project was about, clearly detail the operational strategies to be used to progress the project, clearly state what resources (both human and financial) would be needed to run the project, and what outcomes the project would deliver at completion. The proposal, once prepared, would then be submitted to senior management for approval. Senior
management would then assess the proposal on its merits, looking carefully at such aspects as:

- Relevance to the company’s strategic objectives;
- Alignment with the company’s strategic plans;
- Compliance with the company’s return on investment policies;
- Financial risk attached to the project;
- Availability of required resources to run the project;
- Capability of the company to implement the outcomes of the project.

There could be three possible responses from senior management regarding the manager’s project proposal:

- Proposal accepted; the project can proceed;
- Proposal rejected; the project cannot proceed;
- There is merit in the proposal but it needs some revision; please revise and resubmit.

As students preparing your project proposal you won’t be subjected to any of the stringent financial and strategic assessment criteria that are applied to the vetting of commercial project proposals. The objective of your proposal will be to simply demonstrate the feasibility of your project from an operational viewpoint, i.e. can it be done successfully in the time available. So, for your proposal to be accepted you will have to satisfy the following criteria for justification of feasibility:

- If the project involves a selected company then that company should be agreeable to being the subject of the study;
- There should be ready availability of information and literature to support your project;
- The financial resources required for carrying out the project should be modest and not be beyond the means of any student;
- The make up of the project team, in terms of background, knowledge, and skills of each team member, should be such as to ensure team capability to undertake the proposed project;
- The project must be capable of being completed within the semester timeframe.

Keeping these criteria in mind the following provides a guide as to how the project proposal (due in Week 3 and worth 20%) should be prepared:

- There is a 500 word limit for the proposal. Your proposal should be concise and to the point. The assessment of your proposal will be based on content and logical justification of feasibility, not on how long or thick it is. In other words, assessment will be based on quality, not quantity.
• The proposal should be in short report form, with headings for suggested sections, as detailed below. References and citations should be included for all sources of information utilized in writing the proposal.

• **Introduction:** This should clearly define the team's project topic and provide brief summary detail on how the project is to be conducted, and what the potential outcomes of the project will be, upon its completion.

• **Objectives:** This section should succinctly set out the objectives of the team's project. Bullet points and action statements are particularly effective for clearly and succinctly setting out project objectives. Try and keep the number of objectives to a maximum of 3 or 4 major ones. (This helps with maintaining clear focus in your project.)

• **Operational Strategy:** This section should clearly explain how the team will conduct its project to achieve its objectives. This should include such details as: what type of tasks each member of the team will be undertaking; how essential information will be sourced; how primary data will be collected (if relevant to the project); how secondary data will be collected (if relevant to the project); and what sequencing and timetable of activities will be followed. It is essential that the sequencing and timetabling of activities is clearly explained in terms of the overall logical flow of the project. The sequencing and timetabling of project activities should also be translated into the form of a Gantt Chart. This Gantt Chart should be attached to your proposal as an Appendix. (Gantt Charts are a graphical method of scheduling key steps in a project, with their time duration, such that the progress of a project can be tracked and corrective actions undertaken if the project is falling behind schedule.)

**WRITING THE PROGRESS REVIEW REPORT:**

In a commercial setting the purpose of a project progress review report is to report to senior management on progress with the project, as measured against the strategic plans originally set up in the project proposal document (approved by senior management). The report also details any preliminary findings, as well as any problems and issues encountered in the project which necessitated making adjustments to the original strategic plans for the project. This progress report enables senior management to review progress with the project in terms of: effective implementation of the strategic plan thus far; effective management of task scheduling; effective management of allocated resources; and effective plans for taking the project through to the next review point. (In your case this is the completion of your project.)

In essence the progress review report is seeking continuing support for the project by senior management, who need to be convinced that the resources allocated for the project are being deployed effectively, and that the project is on
track and will still meet its original objectives, and will deliver the planned outcomes. Where problems have been encountered during the course of the project (which is usually the case), the progress report needs to identify these problems and convince senior management that they have either been overcome, or that plans are in place to solve them. The modifications to the original strategic plan, required to overcome these problems, need to be clearly mapped out for senior management. Senior management also needs to be reassured that actions, and changes to the plan, will not jeopardize the timing or outcomes of the project. If these changes to the plan result in the need to revise the original objectives and/or anticipated outcomes, then the progress report will need to explain and justify these revisions, since they represent deviations from the project plan originally proposed and approved.

Most of what has been set out above applies to your progress review reports (due in Week 8 and worth 20%). In submitting your progress review reports, as students, you are seeking feedback on how well you have been running your project up to this point, as well as on any shortcomings that may be present in your strategic planning for the remainder of your project. Correction of any problems with your project at this review point (roughly the halfway point) should assist you in completing your project successfully.

- The progress review report should be in report form, with headings for suggested sections, as detailed below. References and citations should be given for all sources of information used to write the report.

- Introduction: This should start with a short description of the background and context of the project. It should also include material that foreshadows major points that will be dealt with in detail in the body of the report. In doing so it can briefly highlight any changes to objectives and/or strategies that have occurred.

- Objectives: To ensure that the report can be read as a stand-alone document, the objectives should be restated in the form they were in your original proposal, and mention made that they remain unchanged.

Review of Progress: This should provide detail on what has been done up to the time of writing. This should take the form of describing what tasks have been completed, and how this compares with what was originally planned. (Your Gantt Chart, originally included in your proposal, can assist in this, by providing a means of graphically comparing actual progress versus planned progress.) If there are variances, these should be explained. These variances are a product of problems encountered in a project. These problems should be described, and detail should be given on what actions have been taken to overcome them. (The important thing in this section is to give the reader a clear picture of where and how
you have been traveling in your project in respect of accomplishing planned stages of it.)

- **Current Status:** This section should succinctly summarise where the project currently stands, in terms of such things as: major accomplishments to date; any preliminary results or findings; any pointers towards provisional recommendations that may be ratified later as a result of further work; and potential future problems that have been spotted. In other words, this section should provide the reader with a clear snapshot of where the project is currently at.

**WRITING YOUR FINAL REPORT:**

This is the grand finale the semester’s work on your project. Your final report (due in Week 12 and worth 40 %) constitutes a major project deliverable, in terms of the information, conclusions, and recommendations it contains. Therefore, it is imperative that your final report is totally professional in terms of structure, content, writing style, depth of analysis, and overall presentation. In a commercial setting a final project report does more than simply report facts, findings, and recommendations. It creates a profile for its authors by virtue of its excellence of presentation, and professionalism of its contents and reporting style. (*Just keep this in mind; many students who have completed" The International Business Project’s have taken a copy of their final project report to job interviews, to show their prospective employer the quality of work they are capable of.*) The bottom to all this is, strive for excellence in your final report!

To assist you in writing up your final report the following guidelines should prove useful:

- The length of the final report is contingent on the amount of material that needs to be reported. So, there is no set length for the report, but ensure your writing is concise and to the point. The report should be written as a **stand-alone document**. This will allow the reader to get the whole picture of the project from reading **just the final report**. That way there is no need for the reader to have to access earlier reports for missing information. So make the final report **comprehensive and complete**.

- Ensure that all sources of information are referenced, and that citations are used in text. Also ensure that all appendices are appropriately referred to in text. (If there is no call for referencing an appendix in text then that appendix should not be included amongst the appendices at the end of the report.)

- Whilst each project has its own individual characteristics, the following is provided as a **general** guide to structuring your final report. If you feel you need to structure your report in a way that is markedly at variance
with the general structure set out below, then you should discuss it first with your supervisor before proceeding.

- **Introduction**: In essence this section can function as an *executive summary* of the report by including some background on the project, the objectives of the project (and if there were changes, why), a concise explanation of the strategic approach used in the project, and a concise summary of important findings (set in the context of major outcomes for the project).
- **Discussion of Strategies Employed**: This should detail a history of how the project was managed, i.e. methodology used to achieve the reported results.
- **Results and Discussion**: This should include critical discussion of the data collected, critical assessment of the methodology employed to analyze the data, and the reporting of results and findings.
- **Conclusions and Recommendations**: This is the “bottom line” to your report. State your conclusions, and from them, set down your recommendations. State the final outcomes from your project.
- **Reference List**
- **Appendices**: This should include a collection of all information derived from *unpublished sources*, eg. brochures, company documents, memos, e-mails, charts, tables, diagrams etc that you refer to in the body of your report.

**ASSIGNMENTS:**

**Assignment 1**: Proposal

**Due Date**: 14-8-06

**Value**: 20%

**Assignment 2**: Progress report

**Due Date**: 9-10-06

**Value**: 20%

**Assignment 3**: Final Project

**Due Date**: 30-10-06 & 6.11.06

**Value**: 60%
VERY IMPORTANT: You must acknowledge the work of other authors accurately, consistently and completely, both in the body of the essay and in the bibliography. References should be formatted properly, using standard Harvard referencing system. Please refer to the recommended references in this document.

1. REFERENCES:


Winkler-Helmdach, Dagmar, Electronic Components Industry Outlook for Germany, U.S. Commercial Services document, ID No. 107904, 08/29/2002


http://globaledge.msu.edu/

Journals

Harvard Business Review;
Journal of Business Strategy;
Mckinsey Quarterly.
Emerald Library Database (http://www.emerald-library.com)
Asia Week
Asian Wall Street Journal
Business Review Weekly
Journal of International Business Studies
Management Review
Straits Times
The Australian Bulletin
The Australian Financial Review
Economist
Fortune
PLAGIARISM

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the Handbook of Postgraduate Studies or on the web at:
http://www.student.mq.edu.au/plagiarism/

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

UNIVERSITY POLICY ON GRADING

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).

On occasion your raw mark for a unit (i.e., the total of your marks for each assessment item) may not be the same as the SNG which you receive. Under the Senate guidelines, results may be scaled to ensure that there is a degree of comparability across the university, so that units with the same past performances of their students should achieve similar results.

It is important that you realise that the policy does not require that a minimum number of students are to be failed in any unit.

The process of scaling does not change the order of marks among students. A student who receives a higher raw mark than another will also receive a higher final scaled mark.

For an explanation of the policy please see:
Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at http://www.student.mq.edu.au

SPECIAL CONSIDERATION

You are expected to attend scheduled examinations with the other students completing this unit. If extraordinary circumstances prevent you from attending the scheduled examination or affect your performance in an examination, you may wish to lodge a request for special consideration.

Any such requests must be lodged on the appropriate form. If there are medical circumstances you wish to be taken into account when considering your request, the medical information must be lodged on the attached Professional Authority Form. No other form of medical certificate will be recognised.

CHEATING AND PLAGIARISM

Cheating and plagiarism are regards as attempts to gain an unfair advantage over your fellow students and will not be tolerated. Please read the Plagiarism and Cheating document below which sets out the Division's policy in these matters.

THE DANGERS OF CHEATING AND PLAGIARISM AND HOW TO AVOID THEM

To cheat in the context of university assignments, tests and examinations is to attempt to gain an unfair advantage by violating the principles of intellectual and scholarly integrity. Cheating also encompasses plagiarism, which is the appropriation or imitation of a person's ideas and manner of expressing them.

WHAT IS CHEATING?

You will be guilty of cheating if you do any of the following:

1. Copy from another student during a test or examination. This is cheating whether or not there is collusion between the students involved. Collusion with another student who wishes to cheat from you exposes both parties to penalties under University Regulations.

2. Use or paraphrase the work of others, including any document, audio-visual or computer-based material, when preparing an assignment or writing an examination, and pretend it is your own work by not acknowledging where it came from.
3. Copy from another student's coursework whether that copying is with or without the knowledge of that student. This includes:
copying all or part of someone else's assignment
allowing someone else to copy all or part of your assignment
having someone else do all or part of an assignment for you
doing all or part of someone else's assignment for them.

4. Make up data and fabricate results in research assignments.

5. Impersonate someone else in an examination or test, or arrange such impersonation.

6. Use forbidden material in a test or examination, whether in printed or electronic form.

7. For example, attempting to use a non-standard calculator in a restricted calculator examination.

WHY IS IT WRONG?

If you take and use the work of another person without clearly stating or acknowledging your source, you are falsely claiming that material as your own work and committing an act of plagiarism. This is wrong because:
it violates the principle of intellectual and scholarly integrity.
it devalues the grades and qualifications gained legitimately by other students.

PREVENTING CHEATING

All students and staff have a responsibility to prevent, discourage and report cheating.

Typically students cheat because they are having difficulty with the unit content, the language of the unit, or both. Cheating and/or plagiarism can be a temptation when students are experiencing difficulty with a heavy workload in the unit and seek to save time by using others work.

To avoid having students resort to cheating, the University provides many services to help students with their course or to make thoughtful decisions about whether to continue. Within the Division of Economic and Financial Studies, students should first seek assistance from their tutor and/or lecturer. The University also offers help through the Dean of Students or the University Health and Counseling Services.
There is a difference between getting help and cheating. You are encouraged to get help if you need assistance to understand the material and any set work so that you are in a better position to create your own answers.

HOW TO PLAY SAFE

To maintain good academic practice, so that you may be given credit for your own efforts, and so that your own contribution can be properly appreciated and evaluated, you should acknowledge your sources and you should ALWAYS:

(i) State clearly in the appropriate form where you found the material on which you have based your work, using the system of reference specified by the Division in which your assignment was set;

(ii) Acknowledge the people whose concepts, experiments or results you have extracted, developed or summarized, even if you put these ideas into your own words;

(iii) Avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that you have thought about the material and understood it, but remember to state clearly where you found the ideas.

There is nothing wrong with working with other students in a group; indeed sometimes you will be encouraged to do so. But after a certain point, each student must work on their own to produce their own written answers. If no specific guidelines for group-work have been given, a reasonable interpretation is that it is acceptable for two or more students to discuss a problem among themselves or with a staff member. The group may then agree that the answer should include certain points. But then each member of the group must independently write their own answer to the problem.

PENALTIES
Students who are guilty of cheating and plagiarism will be penalized. Depending on the nature of the offence, the unit coordinator will determine the penalty. For example, extensive plagiarism may result in zero marks for an assignment. Repeat offences will be referred to the University Discipline Committee and may result in failure or exclusion from the university.

(This material has been compiled from the existing plagiarism documents of Macquarie University and University of Auckland.)

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MACQUARIE UNIVERSITY

Professional Authority Form

This form must be completed by a professional authority.

Students at Macquarie University are able to apply for special consideration if they are unable to attend an examination or if they consider that their examination preparation or overall performance in a unit of study has been affected by unavoidable disruption or misadventure. Special consideration may also be granted if a student is forced to leave the examination room early due to illness or unavoidable disruption and believes that his/her examination performance has been affected. In most circumstances documentary evidence is required before special consideration will be granted and your assistance in providing information on the student’s illness or misadventure would be appreciated. The information you provide will allow the University to make a fair decision about the student’s academic performance and will only be used to assess the student’s request for special consideration. If special consideration is requested on non-medical grounds, appropriate supporting documentation must be provided, e.g. statutory declarations by independent witnesses, police reports, or statements from sufficiently senior officials in the place of employment. Photocopies of documents will not be accepted unless they have been certified by a member of the Registrar’s staff.

Professional Use Only

Student’s Name: ___________________________ ID Number: ____________

Date of Consultation: ________________

Date/s of illness or misadventure: From: ____________ To: ____________

Please tick the box which best describes the student’s illness or misadventure

In my opinion the effect of the illness or misadventure on the above day/s was (or will be):

Negligible ( ) mild ( ) moderate ( ) severe ( )
Was the student suffering from symptoms of the illness or misadventure on the date of the consultation? Yes/No

Please provide details of misadventure or illness including symptoms and the way in which the circumstances are likely to affect exam performance. Is the illness or misadventure related to or as a result of a pre-existing condition? Give details below.

Name and Title: ________________________________

Profession: __________________ Provider 

Signature: __________________ Phone 

Number: __________________ Number/s: 

Stamp or seal of Professional Authority 
(or attach letterhead)
GROUP ASSIGNMENT COVER SHEET

Please complete ALL sections in CAPITAL LETTERS and attach to the front of your assignment.

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CERTIFICATION

Please confirm that your assignment meets with ALL of the following requirements by ticking each box and by ALL group members signing below. Assignments that do not comply with the following requirements MAY NOT BE MARKED.

☐ We certify that this assignment is the work of the group, based on their personal study and research, and that all material and sources in the preparation of this assignment have been appropriately acknowledged. We have read and understood the policy on plagiarism set out at http://www.student.mq.edu.au/plagiarism/ and understand that students found to be plagiarising will be penalised.

☐ We have submitted an electronic version of this assignment on 3.5" diskette and understand that a mark for this assignment will not be assigned unless this electronic version is submitted. We understand that the University will hold the electronic version of this assignment, which may be tested now or in the future for evidence of plagiarism.

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IMPORTANT: Your assignment is to be handed to the lecturer in class on the Due Date.
MACQUARIE UNIVERSITY

Assignment Coversheet Declaration

Unit .......................... Assignment ..........................

Name.......................... Student number ......................

I certify that:

- This assignment is my own work, based on my personal study and/or research
- I have acknowledged all material and sources used in the preparation of this assignment, including any material generated in the course of my employment
- If this assignment was based on collaborative preparatory work, as approved by the teachers of the unit, I have not submitted substantially the same final version of any material as another student
- Neither the assignment, nor substantial parts of it, have been previously submitted for assessment in this or any other institution
- I have not copied in part, or in whole, or otherwise plagiarised the work of other students
- I have read and I understand the criteria used for assessment
- The assignment is within the word and page limits specified in the unit outline
- The use of any material in this assignment does not infringe the intellectual property/copyright of a third party
- I understand that this assignment may undergo electronic detection for plagiarism, and a copy of the assignment may be retained on the database and used to make comparisons with other assignments in future

Signature .......................... Date ..........................

This declaration is a summary of the University policy on plagiarism. For the policy in full, please refer to Student Information in the Handbook of Undergraduate Studies or www.student.mq.edu.au/plagiarism/.