



**BFA722**  
**Risk Management**

**Semester One, 2009**

**Unit Outline**

**School of Accounting and Corporate Governance**  
**Faculty of Business**

**Kerri O'Donnell**

## **Contact Details**

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## 1. Unit Description

This Unit will take you on a risk journey. In the first five Modules we will build up a risk model, later we will refer to this as Enterprise Risk Management. It is our intention to apply the Australia/New Zealand Risk Management Standards in this study.

Modules 1-5 ask questions such as: what is risk; how is risk identified; how do different individuals perceive risk; how is risk measured; how is the relative importance of different risks assessed; and what are the dimensions of risk? The emphasis is on the importance of managing risk. Module 5.5 brings the first 5 modules together in an Enterprise Risk Framework. That is, a holistic and integrated approach to the management of risk within the firm.

Modules 6-9 consider specific areas of risk – financial/political, social/environmental, human resource/people issues, and web/internet/technology. The final Module provides an overview of the Unit and looks toward the future of risk, and the issues that firms may need to deal with.

The underlying tenet of the Unit is a focus on the importance of developing an Enterprise Risk Management Framework, and seeking to continually monitor and improve risk management in the light of the dynamic and changing world in which we live.

## 2. Learning Outcomes

On completion of this Unit, you should be able to:

1. Explain the concept and nature of risk as it applies to organisations and their activities (*links to the knowledge and communication skills graduate attributes*).
2. Identify risk as a local, national and global phenomena and comment on the changing risk environment within which organisations operate (*links to the knowledge graduate attribute*).
3. Explain how risk influences decision-making (*links to the knowledge and communication skills graduate attributes*).
4. Apply recognised processes of risk management to organisations and their activities (*links to the knowledge and problem solving skills graduate attributes*).
5. Compare and contrast varying approaches to risk management (*links to the knowledge, problem-solving and social responsibility graduate attributes*); and
6. Provide advice in relation to risk and risk management (*links to the knowledge, communication skills, and problem-solving and social responsibility graduate attributes*).

## Generic Graduate Attributes

The University has defined a set of generic graduate attributes that can be expected of all graduates (see <http://www.utas.edu.au/tl/policies/index.htm>). By undertaking this unit you should make progress in attaining the following attributes.

- **Knowledge:** Explain the nature and concepts of risk and risk management. You will learn to apply this knowledge using an enterprise risk management framework.
- **Communication Skills:** Write coherently on risk and risk management, and present material on the web in a coherent and understandable format.
- **Problem Solving Skills:** Interpret scenarios for organisations in risk management terms, identify risk and risk management issues and use knowledge of risk and risk management to justify an answer.
- **Social Responsibility:** Acknowledge the social and ethical implications of risk management decisions.

### Learning Outcomes/Generic Graduate Attributes Matrix

		Assessment items		
		Assessable Discussions	Report Assignment	Capstone Assignment
Learning Outcomes	Learning Outcome 1	✓	✓	✓
	Learning Outcome 2	✓	✓	✓
	Learning Outcome 3	✓	✓	✓
	Learning Outcome 4	✓	✓	✓
	Learning Outcome 5	✓	✓	✓
	Learning Outcome 6	✓	✓	✓
Generic Graduate Attributes	Knowledge	✓	✓	✓
	Communication	✓	✓	✓
	Problem Solving	✓	✓	✓
	Social Responsibility	✓	✓	✓

### **3. Learning Resources Required**

#### **Required Text**

There is NO prescribed textbook for this Unit. Course materials will be provided (see below).

#### **Learning Resources**

Extensive course materials will be provided to you through an interactive Unit CD and MyLO. The materials are in Modular format i.e., Modules 1-10. The course materials include PowerPoint presentations with audio narrations, PowerPoint slides (in PDF and Text format), and readings taken from books, journals, magazines, websites, reports and other sources; the readings are included on the Unit CD (in PDF format), which will be forwarded to you by post together with the Unit Outline.

Students are encouraged to read widely to develop an understanding of the Unit's subject matter as well as a general understanding of business management, operations processes and types of risk exposures affecting business decisions. Independent reading to further your understanding and/or support your assessable work could include material you find in books, journals, magazines, websites, reports and other sources. You can also access journals via the E-journals web page contained on the university library website, along with databases such as Science Direct, Proquest and Emerald.

#### **PDF Files**

Many course materials made available on the Unit CD will be in Portable Document Format (PDF). These files can be viewed by you from within your web browser or separately by using a program called Adobe Acrobat Reader. This software is already installed on the computers in the University but can be downloaded free of charge from the Adobe site should you want a copy for your own computer. At time of writing the required URL was:

<http://www.adobe.com/prodindex/acrobat/readstep.html>.

#### **Other Publications**

Information in relation the School of Accounting & Corporate Governance, Faculty of Business, Faculty *Guide for Students* and *Useful Links* is available on the Unit CD under "*Contact and Study Information*". Read this information carefully.

#### **Technical and Software Requirements**

To run the Unit CD there are certain technical and software requirements. These are detailed on the Unit CD under – "Preparing your Computer" and a hard copy is provided with your unit materials. You should read this information carefully to ensure that you will be able to make full use of the Unit CD.

#### **Access to Information Technology**

Information in relation to campus and off-campus IT facilities and how to contact the Service Desk are provided in section 5 of this Unit Outline.

## 4. MyLO

MyLO will be used to make up-to-date unit materials available to you and to give you access to announcements and discussion groups.

MyLO is an internet service that has been adopted by the University and will be used in this unit. MyLO may be accessed on computers in computing laboratories at the University or on your computer at home or at work. Information about accessing and using this service, required computer specifications, frequently asked questions, and about how to get help if you experience difficulties, is available at the following University website: <http://www.utas.edu.au/coursesonline>

You are strongly advised to visit this site and become familiar with the features of MyLO, especially if you have not used it before. You will probably be using it in other units that you are studying as well. Here are some important points about accessing our web site:

### Access to MyLO

You can access your MyLO course from the Student Page on the University's web site: **Current Students** ↪ **LOGIN MyLO@UTAS** or go directly to the web address noted above:

- Enter your email POP account "Username" (for example, dsmith) and your "Password". These are identical to the pop account/email username and password that you are given with your enrolment confirmation form. If you forget your pop account username, contact the Help Desk (see below under 'getting assistance with MyLO). Both MyLO and e-mail passwords must remain the same. If you are going to change your password, change your e-mail password first.
- When you enter your user name and password, click on OK and choose "BFA712" from the list of units (subjects) in which you are enrolled. Units will not appear on your list until your enrolment is processed. [NOTE: Another box may periodically appear when using the University network which asks you to verify your user name & password, this is simply a security device – enter your password when asked & click OK].
  - MyLO will automatically check that your browser is properly configured. If the MyLO 'browser checker' window appears – scroll down to make sure you have a tick in each area shown – then close the window.
- From the Unit's homepage click on the area you wish to access e.g. "Unit Information". A table of contents will appear on your screen. Scroll through the list until you find what you want to access.

### Computer hardware & software

To access MyLO from your own computer you will need the appropriate software, and hardware to run that software. See *Learning Online* at <http://uconnect.utas.edu.au> for computer software you will need.

**Note:** Older computers may not have the hardware to run some of the required software applications. Contact your local IT support person or the Service Desk on 6226 1818 if you experience difficulties.

For further information on using MyLO self help sheets can be accessed at:  
<http://www.utas.edu.au/coursesonline/MyLO-Support.htm>

If you have difficulty in gaining access to or using MyLO you can contact the Service Desk Tel: (03) 62 26 1818 (1300 304 903 Freecall – Tasmanian Land Lines only) or send an e-mail message detailing your problem to: [servicedesk@utas.edu.au](mailto:servicedesk@utas.edu.au)

## **MyLO Facilities Used for this Unit**

Announcements – MyLO offers an “Announcements” facility, which the Unit Coordinator will use in connection with this Unit to make announcements to you from time to time. Announcements will be visible when you first open MyLO for this Unit (Pop up). Only the Unit Coordinator can use the *Announcements* facility. However, you will see below that there is a “Discussions” area with allocated “Topics” that you can use for communication with the Unit Coordinator or other students, and you should make use of these.

Discussions – This area is provided for on-line discussion between the Unit Coordinator and you and between you and other students. Discussion is arranged under a list of “Topics”, which are as follows:

*“Assessable Discussion”* - Assessable Discussions are a part of this Unit’s assessment items (see later in this Outline). The Unit Coordinator has opened five specific Assessable Discussion threads for this purpose. Note that these threads must be used for assessable discussions only. The Unit Coordinator will monitor these discussions, but will not interfere except in the circumstances set out in the Assessable Discussion Task description, below.

*“Module Discussion”* - The Unit Coordinator has opened topics for each of the ten Modules in which you can make postings in relation to the particular Modules (these are for non-assessable discussions only). For example, you may have questions to ask, or comments to make, that will help you develop your understanding of course concepts, or may be of interest to other students. Please post to the most relevant discussion thread to make it easier for everyone to find them easily. The Unit Coordinator will participate in Module Discussions on a regular basis, and will attempt to respond to queries within 24 hours.

*Social Cafe* - The Unit Coordinator has opened this topic so that you can communicate with other students with a view to getting to know everyone in the Unit. The Unit Coordinator would like you to make postings to this topic at the start. You should provide some information about yourself and what you are doing, what your interests are and what you think about the Unit.

You could also use the Social Café later in the semester to make postings about current issues that are relevant to the unit (that you may have seen on TV or read about in the press recently, etc.) if you can not easily identify which Module thread to post under.

Organisational risk management issues of one type or another are frequently in the media. To make this unit more interesting and useful you should try to keep abreast of these developments by reading newspapers and magazines. You should also watch current affairs and business programs on TV and listen to such programs on the radio. When you see something interesting, make a posting in the *Social Café* to let other students know about it.

You should use the *Social Cafe* to create an on-line community with other students.

Mail – MyLO offers a Unit-specific email facility which the Unit Coordinator will use to send emails to you from time to time. If you wish to communicate with the Unit Coordinator privately, you can use this email facility OR you can send emails to the Unit Coordinator at the address given on page 1.

Students are encouraged to pose unit-related questions on the BFA722 discussion boards, rather than by e-mail to teaching staff, as this allows everybody in the unit to benefit from the discussion.

## **5. Details of Teaching Arrangements**

NO formal face-to-face classes or meetings are scheduled for this Unit. It is a fully flexible on-line unit.

As NO formal face-to-face classes or meetings are scheduled for this Unit, you **MUST** maintain regular contact. The Unit Coordinator will monitor MyLO closely, but you are responsible for ensuring you participate.

## **6. Learning Expectations and Strategies**

You are required to undertake the Unit by complying with the requirements of this Unit Outline and you are also required to meet the University and School expectations of students.

### **Expectations**

The School of Accounting & Corporate Governance is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities that students have as they pursue their studies. The University's "*Code of Conduct for Teaching and Learning*" states:

*Students are expected to participate actively and positively in the teaching/learning environment. They must strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.*

To undertake this flexible on-line unit you **MUST** strive to meet the expectations of the School and the University as stated.

## Studying and Learning Independently

To get the most from this Unit, you should adopt the following approach:

- *Locate* the module on the Unit CD that must be done next.
- *Listen* to the PowerPoint presentation.
- *Read* the readings provided.
- *Reflect* on the concepts and issues that have been encountered.
- *Discuss* the issues raised in assessable discussion questions.
- *Do* any other activities that are scheduled/provided for the Module.

The Unit CD provides details of ten Modules for you to study independently in this Unit. For each Module there are narrated PowerPoint slides that introduce the key concepts for that Module. There are also “Readings” for each of the Modules. There are also questions posed for “Assessable Discussion”. There are also various non-assessable activities. There is one Report Assignment, and at the end you will need to complete a Capstone Assignment.

The Unit is planned to enable you to work at your own pace. It is important, however, to work consistently through the course materials. If there is any area of work that you do not understand, you should immediately post a MyLO query, and make sure you do not progress to the next module without a thorough understanding of the previous one. Each part of the Unit develops themes from, and assumes an understanding of, the previous modules, so it is important that areas not be skipped.

Encouraging you to study and learn independently is an important goal of university study. It is a feature of a *reflective approach* to learning in which you reflect on what it is you are learning and how you plan your learning strategy. It is not the aim of flexible delivery that you feel you must work through problems alone. You are encouraged to make good use of the MyLO facility, because the exchange of information and ideas is a very important part of learning development. You will gain most benefit by staying in close contact with other students and with the Unit Coordinator.

Do not be reluctant to ask questions or contribute ideas, even if only partly formed, as these can often form a basis for very constructive interaction. Remember that the MyLO discussions (assessable and non-assessable) will be as interesting and useful as you make them.

All aspects of your work are expected to be of a high standard, both in academic content and quality of presentation.

You should do well in this Unit if you:

- develop an interest in risk management and relevant media reports;
- keep up-to-date with your coursework;
- consolidate your understanding by making appropriate short notes and summaries;
- give yourself plenty of time to complete your assignments and discussion postings;
- prepare for and actively participate in assessable/non-assessable discussion (this is especially important as a medium for students from many disciplines to share their particular expertise); and
- take responsibility for your own learning.

## Time Management

The Unit Schedule on page 18 sets out a general programme for studying the ten Modules covered in this Unit. You **MUST** allocate yourself **SUFFICIENT TIME** to work your way through all of the Modules, participate in the Assessable Discussion and, complete the assignments. It would be **VERY** unwise to leave insufficient time so that you have to complete a large amount of work in a short period.

In particular, you will see in the Assessment section that you are not permitted to undertake the Capstone Assignment **UNLESS** and **UNTIL** you complete **ALL** of the other Unit requirements by the prescribed due dates.

## Study Skills

If you are studying this Unit you must already have developed skills and strategies that have helped you to achieve success in previous undergraduate units. However, the subject matter of this Unit will probably be new to you. In addition to practical problem solving and application of risk management practices and principles, the Unit requires critical and abstract thinking and good communication skills. You should develop the ability to **USE** your knowledge of best practice to address real life risk management issues that you hear about on TV and radio or read about in the media.

A specific *Study Skills* MyLO discussion board will be provided for the purpose of exploring study skills that may be useful for this Unit or any other course of study. Participation is optional, but highly recommended.

## 7. Assessment

### Assessment Schedule

Assessment Task	Date Due	Weighting
Report Assignment	3.00PM Friday 8 May 2009	30%
Assessable Discussions (12 at 2.5% each)	3.00PM Friday 22 May 2009	30 %
Capstone Assignment	3.00PM Friday 12 June 2009	40%

NOTE: 3.00 PM is based on Australian Eastern Standard Time.

**You are not permitted to undertake the Capstone Assignment UNLESS and UNTIL you complete ALL of the other Unit requirements by the prescribed due dates.**

## Task 1: Report Assignment - 30%

The instructions for this activity are provided on the CD.

Task Length: The written report should not exceed 1000 words.

The PowerPoint presentation should be timed at approximately 5-10 minutes as if you were physically presenting it.

Assessment Criteria:

- Grammar, spelling, layout
- Evidence of research
- Creativity in presentation of PowerPoints
- Clear communication of your report message

Due Date: **3.00PM Friday 8 May 2009**

The Report must be emailed to the Unit Coordinator as a Word format file attachment AND uploaded to MyLO via the Turnitin Report Assignment drop box by the due date/time.

The PowerPoint presentation must be uploaded to the relevant MyLO discussion thread **ON** (not before) the due date.

## Task 2: Assessable Discussions - 30%

Assessable Discussion details are provided on the Unit CD.

An overview of discussion topics and pre-requisite tasks is:

Assessable Discussion	Relevant Module	Tasks to be completed
One	Module 1	Parts A and B
	Module 2	Parts C and D
Two	Module 3	Parts A and B
Three	Module 4	Parts A to C
Four	Module 5	Part A
	Module 5.5	Part B

Task Length: No set length. Discussions should be concise, but with views supported by examples, references and/or logical explanation.

Due Date: You should aim to post your Assessable Discussions by the target dates set out in the Unit Schedule. All your discussions must be posted by **3.00PM Friday 22 May 2009**

Assessment Criteria: Your participation in Assessable Discussion will be assessed in accordance with the following criteria:

**HD Outstanding contributor:** This person's contributions reflect exceptional preparation and reflection. The ideas offered are always substantive and provide major insights and direction for the discussion. If this person were not a member of the group, the quality of the discussions would diminish significantly.

**CR – DN Good contributor:** Contributions in discussion reflect thorough preparation. Ideas offered are usually substantive, provide good insights and sometimes lead the direction of the discussion. Points and arguments are generally well thought out and are often persuasive. If this person were not a member of the group, the quality of discussions would diminish considerably.

**PP – CR Adequate contributor:** Contributions reflect satisfactory preparation. Ideas offered are sometimes substantive and provide useful insights, but seldom offer a major new direction for the discussion. Contributions tend to be more piecemeal than integrative. Arguments are sometimes presented and are fairly well substantiated and sometimes persuasive. If the person were not a member of the group, the quality of the discussions would diminish somewhat.

**NN Unsatisfactory contributor:** Contributions reflect inadequate preparation. Ideas offered are seldom substantive; they provide few, if any, insights and rarely or never a constructive direction for the class. Integrative comments and effective arguments are absent. Comments are either obvious, restatement of the contributions of others, isolated from the main discussion, or confusing to the group. If this person were not a member of the group, valuable discussion time would be saved.

The Unit Coordinator will monitor the Assessable Discussions regularly, but will not interfere, except to correct misconceptions and errors and to remove any postings that are determined to be harmful to others (e.g., determined to be insulting, disparaging, defamatory, etc).

You will receive individual feedback from the Unit Coordinator after your first posting in each of the Assessable Discussions.

### **Task 3: Capstone Assignment - 40%**

This assignment will bring together the various aspects of risk management in an assignment which will require you to demonstrate an understanding of the risk issues discussed and the preparation of a risk management framework consistent with the Australia and New Zealand Risk Standard.

***To be eligible to receive the Capstone Assignment question, you MUST satisfactorily complete all of the Assessable Discussions and submit the Report Assignment by the due dates. The Capstone question will be emailed to you by the Unit Coordinator when you have met these eligibility requirements).***

Task Length: 3,000 words exclusive of appendices and reference list

Assessment Criteria: The following general criteria can be expected to be applied:

- Grammar, spelling, layout
- Clear and persuasive communication
- Evidence of research
- Are the questions addressed?
- Originality in discussion

Due Date: **3.00PM Friday 12 June 2009**

The Capstone Assignment must be emailed to the Unit Coordinator as a Word format file attachment AND uploaded to MyLO via the Turnitin Capstone Assignment drop box by the due date/time.

## **Submission of Assignments**

Turnitin will only accept **one** document submission per assignment. This means that any cover pages, attachments, etc. can not be submitted separately, but must be incorporated into the main assignment document.

Every assignment document must begin with a signed Cover Sheet (may be electronically signed). A template Cover Sheet in Word format is available on MyLO. NOTE that only one cover sheet is required for both parts of the Report Assignment. It should be attached to the Word format report document, submitted by email. Assignments without a signed cover sheet WILL NOT be marked.

The submitted assignments are to be presented in accordance with the *Guide for Students* issued by the Faculty of Business. You can find a copy of the Guide on the Unit CD and also on MyLO.

Turnitin is software that helps identify plagiarism. By submitting your work via Turnitin, you agree that the work submitted is your own except where there is clear acknowledgement or reference to the work of others. This electronic agreement has the same effect as the signed Cover Sheet used for hardcopy assignment submissions. Your attention is particularly drawn to the University's rules on Plagiarism (see page 16 of this Outline). Whilst you are encouraged to work together with other students and exchange information in this Unit, the submitted assignments must be your own work.

Report Assignments and Capstone Assignments containing any apparent plagiarised information will be referred to the Head of School and will be subject to the disciplinary processes of the University.

## **8. How Your Final Result is Determined**

To pass this Unit, you **MUST** undertake each of the Assessable Discussions, complete the Report Assignment, and submit the Capstone Assignment.

Awards are made on the following basis:

80% or more	High Distinction (HD)
70 – 79%	Distinction (DN)
60 – 69%	Credit (CR)
50 – 59%	Pass (PP)
< 50%	Fail (NN)

The marks for each of the assessment tasks are added together to determine your final result. You must achieve an overall mark of at least 50% to pass the Unit.

If all of the Assessable Discussions have not been undertaken and the Report Assignment has not been submitted on or before 3.00PM on 22 May 2009, you will be awarded the grade of NN for the Unit.

If the Capstone Assignment is not submitted by 3.00PM on 12 June 2009, you will be awarded the grade of NN for the Unit.

Assessable Discussions and the Report Assignment will be marked as quickly as possible after submission, and results will be released via MyLO. Individual feedback on your work will be provided to you as soon as possible after results are released.

You will be advised by the University of your Capstone overall results when final results for Semester 1 units are formally released by the University to all students. You will not be entitled to receive information in relation to your Capstone Assignment until that date.

The University's Assessment Policy can be found at <http://www.UTAS.edu.au/tl/supporting/assessment/policy.htm>

## **9. Penalties**

### **Over-Length Work**

Students should take care not to exceed the word limits for the Report Assignment (written report component) and Capstone Assignment. The word limits given are the maximum. Over-length assignments will be returned to students for resubmission and must be resubmitted within 48 hours of being returned. An automatic penalty applies, being 10% of available marks, as well as 10% for each day until the assignment is resubmitted.

## Late Submission

Because this is a flexible unit, you can make Assessable Discussion postings at any time during the Semester that suits you, however all discussions must be posted prior to the due date deadline.

If assignments are not submitted on or before the due dates, the penalties for late submission are the deduction of 10% of the available mark for each day, or part thereof, that the assignment is late. Note that submissions on the due date, but after the due time, will be deemed received one day late.

## 10. Requests for Extensions

Consistent with the Faculty's policy on late submission, extensions of time will only be granted on medical or compassionate grounds. Note that in this context, the term 'compassionate grounds' relates to bereavement or similar serious crises and not to lecturer discretion generally. Extensions will **not** be granted because of work or other commitments.

Requests for an extension must be made to the unit coordinator in writing on the School's Application for Late Submission Form (available on MyLO and at <http://www.utas.edu.au/accg/studentres.htm>), and must be approved by the Lecturer at least **three working days before** the due date of the assignment. Medical certificates or other evidence, which supports the application, must be attached along with information which justifies the extension sought.

The only exception to pre-approved extension will be in cases of genuine unexpected emergency (e.g. sickness preventing attendance at the University). In these instances, late submission must be accompanied by a written statement explaining the circumstances, together with a medical certificate as appropriate.

## 11. SETL

SETL is the University's Student Evaluation of Teaching and Learning program. SETL is a system for feedback from students to academic teaching staff to help in the formulation and development of unit organisation and teaching. This program serves as the main systematic way for students to tell the University what they think of units they study and the teaching they receive. For further information about SETL see the University Web site at: <http://student.admin.utas.edu.au/setl/students/index.htm>

SETL questionnaires will be posted to you towards the end of Semester 1 and you are asked to kindly complete and return them in the reply paid envelope provided.

SETL feedback is anonymous, and completed forms will only be made available to your Unit Coordinator after final results are released.

## 12. Academic Referencing

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence (see below).

The appropriate referencing style for the Unit is explained in the Faculty's *Guide for Students*. For further information on presentation of assignments, including referencing styles see: <http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

### Plagiarism

The University has issued the following statement on plagiarism and academic integrity. Should you require clarification you should contact the Unit Coordinator.

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/>

**The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.**

For further information on this statement and general referencing guidelines, see <http://www.utas.edu.au/plagiarism/>

Useful resources on academic integrity, including what it is how to maintain it, are also available at: <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>

### **13. Further Information and Assistance**

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you are advised to raise these with your lecturer in the first instance.

There is a range of University-wide support services available to you including Teaching & Learning, Student Services, and International Services. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/>. Further information about services and support for students that is provided by the University may be obtained from the University website: <http://services.admin.utas.edu.au/>

Should you require assistance in accessing the Library visit their website for more information at <http://www.utas.edu.au/library/>

The Faculty's Postgraduate Academic Advisor, Jan Counsel ([Jan.Counsel@utas.edu.au](mailto:Jan.Counsel@utas.edu.au), phone 6226 1939) can help postgraduate students understand your study requirements. For administrative issues see the MPA(S) Course Co-ordinator, Sonia Shimeld ([Sonia.Shimeld@utas.edu.au](mailto:Sonia.Shimeld@utas.edu.au)), and/or the Faculty's Postgraduate Course Advisor, Dr Lucy Mills ([Lucy.Mills@utas.edu.au](mailto:Lucy.Mills@utas.edu.au), phone 6226 2009).

#### **School Ombudsperson**

If you do not feel comfortable approaching your Unit Coordinator, or if you have a discussion with your Unit Coordinator and are not satisfied with the outcome, then you are encouraged to contact one of the Ombudspersons, who also teach in the School of Accounting & Corporate Governance.

Mr Peter Collett  
Room: 502, Faculty of Business  
Building, Hobart  
Ph: (+61 3) 6226 2192  
email: [Peter.Collett@utas.edu.au](mailto:Peter.Collett@utas.edu.au)

Ms Sue Conway  
Room D111  
Launceston  
Ph: (+61 3) 6324 3068  
email: [Susan.Conway@utas.edu.au](mailto:Susan.Conway@utas.edu.au)

Discussions with the ombudsperson will be kept in the strictest confidence. If you wish to pursue the matter further, they will provide advice as to how this can be done. The University also has formal policies, which can be accessed at: [http://www.admin.utas.edu.au/ac\\_serv/complaints\\_info.html](http://www.admin.utas.edu.au/ac_serv/complaints_info.html)

There are a number of avenues available to students who have not been able to resolve a concern to their satisfaction through informal means. You can obtain information about these processes from: <http://www.utas.edu.au/studentconcerns/>

#### **Students with Disabilities - University and Faculty Equity Plans**

Goal 1 of the University of Tasmania Equity Plan provides for: "An inclusive teaching and learning environment that values diversity, supports the pursuit of academic excellence and produces high quality education and employment results for

all students and staff”. The University’s Equity Plan can be accessed at:  
[http://services.admin.utas.edu.au/equity/Equity\\_Plan/Text/index.htm](http://services.admin.utas.edu.au/equity/Equity_Plan/Text/index.htm)

The Faculty of Business Equity Plan facilitates the University Plan at an operational level and has developed an ‘Action Plan’. The Action Plan for Goal 1 lays down procedures to ensure that all students, including those with disabilities, have equal access to lecture and course materials. The School of Accounting & Corporate Governance complies with these procedures.

## 14. Unit Schedule

The following schedule sets out the Modules and topics that make up this Unit. A suggested target time schedule is set out in the third column. The prescribed readings for each topic are indicated in the course materials on the Unit CD.

<b>Modules</b>	<b>Topics</b>	<b>Target Dates</b>
1	Introduction to Risk and Corporate Governance	27 Feb 2009
2	Addressing Risk	6 March 2009
3	Characterising Risk	13 March 2009
4	Measuring Risk	20 March 2009
5	Management of Risk	27 March 2009
5.5	Bringing it all Together – Using the ERM Framework	3 April 2009
	<i>Easter Break</i>	<i>9 – 15 April 2009</i>
6	Financial and Political Risk	17 April 2009
7	Risk in Using Technology	24 April 2009
8	Environmental and Social Risk	1 May 2009
9	Risk when Managing Human Resources <i>Report Assignment to be submitted by 3.00 PM</i>	8 May 2009
10	The future of Risk and its Management	15 May 2009
	<i>Assessable Discussion to be completed by 3.00 PM</i>	22 May 2009
	<i>Capstone Assignment to be submitted by 3.00 PM</i>	12 June 2009