



# **BFA181/281**

## **Financial Management**

**Semester Two 2009**

**School of Accounting and Corporate Governance**

**Faculty of Business**

## **Unit Outline**

**Tony Stanger**

## Contact details

**Unit coordinator/ Hobart lecturer & tutor:** Mr Tony Stanger  
**Campus:** Hobart  
**e-mail:** Tony.Stanger@utas.edu.au  
**Phone:** (03) 6226 8527  
**Fax:** (03) 6226 7845  
**Room number** 506 Commerce Building (Hobart)  
**Consultation hours:** To be advised

## Other teaching staff

**Hobart tutor:** Ms Cherie Moore  
**Campus:** Hobart  
**e-mail:** camoore@utas.edu.au  
**Phone:** (03) 6226 1936  
**Fax:** (03) 6226 7845  
**Room number** 306 Commerce Building (Hobart)  
**Consultation hours:** To be advised

**Launceston lecturer/tutor:** Mr Will Homan  
**Campus:** Launceston  
**e-mail:** will.homan@sfg.com.au  
**Phone:** (03) 6324 3354 during consultation times or  
(03) 6323 2323  
**Fax:** (03) 6226 7845  
**Room number** A166  
**Consultation hours:** 11.00 a.m. to 1.00 p.m.

## **Content**

1. Unit Description	2
2. Learning Outcomes	2
3. Generic Graduate Attributes	2
4. Prior Knowledge and/ or skills	3
5. Learning Resources Required	3
6. Details of Teaching Arrangements	6
7. Unit Schedule	7
8. Learning Expectations and Strategies	8
9. Specific Attendance/performance Requirements	8
10. Assessment	9
11. How Your Final Result is Determined	10
12. Submission of Assignment	11
13. Requests for Extensions	11
14. Penalties	11
15. SETL	12
16. Academic Referencing	12
17. Plagiarism	13
18. Further Information and Assistance	13

## 1. Unit Description

This unit introduces students to the major concepts and analytical tools used in the theory and practice of financial management in a business organisation. It is designed to provide you with an understanding of:

- The scope and nature of the finance function and its role within management; and
- The theory of finance and how it underpins the evaluation of investment, financing and dividend policies.

This unit will also develop your practical skills in the identification and analysis of financial problems. Specifically, this unit considers the role and objectives of financial management, financial planning, working capital management, risk and return, capital budgeting, the capital market, sources of finance, the cost of capital, operating and financial leverage, the financial structure decision and dividend policy.

## 2. Learning Outcomes

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

1. Analyse financial decisions using time value of money principles
2. Assess the application of risk to financial decision making
3. Assess short- and long-term financing alternatives
4. Appraise financial theories including:
  - Portfolio theory
  - Capital structure
  - Dividend policy
5. Apply information to a “real-world” context
6. Synthesize information and communicate it effectively.

## 3. Generic Graduate Attributes

The University has defined a set of generic graduate attributes (GGAs) that can be expected of all graduates (see: [\\_http://www.learningsupport.utas.edu.au/generic\\_attributes.html](http://www.learningsupport.utas.edu.au/generic_attributes.html) ).

By undertaking this unit you should make progress in attaining the following attributes:

**Knowledge:** analyse financial decisions through the use of calculations and application of basic principles, concepts and theories.

**Communication skills:** demonstrate written and numerical communications to present information clearly and coherently.

**Problem-solving skills:** conceptualise a problem given a variety of data and have the ability to solve the problem using the knowledge gained in the unit.

**Social responsibility:** identify and discuss broader issues other than pure financial data that impact on financial decisions.

## 4. Prior Knowledge and/or Skills

Students studying BFA181/281 Financial Management need to have successfully completed the prerequisites BSA101 Business Information Systems/ KXI101 Business Information Systems and BFA103 Accounting and Financial Decision making to enrol in this unit.

## 5. Learning Resources Required

### 5.1 Publications

#### *Prescribed text*

Gitman, L., Juchau, R. and Flanagan J., (2008), *Principals of Managerial Finance*, 5<sup>th</sup> ed., Pearson Education: Frenchs Forest.

#### *Recommended reading*

Beal, D. and Goyen, M., (2005), *Introducing Corporate Finance*, John Wiley: Milton

Fleet W., Summers J. and Smith B., (2006), *Communication Skills Handbook for Accounting*, 2nd ed., John Wiley & Sons: Brisbane

Peirson, G., Brown, R., Easton, S., Howard, P., & Pinder, S., (2009), *Business Finance*, 10th ed., McGraw-Hill: Sydney

Petty, J.W., Keown, A.J., Scott Jr, D.F., Martin, J.D., Burrow, M., Martin, P. and Nguyen H., (2006), *Financial Management*, 4th ed., Pearson Education: Frenchs Forest

Ross, S.A., Thompson, S., Christensen, M., Westerfield, R.W. and Jordan, B. J., (2005), *Fundamentals of Corporate Finance*, 3rd ed., McGraw-Hill: Sydney

#### *E- (electronic) resources*

##### **Textbook website - MyFinanceLab**

Your textbook has a very useful website that contains additional questions and follows this up with a study plan with tailored additional help: <http://www.pearsoned.com.au/myfinancelab>

This is an online study tool designed to enhance your learning experience by offering you unlimited practice. The lab will test your knowledge, help design your study plan and give you the learning tools you need to improve your grades.

The *Sample Test* assesses your understanding and directs you to the tools you may need to learn the topic. The *Study Plan* creates a plan to suit your personal learning needs and includes tools like *Help me Solve This*, *View An Example*, *eText*, *Ask Your Instructor* and *Spreadsheets*. Step-by-step tutorials provide extra practice and individualised feedback, and you can test your knowledge by taking another sample test. This can be useful in preparing for the Multiple-Choice Quiz assessment tasks on MyLO.

To access MyFinanceLab you need a valid email address, that you can check on a regular basis, and the student access code that is printed beneath the scratch-off panel on the inside cover of Gitman et al. It may also be possible to access MyFinanceLab through the e-book offered by the publisher of Gitman et al.

### **Library**

The University Library has an electronic database (Fin Analysis) that is extremely useful when researching financial information on companies:

<http://www.aspecthuntley.com.au/af/finhome?xtm-licensee=finanalysis>

### **Yahoo**

This website is also useful for financial information on companies, but is not so extensive or as reliable as Fin Analysis:

<http://au.finance.yahoo.com>

### **Investopedia and Wikipedia**

These websites provide useful explanations of financial terms and concepts.

<http://www.investopedia.com/>

[http://en.wikipedia.org/wiki/Main\\_Page](http://en.wikipedia.org/wiki/Main_Page)

## **5.2 Learning Resources via MyLO**

Some unit materials like assessment tasks and announcements will be provided to you through the University's online service, MyLO. All the above should be used in conjunction with the prescribed textbook.

## **5.3 Access to Information Technology**

Information in relation to campus and off-campus IT facilities and how to contact the Service Desk are provided in the next section on MyLO.

## **5.4 My Learning On Line - MyLO**

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, about required computer specifications and 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 “BFA181 or BFA281” from the list of units (subjects) in which you are enrolled. [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 the left hand side of your screen. Scroll through the list until you find what you want & click the underlined topic.

## 5.5 MyLO Facilities Used for this Unit

MyLO facilities used for this unit include:

1. **‘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 via a Pop-up when you first open MyLO for this unit. Only the Unit Coordinator can use the ‘Announcements facility’.
2. **‘Discussion’** – This area is provided for on-line discussion between you and other students. The Unit Coordinator may open Topics in which you can make postings in relation to particular lecture topics or other topics in general.
3. **‘Mail’** - MyLO offers a ‘Mail’ facility, which the Unit Coordinator will use to send emails to you as required. If you wish to communicate with the Unit Coordinator, you can use the Mail facility to do this OR, for private matters you can send emails to the Unit Coordinator at: [Tony.Stanger@utas.edu.au](mailto:Tony.Stanger@utas.edu.au), with a maximum 48 hour turnaround during business hours (Monday – Friday, 9:00am – 5:00pm).

You must NOT use MyLO Mail to send file attachments to the Unit Coordinator. You MUST send any attached files to the Unit Coordinator at: [Tony.Stanger@utas.edu.au](mailto:Tony.Stanger@utas.edu.au)

If you have difficulty in gaining access to or using MyLO you can contact the Service Desk - Tel: (03) 6226 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) (you can use the on-line form to request help).

## 5.6 Other

Useful Internet sites are listed at the end of chapters in the requisite textbook.

## 6. Details of Teaching Arrangements

### *Lectures/Intensive sessions*

There is a two-hour lecture once per week. Refer to the University timetable for times and venues and the Study Schedule at the end of this outline. Lectures will consist of topic summaries, explanations and demonstrations and will provide an overview of the theoretical and applied aspects of the course content. However, they will constitute an introduction only. In order to gain full command of the subject matter students must complete all relevant reading, participate actively in the tutorials and undertake additional exercises and problems (i.e. learning through doing).

### *Tutorials*

There is a one-hour tutorial once per week beginning in Week 2. Refer to the University timetable for times and venues and the Study Schedule at the end of this outline. It is very important that you complete all the relevant reading and attempt all the required exercises before attending each week's tutorial. Details of the tutorial exercises are set out in the Study Schedule included in this Unit Outline.

The tutorials are designed to help ensure that you develop a fuller understanding of and an ability to use the material that is covered by the text and presented in the lectures. The tutorials will explore the issues raised by the tutorial exercises and/or ensure adequate understanding of the techniques that may have been required in order to complete the exercises. The first priority in tutorials will be to raise and discuss any problems you are experiencing with the material covered in lectures and/ or the readings from Gitman et al. Subsequently, there will be opportunity in tutorials to discuss answers to the questions and problems that have been set for the week. These questions are set to direct your attention to the key material from the relevant chapters in Gitman et al. The amount of time spent discussing a question will relate to the degree to which it is problematic for all tutorial participants. As a general principal, broader discussion of finance/financial management issues in tutorials will be strongly encouraged, even if this means that all set questions are not answered.

Solutions to some tutorial questions and/or problems will be available on MyLO after the end of the relevant tutorial week.

Preparation, attendance and participation at tutorials is extremely important as this material will form the basis of the exam.

## 7. Unit Schedule

Week	Date beginning	Topic	Readings (Gitman et al)	Tutorial Questions and Problems (Gitman et al.)
1	13 July	Unit introduction; Role and environment	Ch 1	No tutorial in Week 1
2	20 July	Cash flow and financial planning	Ch 3	RQ* (brief answers) 1.7, 1.8, 1.10, 1.11, 1.12, 1.14, 1.15, 1.16, 1.25, 1.26 & 1.27; P** 1.4, 1.5, 1.8 & 1.9
3	27 July	Risk and return	Ch 5	RQ 3.4, 3.6, 3.11, 3.12, 3.13, 3.14 & 3.15; P 3.10, 3.19 & 3.19
4	3 August	Bond valuation	Ch 6	RQ (brief answers) 5.1, 5.2, 5.3, 5.5, 5.7, 5.9, 5.10, 5.11, 5.12 & 5.15; P 5.17, 5.25 & 5.32
5	10 August	Share valuation	Ch 7	RQ 6.5, 6.7, 6.12, 6.13, 6.14, 6.17 & 6.18; P 6.14, 6.15 & 6.31
6	17 August	Capital budgeting and cash flows	Ch 8	RQ 7.1, 7.5, 7.10, 7.14, 7.15 & 7.16; P 7.6, 7.17 & 7.22
7	24 August	Capital budgeting techniques	Ch 9	RQ 8.1, 8.4, 8.5, 8.7 & 8.9; P 8.31 & 8.32
	31 Aug. - 4 Sept.	<b>Mid-semester break</b>		
8	7 September	Capital budgeting – risk and refinements	Ch 10	RQ 9.3, 9.5, 9.7, 9.8 & 9.10; P 9.21 & 9.30
9	14 September	Cost of capital	Ch 11	RQ 10.1, 10.2, 10.5, 10.7, 10.8 & 10.12; P 10.17 & 10.20
10	21 September	Leverage and capital structure	Ch 13	RQ 11.1, 11.2, 11.3, 11.5, 11.10 & 11.11; P 11.19 & 11.21
11	28 September	Working capital and current asset management	Ch 14	RQ 13.1 to 13.6, 13.9; P 13.8, 13.19 & 13.23
12	5 October	Short-term financing and current liability management	Ch 15	RQ 14.1, 14.3, 14.5, 14.6, 14.7 & 14.11; P 14.4, 14.9 & 14.11
13	12 October	Dividend policy; Unit review	Ch 12	RQ 15.1, 15.2, 15.3 & 15.5; P 15.3, 15.9, 15.16, & 15.21

\* Review Questions

\*\* Problems

## 8. Learning Expectations and Strategies

### *Expectations*

The University 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 students have as they pursue their studies within the special environment the University offers.

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 attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.*

### *Learning strategies*

Although you are expected to take responsibility for your own learning, you are not on your own. The lecturers and tutors are available to help facilitate this, and if you need additional information refer to the Learning Development website: <http://www.utas.edu.au/learndev/>

One strategy that should help you achieve excellent results is that of organising your time so that you spend between 12-14 hours per session studying this unit, such as:

<i>Activity</i>	<i>Hours Per week</i>
<i>Class contact - lectures, tutorials etc</i>	<i>3 hours</i>
<i>Reading before class</i>	<i>2 hours</i>
<i>Consolidating material after class and practicing exercises</i>	<i>4 hours</i>
<i>Preparing for class, assessments and the exam</i>	<i>3 hours</i>

It is strongly advised you work through the assigned questions and problems for the tutorials *prior to* the respective tutorials in order to participate actively and confirm your understanding of the various topics.

## 9. Specific Attendance/performance Requirements

In order to pass the unit you must achieve an overall mark of at least 50 per cent.

## 10. Assessment

### 10.1 Assessment schedule

Assessment Task	Date Due	Percent Weighting
Assessment Task 1: Multiple-choice quiz	Friday, 14 August 2009, 5.00pm	7.5%
Assessment Task 2: Multiple-choice quiz	Friday, 28 August 2009, 5.00pm	7.5%
Assessment Task 3: Multiple-choice quiz	Friday, 25 September 2009, 5.00pm	7.5%
Assessment Task 4: Capital budgeting case study	Friday, 2 October 2009, 3.00pm	10%
Assessment Task 5: Multiple-choice quiz	Friday, 16 October 2009, 5.00pm	7.5%
Assessment Task 6: End of semester exam		60%

### 10.2 Assessment Tasks 1, 2, 3 & 5: Multiple-Choice On-line Quiz (7.5% x 4 = 30%)

#### 10.2.1 Task Description

You are required to attempt four (4) on-line multiple-choice quizzes at MyLO. The test generator randomly selects a fixed number of questions to be completed in a pre-specified amount of time. Each multiple-choice quiz can only be attempted once. Questions for each quiz will be randomly drawn from the relevant chapters specified below in equal proportions.

The chapters examined are:

Assessment Task 1: Chapters 1, 3 & 5

Assessment Task 2: Chapters 6 & 7

Assessment Task 3: Chapters 8, 9 & 10

Assessment Task 5: Chapters 11, 13 & 14.

A practice quiz is provided for each assessment task that you may attempt as many times as you wish. These are not included in the Unit assessment.

#### 10.2.2 Task Length

Each quiz has 48 compulsory multiple choice questions.

#### 10.2.3 Links to Unit's Learning Outcomes

Learning outcomes 1, 2, 3 & 4.

#### **10.2.4 Assessment Criteria**

Each randomly generated quiz will be assessed by MyLO and the results will be released after the due date for the completion of each quiz. It is your responsibility to save responses as you proceed through the test to avoid losing your responses in the event of the test timing-out.

#### **10.2.5 Due Date**

Assessment Task 1 – Friday, 14 August 2009, 5.00pm  
Assessment Task 2 – Friday, 28 August 2009, 5.00pm  
Assessment Task 3 – Friday, 25 September 2009, 5.00pm  
Assessment Task 5 – Friday, 16 October 2009, 5.00pm

### **10.3 Assessment Task 4: Capital Budgeting Case Study (10%)**

#### **10.3.1 Task Description**

Details of this assessment task will be available on MyLO in due course.

#### **10.3.2 Task Length**

There is no prescribed length.

#### **10.3.3 Links to Unit's Learning Outcomes**

Learning outcomes 1, 2, 5 & 6.

#### **10.3.3 Assessment Criteria**

Details will be provided on MyLO in due course.

#### **10.3.4 Date Due**

Friday, 2 October 2009, 3.00pm

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

The weighted multiple choice tests, case study assignment and final exam score are added together to determine your final result. You must achieve an overall mark of at least 50 per cent to pass the unit.

## 12. Submission of Assignments

Your assignment should be submitted in accordance with the *Guide for Students* issued by the Faculty of Business - which can be accessed at the School's website. Assignment coversheets must be used for the assignment and these are available at the BFA181/281 MyLO site as well as on the Accounting and Corporate Governance School's website and office. Assignments without a *signed* coversheet *will not be marked*. Assignments must to be submitted via the assignment box:

- Hobart students – outside Room 509, Level 5, Business Building, Hobart campus;
- Launceston students – next to Faculty of Business Office, Building A.

## 13. Requests for Extensions

Consistent with the Faculty's policy on late submission, extensions of time will only be granted on medical or compassionate grounds. They will not be granted because of work or other commitments. Requests for extension must be made to the unit coordinator in writing on the School's Application for Late Submission Form available at <http://www.utas.edu.au/accg/studentres.htm> or on MyLO before the due date of the assignment. Medical certificates or other evidence, which supports the application, must be attached and must contain information which justifies the extension sought.

## 14. Penalties

### *Over-length Work*

If you submit over-length work you will be asked to resubmit the work within 48 hours. There will be an automatic 10% penalty of available marks and 10% for each day until the assignment is resubmitted.

### *Late Submission of Continuous Coursework*

Coursework that is not handed in by the agreed completion date will incur a penalty of 10% of the available marks for each day, or part day, the assignment is late.

### *Review of results and appeals*

You may request a formal remark of your original submission (in accordance with Rule of Academic Assessment 2, Clause 22.1). Under the Rule of Academic Assessment 2, clause 23, you may also request a review of your final result in a unit. For further information see: <http://acserv.admin.utas.edu.au/rules/Rule2.doc>

## 15. 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://www.studentcentre.utas.edu.au/setl/>

**SETL questionnaires will be administered in the last week of lectures.**

## 16. Academic Referencing

In your written work you will need to support your ideas by referring to scholarly literature, and other sources of information such as the accounting regulatory bodies. 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.

The appropriate referencing style for this unit is the Harvard referencing method. In addition to the *Faculty Guide for Students*, you are encouraged to read Fleet, W, Summers & Smith, B. (2006), *Communication Skills Handbook for Accounting*, which provides detailed information about using the Harvard referencing system. Further information on presentation of assignments, including referencing styles is available at:

<http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

You can also access information about the referencing style used in this unit in the *Faculty of Business Guide for Students* available via MyLO or from the School's website -

<http://www.utas.edu.au/accg/studentres.htm>.

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

## 17. Plagiarism

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.academicintegrity.utas.edu.au/>

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 and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.**

For further information on this statement and general referencing guidelines, see <http://www.utas.edu.au/plagiarism/> or follow the link under 'Policy, Procedures and Feedback' on the **Current Students** homepage.

## 18. Further Information and Assistance

### 18.1 General

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, International Services. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/>

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

**If you have a problem...**

- of an administrative nature (eg tutorial allocation), see the lecturer
- of an academic nature, please ask questions during workshop sessions. For individual assistance, you are encouraged to see your Unit Coordinator during "consultation hours"
- if you have problems using MyLO, contact the service desk

Website: <http://www.utas.edu.au/servicedesk/student/index.html>

Telephone: 6226 1818

Email: [servicedesk@utas.edu.au](mailto:servicedesk@utas.edu.au)

- if you have any concerns in relation to any of your units, then in the first instance you should discuss the matter with your lecturer. However, if you do not feel comfortable approaching your lecturer, or if you have a discussion with your lecturer and are not satisfied with the outcome, then you are encouraged to contact one of the Ombudspersons listed below, 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)

### **18.2 Occupational Health and Safety (OH&S)**

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University's policy at: [http://www.admin.utas.edu.au/hr/ohs/pol\\_proc/ohs.pdf](http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf)

### **18.3 Students with Disabilities – University & 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 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.