



# **BFA141**

## **Commercial Transactions**

**Semester 2 2009**

**School of Accounting and Corporate Governance**

**Faculty of Business**

## **Unit Outline**

**Simone Bingham (Unit co-ordinator)**

## Contact details

**Unit coordinator/lecturer:** Simone Bingham  
**Campus:** Hobart  
**e-mail:** Simone.Bingham@utas.edu.au  
**Phone:** (03) 6226 2314  
**Fax:** (03) 6226 7845  
**Room number:** A421  
**Consultation hours:** TBA

### Other teaching staff

**Lecturer/Tutor Launceston:** John Streeter  
**Campus:** Launceston  
**e-mail:** John.Streeter@utas.edu.au  
**Phone:** (03) 6324 3061  
**Fax:** (03) 6324 3369  
**Room number:** A253  
**Consultation hours:** TBA

**Lecturer/Tutor Cradle Coast:** Steve Allen  
**Campus:** Cradle Coast  
**e-mail:** sallen@utas.edu.au  
**Phone:** (03) 6430 5287  
**Fax:** (03) 6324 3369  
**Room number:** D208  
**Consultation hours:** TBA

**Tutor:** Barry Hicks  
**Campus:** Hobart  
**e-mail:** Barry.Hicks@utas.edu.au  
**Phone:** (03) 6226 2802  
**Fax:** (03) 6226 7845  
**Room number:** 424  
**Consultation hours:** TBA

**Tutor** Tom Baxter  
**Campus:** Hobart  
**e-mail:** Tom.Baxter@utas.edu.au  
**Phone:** (03) 6226 2803  
**Fax:** (03) 6226 7845  
**Room number** 423  
**Consultation hours:** TBA

**Tutor** Kerri-Ann Jenkins  
**Campus:** Hobart  
**e-mail:** KerriAnn.Jenkins@utas.edu.au  
**Phone:**  
**Fax:** (03) 6226 7845  
**Room number** TBA  
**Consultation hours:** TBA

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## Unit description

### (a) Unit Description

There are many units taught in the Business Degree program that require you to have some knowledge of the law and the legal system generally. Various types of commercial transactions are considered in the majority of units and each of them by definition must have some legal foundation. BFA141 Commercial Transactions provides the legal background, knowledge and skills that are necessary for successful study of later units.

### (b) Campus & Mode

BFA141 is delivered face-to-face on-campus in Hobart, Launceston, and Burnie during Semester 2.

## Learning outcomes

At the conclusion of the Unit, you should be able to:

1. Explain basic relevant legal business law concepts, through the application of relevant legislation, cases, rules and principles of law (links to the knowledge and communication skills graduate attribute).
2. Apply contract and aspects of consumer law to specific situations (links to the knowledge and problem solving skills graduate attribute).
3. Apply negligence law to specific situations (links to the knowledge and problem solving skills graduate attribute)
4. Apply agency law to specific situations (links to the knowledge and problem solving skills graduate attribute)
5. Apply business entities law to specific situations (links to the knowledge and problem solving skills graduate attribute)
6. Access up to date legislation, now and in the future (links to the knowledge and communication skills graduate attribute).
7. Communicate your level of understanding clearly and concisely (links to the communication skills graduate attribute).

## Generic graduate attributes

The University has defined a set of generic graduate attributes (GGAs) 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 basic legal concepts relevant to business through research and the application of contract law information.
- **Communication skills:** write and speak coherently on a variety of legal issues.

- **Problem-solving skills:** interpret scenarios, identify relevant legal issues and use legal knowledge and problem solving processes to justify your answers.
- **Global perspective:** appreciate the inter-relationship of legal issues within and without the jurisdiction in which you are operating.
- **Social responsibility:** recognise the interaction of law with concepts of fairness and responsibility to others.

These generic graduate attributes are integrated in each and every assessment task in the unit.

### Prior knowledge &/or skills

No prior knowledge or skills are required other than admission to the degree.

### Learning Outcomes/Generic Graduate Attributes Matrix

Assessment task 1	Written Assignment				
Assessment task 2	Multiple Choice Test				
Assessment task 3	Mylawlab Post Chapter Tests				
Final Examination					
<b>Learning Outcomes:</b>					
	Learning outcome 1	√	√	√	√
	Learning outcome 2	√	√	√	√
	Learning outcome 3	√	√	√	
	Learning outcome 4	√	√	√	
	Learning outcome 5	√	√	√	
	Learning outcome 6	√	√	√	√
	Learning outcome 7	√	√	√	√
<b>UTas Generic Graduate Attribute</b>					
	Knowledge		√	√	√
	Communication skills		√	√	√
	Problem-solving skills		√	√	√
	Global perspective		√	√	√
	Social responsibility		√	√	√

Matrix adapted from Unit Outline, Faculty of Business, University of the Sunshine Coast 2003

### Learning resources required

#### Prescribed Text

You must have ready access to the prescribed textbook that is available from the University Co-op Bookshops.

Gibson and Fraser, 2009, *Business Law*, Pearson Education Australia, NSW.

## **Other Learning Resources**

PowerPoint slides for weekly lectures will be made available on MyLO (discussed later in this Unit Outline). At the discretion of the Unit Coordinator, other materials may also be made available on MyLO.

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

### **Pearson Mylawlab**

The textbook is supported by Pearson Mylawlab. Mylawlab is an interactive 3-step approach to learning and will be used in conjunction with lectures and tutorials to assist you to understand the legal concepts being taught in this unit.

Students will be provided with a single use access code for 'mylawlab' and are required to access Mylawlab in order to undertake and complete Assessment Task 3. This access code is printed beneath a scratch off panel in the textbook – Gibson and Fraser, 4<sup>th</sup> Edition.

Once students have their access code they are required to register by going to [www.pearsoned.com.au/mylawlab](http://www.pearsoned.com.au/mylawlab). Once at this webpage you will need to click on 'register' and then follow the on-screen instructions.

Within Mylawlab are a number of resources to assist you with your studies, including 'Vidbits' and 'eText' and pre and post chapter tests. You are strongly encouraged to use all of these resources to support the learning you will be doing by attending lectures, tutorials and by reading the textbook.

### **Other electronic resources**

Other internet websites may be of use to you in your studies. If you find additional useful websites to those below, please forward details of the links to the Unit Coordinator via e-mail: [Simone.Bingham@utas.edu.au](mailto:Simone.Bingham@utas.edu.au)

The most authoritative website to access consolidated (i.e. current) Commonwealth legislation is: <http://www.comlaw.gov.au> If you have difficulty using ComLaw, you can also try its predecessor website <http://scaleplus.law.gov.au> but this is no longer kept up to date.

Tasmanian legislation may be accessed at: <http://www.thelaw.tas.gov.au>

Commonwealth and State legislation and some cases may also be accessed through the following site provided by the Australasian Legal Information Institute at: <http://www.austlii.org>

## Library

The Morris Miller Library (MML) and Law Library in Hobart and the Launceston Library have many resources. Check the relevant library for more details. You may contact the library online at: <http://www.utas.edu.au/library/>

Another useful site is the Australian Competition and Consumer Commission (ACCC) site at <http://www.accc.gov.au> It is particularly useful in relation to the Trade Practices Act 1974 (Cth) and also has some helpful 'Links' to other sites, including Commonwealth and State Government sites such as, for example, Tasmanian Consumer Affairs and Fair Trading.

## MyLO

### General

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, 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 "BFA141" 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.

## **MyLO facilities**

MyLO offers a number of facilities the Lecturer may use. These include the following:

“**Unit Information**” – files will be placed here by the Lecturer including the Unit Outline, Faculty Guide for Students and Past Examination Papers.

“**Learning Resources**” – files will be placed in this area by the Lecturer that contain lecture materials, slides and other materials for lectures, and assignments.

“**Communication**” – this area includes ‘Discussion’ and ‘Mail’. In the ‘Discussion’ area, facilities are provided for on-line ‘Discussion’ which students can use. Students can also use the ‘Mail’ area to forward emails to the lecturer-in-charge, although using the email addresses provided inside the cover of this unit outline may provide a quicker response. The lecturer-in-charge will use the “Communication” facility to make announcements to students.

### **PDF files**

Many of the files made available through MyLO (e.g.: in the ‘*Learning Resources*’ area) will be in Portable Document Format (PDF). These files can be viewed from within your web browser or separately by using a program called Adobe Acrobat Reader. This software is already installed on the machines in the Faculty Computing Laboratory, but can be downloaded free of charge from the Adobe site should you want a copy for another machine. At time of writing the required URL was:

<http://www.adobe.com/prodindex/acrobat/readstep2.html>

### **Getting IT assistance, including with MyLO**

The **Service Desk** provides support for students on IT, Library and online learning matters:

**In person:** Morris Miller Library on the Sandy Bay Campus and the Launceston Campus Library. Hours of operation are 8.30am

to 5.00pm, Monday to Friday.

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

**Phone:** 6226 1818

## For MyLO

To access to 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>

## Details of teaching arrangements

### Lectures

A weekly 2-hour lecture will be used to introduce the various topics that we will cover in the unit. The Unit Schedule later in this Unit Outline gives you the weekly program of lecture topics.

Power-point slides for the weekly lectures will be made available on MyLO. Do not expect to learn all you need to know by just attending lectures. It is what you do before and after the lectures and tutorials that really consolidates your knowledge.

### Tutorials

Tutorials begin in week 2 and are of 50 minutes duration. The questions that will be discussed at each tutorial are set out in last column of the table set out on pages 9 - 10 of this Unit Outline in the **Unit Schedule**. You therefore have plenty of time to prepare for tutorials and it is essential that you come along to each tutorial having attempted to answer each question specified for that weekly tutorial.

Tutorials are designed to develop your skills in applying the legal knowledge you have gained from lectures and private study and being able to condense a large quantity of legal information into a manageable summary that provides the most important points without unnecessary detail.

A summary of the important points that should be covered in answering tutorial questions will be posted on MyLO at the conclusion of each week's classes. Take every opportunity to interact with other students and the tutor. This will help you to gain understanding and develop important skills.

## **Tutorial Enrolment**

From the first teaching day of semester, students will be invited to subscribe on MyLO for one of the various tutorials offered in this unit. Tutorials have limited numbers and the students who subscribe early will be more likely to be successful in obtaining the tutorial of their choice.

## **Burnie Students**

Tutorials will be held immediately after the allocated lecture time.

## **Self-Study – Your Commitment**

As stated earlier, most of your learning will be done independently and away from the lecture theatres. This is a feature of a reflective approach to learning and will be achieved through your reading and written work. Your attempts at the: -

- Tutorial;
- Assignment;
- Mylawlab pre chapter; and
- Mylawlab post chapter

questions are the most important of all learning activities so you must allocate sufficient time to doing them. Answering the questions will help you to:

- develop your legal problem solving skills;
- discover where you have learning difficulties;
- keep up with the pace of lectures; and
- be prepared for tutorials and the examination.

Complete the answers to the questions conscientiously so that you can find out where your difficulties lie. Using 'Mylawlab' and watching the 'Vidbits' and participating in the pre and post chapter tests will help consolidate your learning. Should you still have areas of difficulty seeking help from teaching staff should resolve many problems. Ask your tutor for help. Do not leave major areas of difficulty until the end of the semester.

Private study can be more effective if you work with a friend or informal study group. Your private study need not be a solitary experience, though when it comes to assignments, note the very strict rules regarding plagiarism (see below).

## **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)

## Unit Schedule

Week	Date beginning	Topic	Chapters to be read	Further information
1	13/7	Introduction: <ul style="list-style-type: none"> <li>• Legal Foundations</li> <li>• How Law is Made</li> </ul>	Gibson & Fraser 1 & 4	No tutorials
2	20/7	Law of Contracts: <ul style="list-style-type: none"> <li>• Introduction to Contracts</li> <li>• Intention to Create Legal Relations</li> </ul>	Gibson & Fraser 12 & 13	1 Questions for tutorial 1 1.1, 1.3, 1.4, 4.3, 4.4 4.5 4.8 & 4.13
3	27/7	Law of Contracts: <ul style="list-style-type: none"> <li>• Agreement between the Parties</li> <li>• Consideration</li> </ul>	Gibson & Fraser 14 & 15	2 Questions for tutorial 2 12.1, 12.2, 12.3, 13.3, 13.4, 13.5, 13.7 13.10
4	3/8	Law of Contracts: <ul style="list-style-type: none"> <li>• Capacity of the Parties</li> <li>• Genuine Consent</li> </ul>	Gibson & Fraser 16 & 17	3 Questions for tutorial 3 14.1, 14.3 14.6, 14.7, 14.14, 15.3, 15.4, 15.6
5	10/8	Law of Contracts: <ul style="list-style-type: none"> <li>• Legality of Object &amp; Form</li> <li>• Construction of the Contract</li> </ul>	Gibson & Fraser 18 & 19	4 Questions for tutorial 4 16.1, 16.2, 16.4, 17.4, 17.8 17.9, 17.12, 17.17
6	18/8	Law of Contracts: <ul style="list-style-type: none"> <li>• Rights of the Parties &amp; Discharge</li> <li>• Remedies for Breach of Contract</li> </ul>	Gibson & Fraser 20 & 21	5 Questions for tutorial 5 18.4, 18.7 18.9, 19.2, 19.4, 19.8
7	24/8	Consumer Law <ul style="list-style-type: none"> <li>• Sale of Goods</li> <li>• Terms Implied into Contracts – Consumer</li> </ul>	Gibson & Fraser 22, 23 & 24	6 Questions for tutorial 6 20.5, 20.6,

		Protection <ul style="list-style-type: none"> <li>• Consumer Protection Legislation</li> </ul>		20.9, 21.1, 21.3, 21.7
<b>Mid-semester break (31 August – 6 September)</b>				
<b>8</b>	7/9	MULTIPLE CHOICE TEST Civil Liability <ul style="list-style-type: none"> <li>• Introduction to the Law of Tort</li> </ul>	Gibson & Fraser 7	7 Questions for tutorial 7 22.4, 22.6, 23.2, 23.5, 24.1, 24.4
<b>9</b>	14/9	Civil Liability <ul style="list-style-type: none"> <li>• The Tort of Negligence</li> <li>• Application of Negligence to Business</li> </ul>	Gibson & Fraser 8 & 9	8 Questions for tutorial 8 7.1, 7.3, 7.4 CT7.1 (page 127)
<b>10</b>	21/9	Business Organisations <ul style="list-style-type: none"> <li>• Agency</li> <li>• Partnerships and Joint Ventures</li> </ul>	Gibson & Fraser 27 & 29	9 Questions for tutorial 9 8.1, 8.3, 8.5, 9.8, 9.13 9.14
<b>11</b>	28/9	Business organizations <ul style="list-style-type: none"> <li>• Companies and Incorporated Associations</li> <li>• Choosing a Business Entity</li> </ul>	Gibson & Fraser 28 & 30	10 Questions for tutorial 10 27.1, 27.2 27.8, 27.11, 29.1, 29.8
<b>12</b>	5/10	Restrictive Trade Practices Intellectual Property	Gibson & Fraser 31 & 35	11 Questions for tutorial 11 30.1 & CT30.1 (page 638)
<b>13</b>	12/10	Problem Solving Workshop and Exam preparation		No tutorials
Study Period (19 – 23 October) Exam Period (24 October – 10 November)				

## 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. If you need additional information refer to the Teaching & Learning 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 10 to 12 hours a week studying this unit, such as:

<i>Activity</i>	<i>Per week</i>
<i>Class contact – lectures and tutorials</i>	<i>3 hours</i>
<i>Reading before class</i>	<i>2 hours</i>
<i>Consolidating material after class and practising exercises including the post chapter tests and mylawlab work</i>	<i>3 hours</i>
<i>understanding of the various topics - preparing for lectures and tutorials, assessments and the exam</i>	<i>4 hours</i>

It is strongly advised you work through the assigned problems *prior to* your tutorial in order to participate actively.

### **Specific attendance/performance requirements**

You are expected to attend lectures and tutorials. You must achieve an overall mark of at least 50 per cent AND have completed and submitted each item of assessment to pass the unit.

### **Absence from test**

If you miss the test for an acceptable reason (for example, if a medical certificate is provided to the lecturer), the weighting for the test will be added

to the weighting for the final examination. In other words, the final examination would then be worth 75% of your final assessment. Alternative test papers will not be set if you miss the test. Work commitments are not considered an acceptable reason for missing the test.

## **Assessment**

### ***Assessment schedule***

<b>Assessment task</b>	<b>Date due</b>	<b>Percent weighting</b>
Assessment Task 1: Written Assignment – length 1000 words	6 August at 3.00pm	10%
Assessment Task 2: In class test	During lecture time in Week 8	15%
Assessment Task 3: Mylawlab Post Chapter tests.	Commencing Week 2	15%
End of semester exam		60%

## **Assessment details**

### **Assessment task 1      Essay - 10%**

#### **Task description**

Please provide an essay answer to the following critical thinking question posed by Gibson and Fraser at page 65 of their book *Business Law*, 4<sup>th</sup> Edition, 2008, Pearson Education, Australia

*In commercial matters, is the common law adversarial system the best way of settling disputes? Discuss*

#### **Task length**

1000 words

#### **Links to unit's learning outcomes**

1, 2, 6 & 7.

#### **Assessment criteria / guidelines**

#### **Assessment Criteria**

Your Assignment will be marked on: -

- presentation and syntax;                    **1 mark**
- the depth of the discussion you put forward to answer the question, including the depth of your understanding of what the adversarial system is and your discussion on the advantages and disadvantages of the use of the adversarial system in general and more specifically to resolve commercial disputes;                    **4 marks**
- the level of coherence of your arguments and structure of your essay;                    **2 marks**
- the correct identification of the relevant issues; correct application and use of legal and other relevant examples and information; **2 marks**
- comprehensive referencing.                    **1 mark**

#### **Date due**

3.00pm  
6 August 2009

**Assessment task 2****An in class multiple choice test - 15%*****Task description***

A multiple choice (i.e. choose one answer from a number of choices or select the true or false answer to a question) test. The test will assess your knowledge of topics covered prior to the week of the test. It will also provide useful preparation in advance of the examination. Further details may be advised on MyLO.

***Task length***

The test will comprise 50 questions and will take 50 minutes.

***Links to unit's learning outcomes***

1, 2, 3, 4, 5, 6 & 7.

***Assessment criteria / guidelines***

Your test will be assessed according to how many correct answers are provided by you on the test answer sheet.

***Date due***

Administered during the lecture time in week 8 – i.e. the week commencing 7 September 2009.

**Assessment task 3****Mylawlab Post Chapter tests - 15%*****Task description***

The prescribed textbook - Gibson and Fraser, 2009, *Business Law*, Pearson Education Australia, NSW is supported by 'Mylawlab'. The relevant webpage is [www.pearsoned.com.au/mylawlab](http://www.pearsoned.com.au/mylawlab).

Please use your email POP account "Username" and a password of your choosing. You will need your access code that can be found inside the textbook. Should you be unable to obtain your own access code a common access code shall be provided for use to enable this assessment task to be completed by you. This common access code shall be placed on MyLo in the first week of the semester.

Once registered you will be able to access BFA141, course ID – CRSCDME-37014.

Once in the course – go to the 'Course Content' section and you will see each chapter has a 'Study Plan'.

Within 'Study Plan' you must complete Post Tests for Chapters 12,13,14,15,16,17,18,19, 20, 21, 22, 23, 24, 7, 8, 9, 27, 28, 29, 30

***Task length***

Each week following reading the chapters as specified in the Unit Schedule you are required to undertake the Post Test for each chapter as specified above. Each Chapter's Post Test should take you approximately 15 minutes to complete. In total there are 20 post tests to complete. The best 15 scores you receive will be used to determine your assessment.

1, 2, 3, 4, 5, 6 & 7.

***Links to unit's learning outcomes******Date due***

Each week commencing in week 2, with all post tests to be completed no later than 3.00pm on the 8 October 2009 and any tests undertaken after this time will not be used to make up your mark for this assessment task.

**Final exam**      **60%**

***Description / conditions***

You must sit a THREE (3) hour + 15 min reading Time closed-book examination. The purpose of the examination is to ascertain the extent to which you have developed an understanding of the principles of law with which the unit is concerned, capacity to apply those principles and the ability to communicate this in writing.

Copies of 'Past Examination Papers' will be placed in the "Unit Information" area of MYLO. You should refer to past papers when studying for the Final Examination in this unit. In the course of carrying out your revision and study, it is a useful exercise to select questions from past papers and prepare model answers for them.

Further information regarding the examination will be provided to you at the end of Semester.

***Date***

***The final exam is conducted by the University Registrar in the formal examination period. See the Current Students homepage (>Examinations and Results) on the University's website.***

## **How your final result is determined**

Your final result is determined by adding your total weighted assignment marks for the different assessment components of the unit. To obtain a pass or better in the unit, you must submit all coursework and obtain 50% or more of the total marks available.

## **Requirements for assignments**

In preparing and submitting your assignment you should follow the guidelines contained in the ***Guide for Students*** issued by the Faculty of Business <http://www.utas.edu.au/accg/studentres.htm> and the following specific instructions

**Assignments must be typed in 11-point Times New Roman font and be easily read. Number every page in the bottom right corner.**

Written assignments must be no more than *1000 words in length*. Do NOT exceed the specified number of words as doing so will result in being penalised by a deduction of marks (see later in this Outline). If using Microsoft

Word use the 'Tools' – 'Word Count' function: do NOT include footnotes or endnotes or your References listed at the end of your assignment).

Marks will also be deducted for late assignments (see later in this Outline). At the start of any problem question where you are asked to advise (eg. tutorial questions, part (b)), include a disclaimer making clear that you are not a lawyer.

## Legal Referencing

Include references throughout, cited correctly with a consistent format, including the page and if applicable, paragraph ¶ number wherever you have used a text. The best method of legal referencing is by inserting footnotes where, for cases, the full citation should appear eg. *Brown v Jones* (1999) 27 ALR 61 [See below]. Each assignment should contain a full list of References at the end, including (as relevant):

- Bibliography (all texts used);
- Table of Legislation;
- Table of Cases; and
- Table of Web Citations.

Cite primary sources (eg. legislation sections, case citations) in preference to secondary and tertiary sources (eg. the year of enactment should be in *italics* but not the jurisdiction. Jurisdiction in this context refers to the Parliament enacting the legislation (eg. Commonwealth (Cth), Tasmania (Tas), New South Wales (NSW)). Legislation should be set out in full when first cited, but can be followed by an abbreviated version in brackets for subsequent use, eg.:

- *Trade Practices Act 1974* (Cth) [TPA];
- *Partnership Act 1891* (Tas) [PA (Tas)].

When referencing cases the title to the case should be in italics but not the year nor the rest of the citation eg.:

- *Donoghue v Stevenson* [1932] AC 562;
- *Burnie Port Authority v General Jones Pty Ltd* (1994) 179 CLR 520.

## Submission of assignments

Assignments are required to be submitted as detailed in the Faculty's **Guide for Students**. For example, you must staple to the front of your Assignment the *Assignment Cover Sheet*, completed, signed and dated by you. These are available at the BFA141 MyLO site or <http://www.utas.edu.au/accg/studentres.htm>. Assignments without a *signed* cover sheet *will not be marked*.

Below 'Campus', write 'Word Count' and insert your exact number of words (use the 'Tools' – 'Word Count' function if using Microsoft Word: do NOT

include footnotes or endnotes or your References as listed at the end of your assignment).

Please do NOT put your assignment in a folder or plastic pocket.

**Hobart** - assignments must be submitted via the School of Accounting and Corporate Governance assignment box, Level 5, Commerce Building, Hobart campus.

**Launceston** – assignments must be submitted via the assignment box in the Faculty of Business area, Launceston campus.

**Cradle Coast** – assignments must be submitted via the Cradle Coast Burnie office.

## **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.

## **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>

## 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 legal assignments is given above under the heading of Legal Referencing. 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.*

## 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.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 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.

## **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 are 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...**

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)

## **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 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.