UNIT OUTLINE

Read this document to learn essential details about your unit. It will also help you to get started with your studies.

BFA141
Commercial Transactions

Semester 2, 2015

THIS UNIT IS OFFERED IN HOBART, LAUNCESTON & BURNIE

Unit Coordinator:
Dr Tom Baxter

CRICOS Provider Code: 00586B
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Teaching Staff Contact Details

Unit Coordinator and Hobart Lecturer: Dr Tom Baxter
Email: Tom.Baxter@utas.edu.au
Phone: (03) 6226 2803
Consultation Hours: Straight after the Hobart lecture in class. Or Thursdays 4-5:30pm.
Room Number: TSB Centenary Building, Room Number 323

Launceston and Burnie Lecturer: John Streeter
Room Number: Launceston, Room D110 Consultation Hours: tba
Email: John.Streeter@utas.edu.au Phone: 03 6324 3061

Hobart Tutor: Yonna Pankiw
Email: Yonna.Pankiw@utas.edu.au Consultation Hours: tba

Unit Description

This unit introduces students to the Australian legal system in the context of business, specifically:
- sources of law, such as Parliament and the courts;
- the Australian federal system; the legislative process; precedent;
- the law of torts;
- the law of contract;
- the Australian Consumer Law;
- agency law; and
- legal aspects of business organisation including sole traders, partnerships and corporations.

BFA141 is delivered face to face in Hobart, Launceston, Burnie and Hong Kong. For those unable to attend tutorials, it is also offered by distance.

Prior Knowledge &/or Skills OR Pre-Requisite Unit(s)

No prerequisites are required, other than admission to the degree.

Enrolment in the Unit

Absent exceptional circumstances, students should not enrol in this unit after the end of week 2 of semester, as the Tasmanian School of Business and Economics (TSBE) cannot guarantee that:
- any extra assistance will be provided by the teaching team in respect of work covered in the period prior to enrolment; and
- penalties will not be applied for late submission of any piece or pieces of assessment that were due during this period.

When does the Unit Commence?

13 July 2015.
## Intended Learning Outcomes and Generic Graduate Attributes for BFA141

<table>
<thead>
<tr>
<th>INTENDED LEARNING OUTCOMES</th>
<th>In assessing this unit I will be looking at your ability to:</th>
<th>ASSESSMENT TASK NUMBERS &amp; METHOD</th>
<th>DISCIPLINE LEARNING OUTCOMES</th>
<th>GRADUATE ATTRIBUTE OUTCOMES</th>
</tr>
</thead>
</table>
| **Learning Outcome 1**    | Demonstrate knowledge of legal concepts and principles related to management of business | 1. Weekly quizzes  
2. Mid-semester test  
3. End of semester test  
4. Tutorial questions  
5. Exam | - **Judgement**  
Exercise judgement, with guidance, to solve routine problems within a business context using a socially responsible and global orientation. | The assessments and teaching activities in this unit have been designed to develop the following graduate attributes in students.  
**Knowledge**  
Extensive functioning knowledge of fundamentals in law for management and the ability to apply knowledge to diverse legal situations.  
**Communication**  
High level written communication skills in a range of formats, considering audience needs and appropriate to professional situations.  
**Problem solving**  
- The ability to apply logical thinking to a range of business related problems.  
- The ability to locate, analyse, evaluate and use information effectively and in a timely manner.  
**Social responsibility**  
- The ability to determine and apply an ethical framework to simulated accounting and governance tasks and situations.  
- An awareness and understanding of the social responsibilities of accounting and governance practices and the ability to make decisions that consider sustainability and the public interest. |
| Knowledge of legal principles related to management of business | Interpret relevant legislation and case law | 1. Weekly quizzes  
2. Mid-semester test  
3. End of semester test  
4. Tutorial questions  
5. Exam | - **Knowledge**  
Integrate theoretical and technical knowledge in law and management.  
- **Application Skills**  
Critically apply theoretical and technical knowledge to solve routine management and related problems.  
- **Communication and Teamwork**  
Justify and communicate legal information and ideas in straightforward collaborative contexts involving management scenarios in a clear and independent manner.  
- **Self-Management**  
Reflect on performance feedback to identify and act upon learning opportunities and self-improvements | |
| **Learning Outcome 2**    | Develop a legal problem solving framework for applying legal knowledge to management scenarios | 4. Tutorial questions  
5. Exam | | |
| To apply legal principles and methodology to decision making related to management of business | Identify key facts and legal issues in management scenarios | 4. Tutorial questions  
5. Exam | | |
| | Analyse and apply legislation and cases relevant to key facts and legal issues | 4. Tutorial questions  
5. Exam | | |
| | Make recommendations on the basis of information analysed and legal problem solving framework applied | 4. Tutorial questions  
5. Exam | | |
| **Learning Outcome 3**    | Communicate knowledge and understanding of legislation and case law relevant to management in the form of written analysis | 4. Tutorial questions  
5. Exam | | |
Learning Expectations and Teaching Strategies/Approach

The University is committed to a high standard 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.

These are some of the expectations we have of you as a student enrolled in this unit:

Most of your learning will be done independently and away from the lecture theatres. This feature of a reflective approach to learning is particularly essential for distance students. For example, reading the textbook, watching the ‘Vidbits’ and using ‘MyLawLab’ quizzes will help consolidate your learning. Complete the quizzes conscientiously so that you can find out where your difficulties lie.

The weekly MyLO quiz questions then form a very important learning activity, so allocate sufficient time preparing before attempting each quiz. Answering quiz questions will help you to:

- keep up with the pace of lectures;
- assess if you have learning difficulties with some topics; and
- prepare for the mid-semester and end of semester tests.

Your study need not be a solitary experience and can be more effective if you work with a friend or informal study group. But when it comes to assessments, you must comply with the University’s very strict rules regarding academic misconduct and plagiarism: see later in this Unit Outline.

While 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 and Learning website:

http://www.learningsupport.utas.edu.au/

If you still have areas of difficulty, seek help from teaching staff. One strategy to help is organising your time to spend sufficient time studying this unit, including activities such as:

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing before class: work through set tutorial questions using the text and prepare draft answers in the IRAC format</td>
</tr>
<tr>
<td>Class contact: listen to lectures and activity in class time</td>
</tr>
<tr>
<td>Consolidate material after class: read the textbook; use MyLawLab resources and cross-reference its quizzes to your textbook to ensure you understand the topics</td>
</tr>
<tr>
<td>Prepare for assessments</td>
</tr>
</tbody>
</table>

Work, Health and Safety (WH&S)

The University is committed to providing a safe and secure teaching and learning environment. You can refer to the University’s policy at: www.utas.edu.au/work-health-safety
Learning Resources

Prescribed Text

A prescribed text is a resource that you must have access to for the purposes of studying this unit.

You will need ready access to the following prescribed textbook:

A Gibson and D Fraser, 2014, BFA141 Commercial Transactions, custom book, 1st edn, Pearson Australia and including a unique access code for the ‘MyLawLab’ online resources accompanying the textbook (see below).


Other Recommended Resources - MyLawLab

Make sure your textbook comes with a unique access code for `MyLawLab`. Then access MyLawLab from [http://www.pearson.com.au/MyLawLab](http://www.pearson.com.au/MyLawLab) by clicking `Log In` (or, on your first visit, `Register`). The MyLawLab site is an interactive approach to learning and can be used in conjunction with lectures and tutorials to assist you to understand the legal concepts taught in this unit.

Within MyLawLab are a number of resources to assist you with your studies, including the eText (with interactive links to cases and legislation), `Vidbits` (flash-based, downloadable mini lectures), flipcards, and chapter tests. You are encouraged to use all these resources to support the learning you will do by attending lectures and tutorials and reading the textbook.

MyLawLab includes multiple choice quiz questions testing the learning objectives in each chapter of the textbook. These questions are of a similar format (but not the same content) to those that will be used as part of Assessment Tasks 1-3: the MyLO weekly quizzes and tests: see ‘Assessment’ later in this Unit Outline. So, once you have revised using the lecture slides and your text, then use MyLawLab to practice for the tests.

My Learning Online (MyLO)

This unit requires access to the MyLO online learning environment and has its own MyLO site.

To log in to MyLO and access this unit, go to: [http://www.utas.edu.au/learning-teaching-online](http://www.utas.edu.au/learning-teaching-online)

To access the unit, select BFA141. These instructions will help you to log in for the first time


Technical requirements for MyLO

For help and information about setting up your own computer and web browser for MyLO, see: [http://uconnect.utas.edu.au/](http://uconnect.utas.edu.au/)

While on campus, you can access the University network and MyLO via a laptop computer or other mobile device. See: [http://uconnect.utas.edu.au/uana.htm](http://uconnect.utas.edu.au/uana.htm)

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For further technical information and help, contact the UTAS Service Desk on 6226 1818 or at http://www.utas.edu.au/service-desk during business hours.

Learning to use MyLO

When you login to MyLO, you will see a unit called Getting Started with MyLO. Enter the unit to learn more about MyLO and to practise using its features.

MyLO Expectations

1. Students are expected to maintain the highest standards of conduct across all modes of communication, either with staff or with other students. Penalties may be imposed if the Unit Coordinator believes that, in any instance or mode of communication, your language or content is inappropriate or offensive. MyLO is a public forum. Due levels of respect, professionalism and high ethical standards are expected of students at all times.

2. Submission of assessment tasks via MyLO presumes that students have read, understood and abide by the requirements relating to academic conduct, and in particular, those requirements relating to plagiarism. All work submitted electronically is presumed to be “signed-off” by the student submitting as their own work. Any breach of this requirement will lead to student misconduct processes.

3. MyLO is an Internet service for teaching and learning provided by the University. It is expected that you check your units in MyLO for updates at least once a day. The unit coordinator will use the “News” announcements facility on the home page to post announcements. So set MyLO to copy the unit’s News direct to your email to ensure you keep up to date.

Using MyLO for BFA141

IMPORTANT: Before you are provided with access to your unit’s MyLO resources, you must complete the Student Agreement form. To do this:

1. Access the unit’s MyLO site.
2. Locate the Begin Here folder and click on it to open it. You can find the Begin Here folder by scrolling down until you see Content Browser OR by clicking on the Content button.

3. Once you have opened the Begin Here folder, click on the Student Agreement file.
4. Read the terms, then check the I agree box. You should now be able to access all available unit content on MyLO. You only need to do this once in each MyLO unit.

Other important resources on MyLO

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

“Content” - files will be placed here by the Unit Coordinator including the Unit Outline, Faculty Guide for Students and Past Examination Papers.

“Learning Hub” - files will be placed in this area by the Unit Coordinator that contains lecture materials, slides and other materials for lectures, and assignments.

“Discussions” - this area provides facilities for on-line 'Discussion' which students can use. Students can also use the 'Mail' area to forward emails to the Unit Coordinator, although using the email addresses provided inside the cover of this unit outline may provide a quicker response.

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 Adobe Acrobat Reader. This software is already installed on the machines in the School computer laboratory, but can be downloaded free of charge from the Adobe site if you want a copy for another machine. At time of writing the required URL was: http://get.adobe.com/reader/

Student Feedback via eVALUate

At the conclusion of the unit students will be asked to provide online responses to a number of matters relating to the learning and teaching within that unit. Please respond honestly to these questions, as all information received is used to enhance the delivery of future offerings.

Changes to this Unit Based on Previous Student Feedback

The largest alteration to this unit for 2015 is the introduction of weekly assessed quizzes to help you chart your progress during semester. There are also some changes to the unit’s content to make its workload more manageable.

Details of Teaching Arrangements

If you are near Hobart, you are welcome (indeed, encouraged) to attend classes, whatever your mode of enrolment. Attendance is not essential for distance students but provides an excellent opportunity to test your learning, consolidate problem solving techniques and skills, and interact with staff and other students. This unit’s 3 hourly weekly workshop will comprise lecture and tutorial-like components. See the unit’s MyLO site for times and venues.

Lectures

A weekly lecture will introduce the various topics that we will cover in the unit. PowerPoint slides for the weekly lectures will be progressively made available on the unit’s MyLO site, and the lectures recorded for you to then access via a link on unit’s MyLO site. The Unit Schedule, at the end of this Unit Outline gives you the weekly program of lecture topics.

Do not expect to learn all you need to know by just listening, or even attending, classes. It is what you do beyond that which really consolidates your knowledge.
Tutorials

Log on to MyLO early in Week 1 to choose one of the remaining available tutorial times: see details of Teaching Arrangements above. This unit’s tutorials run once per week beginning in Week 2. If you can, distance students are also welcome (indeed, strongly encouraged) to attend tutorials. Details of the exercises undertaken in these tutorials will be set out in an additional tutorial program document, to be placed on MyLO.

For each tutorial in the tutorial program document, students should attempt all of the tutorial exercises before the tutorial, so they can participate in discussion.

During assessable tutorials, the set questions will be discussed first in groups (if time permits) and then with the class, with the student allocated that question at the start of semester using their powerpoint presentation to lead discussion. Other students are also expected to participate in the tutorial by contributing questions and/or discussion. Students correct their own work (if necessary) by noting corrections to their original attempt.

The amount of time spent discussing a question will relate to its importance and the degree to which it is problematic for tutorial participants. Further, broader discussion of issues in relation to business law is also encouraged, time permitting after tutorials– and during the lecture component.

Finally, tutorials provide an opportunity to raise and discuss any problems you may be experiencing with the material covered in lectures and / or the readings.

Learning Skills and Language Support (Other support details)

The Student Learning and Academic Development Team in the Student Centre works with all students, domestic and international, to develop academic skills, literacy and English language skills. More information can be found on this website http://www.utas.edu.au/student-learning/
Communication, Consultation and Appointments

TO KEEP UP WITH ANNOUNCEMENTS REGARDING THIS UNIT
The unit coordinator will use the “News” announcements facility on the home page to post announcements. So set MyLO to copy the unit’s News direct to your email to ensure you keep up to date. Then check your email at least once a day. The unit News will also appear when you first enter our unit’s MyLO site, or click on the News button (towards the top of the MyLO screen) at any time.

WHEN YOU HAVE A QUESTION
Other students may have the same question that you have. Please go to the Discussion Forum on our course’s MyLO site. Check the posts that are already there – someone may have answered your question already. Otherwise, add your question as a new topic. Students are encouraged to support each other using this forum – if you can answer someone’s question, please do. We will attempt to respond to questions within 48 business hours. If your question is related to a personal issue or your performance in the unit, please contact us by email instead.

IF AN ISSUE WILL IMPACT ON YOUR STUDIES OR SUBMISSION OF AN ASSESSMENT TASK
If you have a personal question related to your studies or your grades, please contact us by email.

A NOTE ABOUT EMAIL CORRESPONDENCE
You are expected to check your UTAS email (WebMail) on a regular basis – at least three times per week. To access your WebMail account, login using your UTAS username and password at https://webmail.utas.edu.au/

You are strongly advised not to forward your UTAS emails to an external email service (such as Gmail or Hotmail). In the past there have been significant issues where this has occurred, resulting in UTAS being blacklisted by these email providers for a period of up to one month. To keep informed, please use your UTAS email wherever possible.

*IMPORTANT* Please email me when you have a question or issue of a personal nature, for example, you have a medical issue that is affecting your studies. For general questions about the unit, please add them to the Q&A forum on our unit’s MyLO site. This way, other students can answer, and everyone else can also benefit from the answers.

When you write an email, please include the following information. This helps the teacher determine who you are and which unit you are talking about.

- Family name
- Preferred name
- Student ID
- Unit code (BFA141)
- Questions
- If your question is about an assessment task, identify the assessment task number or name.

Staff receive a lot of emails. Be realistic about how long it might take for them to respond. Allow at least two (2) business days to reply. Staff are not required to respond to emails in which students do not directly identify themselves, emails which are threatening or offensive, or emails that come from external (non-UTAS) email accounts [they may not even reach staff Inboxes].
Assessment

Assessment Schedule

In order to pass this unit you must achieve an overall mark of at least 50% of the total available marks. Details of maximum marks for each assessment item are outlined below.

<table>
<thead>
<tr>
<th>Assessment Items</th>
<th>Due Date</th>
<th>Value/Weighting</th>
<th>Link to Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Task 1 Weekly MyLO Quiz</td>
<td>Weekly: as per MyLO &amp; Unit Outline’s Schedule</td>
<td>1% max x 10 quizzes = 10%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td>Assessment Task 2 Mid Semester Test</td>
<td>Wednesday 23 September, 3-7pm</td>
<td>10%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td>Assessment Task 3 End of Semester Test</td>
<td>Wednesday 14 October, 3-7pm</td>
<td>10%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td>Assessment Task 4 Tutorial Questions</td>
<td>Weekly in assessable tutorials, then in the unit’s MyLO DropBox by 12 noon Friday 9 October</td>
<td>10%</td>
<td>Learning Outcome 1 Learning Outcome 2</td>
</tr>
<tr>
<td>Assessment Task 5 End of Semester Exam</td>
<td>When scheduled in exam period</td>
<td>60%</td>
<td>Learning Outcome 1 Learning Outcome 2 Learning Outcome 3</td>
</tr>
</tbody>
</table>

Assessment Task 1 - Weekly MyLO Quiz

Task Description: Undertake an online multiple choice test located in the ‘Quizzes’ section of the unit’s MyLO site. The quizzes are the same format as initial non-assessable practice Quiz 1 in the ‘Quizzes’ section of the unit’s MyLO site. The material to be covered by the Quiz will be from the textbook chapters for the relevant week’s topics, as identified on MyLO.

Task Length: These multiple choice quizzes consist of 20 randomised questions, and must be completed within 40 minutes from the time you start (average 120 seconds per question).

Assessment Criteria: One mark per each question correctly answered. Marks will not be deducted for incorrect answers, so ensure that you answer all questions.

Link to Unit’s Learning Outcomes: Learning Outcome 1

Due Date: From Quiz 2 on, the quizzes close at 11am each Monday as specified in the Study Schedule (end of this Outline) and on the MyLO Quizzes page.

Value: Maximum 1% for each of 10 assessable weekly quizzes = 10%

Assessment Task 2 - Mid Semester Test

Task Description: Undertake an online multiple choice test located in the ‘Quizzes’ section of the unit’s MyLO site. The test is the same format as weekly quizzes in the
Assessment Task 3 - End of Semester Test

Task Description: Undertake an online multiple choice test located in the ‘Quizzes’ section of the unit’s MyLO site. The test is the same format as weekly quizzes in the ‘Quizzes’ section of the unit’s MyLO site, but with 30 questions across a range of topics. Material covered by this test will come from the textbook chapters advised in advance of the test. You may use MyLawLab and the weekly MyLO Quizzes as part of preparing for this test, but do not assume the questions are the same content.

Task Length: The test consists of 30 questions, and must be completed within 45 minutes from the time you start (average 90 seconds per question).

Assessment Criteria: One mark per each question correctly answered. Marks will not be deducted for incorrect answers, so ensure that you answer all questions within time.

Link to Unit's Learning Outcomes: Learning Outcome 1, Learning Outcome 2

Due Date: The test will be open for your 45 minute attempt on Wednesday 14 October, 3-7pm.

Value: 10%

Assessment Task 4 Tutorial Workbook and Participation

Task Description: An Additional Teaching Information document, which will set out the tutorial program for the semester will be placed on MyLO. For each tutorial commencing from Tutorial 2, the document contains a list of tutorial questions.

For each assessable tutorial, you are required to attempt all of the tutorial questions before the tutorial, and record your answers in a Workbook to be produced to your tutor at the commencement of each assessable tutorial.

Your attendance at, and participation in, each assessable tutorial will be
assessed by your tutor. If you cannot attend one or more of the assessable tutorials due to illness, email your tutor your answers for that week.

**Task Length**

There is no prescribed length for this task. Written answers to questions need to demonstrate knowledge of the legal principles involved (legislation, cases or other materials) and where appropriate the use of the IRAC (Issue, Rule, Application, Conclusion) Method.

**Assessment Criteria:**

Answer the problem questions using the PIRAC (Parties, Issue; Rule; Application and Conclusion) legal problem solving method which will be explained in Class 2.

**Link to Unit’s Learning Outcomes:**

Learning Outcome 1

Learning Outcome 2

**Due Date:**

Continuous: Submission of Workbook at each assessable tutorial and then in the unit’s MyLO DropBox by 12 noon Friday 9 October.

**Value:**

10% (1% for each assessable tutorial)

### Assessment Task 5 - End of Semester Examination

**Task Description:**

You must sit a THREE (3) hour + 15 minute exam. The exam’s purpose is to test the extent to which you have developed knowledge and understanding of the principles of law with which the unit is concerned, capacity to apply those principles, and the ability to communicate these in writing.

**Task Length**

3 hours plus 15 minutes “reading” time

**Assessment Criteria:**

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

**Link to Unit’s Learning Outcomes:**

Learning Outcome 1, Learning Outcome 2, Learning Outcome 3

**Due Date:**

Exam period – see below

**Value:**

60%

Your final examination for this unit will be held during the scheduled examination period as indicated by Student Administration: see [http://www.utas.edu.au/exams/home](http://www.utas.edu.au/exams/home) Examinations can be scheduled Monday to Saturday inclusive. Check for further information from the university later in semester.

You are advised to make any necessary arrangements with employers now for time off before and during the examination period to revise for then sit this examination. Your participation at the scheduled time is not negotiable unless there are exceptional circumstances (generally requiring a medical certificate). Note that you will be expected to sit the examination at your recorded study centre. To find out more go to the Exams Office website: [http://www.utas.edu.au/exams/home](http://www.utas.edu.au/exams/home)
Submission of Assessment Items

Lodging Assessment Items

At the end of semester, tutorial workbooks must be submitted electronically through the relevant Campus drop box in MyLO by 12 noon on the due date. Save your file name as LastNameFirstNameTutorialDayTimeTaskNumber. Where appropriate, unit coordinators may also request students submit a paper version of their assessment.

All assignments must have as a separate document your completed TSBE Assignment Cover Sheet, which is available as a blank template from the TSBE website: http://www.utas.edu.au/business-and-economics/student-resources

All assignments must also include at the start of the main document your name, student ID number, tutorial date, and your tutor’s name. If this information is missing the assignment will not be accepted and, therefore, will not be marked.

Please remember that you are responsible for lodging your assessment items on or before the due date and time. We suggest you keep a copy. Even in ‘perfect’ systems, items sometimes go astray.

Late Assessment and Extension Policy

In this Policy

1. (a) ‘day’ or ‘days’ includes all calendar days, including weekends and public holidays; (b) ‘late’ means after the due date and time; and (c) ‘assessment items’ includes all internal non-examination based forms of assessment

2. This Policy applies to all students enrolled in TSBE Units at whatever Campus or geographical location.

3. Students are expected to submit assessment items on or before the due date and time specified in the relevant Unit Outline. The onus is on the student to prove the date and time of submission.

4. Students who have a medical condition or special circumstances may apply for an extension. Requests for extensions should, where possible, be made in writing to the Unit Coordinator, cc’ing your tutor, on or before the due date. Students will need to provide independent supporting documentation to substantiate their claims.

5. Late submission of assessment items will incur a penalty of 10% of the total marks possible for that piece of assessment for each day the assessment item is late unless an extension had been granted on or before the relevant due date.

6. Assessment items submitted more than five (5) days late will not be accepted.

7. Academic staff do NOT have the discretion to waive a late penalty, subject to clause 4 above.
**Academic Referencing and Style Guide**

In your written work you will need to support your ideas by referring to literature. 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 **Harvard style and/or footnotes**. For information on presentation of assignments, including referencing styles: [http://utas.libguides.com/referencing](http://utas.libguides.com/referencing)

A guide to correct legal referencing for this unit will be placed on MyLO.

**Review of Assessment and Results**

**Review of Internal Assessment**

It is expected that students will adhere to the following policy for a review of any piece of continuous/internal assessment. The term continuous/internal assessment includes any assessment task undertaken across the teaching phase of any unit (such as an assignment, a tutorial presentation, and online discussion, etc), as well as any capstone assignment or take-home exam.

Within five (5) days of release of the assessment result a student may request a meeting with the assessor for the purpose of an **informal review** of the result (in accordance with Academic Assessment Rule No. 2 Clause 22 – [www.utas.edu.au/university-council/university-governance/rules](http://www.utas.edu.au/university-council/university-governance/rules)). During the meeting, the student should be prepared to discuss specifically the marks for the section(s) of the marking criteria they are disputing and why they consider their mark(s) is/are incorrect. The assessor will provide a response to the request for review within five (5) days of the meeting.

If you are dissatisfied with the response you may request a **formal review** of assessment by the Head of School, if the request is lodged within five (5) days of the informal review being completed. A Review of Internal Assessment Form must be submitted with the request: [www.studentcentre.utas.edu.au/examinations_and_results/forms_files/review_of_assessment.pdf](http://www.studentcentre.utas.edu.au/examinations_and_results/forms_files/review_of_assessment.pdf).

**Review of Final Exam/Result**

In units with an **invigilated exam** students may request a review of their final exam result. You may request to see your exam script after results have been released by completing the Access to Exam Script Form, which is available from the TSBE Office, or at the following link – [http://www.utas.edu.au/business-and-economics/student-resources](http://www.utas.edu.au/business-and-economics/student-resources). Your unit coordinator will then contact you within five (5) working days of receipt of this form to go through your exam script.

If you require a review of your final result a formal request must be made only after completing the review of exam script process list above. To comply with UTAS policy, this request must be made within ten (10) days from the release of the final results (in accordance with Academic Assessment Rule No. 2 Clause 22 – [www.utas.edu.au/university-council/university-governance/rules](http://www.utas.edu.au/university-council/university-governance/rules)). You will need to complete an Application for Review of Assessment Form, which can be accessed from [www.studentcentre.utas.edu.au/examinations_and_results/forms_files/review_of_assessment.pdf](http://www.studentcentre.utas.edu.au/examinations_and_results/forms_files/review_of_assessment.pdf).

Note that if you have passed the unit you will be required to pay $50 for this review. **The TSBE reserves the right to refuse a student request to review final examination scripts should this process not be followed.**
Further Support and Assistance

If you are experiencing difficulties with your studies or assessment items, have personal or life-planning issues, disability or illness which may affect your study, then you are advised to raise these with your teacher in the first instance.

If you do not feel comfortable contacting them, or you have had discussions with them and are not satisfied, then you are encouraged to contact:

DIRECTOR OF UNDERGRADUATE PROGRAMS
Name: Mr David Kronenberg
Room: 301, Centenary Building, Sandy Bay
Phone: 03 6226 2280
Email: David.Kronenberg@utas.edu.au

Students are also encouraged to contact their Student Adviser who will be able to help in identifying the issues that need to be addressed, give general advice, assist by liaising with academic staff, as well as referring students to any relevant University-wide support services. Please refer to the Student Adviser listings at www.utas.edu.au/first-year/student-advisers for advisers’ contact details.

There is also a range of University-wide support services available to students, including Student Centre Administration, Careers and Employment, Disability Services, International and Migrant Support, and Student Learning and Academic Support. Please refer to the Current Students website (available from www.utas.edu.au/students) for further information.

If you wish to pursue any matters further then a Student Advocate may be able to assist. Information about the advocates can be accessed from www.utas.edu.au/governance-legal/student-complaints.

The University also has formal policies, and you can find out details about these policies from the following link – www.utas.edu.au/governance-legal/student-complaints/how-to-resolve-a-student-complaint/self-help-checklist.
Academic Misconduct and Plagiarism

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

(a) seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or
(b) improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline. This can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see www.utas.edu.au/universitycouncil/legislation

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; or
• copying another student’s work.

It also means using ones’ own work from previously submitted assessment items if repeating a unit.

If you have any doubts about how to refer to the work of others in your assignments, please consult your teacher 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.

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 www.utas.edu.au/plagiarism/ or follow the link under ‘Policy, Procedures and Feedback’ on the Current Students homepage.
## Study Schedule

<table>
<thead>
<tr>
<th>Semester Week</th>
<th>Week Starts Monday 2015</th>
<th>Topic/s (timing may vary slightly)</th>
<th>Textbook Chapter</th>
<th>Assessment Due Dates: Quiz Due = Column 2 Monday 11am AEST Others as stated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13 July</td>
<td>Introducing the Law:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legal Foundations</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The Australian Legal System</td>
<td>2-3</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• How Law is Made</td>
<td>4</td>
<td></td>
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<tr>
<td>2</td>
<td>20 July</td>
<td>Legal Problem Solving</td>
<td></td>
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<td></td>
<td></td>
<td>Civil Liability:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Introduction to Tort Law</td>
<td>7</td>
<td>Tutorial 1</td>
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<tr>
<td></td>
<td></td>
<td>• Law of Negligence</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>27 July</td>
<td>Civil Liability:</td>
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<tr>
<td></td>
<td></td>
<td>• Negligence in Business</td>
<td>9</td>
<td>Quiz 1 (Not Assessed)</td>
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<td></td>
<td></td>
<td>Tutorial 2</td>
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<tr>
<td>4</td>
<td>3 August</td>
<td>Law of Contracts:</td>
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<tr>
<td></td>
<td></td>
<td>• Introduction to Contracts</td>
<td>12</td>
<td>Quiz 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Agreement between Parties</td>
<td>13</td>
<td>Tutorial 3</td>
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<tr>
<td>5</td>
<td>10 August</td>
<td>Law of Contracts:</td>
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<tr>
<td></td>
<td></td>
<td>• Intention to Create Legal Relations</td>
<td>14</td>
<td>Quiz 3</td>
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<tr>
<td></td>
<td></td>
<td>• Consideration</td>
<td>15</td>
<td>Tutorial 4</td>
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<tr>
<td>6</td>
<td>17 August</td>
<td>Law of Contracts:</td>
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<tr>
<td></td>
<td></td>
<td>• Capacity of the Parties</td>
<td>16</td>
<td>Quiz 4</td>
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<tr>
<td></td>
<td></td>
<td>• Genuine Consent</td>
<td>17</td>
<td>Tutorial 5</td>
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<tr>
<td>7</td>
<td>24 August</td>
<td>Law of Contracts:</td>
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<tr>
<td></td>
<td></td>
<td>• Legality of Object</td>
<td>18</td>
<td>Quiz 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Construction of the Contract</td>
<td>19</td>
<td>Tutorial 6</td>
</tr>
</tbody>
</table>

### Mid-semester break: 31 August – 4 September inclusive

| 8             | 7 September            | Law of Contracts:                  |                  |                                                                          |
|               |                         | • Rights of Parties and Discharge   | 20               | Quiz 6                                                                  |
|               |                         | • Remedies for Breach of Contract   | 21               | Tutorial 7                                                              |
| 9             | 14 September           | Consumer Law                        |                  | Quiz 7                                                                  |
|               |                         |                                    | 22 - 23          | Tutorial 8                                                              |
| 10            | 21 September           | Agency                               | 26               | Quiz 8                                                                 |
|               |                         |                                    |                  | 3-7pm AEST, Wed 23 September: Task 2 Mid-Semester Test                 |
| 11            | 28 September           | Business Organisations and the Law:  |                  | Quiz 9                                                                 |
|               |                         | • Choosing a Business Entity        | 29               | Tutorial 10                                                             |
|               |                         | • Partnerships                       | 28               |                                                                          |
| 12            | 5 October              | Business Organisations and the Law:  |                  | Quiz 10                                                                |
|               |                         | • Companies and Associations        | 27               | Tutorial 11                                                             |
|               |                         |                                    |                  | 12 noon AEST Fri 9 October: Task 4 Workbooks to DropBox                  |
| 13            | 12 October             | Exam Preparation                     |                  | Quiz 11                                                                |
|               |                         |                                    |                  | 3-7pm AEST, Wed 14 October: Task 3 End of Semester Test                  |

**Examination Period: 24 October – 10 November 2015**