

FIN385 - Trade and Business Finance

Session 1 2014

Faculty of Business

School of Accounting and Finance

Yangzhou University

Internal Mode

Subject Coordinator Jason McGovern

Subject Overview

Welcome to a new session of study at Charles Sturt University. This subject outline is accessible through mobile devices from <http://m.csu.edu.au>.

This subject is intended to provide the student with a sound but generalised oversight of international trade issues, particularly those related to monetary systems, banking, finance, investment and risk management. The subject embraces these issues in the context of trade, restrictions of trade and the impact of government trade policies.

Introduction

The purpose of this subject is to build on the skills already developed in previous subjects of your studies.

The subject is a final year subject and is designed to bring together a range of skills and awareness's which are needed to function in a modern organisation. Particular emphasis is placed on strategic approaches. There are no specific prerequisites, however students are assumed to have completed level one subjects in accounting and macroeconomics.

The subject material has been designed with the Chinese students in mind, with the expectation that the students will, as they pursue their careers, be involved in commercial activities in both China and in other parts of the world. The topics are focus on areas connected with international trade and corporate financial management and strategy. Above all else, the subject is designed to encourage students to think more broadly about the the interconnections between international institutions and trade policy, on the one hand, and business management and strategy on the other.

In studying this subject, it is important to pay attention to the study guide, relevant sections of the textbook, and the powerpoint slides that have been provided by CSU through the interact site. Although individual lecturers may make adjustments to the materials supplied by CSU to accommodate their own teaching style, the assessment and examination will be based only on the material provided by CSU through the interact site.

Your subject coordinator

Jason McGovern

Teaching staff

The subject coordinator for this subject is Dr Jason McGovern. He can best be contacted by e- mail at: jamcgovern@csu.edu.au (mailto:jamcgovern@csu.edu.au).

Your CSU lecturers for this subject will be advised.

Your local lecturer for this subject is Wang Liping. Email: Betsy1965@sina.com

Academic biography

Dr Jason McGovern has spent the majority of his career working in senior management positions at several leading global retail and investment banks in Australia and China including Bendigo Bank, ING Bank (Shanghai) and TBG (Beijing). During his investment banking career, he has originated sell side mandates exceeding an aggregate total of AUD\$ 1 billion and has had a lead role in executing transactions in excess of AUD\$350 million.

Dr McGovern has a PhD Degree from the University of Newcastle along with a Master of Commerce (By Research) degree from the University of Melbourne. He also completed Bachelor of Business and Bachelor of Arts (Hons.) degrees at La Trobe University.

Other teaching staff

To be advised.

Subject author(s)

Dr Chrys Gunasekara, PhD

Dr Robert Herriot

Dip Arch, MBA, DBA, FAIA, AFAIM

Learning outcomes

On successful completion of this subject, students will

- be able to discuss the role and effect of government imposed trade restriction and trade promotion policies.
- be able to discuss international trade finance and banking issues in a current context
- be able to explain the role and function of foreign exchange markets, currency systems and risk management in international transactions
- be able to explain the global monetary system and its implications for business management

Attendance

It is a requirement of the CSU joint program with your University that students attend all lectures and tutorials.

Contact Procedures

Academic enquiries

Any questions concerning the teaching of this subject can be made by contacting your subject coordinator.

Subject Coordinator Jason McGovern

Email jamcgovern@csu.edu.au

Phone To be advised.

Fax To be advised.

Campus Other

Building/Room number To be advised.

Consultation procedures

The CSU lecturer will be available for student consultation during the two weeks intensive teaching period.



Information about consultation with the local lecturer will be provided by your University.

Minimum standards of consultation

According to the Academic Communication with Students Policy, section 4.1 Minimum Requirements (http://www.csu.edu.au/acad_sec/academic-manual/docs/p8.pdf), when a student directly contacts a teaching staff member for information, advice and/or support (except in online teaching spaces) the teaching staff member will respond to the request within 3 working days. Section 4.5 Use of Online Discussion and Communication Technologies states that for each subject, the Subject Coordinator will be expected to set up and/or activate an appropriate asynchronous communication technology and respond at least once a week to student messages that request information and advice.

The Academic Communication with Higher Degree by Research (HDR) Candidates Policy (http://csu.edu.au/acad_sec/academic-manual/docs/n2.pdf) states that a Communication Plan, a documented agreement between a HDR candidate and his/her supervisory team that establishes common understandings and expectations of how and when communication will occur during the candidature will be developed. The Plan should then be reviewed regularly throughout candidature.

Contact procedures

Please contact your CSU Lecturer in person during the two week intensive teaching period. At other times, please contact your local teacher.

Teaching staff enquiries

CSU lecturer contact details will be advised in the first class.

Other teaching staff enquiries

To be advised.

Teaching staff consultation procedures

Your CSU lecturer will be available for individual student consultation during the two week intensive CSU teaching period. At other times, please contact your local teacher.

Other teaching staff consultation procedures

To be advised.

Subject Delivery

Class/tutorial times and location

If you are enrolled in an internal offering of this subject, details of your timetable can be found here:

<http://student.csu.edu.au/study/study-essentials/timetable>

However, if you are enrolled in a distance offering of the subject, this timetable will not apply.

Important: It is essential that you keep checking the website for the latest class information. The timetable will continue to change until the second week of teaching session, and it is important to monitor the timetable website regularly.

Learning, teaching and support strategies

The study guide and/or subject materials for this subject have been written specifically to guide you through the sections (and questions) of the prescribed textbook relevant to each topic.

You should check the Interact Site at least weekly for postings, announcements, lecture information and other resources that will assist your studies or additional information and resources vital to your success in the subject.



Studying at university does not mean studying alone. Take advantage of collective wisdom and post your questions to the subject forum.

Use the subject schedule to plan your studies over the session.

The first assessment task in this subject is designed to identify students who are not engaged in the subject and are therefore at risk of failure or withdrawal).

Information on effective time management is available on the CSU Learning Skills website via the following link: student.csu.edu.au

Visit the Learning Skills website for advice about assignment preparation, academic reading and note taking, referencing, effective time management and preparing for exams at: student.csu.edu.au

You can also contact an adviser through Student Central on the following number: +61 2 6933 7507 from outside Australia).

Queries regarding the content of this subject should be directed to your Subject Coordinator.

Subject Content

	Topic
Topic 1	International Trade Theories and Policies
Topic 2	Business and International Trade
Topic 3	International Monetary System
Topic 4	The Global Financial Crisis
Topic 5	Foreign Exchange Market
Topic 6	Foreign Exchange Rate Determination
Topic 7	Foreign Currency Derivatives
Topic 8	Foreign Direct Investment Theory and Political Risk

Schedule

To be advised at the commencement of the subject.

Residential school

There is no residential school for this subject.

Text and Learning Materials

Prescribed text(s)

Eiterman, D. K., Stonehill A. I., Moffett M.H., (2010) *Multinational Business Finance: Global Edition* (12th Ed.) Pearson Higher Education



This text is referred to as 'Eiterman et al' throughout the Study Guide.

Chinese translations of this and other textbooks are not permitted.

Recommended reading / resources

Recommended supplementary resources are included as readings in the study guide. In addition it is strongly recommended that students obtain access to and read copies of the English language 'China Daily' on the English language 'Shanghai' Daily'. Students will be assumed to have a working understanding of recent world events and their effect in the business environment.

Assessment Information

Introduction to assessment

Assignment

Students must submit a major assignment for this subject. The completed assignment must be submitted in electronic form through EASTS (available on the interact page for this subject) and also in paper form. Students are strongly encouraged to check their papers for plagiarism using the turnitin software. Please consult your CSU lecturer if you require guidance.

Pass Requirements

In this subject, a student must attain a minimum passing standard of at least 50% overall unless otherwise specified. The student must obtain at least 50% in both the overall total mark and the examination.

Grades

Final grades for this subject are awarded by the Business Faculty Assessment Committee in accordance with the University's Assessment Regulations. (See current Academic

Regulations via http://www.csu.edu.au/acad_sec/academic-manual/docs/g1.pdf).

Grading Scale

Your final grade for the subject as a whole will be based on the grading scale outlined in the CSU Assessment Regulations.

HD High Distinction 85% - 100%

An outstanding level of achievement in relation to the assessment process.

DI Distinction 75% - 84%

A high level of achievement in relation to the assessment process.

CR Credit 65% - 74%

A better than satisfactory level of achievement in relation to the assessment process.

PS Pass 50% - 64%

A satisfactory level of achievement in relation to the assessment process.

FL Fail 0 - 49%



An unsatisfactory level of achievement.

The percentages specified above should be viewed only as guidelines for the award of final grades.

Assessment Requirements

Assessment at CSU is criterion-referenced and standards-based where students' work is assessed against stated criteria that reflect the expected learning outcomes of the course and subject. Subjects that use a satisfactory/unsatisfactory grading scale will have this clearly identified within the Subject Outline.

For further information please consult the Academic Regulations of the Academic Manual http://www.csu.edu.au/acad_sec/academic-manual/gcontm.htm

Presentation

For information on the presentation of your assessment items you should refer to the marking criteria for each assessment item.

The following link provides study resources, such as referencing, writing, grammar and punctuation, and study planning:

<http://student.csu.edu.au/study/resources>

Note the following for additional advice on presenting your essay:

1. Answer the question set, keep to the topic and include all relevant issues.
2. Go beyond what other people have said on the topic. Express their ideas in your own words but add your own ideas and opinions. To do this you need to analyse and criticise ideas where appropriate and argue your point of view. Support your arguments and opinions with referencing.
3. Show that you have consulted a range of sources, including academic sources.
4. Be clear and concise in your expression paying particular attention to sentence structure. Put yourself in the reader's position and ask 'Is the meaning clear?'
5. Include an introduction and a separate conclusion.
6. Pay attention to the rules of writing in relation to paragraphing, punctuation and spelling.
7. Use headings for sections of your essay where appropriate. (See recent journal articles for example).
8. Acknowledge the sources of both direct quotes, ideas of others and background information by the use of appropriate references.
9. Attach a reference list of the sources used in the assignment.
10. Adhere to the word limit. If an assignment 'turns out' much longer than required, rewrite it concisely. Marks will be deducted from essays which exceed the limit excessively.
11. For further advice on assignment writing refer to:
 - Anderson et al. (1970). *Thesis and assignment writing*. Sydney: Wiley.
 - Clanchy, J., & Ballard, B. (1983). *Essay writing for students*. Longman.

Plagiarism

Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. The Guide to Avoiding Plagiarism is located at:



<http://student.csu.edu.au/study/plagiarism>. This is an important resource that will help you understand these values and apply them in practice. You should familiarise yourself with these requirements and ensure that all assessments submitted by you are your own work, have not been submitted elsewhere and comply with the University's requirements for academic integrity.

The University has purchased Turnitin software. This software has two functions, a pre-emptive education function which students may use to check their own work prior to submission, and a plagiarism detection function which academics may use to check the student's work for improper citation or potential plagiarism. Use by students is optional and is not a prerequisite for submission.

You are encouraged to check your work for originality prior to submission. You can register with Turnitin to create a Student Account under the CSU Turnitin Licence at http://www.turnitin.com/login_page.asp. Further information on how to use Turnitin is provided within the Guide to Avoiding Plagiarism: <http://student.csu.edu.au/study/plagiarism/checking>.

Extensions

In order to ensure that students who hand their assignments in on time are not disadvantaged, and to enable the lecturer to comply with the requirement to return assignments to the class within 21 days, the following rules about extensions will be strictly enforced:

1. Extensions cannot be granted for on-line tests, as these have to be done within a specific time frame, after which the answers are released to the class automatically.

2. Computer problems (such as the speed of your computer and the time it may take you to upload assignments onto EASTS) and normal work-related pressures and family commitments do not constitute sufficient reasons for the granting of extensions.

3. If it becomes obvious that you are not going to be able to submit an assignment on time because of an unavoidable problem, you must submit your request for an extension to the Subject Coordinator in writing (email or post) prior to the due date.

Requests for extensions will not be granted on or after the due date so you must make sure that any extension is requested prior to the day on which the assignment is due.

You are expected to do all you can to meet assignment deadlines. Work and family-related pressures do not normally constitute sufficient reasons for the granting of extensions or incomplete grades.

4. If you apply for an extension, you may be asked to email your lecturer on what you have done so far on the assignment.

5. You must be able to provide documentary evidence (such as a certificate from a doctor or counsellor) justifying the need for an extension as soon as practicable - but please note that if the circumstances giving rise to the request for an extension arise on a day when you cannot get documentary evidence, you must still apply for the extension before the due date and submit the documentary evidence afterwards.

6. Given the tight deadlines involved in returning assignments to students and putting feedback on Interact, the maximum extension granted generally will be seven (7) days from the due date.

7. Assignments received more than 10 days after the due date or extension date will not be marked unless the staff member decides otherwise. Items received late will be penalised at 10% of the mark available for the assessment item per day it is late (see below).



8. Note that for purposes of measuring lateness, the 'day' begins just after 00.00 hrs AEST - so an assignment received after midnight of the due date will be penalised 10% for lateness. This rule will be applied to all students uniformly.

Online Submission

Assignments must be submitted online, via EASTS, and in paper form to your local teacher.

Assessment tasks can be submitted electronically to the CSU Assignment Section via EASTS (Electronic Assignment Submission Tracking System). In order to access EASTS, click on the EASTS link in the menu bar on the left hand side in the Interact site. This will take you to the EASTS site where you are provided with step-by-step instructions to guide you through the online submission process. EASTS has a help function that will allow you to print out instructions to assist you in this process if required.

A message will be sent to the email address, as recorded on the system under 'My Email', confirming the receipt of your assessment task via EASTS.

Assignments must be submitted by EASTS and are due by midnight (AEST) of the date specified.

Postal Submission

Under normal circumstances postal submissions will not be accepted for any of the assessments required.

Hand Delivered Submission

A paper copy of the assignment must be handed in to your local teacher, in addition to the electronic version uploaded to EASTS.

Additional Submission Information

It is recommended that your name and your student number be included in the header or footer of every page of any assignment.

Faxed / Emailed Assignments

Faxed or emailed assessment tasks will not be accepted under normal circumstances.

Penalties for Late Submission

The Faculty of Business has determined that the penalty for the late submission of an assessment task (without obtaining the Subject Coordinator's approval for an extension) will be:

10% deduction per day, including weekends, of the maximum marks allocated for the assessment task, i.e. 1 day late 10% deduction, or 2 days late 20% deduction.

An example of the calculation would be:

Maximum marks allocated = 20

Penalty for one day late = 2 marks (so, a score of 18/20 becomes 16/20 and a score of 12/20 becomes 10/20).

If an assignment is due on a Friday but is not submitted until the following Tuesday, then the penalty will be four days (40% deduction or 8 marks in the example above).

Submissions more than 10 days late will be acknowledged as received but will not be marked.

Resubmission

Resubmission of assessment items is not available in this subject.



Assignment Return

It is normally expected that your marked assignment will be returned to you within three weeks of the due date, if your assignment was submitted on time. If an assignment is submitted on time but not returned by the return date, you should make enquiries in the first instance to your local teacher.

Feedback

It is a requirement of the CSU joint program that assignment papers are returned to students with a completed marking guide that shows the breakdown of marks allocated to the paper, plus comments on the student's work. These comments must show areas for improvement.

Sample exam paper

Faculty of Business
Sample Exam
FIN385 Trade and Business Finance

Question Paper MAY NOT be retained by the Candidate

WRITING DURING READING TIME IS PERMITTED ON ALL EXAMINATION MATERIALS

Subject Convenor: Chrys Gunasekara

WRITING TIME: 3 hours 10 minutes

MATERIALS SUPPLIED BY UNIVERSITY: 2 X 12 page examination answer booklet (more available on request)

MATERIALS PERMITTED IN EXAMINATION: Nil (closed book exam)

NUMBER OF QUESTIONS: Part A Essay: Answer two (2) of three (3) questions. Worth 15 marks each.

Part B Short Answer: Answer four (4) of six (6) questions. Worth 5 marks each.

VALUE: 50 % of total assessment

INSTRUCTIONS TO CANDIDATES:

1. Enter your name and student number and sign in the space provided at the bottom of this page.
2. This is a closed book examination; therefore no written material, reference books or notes will be permitted into the examination room.
3. Write your answers in the answer booklets provided. Please number your questions clearly so that it is clear which questions you have attempted.
4. In this subject, a student must attain a minimum passing standard of at least 50% overall unless otherwise specified. The student must obtain at least 50% in both the overall total mark and the examination.

STUDENT NAME: STUDENT NUMBER:

.....

STUDENT SIGNATURE:

.....

Part A Essay questions. Answer two (2) of three (3) questions. Each question is worth 15 marks.



Question 1

Discuss the nature of political risk and its impacts on international investment

Guide to answer:

- Define political risk: firm-specific, country-specific, global specific
- Explain risk assessment – micro and macro risks
- Discuss methods of managing risk, eg risk transfer, moving blocked funds

Question 2

Is the global financial crisis (GFC) over? Why, or why not?

Guide to answer:

- Define GFC
- Explain causes, including securitization, collateral debt obligations
- Discuss continuing impacts on GDP, interest rates, asset values, financial system governance
- Explain links to European Debt Crisis

Question 3

Analyse the proposition that China's currency is overvalued

Guide to answer:

- Explain the meaning of a currency being overvalued
- Explain the elements underlying the valuation of a currency
- Explain China's approach to exchange rate setting
- Explain why some countries argue that China's currency is overvalued
- Discuss arguments for and against the proposition the RMB is overvalued.

Part B Short Answer Questions. Answer only four (4) of six (6) questions. Each question is worth 5 marks

Question 1

Explain the difference between spot and forward rates

Guide to answer:

- Define spot and forward rates
- Explain the relevance of time differences in buying and selling currencies.

Question 2

Explain the meaning of the term LIBOR. What current debate is being conducted about this?

Guide to answer:

- Define LIBOR
- Explain recent allegations of collusion and rate fixing
- Discuss proposed solutions/changes to the calculation of LIBOR.

Question 3

Is mercantilism still used by countries as a basis for their trade policies? Why, or why not?

Guide to answer:

- Define mercantilism as a type of trade policy
- Explain the advantages and disadvantages, using examples
- Discuss the use of this policy today, with examples.

Question 4

What is the shareholder wealth maximization approach, and what is the relevance of this term in business?



Guide to answer:

- Define SWM approach to governance
- Explain the implications of this approach to corporate governance
- Discuss the possible tensions that result from this approach.

Question 5

What is the Big Mac index, and what are its strengths and limitations?

Guide to answer:

- Define the Big Mac index as an example of the law of one price in relation to exchange rate determination
- Explain its use in determining if a country's currency is overvalued or undervalued
- Explain its strengths – simplicity, easy to calculate; better used for long run estimates
- Explain its limitations – imprecise, not a good predictor of currency movements

Question 6

Why do firms use foreign currency derivatives and what are the risks involved in using these instruments? Use examples of two derivatives to explain your answer.

Guide to answer:

- define foreign currency derivatives and provide examples of two derivatives and how they operate
- describe the reasons why firms use foreign currency derivatives. Better answers will provide examples to illustrate
- explain the risks involved in using these instruments. Examples of two foreign currency derivatives must be provided.

Assessment Items

Item number	Title	Type	Value	Due date*	Return date**
1	Essay	Assignment	50%	06-Jun-2014	27-Jun-2014
2	Final Exam	Exam	50%	14-Jul-2014	-

* due date is the last date for assessment items to be received at the University

** applies only to assessment items submitted by the due date

Assessment item 1

Essay

Value: 50%

Due date: 06-Jun-2014

Return date: 27-Jun-2014

Length: 3,000 words, plus reference list

Submission method options

EASTS (online)

Hand delivery (option applies to Internal only)

Task

This assignment has three parts. Answer each part separately. Use essay format, with one introduction and one conclusion for the whole essay.



(1) Explain the term ‘Corporate Governance’.

(2) Discuss the agency problem linked to the separation of ownership and control in large companies and identify three internal corporate governance approaches that help address this problem.

(3) Describe and analyze a ‘real-life’ example of a corporate governance failure along with your recommendations on what could have been done to avoid it.

Rationale

This assignment will deepen your understanding of corporate governance issues in large, multinational enterprises. The assignment requires you to read beyond the lecture materials and text book to gain a more in-depth understanding of contemporary issues associated with the management and control of diversified, international firms.

Please note that you should not use 'wiki' sites as references for this assignment. These sources may provide useful background reading, but they are not suitable as academic references.

Marking criteria

Your assignment will be marked using the following criteria.

Assessment Criteria	Marks Allocated
(1) Correct referencing and presentation <ul style="list-style-type: none">• Student should include references where appropriate (2 marks)• Student should use correct format for reference list and in-text citations (2 marks)• Student should have correct formatting and presentation for essay (1 mark)	5
(2) Explanation of term ‘Corporate Governance’	5
(3) Articulating the agency problem linked to the separation of ownership and control in organizations	10
(4) Description of corporate governance approaches that help address this problem <ul style="list-style-type: none">• Student should identify 3 corporate governance approaches that help and/or hinder this agency problem• Approx. 5 marks to be awarded for correctly identifying and explaining each corporate governance approach.• To get marks for this question, students must consult references other than lecture slides and text book. No marks will be awarded where a student either includes no references or cites material from lecture slides or the text book.• To assist students, a number of relevant academic papers will be uploaded on Interact. However, students will need to source other relevant references	15



Assessment Criteria	Marks Allocated
themselves using data bases and search engines provided through the university.	
(5) Identification and discussion of appropriate real life example <ul style="list-style-type: none"> • Identification and discussion of appropriate real life example is worth 10 marks. This example should be sourced from material outside the lecture slide and text books. 	10
(6) Recommendations Students should present at least two recommendations	5
TOTAL MARKS	50

Note that unreferenced and poorly referenced essays will not pass this assignment.

Presentation

Use essay format, 1.5 line spacing, 12 point font.

Use three sub-headings including one for each of the three parts to this question, along with an introduction and conclusion

Provide in text citations and a reference list, in the correct format.

Assessment item 2

Final Exam

Value: 50%

Date: 14-Jul-2014

Duration: Three (3) hours

Submission method options

N/A - submission not required/applicable

Rationale

The objective of the examination is to test the student's ability to respond to questions which relate to the subject matter. In particular students must present evidence of a thorough comprehension of the subject.

Requirements

A written examination of three hours duration similar to the Sample Examination included within the Assessment Information.



Marking criteria

Guidance on the exam, including allocation of marks, will be provided by the CSU lecturer, and via the interact site for the subject.

Material provided by the University

Answer booklets (24 pg.)

Material required by the student

Writing materials only.

Support Services

Student Central

Student Central is the first point of contact for currently enrolled students to access all non-teaching services. Student Central liaises closely with Divisions and Schools to ensure the timely and accurate resolution of student enquiries.

You may direct your enquires in person to Student Central staff situated within the Learning Commons found on campus at Albury-Wodonga, Bathurst, Dubbo, Orange, and Wagga Wagga.

You may also contact Student Central through:

ask@csu.edu.au (mailto:ask@csu.edu.au)
1800 ASK CSU (1800 275 278)
Phone from outside Australia: + 61 2 6933 7507

Information on Your Library Services

Finding Information

CSU Library provides you with free access to over 600,000 books and 50,000 journals, and much more. Get an introduction to your library with the [Library Orientation Toolbox](http://www.csu.edu.au/division/library/find-info/toolbox) (<http://www.csu.edu.au/division/library/find-info/toolbox>).

Primo Search

Finding the resources you need is easy with [Primo Search](http://primo.unilinc.edu.au/primo_library/libweb/action/search.do?dsent=1&dsmtp=1328694476534&) (http://primo.unilinc.edu.au/primo_library/libweb/action/search.do?dsent=1&dsmtp=1328694476534& Search most of the Library's collections, including online resources, print publications and CSU research. Plus, you can easily place loan requests, view your current loans, and renew items online.

Online Resources

You'll find journal databases, eBook collections, and other useful online information sources listed under [Key Resources](http://student.csu.edu.au/library/find-information) (<http://student.csu.edu.au/library/find-information>).

eReserve

Some subject readings may be held in [eReserve](http://student.csu.edu.au/library/find-info/search-reserve) (<http://student.csu.edu.au/library/find-info/search-reserve>). Online access is encouraged to help reduce CSU's carbon footprint, however a printed copy of eReserve subject readings can be purchased through [CSU Print](http://www.csu.edu.au/division/lts/csu-print/home) (<http://www.csu.edu.au/division/lts/csu-print/home>).

Borrowing

Your borrowing privileges depend on your enrolment. Visit [Information for Students](http://student.csu.edu.au/library/help/information-for-students) (<http://student.csu.edu.au/library/help/information-for-students>) to find out what you are eligible for. The [Library FAQs](http://www.csu.edu.au/division/library/how-to/faq) (<http://www.csu.edu.au/division/library/how-to/faq>) have more information on borrowing and access to resources.



Need help?

CSU Library staff are available to answer your questions by phone, Live Chat, email, forum, or in person. See [Ask a Librarian](http://student.csu.edu.au/library/contacts/ask-a-librarian) (<http://student.csu.edu.au/library/contacts/ask-a-librarian>) for more information.

Keep up to date with what is happening in your Library through Facebook, Twitter and our blog.



[CSU Library Facebook](http://www.facebook.com/CSULibrary) (<http://www.facebook.com/CSULibrary>)



[CSU Library Twitter](http://twitter.com/CSU_Library)

(http://twitter.com/CSU_Library)



[CSU Library Blogs](http://student.csu.edu.au/library/about-your-library/library-blog)

(<http://student.csu.edu.au/library/about-your-library/library-blog>)

Academic Learning Assistance

Learning Skills provides individual, group support and materials that can assist in making your learning and understanding easier. This support is available face to face, via telephone and online, providing assistance in a range of areas such as: academic language and learning, maths and statistics, critical reading and thinking, analytical thinking, essay and report writing, avoiding plagiarism, referencing, how to do oral presentations and exam preparation.

STUDYLINK provides access to a variety of short, non-award subjects in preparation for university study. Subjects are available throughout the year through flexible, online delivery, and each is designed to help you gain confidence, skills and knowledge for your university studies.

Student Support - <http://student.csu.edu.au/support>

A wide range of services are provided to support your student academic experience. Services are available on campus with relevant services also available via telephone and online. Services provided include:

- Orientation
- Student mentoring
- Scholarship and financial assistance
- Counseling support and referral
- Academic appeals and legal advice referral
- Disability, welfare and equity support and referral
- Health and wellbeing
- Social and recreational activities
- Graduation
- Indigenous student support
- International student support

Residential Student Support - <http://student.csu.edu.au/campus/residences/residential-advisors>

The Residential Support Scheme operates across all campuses to provide for the pastoral care and welfare of residents and actively encourages student participation and involvement in all aspects of residential life. The residential community is supported and structured to provide an environment to support student academic achievement.

For assistance and initial contact go to

Student Central

Email: ask@csu.edu.au (<mailto:ask@csu.edu.au>) (<mailto:ask@csu.edu.au>)

Phone: 1800 ASK CSU (1800 275 278)

Phone from outside Australia: + 61 2 6933 7507

Academic Language and Learning Assistance



[Learning Support](http://student.csu.edu.au/study) (<http://student.csu.edu.au/study>) provides learning advice to individual students and student groups and materials that can assist you to develop your learning skills and understanding of the requirements of studying at university. This support is available face to face, via telephone and online, and provides assistance in a range of areas such as: academic language and learning, maths and statistics, critical reading and thinking, analytical thinking, essay and report writing, avoiding plagiarism, referencing, how to do oral presentations and exam preparation.

[Studylink](http://www.csu.edu.au/student/studylink/) (<http://www.csu.edu.au/student/studylink/>) provides access to a variety of short, non-award subjects in preparation for university study. Subjects are available throughout the year through flexible, online delivery, and each is designed to help you gain confidence, skills and knowledge for your university studies.

Career Development

[Career Development](http://student.csu.edu.au/study/careers) (<http://student.csu.edu.au/study/careers>) includes a range of services, from first through to the final year of study, which support students' self-assessment, awareness of opportunities, improvements to decision making, and gaining the necessary skills for making successful transitions post-study. This support is available face to face, via telephone and online.

Distance Education Outreach Team

Assistance for students studying by distance education with Charles Sturt University.

The DE Outreach Team is available to all CSU students studying by Distance Education.

We can assist you with:

- Your orientation to CSU and DE study;
- Study skills;
- Preparing assignments;
- Time management;
- Online learning, and
- Any other questions you may have about studying by DE at CSU.

We provide these services in a number of different ways including:

- Outreach sessions to locations around Australia including group and individual sessions;
- Advice and support via phone, email, and Skype;
- Preparing assignments;
- Online workshops;
- Regional Study Centres, and
- Online resources and social media.

Find us at:

<http://student.csu.edu.au/study/de-outreach>

<https://www.facebook.com/DistanceEDatCSU>

Policy and Procedures

University Policies and Regulations

Academic matters are defined by, and are subject to, Charles Sturt University policies and regulations. Your Subject Outline should be read in conjunction with all such academic regulations and policies, as some of these may affect the outcome of your studies.

Academic Progress Regulations

The University requires each student to progress through his or her course at a rate that will enable him or her to complete the course in a specified maximum time. This maximum time is intended to ensure the currency of the knowledge within the course and therefore professional suitability of



graduates. Failure to complete within the specified maximum time shall lead to the expiry of a student's enrolment in the course. The University believes that all students have a right to know in advance of study in their course exactly what constitutes satisfactory progress in that course. To this end the University will specify a maximum completion time for each course, and will also provide support to students identified as being at risk of exclusion.

The [Academic Progress Regulations policy](#)

(http://www.csu.edu.au/acad_sec/academic-manual/docs/i1.pdf) sets out the requirements and procedures for satisfactory academic progress, for the exclusion of students who fail to progress satisfactorily and for the termination of enrolment for students who fail to complete in the maximum allowed time.

Variations to Subject Outlines

Should it be necessary to change the content of the Subject Outline during a teaching session, it will be done in consultation with the Head of School and other support services of the University. You then will be notified of the changes in writing by the subject coordinator.

Variations to Assessment

Should it be necessary to vary the assessment in this subject, you will be notified in writing by the Subject Coordinator, or Subject Convenor where one is appointed. The variations to assessment include variations to the assessment tasks and/or assessment procedures for assignments, examinations and any other assessment task published in the Subject Outline. The variations will be communicated only after the Subject Coordinator or Subject Convenor has obtained approval from their Head of School. The overriding principle is that such changes will not disadvantage students and is made in accordance with the Awards, Courses and Subjects policy ([Part L6.3](#) (http://www.csu.edu.au/acad_sec/academic-manual/docs/l6-3.pdf), Section 1.4) of the Academic Manual.

Evaluation of Subjects

It is University policy that all subjects are evaluated every time that they are offered. The University's Division of Student Learning administers the Subject Experience Survey through CSU's online evaluation system. Staff in the faculties and schools value your feedback very highly and take account of your comments when reviewing learning and teaching in each subject. If you are interested in the details of any enhancements to this subject as a result of the latest survey, please contact the subject coordinator.

Surveys for each of the subjects you are enrolled in for this session will be available for you to complete for a period of 4 weeks from the last week of the teaching session. An email message will alert you to the availability of the surveys online.

Please complete the subject evaluation by following the link:

<https://ce8.connectedu.net/etw/secure/cs2/et-shib.asp?nxappid=CS2&nxmlid=start>

Individual subject results are reported to the subject coordinator and Heads of Schools after grades have been submitted for each teaching session (except where subjects have one student the results are not reported to staff).

Special Consideration

Academic regulations provide for special consideration to be given if you suffer misadventure or extenuating circumstances during the session (including the examination period) which prevents you from meeting acceptable standards or deadlines.

Applications for special consideration must be submitted in writing and include supporting documentary evidence. Such applications should be sent to the Student Administration Office.

For further information about applying for special consideration please refer to [Part C3 - Special](#)



[Consideration Regulations](http://www.csu.edu.au/acad_sec/academic-manual/docs/c3.pdf) (http://www.csu.edu.au/acad_sec/academic-manual/docs/c3.pdf) of the Academic Manual.

Assessment Regulations

The assessment practices of all University subjects are conducted in accordance with the University's [Assessment regulations](http://www.csu.edu.au/acad_sec/academic-manual/docs/g1.pdf) (http://www.csu.edu.au/acad_sec/academic-manual/docs/g1.pdf).

Academic Conduct

The University expects that you, as a student, will be honest in your studies and research and that you will not do anything that will interfere with or frustrate the studies and research of other students. In particular, you are expected to:

- acknowledge the work of others in your assignments and other assessable work;
- not knowingly allow others to use your work without acknowledgment;
- report honestly the findings of your study and research; and
- use only permitted materials in examinations.

Details of expected academic conduct are provided in:

- the [Student Academic Misconduct Rule](http://www.csu.edu.au/acad_sec/academic-manual/docs/g6.pdf) (http://www.csu.edu.au/acad_sec/academic-manual/docs/g6.pdf);
- the [Academic Progress regulations](http://www.csu.edu.au/acad_sec/academic-manual/iconm.htm) (http://www.csu.edu.au/acad_sec/academic-manual/iconm.htm);

Students are also expected to be responsible in the use of University facilities and resources and to abide by University rules concerning the Library and electronic resources.

- the [Rule of the Library](http://www.csu.edu.au/division/library/about/policies/rule.htm) (<http://www.csu.edu.au/division/library/about/policies/rule.htm>); and
- the [Code of Conduct for Users of Electronic Facilities](http://www.csu.edu.au/adminman/tec/PER12.rtf) (<http://www.csu.edu.au/adminman/tec/PER12.rtf>).

Copies of the Rule of the Library and Code of Conduct for Users of Electronic Facilities can also be obtained from the Library or the Division of Information Technology (DIT) Service Desk.

Penalties for breaching the above Rules and Code include suspension or exclusion from the University.

Students also have expectations of the University and of other students in the cooperative endeavour of studying. Details of these expectations are provided in the [Student Charter](http://www.csu.edu.au/student/charter/) (<http://www.csu.edu.au/student/charter/>).

Subject Outline as a Reference Document

This Subject Outline is an accurate and historical record of the curriculum and scope of your subject. University policies ([L6.3 ? 1.3.8\(f\)](http://www.csu.edu.au/acad_sec/academic-manual/docs/l6-3.pdf) (http://www.csu.edu.au/acad_sec/academic-manual/docs/l6-3.pdf)) require that you retain a copy of the Subject Outline for future use such as for accreditation purposes.

