SECTION A: GENERAL INFORMATION

COORDINATOR & COLLABORATIVE TEAM

- Subject Coordinator: Associate Professor Mary A Kaidonis
- Collaborative team presenters:

Dr Robert Clark  Faculty of Informatics  
robert_clark@uow.edu.au use ACCY907 as the email message subject.  
42215662: Room 15 G38

Associate Professor Mary Kaidonis  Faculty of Commerce  
mary_kaidonis@uow.edu.au use ACCY907 as the email message subject.  
42213681: Room 40.327

Mr Martin O’Brien  School of Economics, Faculty of Commerce  
martin_obrien@uow.edu.au use ACCY907 as the email message subject.  
42 214701: Room 40.209

Professor David Steel  Faculty of Informatics  
david_steel@uow.edu.au use ACCY907 as the email message subject.  
42213823: Room 15 110

Consultation times: SEE WEB PAGE FOR TIMES & EMAILS

SUBJECT DESCRIPTION

The subject provides an overview of the ways accounting and finance researchers identify, formulate and investigate empirical questions in accounting and finance. The topic includes the criteria adopted to select research projects, issues of experimental design, validity threats, measurement problems and statistical analysis. Selected published accounting and finance research will be used to illustrate established methods of empirical research.

OBJECTIVES

The subject has been designed to enable you to understand a range of research methods having both an appreciation of the theoretical and practical implications of their application.

The subject has been designed as a collaboration between two faculties and draws on the expertise. Accordingly the student will be exposed to a range presentation and research methods. It is expected that students will be competent in a three research perspectives, that
is be able to design, implement as well as understand the theoretical implications of the method.

**WORKLOAD**

This is a 6 credit point subject and it is expected that the student (you) spends a **minimum** of 12 hours per week of class contact and private study.

**SEMINARS**

**Structure:**

There will be:

- one two hour seminar per week
- on Monday 3.30pm to 5.30pm
- in Room 19.G016

**Learning Objectives of Seminars:**

These seminars are designed to stimulate interest in the topic, to challenge, and to stimulate independent study. The seminars will take the form of interactive lectures.

In the last three weeks the first half of the seminar will include 45 minute presentations by the students.

**SEMINAR PARTICIPATION**

**Learning Objectives:**

Your weekly preparation for seminars will include sharing your understanding, questions and comments as well as participating in discussions and seminar activities. This process provides practice in formulating clear and articulate answers for exams. These skills are also important in the long term since your role as professionals will require participating in meetings, boards, committees of management or project teams as well as research teams.

**PRESCRIBED READING**

There will be selected readings from articles, books, and other sources that will be made available on the web as e-readings where possible, or available in the resources room. There is no prescribed text for the whole subject. Instructions for each week will be available on the web.

**OTHER REFERENCES**

There are many references that you can seek to augment your reading. Here is an example of some:


**WEBPAGE**


**Seminar notes:**

There will be some notes to supplement the seminar, and on occasions there will be specific lecture notes.

**Links to other web sites:**

Links to other web sites will also given.

**Announcements:**

There will also be announcements from time to time, which will be made in seminars.

**Cover pages:**

There will also be cover pages for the assessment and proformas or guidelines for the reports. These will be available after week 2 of the semester.

**ACCY907 2005 SCHEDULE**

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SECTION B ASSESSMENT

Penalties for late submission of assessment

Assessed work must be handed in by the date and time given. Assessed work handed in late can be penalised by the deduction (from the mark given to the assessed work) of 5 percentage points per 24 hours of the weekday or part thereof. The operation of this rule will not result in a negative mark being carried forward.

Plagiarism

Plagiarism means using the ideas of someone else without giving them proper credit. For example, that someone else may be an author, critic, journalist, artist, composer, seminar, tutor or another student. Unintentional plagiarism can result if you don’t understand and use the acceptable scholarly methods of acknowledgement. Whether plagiarism is deliberate or unintentional, the University may impose penalties, which can be very severe. When it is desirable, or necessary, to use other people’s material, take care to include appropriate references and attribution. Plagiarism will not be tolerated and has led to expulsion from the University.

Students should visit the following University website and become familiar with the University’s policy on Plagiarism.


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Extensions

Extensions may be granted if circumstances beyond the control of the student interfere with their ability to complete the task on time. These will only be granted by the subject co-ordinator and must be applied for before the due date.

Please Note: Extensions will not be granted after the due date.
EXAMINATIONS

Students are required to pass the examination (attain at least 50%) in order to fulfil the first requirement to pass the subject. The cumulative total of assessment must also be at least 50% in order to fulfil the final requirement of the subject.

ASSIGNMENT

Due Date: WEEK 7 Monday 11 April 2005

It must be submitted during your seminar. Only the subject coordinator will consider extensions, if they are requested before the due date. Please note that the assignment will not be accepted if it is mailed, emailed or faxed.

The marked assignment will be returned in your seminar on or before week 13.

SEMINAR REPORT AND PRESENTATION


Students will be divided into topics for module 3 and required to:

• Submit a report on the topic
• Make a presentation of the topic to the seminar.

Marking guide to be used for the REPORT follows:

Presentation according to requirements including declaration.
- cover sheet – signed by all members
- report should be 3 A4 pages including references and any appendices

Executive Summary.
- Was not provided
- Succinct summary of report
- Length was 10% of length of report.

Headings
- Addresses issues

English
- Satisfactory sentence structure
- Satisfactory spelling

Referencing
- As per the faculty requirements.
- Supported report
- More reading was required

Overall Mark /10 and comment for group or individual Report

- 8.5-10 EXCELLENT
- 7.5-8 VERY GOOD
- 6.5-7 GOOD
- 5.5-6 SATISFACTORY
- 4.5-5 POOR
- 3.5-4 UNACCEPTABLE

Requirements for Report Presentation in the seminar:

- The group or individual is required to be responsible for presenting the topic, engaging the seminar members in activities and discussion.
- The group or individual is to submit to each seminar member a hard copy of the report as well as a copy to the lecturer.
Each group or individual is required to speak and be active in the presentation. However, it is up to the group or individual to decide how this occurs.

You are encouraged to be as innovative as possible. Merely reading your report will not be sufficient for the presentation requirements of the report. You are encouraged to use notes, overheads, the blackboard or other devices you wish to enhance your presentation. If you wish to use other technology, it will be the responsibility of the group or individual to arrange, access, set up and return such technology directly with CEDIR or other appropriate resources.

Marking Guide for Presentation by the group or individual

- preparation
  - organised, planned
  - creative, innovative
- expression of each member
  - clear and articulate
  - appropriate use of presentation aids, such as overheads.
- content –
  - addressed issues
  - evidence of understanding
- participation
  - used mechanisms or strategies
  - achieved participation
- time management
  - kept to 45 minutes
  - balanced time – not rushed at the end
  - allowed sufficient time for participation during or at the end.
- overall comments / 10

8.5-10 EXCELLENT
7.5-8 VERY GOOD
6.5-7 GOOD
5.5-5 SATISFACTORY
4.5-4.5 POOR
0-3.5 UNACCEPTABLE

Allocation of marks if there is a group presenting:

All group members will get the same marks. Hence, it is imperative that each member has fully and equally participated. However, if there are problems with any member’s participation or contribution, then you must see your subject coordinator as soon as possible and certainly before the due date, so that appropriate action can be taken by all concerned.

Group members who do not participate and contribute may be excluded from the group and accordingly have ramifications on their allocation of marks. In the event of a dispute the subject coordinator will review the submissions of each group. Therefore it is imperative that you maintain hard copies of your contribution to the report.
SECTION C: RULES, CODES OF PRACTICE & POLICIES

C1 University Policies

Information on the following University Policies can be found at the websites below:

|------------------------------------------|-------------------------------------------------------------|

* see brief explanation of policy below.

C1.1 Non-discriminatory Language

The Faculty of Commerce supports the University’s policy on the use of non-discriminatory language. It is the responsibility of students to ensure that they understand and abide by this policy. The policy is available at:

http://staff.uow.edu.au/eeo/nondiscrimlanguage.html

C1.2 Special Consideration Policy

The Faculty of Commerce recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for special consideration in order to complete all assessable work. The University applies strict criteria to the granting of special consideration. Before applying for special consideration students should carefully read the University’s policy. The policy can be found at:


C1.3 Student Academic Grievance Policy

The Faculty of Commerce aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to
support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances. Any student who has a grievance over a result should obtain a Faculty of Commerce Appeal of Assessment Form from the Schools or the Sub-Dean's Unit. The student should firstly take the form to the marker/seminar to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgement of the seminar and can only review the grievance to ensure proper procedure has been followed.

For more information, please consult the policy in full at http://www.uow.edu.au/handbook/courserules/studacgrievpol.html

C2 Faculty and school policies

Referencing

WHY DO YOU NEED TO REFERENCE?

At University it is necessary to acknowledge the sources of information and ideas that you have incorporated in your assignments. Failure to do this thoroughly may result in accusations of plagiarism: this is the academic equivalent of stealing (because by not acknowledging someone else's work, you are presenting it as your own). Plagiarism is taken very seriously by the University and may result in expulsion from the University.

Referencing is not only about acknowledging other people's work: accurate referencing and lists of references are beneficial when researching a topic as they allow the reader to follow up information and read further into the area. In a sense, references provide readers with clues to help them explore different avenues of a topic. This aspect of referencing will become more valuable to you as you progress in your studies.

There is a correct procedure that must be followed when referencing and using footnotes. Not complying with these set techniques and format will most likely result in loss of marks.

When writing an essay it is easiest to reference as you go, making sure you are writing down all relevant information. This will save hours trying to find the source again in the library.

THE HARVARD SYSTEM OF REFERENCING

The Faculty of Commerce uses the Harvard system of referencing. This system makes use of short references within the body of the text. It is supplemented by a detailed list of references at the end of the text, which provides all the information necessary to find the source material. In-text references include the author and year of publication, and where necessary the page number(s).

*It is the responsibility of students to ensure that they are familiar with the Harvard system of referencing and that they use it accurately in all written work submitted.*

Students should consult the following University Library website for a detailed explanation and examples of the Harvard system of referencing. http://www.library.uow.edu.au/helptrainingguides/citing.html
Citation of Electronic Sources

It is necessary for students to reference all sources used in their written work, including file transfer protocol sites, worldwide web sites, telnet sites, synchronous communications (MOOs, MUDs, IRC, etc.) GOPHER sites, and email, Listserv and Newsgroup citations. It is the responsibility of students to ensure that they are familiar with the accepted Faculty of Commerce practice for referencing electronic material and that they use it accurately in all written work submitted. Students should consult the following University Library website for a detailed explanation and examples of how to reference electronic material: http://www.library.uow.edu.au/helptraining/guides/citeelec.html

Learning Resource Centre

Learning Development offers a range of free services to all enrolled students who wish to improve their academic or English language skills. There are a range of workshops available including: essay writing and editing; reading for assignments; grammar; presentation skills; pronunciation and exam preparation. For information on language and academic skills workshops, or to make appointments for consultations, please visit the Learning Resource Centre (LRC), Building 19, Ground Floor, Room G102, or Phone 02 4221 3977. For further information visit the website: http://www.uow.edu.au/student/services/ld/index.html

Faculty Librarians

Each faculty has a Faculty Librarian who is available to help with research related enquiries. Research Help Desk staff are also available in the Library to assist with research needs. The Faculty Librarians for Commerce can be contacted as follows:

email: lib_commerce@uow.edu.au
telephone: 42 213078

Disability Liaison Officer

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disabilities. Students commencing courses are advised to contact the Disability Liaison Officer prior to the beginning of their first session of study.

For further information on services offered, consult the Disability Services website or contact the office.

web address: http://www.uow.edu.au/student/services/ds/
telephone: 42 213445
fax: 42 215667

Faculty Disability Advisers

Faculty Disability Advisers are academic staff who provide assistance and support to students with disabilities within their Faculty and act as an intermediary between the student
and the Faculty's academic and general staff. They provide support, educational advice and referral to appropriate staff on issues related to teaching and learning within the Faculty and the University. Students are advised to communicate specific information about the ways in which their disability affects learning to the Faculty Disability Adviser as soon as possible after enrolment.

The Faculty of Commerce Disability Adviser is Mr. Ron Perrin. Mr Perrin can be contacted as follows:

Office location: Building 40, room 224
email address: ron_perrin@uow.edu.au
telephone: 42 214118

Woolyungah Indigenous Centre
The Woolyungah Indigenous Centre (WIC) provides academic and personal support for Aboriginal & Torres Strait Islander and other indigenous students. The Centre also runs an Indigenous Specific Orientation Program for students who gain entry to the University through the alternative admissions program.

For further information on services offered, consult the Woolyungah Indigenous Centre website or contact the office.

Centre location: Building 30
web address: http://www.uow.edu.au/aec/
telephone: 42 213563
fax: 42 214244