ECON310 Cost Benefit Analysis
Spring Session 2007
Wollongong Campus

Prerequisite for ECON310: ECON215 Microeconomic Theory & Policy

Section A: General Information about ECON310 Spring 2007:

Web address for online material: WebCT (accessible through SOLS only to students who are enrolled for ECON310 in the current session)

Subject coordinator and lecturer: Dr. John Rodgers
Office 40.226A Wollongong Campus
Office phone: (02) 42 21 4697
In an emergency leave message at (02) 42 214156
Email: Use WebCT-Vista mail for all class matters
Consultation times: Mon: 14:00 to 16:30 & Wed 15:30 to 17:00

EMERGENCY PROCEDURES: Students should be familiar with all exits (including emergency exits) from the rooms and buildings in which all classes are held. In the unlikely event that the emergency alarm sounds while you are in the classroom, quickly gather all belongings and exit the building (by the nearest usable exit) in an orderly fashion, without running, pushing or panic. Offer appropriate assistance to others if needed. Go directly to the designated assembly area for your building. Listen to and follow all directions given by University fire marshals. Once outside, do not re-enter the building until the “All Clear” is announced. Do not leave the area as classes may resume when the “All Clear” is announced.

The schedule below was copied (on 2 July 2007) from: http://www.uow.edu.au/student/dates.html
For official dates & to check for any changes, see: http://www.uow.edu.au/student/dates.html

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<td>Orientation Week</td>
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<td>23 July - 21 September</td>
<td>Lectures Commence (9 weeks)</td>
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<td>24 September - 30 September</td>
<td>Mid-Session Recess (1 week)</td>
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<td>2* October - 26 October</td>
<td>Lectures Recommence (4 weeks)</td>
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<td>29 October - 2 November</td>
<td>Study Recess (1 week)</td>
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<td>3 November - 16 November</td>
<td>Examinations (2 weeks)</td>
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Lecture times: Thursday 13:30 to 16:30 in 40.126

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<th>Perkins</th>
<th>Week</th>
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<td>1, 2.1-2.4</td>
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<td>Spreadsheet construction - EXCEL.</td>
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<td>2</td>
<td>Introduction: The basic nature of social CBA.</td>
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<td>Pareto &amp; Kaldor-Hicks</td>
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<td>Spreadsheet construction.</td>
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<td>Social CBA criteria</td>
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<tr>
<td>Social discount rate: time preference, opportunity cost.</td>
<td>4.2-4.4</td>
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<tr>
<td>Spreadsheet construction.</td>
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<tr>
<td>4</td>
<td>The economic theory of markets and CBA.</td>
<td>App 1 of ch. 2</td>
<td>3</td>
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<tr>
<td>Spreadsheet construction.</td>
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<tr>
<td>5</td>
<td>Identification of benefits and costs.</td>
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<tr>
<td>Spreadsheet construction.</td>
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<td>6</td>
<td>C-B valuation using market prices.</td>
<td>5</td>
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<td>5 &amp; 6</td>
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<tr>
<td>Spreadsheet construction.</td>
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<tr>
<td>7</td>
<td>C-B valuation without market prices.</td>
<td>11, 12</td>
<td>6</td>
<td>7 &amp; 8</td>
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<td>Shadow prices</td>
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<tr>
<td>M.S. test – + Catch-up on previous topics.</td>
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<td>9</td>
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<tr>
<td>8</td>
<td>The timing of benefits &amp; costs; investment criteria.</td>
<td>7</td>
<td>4 &amp; 5</td>
<td>10</td>
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<td>9</td>
<td>The social rate of discount.</td>
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<td>10</td>
<td>Welfare foundations of CBA.</td>
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<td>4</td>
<td>11</td>
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<tr>
<td>Cost-effectiveness analysis.</td>
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<td>11</td>
<td>Risk &amp; uncertainty / sensitivity analysis.</td>
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<td>12</td>
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<tr>
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<td>Distributional weights</td>
<td>9, 11 &amp; 12</td>
<td>16</td>
<td>13</td>
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<td>Methods, limitations.</td>
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Notes:
- The weekly timing of topics (given in the right-most column above) is approximate only.
- Lectures & class discussion provide the best guide to the material that is examinable. Some examinable material that will be discussed in class is not in discussed in the textbook. In such cases some additional reading may be recommended, but usually the discussion in class will be the best available coverage of such material.
- Students who are absent from a class will not receive any special help on the material covered in the missed class.
- Prior to attempting ECON310, students should have a good understanding of the principles & basic terminology of microeconomics at taught in the prerequisite subject.
- I will be assumed that students have a reasonable understanding of statistics (COMM121) and mathematics including calculus and linear algebra (ECON222).
- Students whose spreadsheet skills are poorc will be expected to upgrade them (in their own time) in the first three weeks of the session.
- To ensure coverage of examinable material, you should attend all classes, read all the assigned reading in the textbook, and complete all assignment work. If you do not attend class or if you decide not to do the assignment work, then you should not expect any additional guidance on, or assistance with, examinable material in this subject.
Subject outline: ECON310
Cost Benefit Analysis  Spring 2007

Subject description
This subject will investigate the theoretical foundations and practical techniques of social cost benefit analysis. Students in the class will develop of the appropriate skills for the economic evaluation of large public sector projects that involve priced and non-priced inputs and outputs.

Learning outcomes
Students who successfully complete the subject will be able to:
(a) to demonstrate (by providing written answers under examination conditions) an understanding of the following areas of knowledge:
  • the nature of cost benefit analysis including the relevant theory of economic welfare.
  • the problems and limitations when using CBA techniques in a mixed-market economy.
  • the identification and valuation of project benefits and costs.
  • concepts of social opportunity cost and measurement of shadow prices.
  • the theory and use of social time preference and discount rates.
  • the theory and limitations when using discounting methods and project selection criteria.
  • methods of valuation of social costs and benefits such as hedonic pricing, contingent valuation, travel cost valuation, and similar methods.
  • methods of sensitivity analysis within social cost-benefit analysis.
(b) to use EXCEL (in assignment work & in the final project) to apply CBA methods to evaluate realistic projects & report on the results obtained.

Attendance Requirements
Each student in the class is expected to prepare for, attend, and participate in all classes (3 hours per week), to be punctual, and not leave early. There are marks for class preparation and participation (see below for further details). If you anticipate being absent from any class more than a couple times, you are advised not to attempt this subject.

Performance level
  • To be eligible to pass (PC) this subject, students must achieve an overall mark of at least 45%.
  • To be eligible for a P grade or better, students must submit the required project report (to a satisfactory standard) by its due date.
  • To obtain credit for this subject as a 300-level subject towards their degree, students must achieve an overall mark of at least 50%.

Textbook and other reading material.

Textbook:

Recommended & additional reading:

There may be some additional optional reading which will be made available in an appropriate way.
Use of EXCEL: Students are expected to use MS EXCEL to complete assigned spreadsheet work. If you initially have limited knowledge and skills in using EXCEL, you are expected to spend the necessary time to teach yourself and develop your skill to a reasonable level within the first 3 weeks of the session.

Use of Web-based Resources.
Students in ECON310 are expected to access the class WebCT-Vista site at least once per week to check for class announcements and other relevant material. To access the ECON310 WebCT-Vista site, you must be registered for ECON310. Some class resources will be available only on WebCT.

- WebCT-Vista will be used in ECON310 for important class announcements, to provide class notes, and other learning materials, and to facilitate communication about class matters. Some class material may not be made available to those students who are absent from class.
- To access the ECON310 WebCT-Vista site you will need to know the “Username” & “Password” of your University computer account. If you do not know how to access WebCT, you should seek appropriate advice before the end of the first week of the session.
- The WebCT-Vista “Discussion” board should be used for general academic matters such as questions about class material and class organization. Private WebCT mail to the instructor about non-personal matters may be posted (with senders name attached) to the discussion board.
- The WebCT-Vista “Private Mail” should be used only for personal communication with the instructor on personal matters relating to ECON310. In general, WebCT “private mail” should NOT be used for academic questions & comments. Academic questions & comments should be posted to the “Discussion” board.

All email to the ECON310 instructor should be through WebCT-Vista.
Do not use the regular campus email on matters relating to ECON310.

Expectations & recommendations regarding attendance, participation, & behaviour.
- You should read this subject outline and seek clarification of any aspects that are not clear to you.
- You are expected to prepare for, attend and participate in all classes.
- You are expected to complete & submit all assignment work on time.
- You should participate in and complete all assessment tasks at their scheduled times.
- You are expected to read the class WebCT site (including announcements, discussions, & mail).
- You should be informed of all class announcements by attending lectures on time & reading the WebCT site.
- Your behaviour on the class WebCT site should be consistent with a high level of academic honesty and integrity.
- If you miss a class, or if you are late to a class, you should consult other students to get any announcements that you may have missed.
- It is recommended that you construct your own study notes using the class notes, the textbook and other relevant reading.
- You should accept responsibility for your own learning.
- You should act with academic honesty and integrity in all matters relating to ECON316.
- You should behave at all times in a way that respects the rights of other students and does not disrupt the learning activity of any other student.
- When in class you must turn off your mobile phone.
- You should not disrupt any teaching activity. You should be punctual at all classes. (If you enter a class late, or if you must leave early, do so quietly and sit as close to an exit as possible so as to minimize disruption to others.)
- It is strongly recommended that you get to know other students in the class so that you can help each other.
- You should ensure that your address and other contact details held by the university are correct.
- You should know how to exit the classroom in the event of an emergency.
Section B: Assessment

Final marks in this subject will be determined according to the following weights:

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<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Details</th>
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<tbody>
<tr>
<td>Assignment work</td>
<td>10%</td>
<td>Due Thursday 13:35 at each class. Marks will not be assigned to individual assignments. Students who submit all assignment work (of a reasonable standard) on time will score at least 75% on this component.</td>
</tr>
<tr>
<td>Class preparation and participation</td>
<td>10%</td>
<td>Due Thursday 13:35 at each class. (3+ page summaries of current topic &amp; participation in class discussion.)</td>
</tr>
<tr>
<td>Mid-session test</td>
<td>10%</td>
<td>Thur week 9 (Sept 17) at 13:35 (or asap after 17:30 on that day**). A 50 to 60 minute test covering material in weeks 1 to 8</td>
</tr>
<tr>
<td>Project report (required*)</td>
<td>15%</td>
<td>Due on the Friday of week 13 by 15:00. *A project report of acceptable quality must be submitted in order to obtain a P grade or better. The project is regarded as part of the final exam &amp; a mark for it will not be available prior to the final exam.</td>
</tr>
<tr>
<td>Final examination:</td>
<td>55%</td>
<td>A 3¼ hour exam covering all material from week 1 to week 13 scheduled by ARD.</td>
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<tr>
<td>Supplementary exam.</td>
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<td>To be scheduled by ARD. (A supplementary exam will be offered only to students who through circumstances beyond their control are unable to take the regular final exam and who submit a valid application for special consideration.)</td>
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Additional information about assessment:

**Scaling:** Normally marks will not be scaled. Test, examination and / or aggregate marks may be scaled in exceptional and unforeseeable circumstances. For example scaling would be appropriate if something happens that causes the initial mark distribution to misrepresent the level of learning in the class. The basis of and reason for such scaling (should it occur) will be explained on WebCT after being approved by the discipline head of economics.

**Times & places of the test:** Details of the time and place of the mid session test cannot be provided definitely in this document because the class size and room availability are unknown at the time this outline was prepared. Availability of adequate rooms (to facilitate appropriate spacing) will determine the exact time & place of the mid-session test. If possible, the mid-session test will be held in class time (at 13:35) on Thursday in weeks 9. If adequate rooms are not available at that time, the test will be scheduled as early as possible after 5:30 pm on Thursday of Week 9.

**Notification of format, times & places of tests & the final exam:** Information about the format of the mid-session test & final examination will be provided on WebCT at least one week prior to the exam. Details of time & place of the mid-session test will be announced on WebCT-Vista prior to the time of the test. If anything happens to cause postponement of either test, then the test will be scheduled for the same day in the following week. Time & place of the final exam will be determined by ARD.

**Release of marks & retention of papers:** Test marks will be released on WebCT-Vista. All test and exam papers will be retained by the subject co-ordinator. Student may discuss their test and exam answers with the subject coordinator.

**The final exam (55%):** Time and place organized by ARD,

Format: Closed book 3-hour exam consisting of short essay questions, short answer questions (involving brief explanations &/or diagrams), and numerical questions.

The exam will be comprehensive (covers everything). Numerical calculators will be allowed.
The mid-session test (10%): Time & place: Probably in class at 13:35 on Thursday of week 9. Format of test: Closed book, 50-60 minute test on all material covered to end of week 8. The test will consist of short essays, short answers and problems. Numerical calculators will be allowed.

Use of calculators in tests & the final exam. Simple (non-programmable) numerical calculators allowed. Electronic devices with alphabetic keypads &/or stored-memory capability are not allowed.

Consequences of not taking a test: Students are expected to take the test and the final examination at the scheduled times. Failure to do so without adequate justification and reasonable notification + documentation will result in a zero mark for the test or examination. Any student who misses the final exam will be subject to university policy on final examinations.

If you miss the mid-session test due to unanticipated circumstances beyond your control, you should contact the subject coordinator as soon as possible and you should apply for special consideration through SOLS (with full documentation) at the earliest possible time and no later than seven days beyond the test. In such cases, a supplementary make-up test may be required, or the mark for the test may be transferred to the final exam and the student may be required to submit additional written work set by the subject coordinator.

Project reports will involve a practical take-home problem (15%). Scheduled for week 13. The project question and relevant details will be available on WebCT Thurs of week 12. A project report must be submitted in order to pass this subject. Project reports will not be returned. The project is regarded as part of the final exam in this subject and will be marked with the final exam. Marks for the project report will be posted for one week after the release of session 2 results. Students should keep a copy of all work submitted.

Submission of completed project reports must be before 16:00 on Friday of week 13. (Report should be submitted by hand to the instructor or placed under the door of 40.226A by 16:00). A plain cover sheet with your name, student number + the time and date of submission must be attached. The question page(s) must be attached in front of the report. A receipt will be issued on request only if your work is handed directly to the instructor.

Late work will incur a penalty of 25% for each day late up to a maximum of four days (including weekend days). Beyond 4 days, the work will receive 0 marks. For late work, the time of submission must be witnessed by a member of the economics discipline. Any request for an extension of time must be in writing, with full documentation, to the subject coordinator prior to the due date. Time extensions will be granted only in very exceptional cases.

Assignment work (10%) There are 12 weekly assignments. Assignment work will be set each week (except in week 13). A printed assignment sheet (which will specify the tasks to be completed) will be posted on WebCT each week. The work must be submitted at the start of the next class or before with the assignment question sheet attached as a front cover sheet. You should keep copies of all submitted work. A receipt will be issued on request when the work is submitted.

Assignment work will usually consist of a summary of required reading, problems, spreadsheet tasks, short essays, and small “research” tasks. Topic summaries will require presenting written summaries (in your own words) of the relevant chapter of the textbook and other specified reading.

Submitted assignment work and topic summaries will be marked as S (satisfactory) or U (unsatisfactory). The overall numeric marks for assignment work & topic summaries will be determined on the basis the quality and timeliness of all work submitted throughout the session. A student who submits satisfactory work on time every week can expect a mark of at least 7.5 out of 10. Assignment work and topic summaries will normally be returned in class in the week following its submission. Unsatisfactory work may have to be rewritten and resubmitted. Late work will be penalized. Marking of late work will be given a low priority and will be returned with some delay but no later than Friday at 16:00 of week 13.

Consequences of non-participation: Students who do not submit topic summaries and assignment work of reasonable quality on time, and who do not attend & participate in all classes, will not be given access to class notes and other material on WebCT.
Presentation of submitted work.

- All submitted work should be neat (not necessarily typed but preferably written on one side of the paper only), and stapled in the top left-hand corner.
- There should be adequate space in your margins for comments by the instructor.
- You should submit all work in a plastic cover (which will be provided by the instructor).
- The assignment question sheet(s) must be attached to the front with relevant details filled in.
- Relevant & important parts of .xls files should be printed & submitted in hardcopy.

Electronic files: Often you will be required to submit .xls files of spreadsheet work. These should be submitted as attachments to WebCT mail messages to the instructor prior to 17:00 on the due date.

Your name and the assignment number should appear in the subject line of the mail message to which the files are attached. For example: “Smith, Ann: CBA Ass2”

The attached files should be named as follows: SmithCBAAss2Q3.xls
That is: “familyname” followed by “CBAAss?Q?”

Spreadsheet files should be in MS-EXCEL .xls format (readable by EXCEL 2003 unless otherwise arranged with the instructor).

Text files should be MS.WORD .doc files (readable by Word 2003) or simple text (.txt) files unless otherwise arranged with the instructor.

Marks for assessment tasks.

Marks for assessment tasks (tests, assignments, topic summaries, the project report, the final examination) will be awarded for:

- correct, concise and complete written answers and diagrams. (Marks will be lost for errors; wrong, incomplete, vague, misleading and irrelevant statements; and wrong or poorly labeled, incomplete diagrams and poorly explained diagrams).
- clarity and neatness of written answers and diagrams. (Marks will be lost for untidy, difficult to read and poorly presented work).
- originality and clear exposition of correct methodology when a problem is to be solved. (Marks will be lost for use of inappropriate methods, methodological errors, especially errors in logic. Failure to detect obvious errors in work submitted will attract substantial penalties).
- correct and knowledgeable use of the terminology, methodology and diagrams. (Incorrect use of terminology, methodology and diagrams will be penalized).
- correct answers using correct methodology in the case of numerical questions, problems, and similar work. The method of arriving at a numerical answer should be clearly shown.
- preparation for classes by writing summaries of assigned reading prior to each class, and submission of assigned all work on time. (Failure to prepare for in-class work will be penalized.

In addition:

- Repeated failure to submit completed assignment work on time or failure to submit satisfactory topic summaries on time will result in the loss of all 10 marks for the relevant component.
- Late work will be penalized and likely to be returned with some delay.
- In some cases where assessment tasks are incomplete or submitted late, additional work may be required.
- **Plagiarism will not be tolerated.** Penalties will be applied to all students involved, and the event reported to the head of discipline, the Head of School, the Dean, and the Commerce Faculty Investigating Committee. (Plagiarism includes submitting the work of another person as if it is your own.)
Note on the final exam:
The final exam will be comprehensive; that is, it will include questions on all material relevant to the subject that has been discussed in all classes, set reading in the textbook, assignments and all other class work (such as material posted to WebCT). Students who are unable to attend the final exam through no fault of their own, should apply (with full supporting documentation) for “special consideration” (through SOLS) at the earliest possible date (and no later than 7 days after the final examination). See “Applications for Special Consideration” below.

Note on the mid-session test:
Any student who does not attend the ECON310 mid-session test will score zero for the test, unless absence from the test is caused by unforeseen circumstances beyond the control of the student.

If you miss the mid-session test you should contact the instructor as soon as possible and lodge an application for special consideration (+ documentation) through SOLS as soon as possible.

When a valid special consideration application + supporting documentation has been submitted on time through SOLS and approved, special consideration will normally take the form of a supplementary “make-up” test (which may include some oral questions and answers) at a time and place determined by the subject coordinator instructor. (See “Applications for Special Consideration” below).

In addition to a formal application for special consideration, students should discuss, at the earliest possible consultation time, their situation with the subject coordinator, in person. In the case of a minor illness or problem, the student may be required to take a make-up test at the earliest possible time. In other cases it is likely that a “make-up” test will be scheduled on Friday afternoon in the last week of the session. The make-up test will have different questions from the initial in-session test (and may include some oral questions & answers).

Applications for Special Consideration.
If you are unable to attend a test or the final examination and wish to apply for special consideration, you are advised to carefully consult the University’s Policy on Special Consideration at http://www.uow.edu.au/handbook/courserrules/specialconsideration.html to ensure that you know eligibility criteria, the process to be followed in lodging an application, and the criteria that subject coordinators may use in deciding whether to grant special consideration. You must comply with the Policy. Applications for special consideration must be lodged through SOLS and supporting documentation must be submitted no later than seven (7) days (including weekend days) after the test or exam occurred.

If special consideration is granted for a test, it will normally take the form of a supplementary test that will be held either at the earliest possible date (in the case of minor problems) or a test in the last week of the session (see above). The timing and form of any supplementary test will be at the discretion of the subject co-ordinator.

If special consideration is granted for the final examination it will take the form of a supplementary exam to be held at a time to be determined and announced by the Academic Registrar’s Office. If you apply for special consideration, you are required to be available to take the supplementary make-up test or exam at its scheduled time.

If you apply for, or intend to apply for “special consideration” in relation to a test or the final examination, you are advised not take the test or examination at the scheduled time, unless the subject coordinator has given prior approval for you to do so. In fairness to all students, each student may take a test or exam once only, either at the scheduled time or at the time of the supplementary test or exam. If you do not comply with this requirement special consideration will normally be denied.
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, lecturer, 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. [http://www.uow.edu.au/handbook/courserules/plagiarism.html](http://www.uow.edu.au/handbook/courserules/plagiarism.html)

Reviewing Assessment Marks and Grades
Any student who believes that the mark or grade awarded does not reflect their performance in the subject has the right to approach the lecturer(s) concerned (and then, if necessary the Head of the Unit and the Dean) and have the grading explained. A formal procedure for having a mark or grade reviewed has been established by the University and is available to students in the form of a handout from the Student Enquiries Office.
SECTION C: RULES, CODES OF PRACTICE & POLICIES

C1: University Policies

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

- **Code of Practice – Teaching & Assessment**
  

- **Code of Practice (Honours)**
  

- **Code of Practice – Students**
  

- **Acknowledgement Practice (Plagiarism)**
  

- **Special Consideration Policy**
  

- **Ethical Issues**
  

- **Ethical objection by students to the use of animal and animal products in coursework subjects**
  

- **Non Discriminatory Language – practice and presentation**
  

- **Occupational Health and Safety**
  

- **Intellectual Property**
  

- **Human Research Ethics Guidelines**
  

- **Student Academic Grievance Policy**
  

- **Animal Research Guidelines**
  

* 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](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: [http://www.uow.edu.au/handbook/courserules/specialconsideration.html](http://www.uow.edu.au/handbook/courserules/specialconsideration.html)

**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/lecturer 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 lecturer 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](http://www.uow.edu.au/handbook/courserules/studacgrievpol.html)
C2: Faculty and school policies

**Special Consideration Policy:** It is the policy of the School of Economics and Information Systems that if a student is offered a supplementary examination but does not sit that supplementary examination for whatever reason, another supplementary examination will not normally be provided. Other action such as support for discontinuation rather than fail will be considered if appropriate.

**Faxing of written work:** Faxing of written assessment or any other work will not be accepted within the School of Economics & Information Systems. If you fax your assigned work it will not be marked or accepted.

**Workload:** The University of Wollongong has a policy that each credit point has an implied workload of 2 hours per week. (Comment on ECON310: This 6-credit point subject, and so students are expected to spend at least 12 hours per week studying ECON310. This study should include attending class, reading the textbook summarizing your class notes and the textbook, completing all assignment work by writing out and correcting your answers. Unless you commit this time to serious study for this subject you cannot expect to do well. Serious study does NOT include making coffee, chatting with friends, sleeping in the library, sharpening your pencils, playing electronic games, and similar activities :-)

**Referencing:** 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/helptraining/guides/citing.html](http://www.library.uow.edu.au/helptraining/guides/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](http://www.library.uow.edu.au/helptraining/guides/citeelec.html)
C3: Support Services and Facilities

The following details (in section C3) are relevant to the Wollongong campus only.

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:

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 DLO prior to the beginning of their first session of study. For further information on services offered, consult the Disability Services website or contact the DLO 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 who can be contacted as follows:
Office location: Building 40, room 224
e-mail: ron_perrin@uow.edu.au
telephone: 42 214118

Woolyungah Indigenous Centre
The Woolyungah Indigenous Centre provides academic and personal support for Aboriginal & Torres Strait Islander and other indigenous students. The Woolyungah Indigenous 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.
AEC location: Building 30
web address: http://www.uow.edu.au/aec/
telephone: 42 213563
fax: 42 214244