

**TABL5562  
BUSINESS LAW IN A GLOBAL  
ECONOMY**

**Course Outline  
Semester 2, 2015**

**Part A: Course-Specific Information**

Please consult Part B for key information on Business School policies (including those on plagiarism and special consideration), student responsibilities and student support services.

## TABLE OF CONTENTS

<b>PART A. COURSE SPECIFIC INFORMATION</b>	<b>3</b>
<b>1. STAFF CONTACT DETAILS</b>	<b>3</b>
1.1 Communication with Staff	3
Bill Butcher's consultation times are 4:00 – 6:00pm on Thursdays.	3
<b>2. COURSE DETAILS</b>	<b>3</b>
2.1 Teaching Times and Locations	3
2.2 Units of Credit	3
2.3 Summary of Course	3
2.4 Course Aims and Relationship to Other Courses	3
2.5 Student Learning Outcomes	4
<b>3. LEARNING AND TEACHING ACTIVITIES</b>	<b>7</b>
3.1 Approach to Learning and Teaching in the Course	7
3.2 Learning Activities and Teaching Strategies	7
<b>4. ASSESSMENT</b>	<b>8</b>
4.1 Formal Requirements	8
4.2 Assessment Details	8
4.3 Assessment Format	8
4.4 Assignment Submission Procedure	9
4.5 Late Submission	9
<b>5. COURSE RESOURCES</b>	<b>10</b>
<b>6. COURSE EVALUATION AND DEVELOPMENT</b>	<b>11</b>
<b>7. COURSE SCHEDULE</b>	<b>12</b>
<b>PART B. KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT</b>	<b>13</b>
<b>1. PROGRAM LEARNING GOALS AND OUTCOMES</b>	<b>13</b>
<b>2. ACADEMIC HONESTY AND PLAGIARISM</b>	<b>14</b>
<b>3. STUDENT RESPONSIBILITIES AND CONDUCT</b>	<b>14</b>
3.1. WORKLOAD	14
3.2. ATTENDANCE	15
3.3. GENERAL CONDUCT AND BEHAVIOUR	15
3.4. OCCUPATIONAL HEALTH AND SAFETY	15
3.5. KEEPING INFORMED	15
<b>4. SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS</b>	<b>15</b>
<b>5. ADDITIONAL STUDENT RESOURCES AND SUPPORT</b>	<b>16</b>
<b>APPENDIX - STYLE GUIDE AND WRITTEN SUBMISSION GUIDELINES</b>	<b>17</b>
<b>RESEARCH ASSIGNMENT COVERSHEET</b>	<b>20</b>

# PART A. COURSE SPECIFIC INFORMATION

## 1. STAFF CONTACT DETAILS

Lecturers	Room Number	Telephone	Fax	Email
Bill Butcher	Quad 2054B	9385-3256	9313-6658	<a href="mailto:B.Butcher@unsw.edu.au">B.Butcher@unsw.edu.au</a>

### 1.1 Communication with Staff

Bill Butcher's consultation times are 4:00 – 6:00pm on Thursdays.

When you contact staff by email please:

- Use your university email address
- Specify the course LEGT5562 as your lecturer may be teaching more than one course.
- Sign off by using your name

## 2. COURSE DETAILS

### 2.1 Teaching Times and Locations

Lectures	Day	Time	Location
	Wednesday	1:00–4:00pm	Goldstein G16

### 2.2 Units of Credit

This course is worth 6 units of credit.

### 2.3 Summary of Course

Law is a critical factor in commerce. In any business decision fundamental legal questions may arise about the potential liabilities of the parties, the rights that the parties have and how the business or transaction should be organised. In the context of international business, domestic law often applies but so do specifically international legal principles. This subject introduces the background to international business law, discusses the legal framework of international business regulation; and examines areas of law particularly relevant to the conduct of international business, including the law of contract, finance, foreign investment, alternative business structures, the protection of intellectual property, and international dispute resolution.

### 2.4 Course Aims and Relationship to Other Courses

The aims of this course are to develop your understanding of the structure and key elements of the law governing international business and for you to apply this

knowledge to recognising and addressing legal problems in the area. It will also give you some practical tools to prevent legal problems arising and to deal with those that do.

## 2.5 Student Learning Outcomes

By the end of this course, you should be able to:

1. Identify legal issues that arise in international business situations.
2. Analyse legal issues relating to international business in a logical and structured way (i.e. identify problems, research relevant sources, propose an outcome and identify possible challenges to the proposed outcome).
3. Construct written arguments relevant to legal problems that commonly arise in international business.
4. Accurately diagnose legal issues that can arise in international business and source and apply the relevant law.
5. Operate both independently and collaboratively to understand and solve legal problems in international business.

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all postgraduate students in the Business School.

Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. 'be an effective team player').

You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree (e.g. 'participate collaboratively and responsibly in teams').

## **Business School Postgraduate Coursework Program Learning Goals and Outcomes**

### **1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.**

You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.

### **2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.**

You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.

### **3. Communication: Our graduates will be effective communicators in professional contexts.**

You should be able to:

- a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and
- b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.

### **4. Teamwork: Our graduates will be effective team participants.**

You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.

### **5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of ethical, social, cultural and environmental implications of business issues and practice.**

You should be able to:

- a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
- b. Consider social and cultural implications of business and /or management practice.

For more information on the Postgraduate Coursework Program Learning Goals and Outcomes, see Part B of the course outline.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in tutorials and other activities):

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals for all Business School postgraduate students:</i>		<i>On successful completion of the course, you should be able to:</i>	<i>This learning outcome will be assessed in the following items:</i>
1	Knowledge	Identify legal issues that arise in international commercial situations	<ul style="list-style-type: none"> <li>• Tutorial Problems</li> <li>• Assignment</li> <li>• Midsession and Final Exam</li> </ul>
2	Critical thinking and problem solving	Analyse legal issues in a logical and structured way, including by identifying problems, researching relevant sources, proposing an outcome and identifying possible challenges to the proposed outcome	<ul style="list-style-type: none"> <li>• Tutorial Problems</li> <li>• Assignment</li> <li>• Midsession and Final Exam</li> </ul>
3a	Written communication	Construct written work which is logically and professionally presented.	<ul style="list-style-type: none"> <li>• Tutorial Problems</li> <li>• Assignments</li> <li>• Final Exam</li> </ul>
3b	Oral communication	Communicate ideas in a succinct and clear manner.	<ul style="list-style-type: none"> <li>• Class presentations on a current issue in international business law but not specifically assessed.</li> </ul>
4	Teamwork	Work collaboratively to complete a task.	<ul style="list-style-type: none"> <li>• Part of in-class activities but not specifically assessed.</li> </ul>
5a.	Ethical, environmental and sustainability responsibility	Identify and assess ethical, environmental and sustainability considerations in legal problems.	Not specifically assessed in this course.
5b.	Social and cultural awareness	Identify and assess social and cultural considerations in legal problems.	Not specifically assessed in this course.

### 3. LEARNING AND TEACHING ACTIVITIES

#### 3.1 Approach to Learning and Teaching in the Course

This course is conducted with the aim of promoting student-centred learning.

This aim will be achieved by requiring students to engage with the topics presented in the course through set weekly readings and, as required, independent research.

While the assessment in this course is designed to test students' knowledge of the key principles that establish the framework of common international business transactions, an important focus of the assessment regime is to test how well students can apply legal principles and practices in a realistic commercial context.

#### 3.2 Learning Activities and Teaching Strategies

This course involves three hours of teaching time per week

**Lectures** are a critical part of your learning in this course. However, you should keep in mind that they do not substitute or summarise the prescribed readings. The **readings** and **case studies** are an essential element of the course, both in terms of preparing you for the lectures and for achieving sufficient depth of knowledge. If you fail to read the material, or to complete the case studies before class, you will derive much less benefit from the lectures. The lectures are very carefully prepared to complement your own preparation, not to replace it. It is your responsibility to play an *active* part in your learning. This entails *preparation* before class, *review* of your notes after class, and *asking questions* on any aspect you are uncertain about.

Each lecture will include a tutorial component dedicated to discussion of case studies. The material to be discussed in the seminar will have been dealt with in the lecture in the previous week. This enables you to have the benefit of a lecture before approaching the case studies. **All students must** prepare a written answer and be ready to discuss the case studies in class.

**No written suggested answers will be provided for the case studies.** It is vital to your learning of the material and in developing skills in applying the law to given situations that you prepare your own answers and analyse them in the light of the class discussion. The class discussion will be sufficiently structured and methodical that you should obtain a clear understanding without the need for a potentially distracting written suggested answer. If any points remain unclear, you are of course welcome to discuss them with the lecturer.

This course assumes no existing knowledge of the topics to be covered during the session.

## 4. ASSESSMENT

### 4.1 Formal Requirements

In order to gain a pass in this course:

- Students must attain a total mark of 50% or more.
- Students must achieve a satisfactory level in each component.
- There is no requirement that a student attain 50% or more for each component.

### 4.2 Assessment Details

Task No.	Assessment Task	Learning Outcomes assessed	Business School Graduate Attributes assessed	Due	Word Limit	% of Marks
<b>A</b>	Mid Session Exam	1-5	1,2,4-6	9 September 1:10pm – 2.00pm.	N/A	20%
<b>B</b>	Research Assignment	1-5	1,2,4-6	7 October 4:00pm.	2000 words	20%
<b>C</b>	Final Exam	1-5	1,2,4-6	TBA	N/A	60%
					<b>Total</b>	<b>100%</b>

### 4.3 Assessment Format

#### Mid Session Exam – 20%

- The examination will consist of 20 short answer questions. It is a closed book exam.
- The lecture will follow the exam and will run from 2.15pm - 4.00pm.

#### Research Assignment – 20%

**Word Limit:** The word limit for the research assignment is **2,000 words**. This limit will be **strictly enforced**. A major purpose of placing a word limit on the paper is to help you develop the skill of applying the law to a set of facts in an organised, concise and efficient manner.

- Students are solely responsible to ensure that they have attached a completed cover page. The style of cover page is attached to this Course Outline.
- Assignments will not be accepted unless you have signed the acknowledgment on the cover page.
- You must comply with the Style Guide in the Appendix below.

#### Final Examination – 60%



- The final exam will be three hours, plus reading time.
- The exam will cover all topics discussed in both the lectures and readings.
- The exam will be closed book.

#### **4.4 Assignment Submission Procedure**

The research assignment is due at 4.00 pm on 7 October.

A hard copy of the assignment must be handed in, and a copy posted on the Moodle site for the course. Hard copies of the assignment may be handed in at the lecture or be placed in the LEGT5562 Assignment Collection Box outside Quadrangle Room 2059.

#### **4.5 Late Submission**

The research assignment must be submitted by the stated due date.

Any assignment submitted late will not be accepted unless prior written approval has been granted by the Lecturer.

Assignments that are submitted after the due date and time without prior written approval will have 20% deducted per day late. Please note: mark deductions will be imposed immediately after the time the assignment is due. Any assignment submitted 5 or more days late will score 0.

If you foresee that you will have problems submitting the assignment on time you should contact the lecturer-in-charge immediately. Only the lecturer-in-charge can grant an extension for an assignment.

Do not wait until the due date to ask for an extension. No extensions will be granted on the due date itself.

If circumstances beyond your control mean that you cannot complete an assignment by the due date you should make an application for special consideration (see below at Part B, paragraph 4). These applications are reserved for illness or misadventure, not work commitments. Work commitments and clashes with other courses are not a valid reason for special consideration applications.

Computer or printer failure is not an acceptable special circumstance for an extension of time. Students are expected to make back-up copies of their assignments and have contingency plans for any potential printing problems.

### **Quality Assurance**

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential and will not be related to course grades.

## **5. COURSE RESOURCES**

### **Prescribed text:**

John Mo, International Commercial Law, 5th ed., LexisNexis, Sydney, 2013.

### **Additional texts:**

In addition to the prescribed text, the following text books are useful source materials which provide a good introduction to certain areas dealt with in the course:

#### General

Poh-Ling Tan (ed.) Asian Legal Systems, Butterworths,

G Hill, International Business: Competing in the Global Marketplace, McGraw-Hill Inc.

#### International Business Law

Moens G & Gillies P, International Trade and Business Law, Policy and Ethics 2nd ed., Routledge-Cavendish Publishing, Sydney, 2006.

Mercurio, Trakman, Kolsky Lewis, Zeller, International Business Law, Oxford University Press, Melbourne, 2010.

Schaffer, Agusti, Earle, International Business Law and its Environment, Cengage Learning, Mason, Ohio, 2010.

Chuah, Law of International Trade, 3rd ed., Sweet & Maxwell, London 2006.

C M Schmitthoff, Schmitthoff's Export Trade: The Law and Practice of International Trade, 11th ed., Sweet & Maxwell, London, 2007.

S Fisher & D Fisher, Export Best Practice: Commercial and Legal Aspects, The Federation Press.

#### Public International Law

I A Shearer, Starke's International Law, Butterworths, 2007.

H Reicher, Public International Law: Cases and Materials, Law Book Company.

#### Private International Law

D J Harris, Cases and Materials in International Law, Sweet & Maxwell.

P E Nygh, Conflict of Laws in Australia, Butterworths.

**Electronic Databases:**

- The UNSW library subscribes to several electronic databases. The UNSW library database can be accessed at:  
<http://info.library.unsw.edu.au/web/services/services.html>

This course uses the web as a key teaching and learning tool. The course website uses Moodle. You can log on at <http://www.telt.unsw.edu.au>.

**6. COURSE EVALUATION AND DEVELOPMENT**

Each year feedback is sought from students and tutors about the courses offered in the School and continual improvements are made based on this feedback. In this course we will seek your feedback through UNSW's Course and Teaching Evaluation and Improvement (CATEI) process and students are also most welcome to provide feedback at any time during the session.

## 7. COURSE SCHEDULE

Week 1	29 July	Introduction and Overview
Week 2	5 August	The Legal Framework for International Business
Week 3	12 August	International Sale of Goods I
Week 4	19 August	International Sale of Goods II
Week 5	26 August	International Sale of Goods III
Week 6	2 September	International Trade Finance I
Week 7	9 September	International Trade Finance II
Week 8	16 September	WTO and Other International Organizations
Week 9	23 September	International Dispute Resolution
	26 September – 5 October	Mid-Semester break
Week 10	7 October	Competition Law in international business transactions
Week 11	14 October	International Taxation Law
Week 12	21 October	International Business Structures and Contemporary Issues in International Business Law

## **PART B. KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT**

### **1. PROGRAM LEARNING GOALS AND OUTCOMES**

The UNSW Business School Program Learning Goals reflect what we want all students to BE or HAVE by the time they successfully complete their degree, regardless of their individual majors or specialisations. For example, we want all our graduates to HAVE a high level of business knowledge, and a sound awareness of ethical, social, cultural and environmental implications of business. As well, we want all our graduates to BE effective problem-solvers, communicators and team participants. These are our overall learning goals for you.

You can demonstrate your achievement of these goals by the specific outcomes you achieve by the end of your degree (e.g. be able to analyse and research business problems and propose well-justified solutions). Each course contributes to your development of two or more program learning goals/outcomes by providing opportunities for you to practise these skills and to be assessed and receive feedback.

Program Learning Goals for undergraduate and postgraduate students cover the same key areas (application of business knowledge, critical thinking, communication and teamwork, ethical, social and environmental responsibility), which are key goals for all Business School students and essential for success in a globalised world. However, the specific outcomes reflect different expectations for these levels of study.

We strongly advise you to choose a range of courses which assist your development of these skills, e.g., courses assessing written and oral communication skills, and to keep a record of your achievements against the Program Learning Goals as part of your portfolio.

#### **Business School Postgraduate Coursework Program Learning Goals and Outcomes**

**1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.**

You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.

**2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.**

You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.

**3. Communication: Our graduates will be effective communicators in professional contexts.**

You should be able to:

- c. Produce written documents that communicate complex disciplinary ideas and

- information effectively for the intended audience and purpose, and
- d. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.

**4. Teamwork: Our graduates will be effective team participants.**

You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.

**5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of ethical, social, cultural and environmental implications of business issues and practice.**

You should be able to:

- c. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
- d. Consider social and cultural implications of business and /or management practice.

## 2. ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: <http://www.lc.unsw.edu.au/plagiarism/index.html> as well as the guidelines in the online ELISE and ELISE Plus tutorials for all new UNSW students: <http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm>.

To see if you understand plagiarism, do this short quiz:

<http://www.lc.unsw.edu.au/plagiarism/plagquiz.html>

For information on how to acknowledge your sources and reference correctly, see: <http://www.lc.unsw.edu.au/onlib/ref.html>

For the Business School *Harvard Referencing Guide*, see the **Business School Referencing and Plagiarism webpage** (Business School >Learning and Teaching>Student services>Referencing and plagiarism)

## 3. STUDENT RESPONSIBILITIES AND CONDUCT

Students are expected to be familiar with and adhere to university policies in relation to class attendance and general conduct and behaviour, including maintaining a safe, respectful environment; and to understand their obligations in relation to workload, assessment and keeping informed.

Information and policies on these topics can be found in the 'A-Z Student Guide': <https://my.unsw.edu.au/student/atoz/A.html>. See, especially, information on 'Attendance and Absence', 'Academic Misconduct', 'Assessment Information', 'Examinations', 'Special Consideration', 'Student Responsibilities', 'Workload' and policies such as 'Occupational Health and Safety'.

### 3.1. WORKLOAD

It is expected that you will spend at least **nine to ten hours** per week studying this course. This time should be made up of reading, research, working on exercises and

problems, and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater.

Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

We strongly encourage you to connect with your Moodle course website in the first week of semester. Local and international research indicates that students who engage early and often with their course website are more likely to pass their course.

### **3.2. ATTENDANCE**

Your regular and punctual attendance at lectures and seminars is expected in this course. University regulations indicate that if students attend less than eighty per cent of scheduled classes they may be refused final assessment.

### **3.3. GENERAL CONDUCT AND BEHAVIOUR**

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: <https://my.unsw.edu.au/student/atoz/BehaviourOfStudents.html>

### **3.4. OCCUPATIONAL HEALTH AND SAFETY**

UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see <http://www.ohs.unsw.edu.au/>.

### **3.5. KEEPING INFORMED**

You should take note of all announcements made in lectures, tutorials or on the course web site. From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. You will be deemed to have received this information. It is also your responsibility to keep the University informed of all changes to your contact details.

## **4. SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS**

You must submit all assignments and attend all examinations scheduled for your course. You should seek assistance early if you suffer illness or misadventure which affects your course progress.

### **General Information on Special Consideration:**

1. All applications for special consideration must be lodged online through myUNSW **within 3 working days of the assessment** (Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and other supporting documentation to Student Central. For more information,

please study carefully the instructions and conditions at:  
<https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>.

2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. The School may ask to see the original or certified copy.
3. Applications will **not** be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you lodged an online application for special consideration.
4. Decisions and recommendations are only made by lecturers-in-charge.
5. Applying for special consideration **does not** automatically mean that you will be granted a supplementary exam or other concession.
6. Special consideration requests **do not** allow lecturers-in-charge to award students additional marks.

## 5. ADDITIONAL STUDENT RESOURCES AND SUPPORT

The University and the Business School provide a wide range of support services for students, including:

The University and the Business School provide a wide range of support services for students, including:

- **Business School Education Development Unit (EDU)**  
<http://www.bs.unsw.edu.au/learningandteaching> Click on 'Student Services'. Academic writing, study skills and maths support specifically for Business School students. Services include workshops, online resources, and individual consultations. EDU Office: Room GO7, Ground Floor, Business School Building (opposite Student Centre); Phone: 9385 5584; Email: [edu@unsw.edu.au](mailto:edu@unsw.edu.au). Visit us on Facebook: [www.facebook.com/educationdevelopmentunit](http://www.facebook.com/educationdevelopmentunit).
- **Business School Student Centre** <http://www.bs.unsw.edu.au/requests>  
Advice and direction on all aspects of admission, enrolment and graduation. Ground Floor, West Wing, Business School Building; Phone: 9385 3189
- **Moodle eLearning Support:** For online help using Moodle, follow the links from [www.elearning.unsw.edu.au](http://www.elearning.unsw.edu.au) to *Moodle / Support for Students*. For technical support, email: [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au); Phone: 9385 1333.
- **UNSW Learning Centre** ([www.lc.unsw.edu.au](http://www.lc.unsw.edu.au))  
Academic skills support services, including workshops and resources, for all UNSW students. See website for details.
- **Library training and search support services**  
<http://info.library.unsw.edu.au/web/services/services.html>
- **IT Service Centre:** Technical support for problems logging in to websites, downloading documents etc. <https://www.it.unsw.edu.au/students/index.html>  
UNSW Library Annexe (Ground floor).
- **UNSW Counselling and Psychological Services**  
<http://www.counselling.unsw.edu.au> Free, confidential service for problems of a personal or academic nature; and workshops on study issues such as 'Coping with Stress' and 'Procrastination'. Office: Level 2, Quadrangle East Wing; Phone: 9385 5418.



- **Student Equity & Disabilities Unit** <http://www.studentequity.unsw.edu.au>  
Advice regarding equity and diversity issues, and support for students who have a disability or disadvantage that interferes with their learning. Office: Ground Floor, John Goodsell Building; Phone: 9385 4734

## APPENDIX - STYLE GUIDE AND WRITTEN SUBMISSION GUIDELINES

### General

1. A written cover sheet must be attached to the Research Assignment. The form of the coversheet is set out in Appendix B.
2. The Research Assignment has a maximum word limit of 2000 words. A word count must be recorded on the cover sheet. Written answers must be kept to the prescribed word limit. **A word limit does not include footnotes or bibliography.** If material submitted exceeds the prescribed limit the marker may require you to revise and edit the work to the prescribed requirements, and/or stop marking at the word limit.
3. You **MUST** also keep a hard copy all of your written papers.
4. A margin of at least 2.5 cm should be left along the left hand side of each page.
5. Written answer papers must be either clearly written or typed. Typing should be **double spaced**, no smaller than **12 point** font and on **one side of the page** only.
6. The preferred binding of the written answer is a single staple in the top left hand corner. No other binding is required. Written answers presented in any other form of binding may be removed from that binding to facilitate marking. In such circumstances the additional binding will not be returned to you.
7. Computer or printer failure is not an acceptable special circumstance for an extension of time. You are expected to make back-up copies of your written answer and have contingency plans for any potential printing problems.

### Footnotes, Quoting and Copying

1. Footnotes allow the reader to quickly and easily find the exact place in the source material to which the footnote refers.
2. In the course of the written answer you will need to cite relevant authorities. These may be a case precedent, the views of an author, a piece of legislation or an article. The source of the proposition or idea that is used must be acknowledged. For example, you do not quote the opening page of a website if your quotation comes from another page. You must quote the exact, complete, location of the page on the web where you found the material.
3. All sources must be acknowledged by a footnote at the foot of the page where:
  - a) the source is being directly quoted;
  - b) an argument or proposition in that source is being paraphrased;
  - c) the source is being used as authority to support a student's proposition or argument;

Footnotes that represent digressions from the main argument should be kept to a minimum.

### Bibliography

For the Research Assignment, all texts, articles and other sources you use in the preparation of your work should be listed in a bibliography at the end of the written answer.

## Wikipedia

Students should take extreme care when using Wikipedia. Wikipedia is prepared by unknown authors and is often wrong. While Wikipedia may, on occasion, be useful as a starting point when approaching a completely unfamiliar topic, it is unacceptable as a source for University assignments. If a decision is made to consult Wikipedia, students must research further and check and cite the source used by Wikipedia in their assignment rather than Wikipedia itself. Students who use Wikipedia as a source for written assessment tasks without researching further and checking the sources used will have marks deducted.

## Referencing Books

1. Books should be cited as per the following example:

John Mo, *International Commercial Law*, LexisNexis, Sydney, 5th ed. 2013 [insert page or paragraph number]

2. If the text is discussing a case then the reference should be:

*Esanda Finance Corporation Ltd v Peat Marwick Hungerfords* (1997) 188 CLR 241 as cited in Paul Latimer *Australian Business Law* (CCH Australia, 30<sup>th</sup> ed, 2011 [insert page number])

## Cases

1. Cases should be cited as per the following example:

*Esanda Finance Corporation Ltd v Peat Marwick Hungerfords* (1997) 188 CLR 241

2. If citing a particular judge you should reference it as

*Esanda Finance Corporation Ltd v Peat Marwick Hungerfords* (1997) 188 CLR 241, [insert page number], [if applicable, insert judge name in brackets]

## Legislation

Acts should be cited as follows:

1. *Competition and Consumer Act 2010* (Cth) [insert section number]
2. *Sale of Goods (Vienna Convention) Act 1986* (NSW) [insert section number]

## Websites

1. If you want to reference discussion from a database like CCH or LexisNexis Online it should be cited as per the following example:

CCH Australian *Trade Practices Law Reporter* at [insert paragraph number]

2. If the commentary talks about a case then the reference should be cited as follows:

*Power Curber International Ltd v National Bank of Kuwait SAK [1981] 1 WLR 1233*  
at [insert page or paragraph number]



# Business School

## School of Taxation and Business Law

Never Stand Still

Business School

### TABL 5562 – BUSINESS LAW IN A GLOBAL ECONOMY

#### RESEARCH ASSIGNMENT COVERSHEET

1. Please staple this coversheet to the front of your submitted work.
2. Fill in all the details in the following box:

<p><b>First Name:</b> _____ <b>Family Name:</b> _____ Must be your officially enrolled name, not a nickname</p> <p><b>Student Number:</b> _____</p> <p><b>Word Count</b> (for submitted work): _____</p> <p><b><u>Acknowledgement:</u></b> I confirm that this is my own work and not the work of others:</p> <p>_____</p> <p style="text-align: center;"><b>Student Signature:</b></p>
---

#### Marker's Use Only

Grade: \_\_\_\_\_

Marker's Feedback:

---

---

---