



ACCG913

CPA - Ethics and Governance

S2 Day 2014

Dept of Accounting & Corporate Governance

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General Information

Unit convenor and teaching staff

Unit Convenor

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E4A Level 2

Wednesday 2pm to 3pm

Lecturer

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E4A Level 2

Tuesday 2pm to 3pm

Credit points

4

Prerequisites

ACCG926 or ACCG855 or admission to MAdvProfAcc

Corequisites

Co-badged status

Unit description

This unit is completed whilst the student is enrolled in the Ethics and Governance segment of the CPA program. The unit introduces and explains key responsibilities required of an accounting professional as well as the role and functions of the accounting profession. The unit also provides students with the opportunity to acquire vital knowledge, skills and understanding of ethics, governance and corporate social responsibility. The unit extends the student's generic skills with a focus on developing practical problem solving abilities and effective communication in complex managerial forums.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Distinguish between the accounting profession generally and the varied roles of professional accountants

Engage with the strategic, leadership and global issues driving accountants and the accounting profession

Identify governance and regulatory frameworks affecting entities and the local and global perspectives of stakeholders in relation to these frameworks

Apply and communicate professional understanding of complex concepts involving ethics, governance and relevant judgment as required by accountants operating in a global context

Identify the nature, role and vital importance of corporate social responsibility and sustainable development

Assessment Tasks

Name	Weighting	Due
<u>1. Presentation</u>	10%	As advised
<u>2. Class Test</u>	35%	Tuesday 30 September
<u>3. Final Examination</u>	30%	20 October - re CPA Australia
<u>4. Group Assessment Item</u>	25%	7, 8, 28, 29 Oct 4, 5 Nov

1. Presentation

Due: **As advised**

Weighting: **10%**

Submission: Your presentation and submission are to comprise a single newly developed (by you) multiple choice question that you write and present. The total duration of the presentation and explanation MUST NOT EXCEED 7 minutes. There is no word limit applicable to accompanying documentation but obviously total words will reflect the time limit in a realistic way. When creating your question and explanation you are required to use class content, the CPA118 materials and any further relevant research. You need to write a UNIQUE and NEWLY DEVELOPED multiple choice question. You must also write a clear explanation clearly identifying which answers are wrong and why and which answers are correct and why. This Minor Presentation may require you to undertake additional research, reading and thought, and you will be marked on the quality of the work that was undertaken. Detailed marking criteria are on the Feedback Sheet which will be provided to all students. This will be discussed in class before presentations in classes commence.

You will be marked according to your level of research and preparation, your understanding, accuracy, comprehensiveness and ability to explain the key issues to your fellow students, and

your use of presentation aids. A schedule of presentation times will be set for every student. A hard copy of your question and presentation materials must be handed to your lecturer before delivering your presentation.

You are expected to display your knowledge and the communication skills at a standard expected of a postgraduate student. All students must present by Week 10 – all feedback to students will be finalised at or before the classes of Week 11.

You **MUST** 'hand in' a printed version of all presentation materials and additional explanation materials at the start of your presentation. This must be attached to the Feedback cover sheet – which must be STAPLED as the front page of your 'handed in' materials. Professional presentation of the document submitted and the quality of oral presentation are important!

Extension: No extension will be granted without a Disruption to Studies application being lodged within University rules and subsequently approved.

Penalties: Zero mark for non-submission.

On successful completion you will be able to:

- Distinguish between the accounting profession generally and the varied roles of professional accountants
- Engage with the strategic, leadership and global issues driving accountants and the accounting profession
- Identify governance and regulatory frameworks affecting entities and the local and global perspectives of stakeholders in relation to these frameworks
- Apply and communicate professional understanding of complex concepts involving ethics, governance and relevant judgment as required by accountants operating in a global context

2. Class Test

Due: **Tuesday 30 September**

Weighting: **35%**

Submission: This test will have a duration of 120 minutes (plus 15 mins reading time). It will be conducted as an invigilated exam in a different classroom than usual and may be at a time and day other than the normal class time. This test will cover Modules 1 to 4 inclusive. Module 5 will not be included. The test will be fully open book exam. The value of all questions will be stated clearly and all multiple choice questions will be the same value. The planned date is Tuesday 30 September but this may change subject to administration approval.

You will receive full feedback about this exam in Class. You will receive your own marked exam script (this will be re-collected at the end of the class) for review and discussion.

Extension: No supplementary exam is available.

Penalties: Consistent with all MACC CPA Extension units, students who miss this exam will score zero marks. Documented absence that is substantiated by a Disruption to Studies application which meets University requirements, and that is approved, may permit the CPA exam to be treated as comprising 65% of overall assessment.

On successful completion you will be able to:

- Distinguish between the accounting profession generally and the varied roles of professional accountants
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3. Final Examination

Due: **20 October - re CPA Australia**

Weighting: **30%**

The CPA Australia examination is conducted by CPA Australia at a time and location designated by CPA Australia and according to rules and conditions set by CPA Australia. You can expect to be advised in writing of these rules and further exam details - this written advice will be sent directly to you by CPA Australia and NOT by Macquarie University.

Submission: Subject to the rules applicable to CPA Australia candidature

Extension: Subject to the rules applicable to CPA Australia candidature

Penalties: Students who do not achieve at least a Pass grade in this exam will not be awarded a Pass grade in ACCG913. Students who do not achieve a Pass grade should discuss this with MACC administration staff.

On successful completion you will be able to:

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- Apply and communicate professional understanding of complex concepts involving ethics, governance and relevant judgment as required by accountants operating in a global context
- Identify the nature, role and vital importance of corporate social responsibility and sustainable development

4. Group Assessment Item

Due: **7, 8, 28, 29 Oct 4, 5 Nov**

Weighting: **25%**

Submission: Students will form into groups (minimum 3, maximum 5 members).

Groups will choose a topic from a list of topics posted on iLearn on 16 September. Groups and topics must be finalised and approved by your lecturer in class on 23 or 24 September. Any uncertainties including group membership and topics will be clarified by your lecturer on that date.

Each group is required to submit Planning Paper (maximum 600 words - worth 5 marks of the 25 marks available) at class on 7 or 8 October.

Each group will be required to submit their full paper and presentation materials and also make their presentation in a designated class (28/29 October or 4/5 November).

All group members are required to present - maximum group presentation time is 30 minutes; each member must speak for a minimum of four minutes. It is required that group preparation and documentation as well as teamwork and each individual's presentation will all demonstrate appropriate professional capabilities.

The Group Report itself must be submitted with an accompanying Turnitin Assessment summary report that must be agreed and signed by all group members. The Turnitin procedure will be explained on iLearn.

Marked out of 25:

5 marks for the Planning Paper.

10 marks for the Report.

10 marks for the Presentation and presentation documentation.

Extension: No extension will be granted.

Penalties: A mark of ZERO will be assigned for late submission. Where any aspect of this assessment item is not completed on time and fully by a group member that group member will score zero marks for the entire assessment component (that is the student will score zero out of 25) unless a Disruption to Studies application is lodged according to university requirements and that application is subsequently approved.

On successful completion you will be able to:

- Distinguish between the accounting profession generally and the varied roles of professional accountants
- Engage with the strategic, leadership and global issues driving accountants and the

accounting profession

- Identify governance and regulatory frameworks affecting entities and the local and global perspectives of stakeholders in relation to these frameworks
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Delivery and Resources

Classes

- To successfully achieve the requirements of the course, you are expected to attend one three hour class per week. You should attend only the class in which you are formally enrolled except for illness (in which case you may change classes and you do not need to seek permission). Rolls will be marked - but there is no specific attendance requirement.
- Classes are held Tuesdays 3pm to 6pm in Room E6A131 and Wednesdays 6pm to 9pm in Room C5A301.
- Please refer to the class timetable within this unit guide for detailed class content.
- The University web site shows timetables (and any changes in locations): <http://www.timetables.mq.edu.au/>

Required and Recommended Texts and/or Materials

Required Texts/Materials

- *CPA Program: CPA 118 Ethics and Governance*, CPA Australia, January 2014 Edition as updated. Sent to you on enrolment with CPA Australia
- *CPA Australia Members Handbook*, available online at <http://www.cpaustralia.com.au>

Reference Texts/Materials

APES 110 Compiled Code of Professional Ethics for Professional Accountants, available online at <http://www.apesb.org.au>

The CPA 118 segment material provides a comprehensive reference list at the end of each module containing all references cited by the authors. These are provided as a guide, should you choose to pursue an interest in a particular issue or they may be useful to refer to for an assignment on a particular topic. Additional materials will be made available or advised in iLearn. Please note you MUST refer to iLearn regularly.

Unit Web Page

Course information is available on the learning management system (iLearn).

iLearn access is at <http://www.learn.mq.edu.au>

Advice for iLearn including login advice and relevant support is all available at the iLearn site.

The student web page for this unit is located on iLearn. This includes course material, announcements and results.

Each week you will find on iLearn Lecture Guidance Notes and In-Class Discussion Questions. You will also find relevant reference materials on iLearn.

Learning and Teaching Activities

Each 3 hour class will consist of a combination of activities including seminar presentations by the lecturer and student expositions which will review key concepts. You are encouraged to engage in class discussion relating to questions posed, case studies, current events/issues and practical, problem solving exercises.

A revision class will be held prior to the external CPA Program exam and will include analysis, questions and cases designed to explore the entire course. All students will be required to complete a group presentation based on a group prepared report which is to be submitted at the same time as the group presentation.

The material to be covered each week is identified in this Unit Guide.

Preparation for classes

It is essential that you prepare for each class by reading all materials and references carefully. This will include carefully working through the relevant CPA module, noting any issues which you might like to discuss in class and, of course, contributing to in-class discussions and overall 'group learning'.

You may download additional relevant class materials required each week from iLearn at <http://learn.mq.edu.au>. Additional class materials will be placed on iLearn prior to class time. It is your responsibility to ensure that you access and have copies of relevant material prior to classes. You should allow time for thorough reading of all materials before each class

Technology Used and Required

The principal technology used in this unit comprises web based access to resource materials and the Macquarie University learning enhancement and facilitation system which is called 'iLearn'.

Technology used and required in this unit is essentially unchanged from the requirements existing in Semester 1 2013.

Unit Web Pages - iLearn

- iLearn access is at <http://www.learn.mq.edu.au>
- Advice for iLearn including login advice and relevant support is all available at the iLearn site.

Regular access to iLearn is strongly encouraged so that you have access to:

- The student web page for this unit is located on iLearn.
- Announcements and results.
- Resources developed for each class
- Additional recommended reading and research resources
- Additional information designed to assist you with assessment items

- New information that may arise in relation to course or class administration
- iLearn communication and discussion tools created to enhance learning for all students and staff.

Technology used by students

- Students will need access to a computer and internet resources and relevant standard software.
- If personal resources are not available to students Macquarie University provides extensive internet access to students across the entire campus (for approved study purposes) and also provides computers with relevant software for student use in library and laboratory locations.

Unit Schedule

Week	Class/ Date	Topic	Module	Other information
1	Class 1 Tue 5 Aug Wed 6 Aug	Accounting and Society	Module 1	Module references are to CPA118 Ethics & Governance Study Guide. We will also discuss exam approaches in this class. Minor presentations organised
2	Class 2 Tue 12 Aug Wed 13 Aug	Ethics – Part A Professional Ethics – Part B Ethical Theories – Part C Code of Ethics (up to Page 37)	Module 2 Parts A, B and C	Minor presentations – 10%
3	Class 3 Tue 19 Aug Wed 20 Aug	Ethics – Part C Code of Ethics – Ethics Part D Ethical Decision-making	Module 2 Parts C and D	Minor presentations – 10%
4	Class 4 Tue 26 Aug Wed 27 Aug	Governance concepts – Part A Overview of Corporate Governance and Part B International Perspectives on Corporate Governance	Module 3	Minor presentations – 10%
5	Class 5 Tue 2 Sep Wed 3 Sep	Governance concepts – Part C Codes & Guidance and Part D Governance Failures etc	Module 3	Minor presentations – 10%

6	Class 6 Tue 9 Sep Wed 10 Sep	Corporations and Other Entities – up to page 45	Module 4	Minor presentations – 10%
7	Class 7 Tue 16 Sep Wed 17 Sep	Corporations and Other Entities – page 45 to end	Module 4	Minor presentations – 10% Group Report & Presentation topics and marking criteria to be available on iLearn.
8	Class 8 Tue 23 Sep Wed 24 Sep	Corporate Social Responsibility – Module 5 up to page 55	Module 5	Group Presentations: members and group topics must be finalised.
9	Class 9 Class Test Tue 30 Sep	Class Test – 35% of marks 2 hours plus 15 minutes reading time – covers Modules 1-4 only. Time to be advised. Admin requirements may change date slightly. Test is compulsory.		<u>This is an important exam</u> 35% of total marks see iLearn for timetable and seating Date may change. <u>Formal invigilation – bring ID.</u>
10	Class 10 Tue 7 Oct Wed 8 Oct	Corporate Social Responsibility – remainder of module 5.	Module 5	Minor presentations – 10% <u>Groups' Planning Papers to be submitted</u> (5% of marks),
11	Class 11 Tue 14 Oct Wed 15 Oct	Mid-Session exam 'hand back' and review. Revision preceding CPA Exam.	Module 5	You will receive your exam in your hand for discussion and full understanding and feedback and comments.
12	No Classes	Final (CPA Australia) Exam – CPA Exam period commences 20 October		CPA Australia Exam 20 October 30% of total marks You must personally check ALL exam details with CPA Australia

13	Class 12 Tue 28 Oct Wed 29 Oct	Major Assignment – Group Presentation & Report A Turnitin Assessment Summary must accompany the Group Report	Group Assignment – 25% of total marks (including topic overview) Group Report and Presentation – ensure you read and follow ALL preparation and submission requirements
14	Class 13 Tue 4 Nov Wed 5 Nov	Major Assignment – Group Presentation & Report A Turnitin Assessment Summary must accompany the Group Report	Group Assignment – 25% of total marks (including topic overview) Group Report and Presentation – ensure you read and follow ALL preparation and submission requirements

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Academic Honesty

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental

principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Grades

Macquarie University uses the following grades in coursework units of study:

- HD - High Distinction
- D - Distinction
- CR - Credit
- P - Pass
- F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

<http://www.mq.edu.au/policy/docs/grading/policy.html>

Grading Appeals and Final Examination Script Viewing

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/grade_appeals/

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)

- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Distinguish between the accounting profession generally and the varied roles of professional accountants
- Engage with the strategic, leadership and global issues driving accountants and the accounting profession
- Identify governance and regulatory frameworks affecting entities and the local and global perspectives of stakeholders in relation to these frameworks
- Apply and communicate professional understanding of complex concepts involving ethics, governance and relevant judgment as required by accountants operating in a global context
- Identify the nature, role and vital importance of corporate social responsibility and sustainable development

Assessment tasks

- 1. Presentation
- 2. Class Test

- 3. Final Examination
- 4. Group Assessment Item

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- Distinguish between the accounting profession generally and the varied roles of professional accountants
- Engage with the strategic, leadership and global issues driving accountants and the accounting profession
- Identify governance and regulatory frameworks affecting entities and the local and global perspectives of stakeholders in relation to these frameworks
- Apply and communicate professional understanding of complex concepts involving ethics, governance and relevant judgment as required by accountants operating in a global context
- Identify the nature, role and vital importance of corporate social responsibility and sustainable development

Assessment tasks

- 1. Presentation
- 2. Class Test
- 3. Final Examination
- 4. Group Assessment Item

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Distinguish between the accounting profession generally and the varied roles of professional accountants

- Engage with the strategic, leadership and global issues driving accountants and the accounting profession
- Identify governance and regulatory frameworks affecting entities and the local and global perspectives of stakeholders in relation to these frameworks
- Apply and communicate professional understanding of complex concepts involving ethics, governance and relevant judgment as required by accountants operating in a global context
- Identify the nature, role and vital importance of corporate social responsibility and sustainable development

Assessment tasks

- 1. Presentation
- 2. Class Test
- 3. Final Examination
- 4. Group Assessment Item

Changes from Previous Offering

The unit syllabus has been updated in minor ways in relation to dates and content coverage. A change to assessment approach involves the requirement for groups to prepare and submit a planning paper before preparation of the full group report and presentation. This is designed to ensure that groups prepare carefully and have identified the key themes - including ethical approaches - that are relevant to the group paper and presentation.

Research and Practice

- The CPA Australia materials studied by students within this unit have been written by a range of experts in the field of Ethics and Governance, all of whom were required to base their writing on research and business practice. The the Unit Convener of ACCG913, Patrick Gallagher is one of these writers having written most of Module 1 and more than half of each of Modules 3 and 4 of the CPA Australia materials.

The materials have a strong research base - just a few of many more detailed research inclusions are:

- Analysis of what it means to be a professional (including research by Wilensky and also by Buckley and Buckley);
- Agency Theory including the concepts of Jensen and Meckling and others;
- Concepts of ethics including analysis of teleology and deontology

- Practical research of business dilemmas and problems at a broader level including the Global Financial Crisis and, at various narrower levels of study, examples of specific legal and ethical breaches by business - eg James Hardie, Centro and Calvin Zhu and many others.
- The nature of sustainability and its relationship with ethical sustainable business conduct - one key researcher in this area is Craig Degan - who is a recognised writer and researcher in the area and the principal author of Module 5 of the CPA material
- A strong emphasis is given to the relationship between industry/business practice and the desirable level of knowledge to be attained by Macquarie students studying this Unit. As part of this emphasis the Group Assignment encourages students to undertake research relevant to the topic addressed by each group.