



ACCG913

CPA - Ethics and Governance

MQC S1 Evening 2014

Dept of Accounting & Corporate Governance

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	8
<u>Policies and Procedures</u>	10
<u>Graduate Capabilities</u>	13
<u>Research and Practice</u>	15

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Other Staff

James Hazelton

james.hazelton@mq.edu.au

Contact via james.hazelton@mq.edu.au

Unit Convenor

Emma Holmes

emma.holmes@mq.edu.au

Contact via emma.holmes@mq.edu.au

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%	Thursday 10 April
<u>3. Final Examination</u>	30%	28 April - re CPA Australia
<u>4. Group Presentation</u>	25%	Tuesday 13 May

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 before Week 8 – 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 special consideration application being 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: **Thursday 10 April**

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 Thursday 10 April 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 CPA Extension units, students who miss this exam will score zero marks. Documented absence substantiated by a special consideration request that meets University requirements will 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
- 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

3. Final Examination

Due: **28 April - 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.

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

4. Group Presentation

Due: **Tuesday 13 May**

Weighting: **25%**

Submission: Groups of students will choose a topic from a list of topics posted on iLearn.

Topics must be selected and notified to your lecturer via email no later than Tuesday 15 April. If no selection is made then your lecturer will allocate topics. Both the report and presentation are due in the designated class. It is expected that group preparation and documentation and each individual's presentation will all demonstrate appropriate professional capabilities.

Extension: Presentations and reports are required to be presented by each group in the designated class. Extensions will only be permitted on the basis of a special consideration request being approved and a new date being acceptable to the entire group.

Penalties: Zero marks apply to any student not participating and meeting all requirements including completion of the required peer evaluation form.

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

Delivery and Resources

Classes

- To successfully achieve the requirements of the course, you are expected to attend one three hour class per week.
- Classes are held Tuesdays 12.30-3.30pm.
- Please refer to the class timetable within this unit guide for detailed class content.
- The timetable showing the location of all your classes can be found on the University web site at: <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 and Deakin University, Geelong, July 2013 Edition. Sent to you on enrolment with CPA Australia
- *CPA Australia Members Handbook*, available online at <http://www.cpaaustralia.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://ilearn.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 seminar presentations by the lecturer. 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://ilearn.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'.

Unit Web Pages - iLearn

- iLearn access is at <http://ilearn.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.

Changes to the S1 2014 Unit Guide from that of S2 2013

- The unit syllabus has been updated to reflect new content in the 2014 CPA Australia Study Guide material

Unit Schedule

Week	Class/ Date	Topic	Module	Other information
------	----------------	-------	--------	-------------------

1	Tue 11 Feb	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	Tue 18 Feb	Self study week		
3	Tue 25 Feb	Ethics	Module 2	Minor presentations organised
4	Tue 4 Mar	Governance concepts – Parts A and Part B	Module 3 (I)	
5	Tue 11 Mar	Governance concepts – Parts C and D	Module 3 (II)	
6	Tue 18 Mar	Corporations and Other Entities – up to page 45	Module 4 (I)	
7	Tue 25 Mar	Corporations and Other Entities – page 45 to end	Module 4 (II)	
8	Tue 1 Apr	Corporate Social Responsibility	Module 5	Group Report & Presentation topics and marking criteria to be available on iLearn. Groups to be finalised.

9	Class Test Thu 10 Apr	Class Test – 35% of marks 2 hours plus 10 minutes reading time – covers Modules 1-4 only. Time to be advised and admin requirements may change date. 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	Tue 15 Apr	Mid-Session exam ‘hand back’ and review. Revision preceding CPA Exam.	You will receive your exam in your hand for discussion and full understanding and feedback and comments.
11	Tue 22 Apr	Self study for CPA exam	
		Final (CPA Australia) Exam – CPA Exam period commences 28 April	CPA Australia Exam 28 April 30% of total marks You must personally check ALL exam details with CPA Australia
12	Tue 6 May	Self study for preparation of major assignment	
13	Tue 13 May	Major Assignment – Group Presentation & Report	Major Assignment – 25% of total marks 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.businessandeconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/grade_appeals/

Special Consideration Policy

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at:

http://www.mq.edu.au/policy/docs/special_consideration/policy.html

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 Presentation

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 Presentation

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 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 materials have a strong research base - just a few 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.