



# ACCG923

## Accounting Standards and Practice

MQC S1 Evening 2014

*Dept of Accounting & Corporate Governance*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Moderator

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Unit Convenor

Adrian Koit

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Credit points

4

Prerequisites

(ACCG611 or ACCG861) and (admission to MAcc(Prof) or MAcc(CPA) or MAcc(Prof)MCom)

Corequisites

Co-badged status

ACCG 923 Accounting Standards and Practice is co-badged with ACCG 612 Intermediate Financial Accounting.

Unit description

This unit examines advanced topics relating to accounting standards, practice and financial reporting. The general purpose financial reporting framework is examined from the perspective of a single incorporated entity. In doing so, the unit emphasises the development of a conceptual understanding of accounting in addition to accounting procedures. Students are required to gain an insight into the development of statutory reporting requirements, accounting standards and the conceptual framework project, cash flow statements, the measurement of non-current assets and liabilities, and analysis and interpretation of financial statements.

## 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:

Integrate theoretical and technical accounting knowledge, which includes a selection of accounting standards and reporting requirements, to prepare and analyse financial reports, including statement of financial position, statement of comprehensive income, statement of changes in equity with necessary notes and cash flow statement and the reconciliation notes

Critically apply theoretical and technical accounting knowledge and skills to solve accounting problems

Justify and communicate accounting information in diverse collaborative contexts involving both accountants and non-accountants

Understand and discuss current issues in international accounting research

## Assessment Tasks

Name	Weighting	Due
<u>1. Class Tests</u>	20%	Week 4, 10
<u>2. Assignment</u>	15%	Week 8
<u>3. Assessed Coursework</u>	10%	weekly
<u>4. Final Examination</u>	55%	Examination period

### 1. Class Tests

Due: **Week 4, 10**

Weighting: **20%**

Class Test

Due date

% Weight

1

Week 4

10%

2

Week 10

10%

During the session, two short tests will be conducted in class time (Refer to the above table for the time and weight of each test). The tests are designed to give timely feedback as to your understanding of key topics and concepts of topics covered and to identify any particular learning challenges or areas of difficulty prior to the final examination. Students who achieve poor results in class tests should consult the teaching staff regarding strategies for improving their performance. The duration and details of each test will be advised the week prior to the test. The tests may include multiple choice questions, true/false questions, problem solving exercises and short answers to set questions.

The tests will be conducted under closed book examination conditions. You have to only sit the short test in your registered class unless prior permission received in writing from the Unit Convenor. Please note that there will be no supplementary class tests for the cases of misadventure or illness. Students need to submit adequate documentation to the Unit Convenor in the case of misadventure or illness. The Unit Convenor may increase the weighting on the final examination accordingly in particular cases.

### **Extensions**

No extension will be granted for class tests. No supplementary test will be provided.

### **Penalties**

Students who do not complete the class test in their registered class will be awarded a mark of zero for the task, except for cases in which an application for special consideration is made and approved. In these cases the weighting will be transferred to the final examination.

On successful completion you will be able to:

- Integrate theoretical and technical accounting knowledge, which includes a selection of accounting standards and reporting requirements, to prepare and analyse financial reports, including statement of financial position, statement of comprehensive income, statement of changes in equity with necessary notes and cash flow statement and the reconciliation notes
- Critically apply theoretical and technical accounting knowledge and skills to solve accounting problems
- Justify and communicate accounting information in diverse collaborative contexts involving both accountants and non-accountants

## 2. Assignment

Due: **Week 8**

Weighting: **15%**

Full details of the major assignment (assignment objectives, question materials and requirements, etc) will be posted to the unit web page (iLearn).

The assignment is due by week 8 classes (the week starting from 5 May). Any submission after your class is considered as late assignment and it will not be accepted by your lecturer. For example, if students submit the assignment after their class time, but still within the same day, they will also be penalized for late submission.

Late submission will be penalized at the rate of 20% of the maximum marks per day or part thereof.

You will be required to hand in your assignment to your lecturer during your registered class only. A Cover Sheet must be attached to the front of your assignment when submitted in hard copy. The cover sheet must be signed and dated and completed in FULL or your assignment will not be marked.

If students are unable to submit the assignment on time due to illness or misadventure, students should contact the Unit Convenor as soon as possible and hand in the appropriate absence form.

It is important for students to provide proof of such circumstance (eg. Medical certificate covering absence date and subsequent days until submission). No penalty will apply if the evidence provided is approved by the Unit Convenor and covers the entire period prior to submission.

All students are responsible for familiarizing themselves with the policy statement on cheating and plagiarism at Macquarie University. Please seek further advice if necessary.

A separate assignment task sheet with the details of the assignment will be available on the unit web page (iLearn) prior to the mid-session break.

### **Extensions:**

No extensions will be granted, except for cases in which an application for special considerations is received (with any supporting documentation, e.g. medical certificate attached) and approved.

### **Penalties:**

Late submission will be penalized at the rate of 20% of the maximum marks per day or part thereof.

On successful completion you will be able to:

- Integrate theoretical and technical accounting knowledge, which includes a selection of accounting standards and reporting requirements, to prepare and analyse financial reports, including statement of financial position, statement of comprehensive income, statement of changes in equity with necessary notes and cash flow statement and the reconciliation notes
- Critically apply theoretical and technical accounting knowledge and skills to solve accounting problems
- Justify and communicate accounting information in diverse collaborative contexts involving both accountants and non-accountants
- Understand and discuss current issues in international accounting research

### 3. Assessed Coursework

Due: **weekly**

Weighting: **10%**

Independent work on in-class focus question and homework problems is fundamental to satisfying the learning objectives of this unit.

You are not expected to always have the right answers from your independent work but you are expected to make a significant attempt at assigned questions before each class.

During the session, five of your weekly assignments (including both tutorial homework and in-class focus question) will be collected for the purpose of assessing your ongoing effort in the unit. Advance notice will NOT be given that a particular assignment is to be collected.

You should note that it is only possible for you to submit your assignment in the class in which you are enrolled and to which the assignment relates. The assignment must be submitted by you and not by an agent. If you do not attend a class and that week's assignment is collected, the marks for that assignment will be forfeited.

For each of these five weekly assignments, your mark will be determined using the following grading system:

? A satisfactory assignment will be graded as "S" (satisfactory) and will earn 2 marks. To receive an "S", the student must have made a genuine attempt to provide a comprehensive answer to ALL of the questions (homework questions AND in-class focus question) in that assignment.

? Where the majority of the assignment's questions have been comprehensively answered but where either (1) a small number of questions have been answered in a perfunctory manner OR (2) ONE of the questions has NOT been attempted, the assignment will receive an "I"

(incomplete) grade and will earn 1 mark.

? Where more than one question in an assignment has not be attempted, or where the majority of questions have not be comprehensively answered, the assignment will be graded as “U” (unsatisfactory) and will earn zero marks.

You should note that lecturers will not be marking the tutorial homework answers for correctness. It is your responsibility to correct your assignment during the class. With this in mind, and so that your in-class corrections can be distinguished from your pre-prepared answer, it is **mandatory** that all weekly assignments be **word-processed or typed**. Handwritten assignments will **NOT** be accepted for grading.

On the front page of each weekly assignment that you submit you must include your full name and your student number.

#### **Extensions:**

No extensions will be granted for submitting the weekly assignment late. **Students absent from classes for medical reasons, upon presentation of medical certificate with be granted an allowance to submit an additional weekly assignment. You are only granted allowance for missing one (out of five) assignment due to misadventure or sickness.**

#### **Penalties:**

Zero for none submission in designated class (i.e. 0 mark for each collected assignment not handed in).

On successful completion you will be able to:

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## **4. Final Examination**

Due: **Examination period**

Weighting: **55%**

A three hour final examination for this unit will be held during the University Examination period.

The University Examination period in the First Half Year 2014 is from Monday 16 June to Friday 4 July.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations.

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. The University's policy on special consideration process is available at

[http://www.mq.edu.au/policy/docs/special\\_consideration/policy.html](http://www.mq.edu.au/policy/docs/special_consideration/policy.html)

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled as per the Supplementary Examination timetable of the Faculty. Please note that the supplementary examination will be of the similar format as the final examination.

The Macquarie university examination policy details the principles and conduct of examinations at the University. The policy is available at:

<http://www.mq.edu.au/policy/docs/examination/policy.htm>

Further details about the final exam for this unit will be available in the final week of classes and also on the unit web page (iLearn).

**To pass this unit you must pass (obtain at least 50%) in the overall performance and you must pass (obtain at least 50%) in the final examination.**

On successful completion you will be able to:

- Integrate theoretical and technical accounting knowledge, which includes a selection of accounting standards and reporting requirements, to prepare and analyse financial reports, including statement of financial position, statement of comprehensive income, statement of changes in equity with necessary notes and cash flow statement and the reconciliation notes
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- Justify and communicate accounting information in diverse collaborative contexts involving both accountants and non-accountants
- Understand and discuss current issues in international accounting research



## Delivery and Resources

### Classes

This unit is taught in the form of weekly three-hour class. Students are required to enrol in one class for this unit.

Changes to lecture time are managed by the on-line enrolment system. Please note that it is students' responsibility to check your class time and venue and ensure that you attend your registered class each week. The attendance records will be kept by lecturers.

### Consultation Times

Email your lecturer at first instance for consultation. Where the issue is not appropriate to be dealt with by email, a suitable time will be agreed upon between the lecturer and the student

### Required Texts and/or Materials

- Leo, K., Hoggett, J., and Sweeting, J. (2012) *Company Accounting*, 9<sup>th</sup> edition, John Wiley & Sons, Milton: Old, ISBN: 9781742466378.

The prescribed textbook can be purchased from the Co-op Bookshop on campus. In addition, copies of the textbook are available in the reserve section of the library.

Both the Binder Ready Version (BRV) and eBook Version are available. It is up to students to choose either the Binder Ready Version (BRV) or eBook Version. The BRV format means that they are loose-leaf pages of the text book and not bound into a book. The advantage is that students only carry with them the chapters they require at a time and can add in other notes to their folders. EBook Version in conjunction with the WileyPlus pack is also available for students who prefer to access learning materials through iPad. Please note that WileyPlus is not a required learning material in ACCG 923. Yet, it is possible for students to use Wileyplus on their own as a revision tool.

- Australian Accounting Standards Board (AASB) Standards, which can be viewed or downloaded from the AASB website at [www.aasb.com.au](http://www.aasb.com.au)

### Unit Web Page

Course material is available on Macquarie University's learning management system (iLearn). The unit web site (iLearn) is available via the link below: <https://ilearn.mq.edu.au/login/MQ/>

### Technology Used and Required

- iLearn

This unit will use Macquarie University's online technology for students to access course

material, announcements as well as any other documents related to this unit. Students are required to regularly check the website for accessing up-to-dated information about this unit. The unit web site is available via the link below: <https://ilearn.mq.edu.au/login/MQ/>

Students need to have username and password to access to the unit web site. Please contact iLearn directly if you have any difficulties to access to the unit site. iLearn Student Help can be found from the following link: <http://www.mq.edu.au/iLearn/help-pages/students.htm>

## **Teaching and Learning Activities**

This unit will be taught in the form of weekly three-hour class. Students are required to enrol in one class for this unit. The weekly three-hour class includes two components: lecture and tutorial.

### Lecture Component

The lecture section will include a 1.5 – 2 hour presentation of the main concepts and content and a demonstration of practical example(s). Students need to download their lecture slides from the unit web page (iLearn) prior to attending the lecture. Students should complete their prescribed reading for the week prior to attending the lecture.

### Tutorial Component

The tutorial section will be up to 1 to 1.25 hours. In the tutorial section, lecturers will discuss the previous week's assigned homework questions, work through in-class focus question(s) and address any issues from the previous week's materials. The tutorial provides an opportunity to discuss the solutions to selected homework questions and to have any problems or difficulties explained. Students should complete the assigned homework for the topic, consisting of discussion questions and practical exercises. Each week, an in-class focus question will be worked through to demonstrate the logical steps and processes involved in working through the practical aspect of the topic. The in-class focus question will cover the main or more difficult aspects of the topic.

### Communication Skills

To assist students in developing their communication skills, one lecture on professional letter writing will be provided online through an existing video lecture prepared by Macquarie University English Language Centre (ELC). This video can be accessed by students on iLearn. This lecture is compulsory for all students. Material covered in this lecture may be examined in the assignment and the final examination for this unit.

## **Lecture Materials and Homework Solutions**

The lecture materials provided on the unit web page (iLearn) will have some gaps for which you are required to complete in class, in particular for the practical aspect of the course. Completed lecture notes will **not** be made available on the unit web page (iLearn).

You should complete the lecture materials in class.

All homework solutions will be available on the unit web page (iLearn). You are required to complete your weekly assignment (homework questions and in-class focus question) and make correction by using red pen.

A number of self-study questions will be set for each topic. These questions are designed to give students additional questions to attempt to assist in their understanding of each topic. These questions are not compulsory (however students are strongly encouraged to genuinely attempt these questions to gain the maximum benefit) and can be attempted at any time. The self-study solutions for all topics will be made available on the unit web page (iLearn). These questions and solutions will not be specifically addressed in class, should you have any queries you should ask your lecturer or one of the staff during consultation times.

Any important changes in lecture materials and homework solutions will be posted on the unit web page (iLearn). It is your responsibility to check the unit web page (iLearn) on the regular basis to ensure you are aware of any information which may be posted by the Unit Convenor during the course of the session.

## Changes Since The Last Offering of This Unit

Overall, the unit is similar to the previous offering. As compared with the offering in 2013, the main changes are:

- Students will hand in five weekly assignments as one of their assessments.
- The major assignment in this session is 15 percent instead of 20 percent.
- The class tests in this session is 20 percent instead of 25 percent.

## Unit Schedule

Week	commencing	Topic	Readings	Homework	In-class focus	Self-study
1	3 March	Introduction of the course and the nature and regulation of companies	Ch 1	<b>Ch1</b> <b>RQ [i]</b> 2, 3, 8, 11, 13, <b>CS2 [ii]</b> —The AASB		
2	10 March	Financing company operations—Accounting for share capital and debentures	Ch 2	<b>Ch2</b> <b>RQ</b> 2, 3, 5, 14 <b>PQ [iii]</b> 2.2, 2.7, 2.10 (entries for interest payments are not required)	<b>Ch2</b> <b>PQ</b> 2.9	<b>Ch2</b> <b>RQ</b> 7, 8 <b>PQ</b> 2.4, 2.8, 2.15

3	17 March	Accounting for company operations—including the elements of financial statements	Ch 3	<b>Ch3</b> <b>RQ</b> 1, 3, 5, 10, <b>PQ</b> 3.2, 3.3, 3.9	<b>Ch3</b> <b>PQ</b> 3.13	<b>Ch3</b> <b>PQ</b> 3.5, 3.8, 3.12
4	24 March	<b>Class Test 1</b>  Accounting for income tax	Ch 6  AASB 112	<b>Ch 6</b> <b>RQ</b> 1, 7, 8, 9 <b>PQ</b> 6.1, 6.2, 6.9, 6.10	<b>Ch6</b> <b>PQ</b> 6.15  (change in tax rate and tax payments are not required)	<b>Ch6</b> <b>PQ</b> 6.6, 6.11, 6.12, 6.13, 6.14
5	31 March	Accounting for non-current assets—property, plant and equipment	Ch 7  AASB 116	<b>Ch7</b> <b>RQ</b> 10,12,13,17 <b>Case Study 1</b> —Fair value basis <b>PQ</b> 7.1, 7.13	<b>Ch7</b> <b>PQ</b> 7.7	<b>Ch7</b> <b>RQ</b> 4,6,7,8,9 <b>PQ</b> 7.2, 7.10
6	7 April	Accounting for non-current assets—impairment of non-current assets  ELC (Video Lectures)	Ch 11  AASB 136  Business Letter Writing Skills	<b>Ch 11</b> <b>RQ</b> 2,8,11 <b>CS4</b> —Determination of CGUs <b>PQ</b> 11.1, 11.10, 11.13	<b>Ch11</b> <b>PQ</b> 11.4	<b>Ch11</b> <b>RQ</b> 1, 4, 5, 12, 16 <b>PQ</b> 11.2, 11.5
<b>Mid-Session Break (14 - 25 April)</b>						
7	28 April	Cash flow statements I	Ch14  AASB 107	<b>Ch14</b> <b>RQ</b> 1,3 <b>PQ</b> 14.1, 14.4, 14.9 (direct method)	<b>Ch14</b> <b>PQ</b> 14.14 part a	<b>Ch14</b> <b>PQ</b> 14.8, 14.10, 14.12
8	5 May	<b>Assignment due</b>  Cash flow statements II  Accounting for non-current assets—intangibles	Ch14  AASB 107  Ch 9  AASB 138	<b>Ch14</b> <b>RQ</b> 9 <b>PQ</b> 14.9 (indirect method and notes) <b>Ch 9</b> <b>RQ</b> 1,3,6,9 <b>PQ</b> 9.9, 9.10	<b>Ch14</b> <b>PQ</b> 14.14 part b,c <b>Ch9</b> <b>PQ</b> 9.13	<b>Ch 9</b> <b>RQ</b> 8, 11 <b>PQ</b> 9.11, 9.12

9	12 May	Preparation and presentation of company financial statements	Ch12 and Ch13 AASB 101 and 108	<b>Ch12</b> RQ 2, 4, 9, 13, 15 PQ 12.3, <b>Ch13</b> RQ 4,7,8,10 PQ 13.2, 13.11	<b>Ch13</b> PQ 13.9	<b>Ch12</b> PQ 12.5, 12.6 <b>Ch13</b> RQ 4,5,6,13,14 PQ 13.4, 13.7
10	19 May	<b>Class Test 2</b>  Business Combinations	Ch 10 AASB 3	<b>Ch10</b> RQ 2,3,11 PQ 10.1, 10.2	<b>Ch10</b> PQ 10.6	<b>Ch10</b> RQ 7 PQ 10.10, 10.13
11	26 May	Accounting for leases	Ch 8 AASB 117	<b>Ch 8</b> RQ 3,6 PQ 8.5, 8.7, 8.10	<b>Ch8</b> PQ 8.11	<b>Ch8</b> PQ 8.4, 8.8, 8.9, 8.13
12	2 June	Research Seminar (iLecture)	See the unit web page (iLearn)	TBA	TBA	TBA
13	10 June	Revision				

**[i]** Review Question

**[ii]** Case Study

**[iii]** Practical Question

## Learning and Teaching Activities

### Lecture

The lecture section will include a 1.5 – 2 hour presentation of the main concepts and content and a demonstration of practical example(s).

### Tutorial

The tutorial section will be up to 1 to 1.25 hours. In the tutorial section, lecturers will discuss the previous week’s assigned homework questions, work through in-class focus question(s) and address any issues from the previous week’s materials. The tutorial provides an opportunity to discuss the solutions to selected homework questions and to have any problems or difficulties explained.

### Communication seminar

To assist students in developing their communication skills, one lecture on professional letter

writing will be provided online through an existing video lecture prepared by Macquarie University English Language Centre (ELC).

## **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](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](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](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/](https://students.mq.edu.au/support/student_conduct/)

### **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>

For further information, please refer to page 71 of the 2013 Calendar of Governance, Legislation and Rules- Postgraduate Rules at

[http://universitycouncil.mq.edu.au/pdfs/2013-Postgraduate\\_rules.pdf](http://universitycouncil.mq.edu.au/pdfs/2013-Postgraduate_rules.pdf)

### Grade 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 and/or viewing your final exam script 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.city.mq.edu.au/reviews-appeals.html>

### 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](http://www.mq.edu.au/policy/docs/special_consideration/policy.html)

The University defines serious and unavoidable disruption to studies as resulting from an event or set of circumstances that:

- could not have reasonably been anticipated, avoided or guarded against by the student; **and**
- was beyond the student's control; **and**
- caused substantial disruption to the student's capacity for effective study and/or the completion of required work; **and**
- substantially interfered with the otherwise satisfactory fulfilment of unit or course requirements; **and**

- was of at least three (3) consecutive days duration within a study period and/or prevented completion of the final examination.

A Special Consideration application is deemed to be valid if all the following criteria have been satisfied:

- The Special Consideration application is completed by the student and submitted online through [www.ask.mq.edu.au](http://www.ask.mq.edu.au) within five (5) working days after the due date of the associated assessment task / final examination.
- The application contains supporting evidence to demonstrate the severity of the circumstance(s) and that substantial disruption has been caused to the student's capacity for effective study. (The University will not follow up on outstanding evidence, nor contact any person or body on behalf of the student. The application will be considered as submitted.)
- The original supporting documentation has been sighted by MQC reception staff within five (5) working days after the due date of the associated assessment task.
- Where the particular circumstances are medical in nature, a *Professional Authority Form* including the health professional's Medicare Provider Number is included. (If a *Professional Authority Form* cannot be obtained, an original medical certificate indicating the severity (serious / not serious) and impact of the circumstances must be included with the application.)
- Where the particular circumstances are non-medical in nature, appropriate supporting evidence indicating the severity (serious / not serious) and impact of the circumstances is included with the application.
- The student was performing satisfactorily in the unit up to the date of the unavoidable disruption. (If a student's work in the unit was previously unsatisfactory, subsequent unavoidable disruption will not overcome the fact that the earlier work was unsatisfactory).

### **Unacceptable grounds for Special Consideration**

The University has determined that some circumstances are not acceptable grounds for claiming Special Consideration. These grounds include, but are not limited, to:

- routine demands of employment
- routine family problems such as tension with or between parents, spouses, and other people closely involved with the student
- difficulties adjusting to university life, to the self-discipline needed to study effectively, and the demands of academic work
- stress or anxiety associated with examinations, required assignments or any aspect of academic work
- routine need for financial support
- routine demands of sport, clubs and social or extra-curricular activities.



## Acute Problems

The University defines acute problems as those involving fewer than three (3) consecutive days within a study period. In these cases, students should not apply for special consideration via [ask.mq.edu.au](http://ask.mq.edu.au), but contact their Unit Convenor within 5 working days of the assessment due date so that a local solution may be discussed, except where the disruption affects completion of a final examination. (If a final examination is affected, the student should submit a special consideration application via [ask.mq.edu.au](http://ask.mq.edu.au).)

**Prior Conditions** Conditions existing prior to commencing a unit of study are not grounds for Special Consideration, except in the event of unavoidable deterioration of the condition. The student is responsible for managing their workload in light of any known or anticipated problems. Students with a pre-existing disability/ chronic health condition may contact the [Disability Service](#) for information on available support.

In submitting a request for Special Consideration, the student is acknowledging that they may be required to undertake additional work and agreeing to hold themselves available so that they can complete any extra work as required. The time and date, deadline or format of any required extra assessable work as a result of an application for Special Consideration is not negotiable.

## Attendance

All Students are required to attend at least 80% of the scheduled course contact hours each Session. Additionally MQC monitors the course progress of international students to ensure that the student complies with the conditions of their visa relating to attendance.

This minimum level of attendance includes all lectures and tutorials. Tutorial attendance will be recorded weekly. If any scheduled class falls on a public holiday this will be rescheduled as advised by your Lecturer. Attendance at any mid-Session or in-class test is compulsory unless otherwise stated.

Unavoidable non-attendance due to illness or circumstances beyond your control must be supported by appropriate documentation to be considered for a supplementary test. Other non-attendance will obtain zero for the test. You should refer to the section below on Special Consideration for more details about this.

## 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](http://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](http://ask.mq.edu.au)

### Student Support

Students who require assistance are encouraged to contact the Student Services Manager at Macquarie City Campus. Please see reception to book an appointment.

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://students.mq.edu.au/support/>

At any time students (or groups of students) can book our Student Advising rooms on Level 6 by emailing [info@city.mq.edu.au](mailto:info@city.mq.edu.au) with a day and time and nominated contact person. There are additional student study spaces available on Level 1.

Macquarie University Campus Wellbeing also has a presence on the City Campus each week. If you would like to make an appointment, please email [info@city.mq.edu.au](mailto:info@city.mq.edu.au) or visit their website at: <http://www.campuslife.mq.edu.au/campuswellbeing>

StudyWISE provides:

- Online learning resources and academic skills workshops [http://www.mq.edu.au/learning\\_skills](http://www.mq.edu.au/learning_skills)
- Personal assistance with your learning & study related questions

## 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.

### IT Help

If you wish to receive IT help, we would be glad to assist you at <http://informatics.mq.edu.au/help/> or call 02 9850-4357.

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 and it outlines what can be done.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.

Students are expected to act responsibly when utilising Macquarie City Campus IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted.
- Material that is not related to coursework for approved unit is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

If you would like to borrow headphones for use in the Macquarie City Campus computer labs (210, 307, 311, 608) at any point, please ask at Level 2 Reception. You will be required to provide your MQC Student ID card. This will be held as a deposit while using the equipment.

For assistance in the computer labs, please see a Lab Demonstrator (usually they can be found in Lab 311, otherwise ask at Level 2 Reception).

## **Graduate Capabilities**

### **PG - Critical, Analytical and Integrative Thinking**

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

### **Learning outcomes**

- Integrate theoretical and technical accounting knowledge, which includes a selection of accounting standards and reporting requirements, to prepare and analyse financial reports, including statement of financial position, statement of comprehensive income, statement of changes in equity with necessary notes and cash flow statement and the reconciliation notes
- Critically apply theoretical and technical accounting knowledge and skills to solve accounting problems
- Justify and communicate accounting information in diverse collaborative contexts involving both accountants and non-accountants

- Understand and discuss current issues in international accounting research

## Assessment tasks

- 1. Class Tests
- 2. Assignment
- 3. Assessed Coursework
- 4. Final Examination

## Learning and teaching activities

- The lecture section will include a 1.5 – 2 hour presentation of the main concepts and content and a demonstration of practical example(s).
- The tutorial section will be up to 1 to 1.25 hours. In the tutorial section, lecturers will discuss the previous week's assigned homework questions, work through in-class focus question(s) and address any issues from the previous week's materials. The tutorial provides an opportunity to discuss the solutions to selected homework questions and to have any problems or difficulties explained.
- To assist students in developing their communication skills, one lecture on professional letter writing will be provided online through an existing video lecture prepared by Macquarie University English Language Centre (ELC).

## 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

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## 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

- Integrate theoretical and technical accounting knowledge, which includes a selection of accounting standards and reporting requirements, to prepare and analyse financial reports, including statement of financial position, statement of comprehensive income, statement of changes in equity with necessary notes and cash flow statement and the reconciliation notes
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## Research and Practice

This unit gives you opportunities to understand the current accounting research. A research seminar will be conducted in this unit. The research seminar topic will be announced in Week 7. This unit also provides you with insight in examining and applying research findings in your assignments. The unit contains a research-based major assignment worth 15% of the overall assessment.