ASIAN BUSINESS SYSTEMS BUSI-7055

Semester 1 2016  6 Units

CONTACT INFORMATION

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by appointment

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DESCRIPTION

Rapid economic growth in most of Asia during recent decades has seen the emergence of large corporate enterprises which were organised in ways different from companies based in Western countries. This course discusses the evolution of Japanese, Korean and ethnic Chinese conglomerate enterprises and business networks. It introduces students to the particulars of corporate organisation and management of these enterprises, and elaborates the degree to which these help explain the success of Asian companies. Evolution and particulars of Asian business enterprise will be placed in the economic and social context of the countries where these companies originated.

LEARNING OUTCOMES

Upon successful completion of the requirements for this course, students will be able to:

1. define, explain and illustrate the drivers of rapid economic growth and development of Asian economies, industries and firms, and the issues confronted by firms doing business in Asia;
2. work well in diverse teams to deliver stated goals and outcomes;
3. research and critically analyse the issues confronted by firms doing business in Asia; and,
4. communicate effectively in oral and written forms about the diverse facets of Asia and how to do business in this part of the world, using appropriate concepts, logic and rhetorical conventions.

SCHEDULE

Research-led teaching

This course draws on the lecturer’s experience in researching B2B negotiation between Westerners and their counterparts in East and Southeast Asia. Many of the readings in the course reader are closely related to this research. Others are examples of relevant research outcomes in the fields of economic development and international business of East and Southeast Asia.

Staff feedback

Students will be given feedback on the assessment items as follows:

1. In-class presentation: Lecturer returns written feedback and mark by email (see section 4);
2. Individual assignment: Written feedback and mark will be returned via Turnitin by TBA;
3. Final exam: Exam scripts can be viewed after the release of end of semester. You must refer to the website of the Research School of Management for dates and times that exam script viewings are held. You must provide your student identification card to view your exam script. Scripts cannot be taken from the Office area.

Session schedule

There is one seminar-style session during each week of the semester:
Tuesday 4-7 pm Arndt tutorial room 1

You are expected to attend all sessions. The organisation of the seminar sessions will be discussed in detail during the first session. Each session will consolidate and extend the material of the previous week and in the reading nominated for each session through:

- an opportunity for students to raise questions and give feedback on the material;
- group discussion on the basis of two review questions;
- analysis of a key issue in the form of a 30 minute-presentation prepared by two students;
- group discussion on the issue of the presentation;

All students attending a session are expected to have done the reading and to have prepared questions about the course material they would like to raise with the course convener.

It is expected to introduce a number of guest speakers who are leaders in their field and have had experience in the Asian business environment. They cannot be ‘locked’ in for a definite date at present and therefore the following schedule is a guide only.


**Guest speaker- Dr Anton Kriz** – Creating Asian national innovation systems - Date 15 March (week 5).

**Guest speaker - David H Goodman** (MBA Cranfield University UK) former CFO Thiess Construction Topic - Corporate governance mechanisms– an Anglo-American corporate governance model. Date March 22 (week 6).

**Guest speaker –Mike Van Blommestein** (Harvard graduate) former CEO Pfizer Japan & Korea; former VP and GM ANZ Zoetis Topic – Differences and similarities between Asian and Western business practices. Date 29 March (week 7).

<table>
<thead>
<tr>
<th>When</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Introduction</td>
<td>We will discuss the organisation of the course.</td>
</tr>
<tr>
<td>16 Feb</td>
<td></td>
<td>The lecturer introduces several key concepts that sustain the rest of the course: Confucian/Taoist philosophy underpinning business groups, business networks and business systems in north Asia.</td>
</tr>
<tr>
<td>Lecture</td>
<td>Business, business groups and networks and business systems in Asia</td>
<td>Read Chapter one of the textbook and come prepared with questions about the readings and the session of the previous week.</td>
</tr>
<tr>
<td>23 Feb</td>
<td></td>
<td>Students nominate themselves for the 11 presentation topics (depending on enrolments) during sessions 3-13.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The lecturer discusses Holstede, Redding and Sun Tzu readings.</td>
</tr>
<tr>
<td>When</td>
<td>Topic</td>
<td>Notes</td>
</tr>
<tr>
<td>--------</td>
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<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Lecture 1 March | HR Management in Asia | **Organisation of presentation schedule**  
*Students will be required to make ONE presentation. Depending on class size, the presentation will comprise of two or three students and be of 30 minute duration. Presentations will take place after the Vacation break commencing on 19 April to the 17 May inclusive excluding 26 April. Each pair or group can nominate for one of the following presentation topics. No repeat topics allowed.*  
*Identification of students into pairs or groups depending on class size, their choice and presentation date to be declared next week. Some references are provided to assist students but use of other sources would be highly recommended*  

**1 Presentation: Are the keiretsu business groups in Japan falling apart?**  

**2 Presentation: How does 'money politics' work in relation to Japan's construction industry?**  

**3 Presentation: Did the ‘Toyota Production System’ enhance Toyota’s competitive advantages?**  
<table>
<thead>
<tr>
<th>When</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Presentation: Why has it been difficult for Japanese companies to transplant their management practices to subsidiaries in other Asian countries?</td>
</tr>
<tr>
<td>5</td>
<td>Presentation: How did government support facilitate the growth and diversification of the Samsung chaebol since the 1950s?</td>
</tr>
<tr>
<td>6</td>
<td>Presentation: Did anything change in human resource management in companies in the Samsung chaebol since the economic crisis of 1997?</td>
</tr>
<tr>
<td>7</td>
<td>Presentation: Why is outward foreign direct investment</td>
</tr>
</tbody>
</table>
When | Topic | Notes
--- | --- | ---

from China controversial in many host countries?


8 Presentation: What are the origins of the largest business groups in China?


9 Presentation: How did small firms, large firms and government in Taiwan cooperate to create a successful IT industry?


10 Presentation: What competitive advantages did Dhanin Chearavanont and his CP business group use for the group’s expansion into China?

- Pananonond, P. and Zeithaml, P. (1998) 'The International expansion process of MNEs from developing countries: A case study of Thailand’s
When | Topic | Notes
--- | --- | ---
 | When | Topic | Notes


**11 Presentation: Did Thailand benefit from the development of its automotive industry by Japanese companies?**


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**Lecture** 8 March | **CSR and sustainable development in Asia** | **Guest Speaker – Rob Tutchener (MBA Cornell University)**

Global Head of Group Risk Management Rio Tinto based in New York

*Topic – The ease of doing business in Asia – Q&A session.*

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**Lecture** 15 March | Technology Development in Asia | **Guest speaker – Dr Anton Kriz**

*Topic: Innovation in Asian countries TBC*

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**Lecture** 22 March | Accounting and Corporate governance in Asia | **Guest speaker – David H Goodman (MBA Cranfield University UK)** former CFO Thiess Construction

*Topic - Corporate governance mechanisms–an Anglo-American corporate governance model*
### When

<table>
<thead>
<tr>
<th>When</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture 29</td>
<td>Regionalism and production networks in Asia</td>
<td>Guest speaker Mike Van Blommestein (Harvard graduate)</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td>former CEO Pfizer Japan &amp; Korea; former VP and GM ANZ Zoetis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Topic – Differences and similarities between Asian and Western</td>
</tr>
<tr>
<td></td>
<td></td>
<td>business practices.</td>
</tr>
<tr>
<td>Semester break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture 19</td>
<td>Student presentations commence</td>
<td>Topics were given out and assigned in weeks 3 &amp; 4.</td>
</tr>
<tr>
<td>April</td>
<td></td>
<td>It is envisaged that at least two topics will be presented per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>session between 19 April and 24 May inclusive but excluding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26 April.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Further discussion on Japanese business and management systems</td>
</tr>
<tr>
<td>No lecture</td>
<td>Note: Essay is due tonight at 2359 hours.</td>
<td>Upload on Wattle in PDF format Refer section 4 for more details.</td>
</tr>
<tr>
<td>26 April</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture 3</td>
<td>Student presentations</td>
<td>Further discussion on Korean business and management systems</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture 10</td>
<td>Student presentations</td>
<td>Further discussion on Chinese business and management systems</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture 17</td>
<td>Student presentations</td>
<td>Further discussion on ASEAN business and management systems</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture 24</td>
<td></td>
<td>Any outstanding presentations? Wash-up where the lecturer reviews the</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td>course and discusses the format of the final exam with students.</td>
</tr>
</tbody>
</table>

### MATERIALS

#### Required resources

This course uses the following textbook - Hasegawa, Harukiyo and Noronha, Carlos ed (2014) *Asian Business and Management: Theory, Practice and Perspectives*. Basingstoke: Palgrave MacMillan. This book can be purchased from the uni co op bookshop.

The course also uses selected readings in the form of book chapters and journal articles. The readings will not be available in hardcopy form. They will be available as PDF files that students can download from the course website on Wattle.
You should download and print the readings and keep them together in a binder

Examination material or equipment

Permitted material in the examination room: Paper-based Dictionary, no approval required (must be clear of ALL annotations).

Recommended resources

ANU students are very fortunate that the ANU library is well-stocked with books and journals that expand on the topics and themes that will be discussed during the lectures and in the course reader. You are encouraged to read widely and you are expected to use these library sources to research your assignment. If the ANU library does not have an item you are likely to find it in the National Library. Here are some suggestions for further reading:


ASSESSMENT OVERVIEW

Summary

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Learning Outcome</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class presentation</td>
<td>15%</td>
<td>1, 3, 4</td>
<td>2 students deliver a 30 minute presentation using PowerPoint.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Presentation on one of the topics listed in section 3.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Due Date:</strong> Once, during one of the sessions 3-13. Students select a topic in session 2</td>
</tr>
<tr>
<td>Individual assignment</td>
<td>40%</td>
<td>1, 2, 4</td>
<td>3,000 words essay on a set topic. Details are given in section 4.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Due Date:</strong> TBA</td>
</tr>
<tr>
<td>Type</td>
<td>Weight</td>
<td>Learning Outcome</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
<td>------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Final exam</td>
<td>35%</td>
<td>1, 2, 4</td>
<td>2-hour written exam, format to be discussed with students during last session. Covers all topics discussed in readings and during the sessions throughout the semester. <strong>Due Date:</strong> During End of Semester Exam period</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
<td>1, 2, 3, 4</td>
<td>Active participation in class. <strong>Due Date:</strong> Ongoing</td>
</tr>
</tbody>
</table>

**Note:** In line with ANU policy, assessment in the course will be confirmed after consultation with students in the course during the 2nd session in week 2. Changes to the assessment schedule will be posted on the Wattle site for the course. The lecturer proposes the above assessment schedule:

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### Grading Scale

According to the ANU policy on assessment (https://policies.anu.edu.au/ppl/document/ANUP_004603), the standards that apply to High Distinction, Distinction, Credit and Pass in all coursework courses are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>80-100%</td>
<td>Work of exceptional quality, as demonstrated in the attainment of learning outcomes at or above the relevant qualification level</td>
</tr>
<tr>
<td>D</td>
<td>70-79%</td>
<td>Work of superior quality, as demonstrated in the attainment of learning outcomes at or above the relevant qualification level</td>
</tr>
<tr>
<td>C</td>
<td>60-69%</td>
<td>Work of good quality, as demonstrated in the attainment of learning outcomes at or above the relevant qualification level</td>
</tr>
<tr>
<td>Grade</td>
<td>Range</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>P</td>
<td>50-59%</td>
<td>Work of satisfactory quality, as demonstrated in the attainment of learning outcomes at or above the relevant qualification level</td>
</tr>
<tr>
<td>N</td>
<td>0-49%</td>
<td>Work in which the attainment of learning outcomes at or above the relevant qualification level has not been demonstrated</td>
</tr>
</tbody>
</table>

### ASSESSMENT ITEMS

**Session presentation**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Once during one of the sessions in weeks 3-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value or Weighting (%)</td>
<td>15%</td>
</tr>
<tr>
<td>Marks</td>
<td>Out of 15</td>
</tr>
<tr>
<td>Suggested Length</td>
<td>30 minutes/ 1,000 words, further details are below</td>
</tr>
<tr>
<td>Instructions</td>
<td>Teams of 2 or 3 students complete reading specified in section 3 Above &amp; relevant readings of their own choosing deliver a presentation that answers the set question</td>
</tr>
<tr>
<td>Purpose</td>
<td>Tests students’ research and effective oral communication skills on topic related to course content, deepens team work experience</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Assessed by lecturer. Further details are below.</td>
</tr>
<tr>
<td>Submission / Presentation Details</td>
<td>The presenting team submits short report after the presentation by email to the lecturer, who summarises comments from students and returns marking guide (see below) to students.</td>
</tr>
</tbody>
</table>

**Further details: a. In-class presentation**

During each session in weeks 8-13 a pair of students deliver a presentation about a key issue in Asian business. 11 groups of 2 or 3 students (depending on enrolments) are created who express a preference for the 11 topics listed in section 3 (week 3) above.

Students prepare the presentation and use PowerPoint (PPT) software to deliver it. Each presentation will be marked by the lecturer.

Presenters should make the presentation a worthwhile experience for all students attending the session. It is in the interest of all students in the group to turn up for the session and
discuss the presentations, in the expectation that other students will do the same when it is their turn to make a presentation.

If you have never used PPT before, this is your opportunity to learn! It is very simple, but there are some basic rules. A basic PPT presentation with such rules can be found on Wattle and at: http://www.iasted.org/conferences/formatting/Presentations-Tips.ppt (http://www.iasted.org/conferences/formatting/Presentations-Tips.ppt). If not sufficient, you should consider doing a course with the ANU’s Information Literacy Program (http://anulib.anu.edu.au/training/it-skills-development/ (http://anulib.anu.edu.au/training/it-skills-development/)).

For a 30 minute presentation, limit the number of PPT slides to no more than 20, including a first title slide with the names of the presenters. Students take turns to keep time and ensure that the presentation is within 30 minutes. As a courtesy to students attending the session, you could distribute in class a photocopy containing the slides, so that students can take notes.

**Group presentation marking guide will be available on Wattle.**

You can structure the presentations in any way you like. Here are some minimum requirements:

- focus on answering the question(s);
- indicate how the issue relates to the readings and lectures for the course;
- end with a question to encourage discussion.

Copies of most readings are available from Wattle. Unless a web address is specified, other identified reading is available in the ANU library.

To wrap up the presentation, presenters send a short report (half-A4) by e-mail to their lecturer indicating what went well in their presentation and what they would change if they could do it again. The lecturer will respond with feedback and the mark for the presentation.

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### Individual assignment

<table>
<thead>
<tr>
<th>Due Dates</th>
<th>Tuesday 26 April 2359 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value or Weighting (%)</td>
<td>40%</td>
</tr>
<tr>
<td>Marks</td>
<td>Out of 40</td>
</tr>
<tr>
<td>Maximum Length</td>
<td>3,000 words (±10%), incl. all text, tables and figures, but excl. list of references, cover page, contents page and footnotes</td>
</tr>
<tr>
<td>Instructions</td>
<td>Students write an essay that (a) answers the relevant question/s on the basis of their extensive readings, and (b) demonstrate their skill in formatting a written assignment. Further details are below.</td>
</tr>
</tbody>
</table>
Purpose
Tests students effective written communication skills on a topic related to course content

Marking Criteria
Explained in separate document *Criteria for assessing written and other work completed in the course Asian Business Systems (BUSI7055)*, available from Wattle

Submission / Presentation Details
Assignments in PDF format to be submitted via Turnitin system. Presentation details are explained in a separate document *Some Suggestions for Good Assignment Writing*, available from Wattle

**Further details: b. Individual assignment (3,000 words)**

The questions that form part of your assignment will be discussed in class and details will be added to this course outline.

This assignment takes the form of an individual essay. Details about how to format your assignment are in the flyer *Some Suggestions for Good Assignment Writing*, available from Wattle. Please read it carefully, follow the instructions, and use the checklist when preparing your assignment, and before you submit it. This assignment will allow you to demonstrate your research skills, and your ability to formulate a substantiated argument, using the research materials you are able to uncover. To research your essay, you will have to explore relevant scholarly publications available from the ANU library and the National Library of Australia: monographs (books and working papers, which are in the library catalogues) and journal articles and book chapters (which are not in the library catalogues). Depending on your topic, a SuperSearch in the ANU library catalogue and/or a Google Scholar internet search may yield relevant references to relevant documentation.

As the ability to use credible sources is an important research skill, you are expected to base your assignment only on relevant scholarly publications (books and journal articles, whether in hard or soft copy format) available from the ANU library and the National Library of Australia, and not any materials that you are able to find on the internet.

**Preparing and presenting your assignment**

You may present quantitative data in tabulated or graphic form if they support the argumentation in your assignment. You must indicate the source and be aware how the data in the tables or charts are defined and how they can be interpreted. You may use relevant publications in languages other than English, as long as you give the full bibliographical details and an English translation of the title between brackets.

**Submission of your assignments**

The due dates for the assignment is Tuesday 26 April 2016 at 2359 hours. Note there is no lecture/class on this day. Assignments are submitted online via the link to Turnitin on the Wattle site for this course. Instructions about how to use Turnitin will be available on the Wattle site. Assignments submitted via Turnitin no longer require cover sheets. You will be required to electronically sign a declaration as part of the submission of your assignment. Please keep a copy of both your assignments for your records and submit a hard copy to the lecturer.
After uploading your assignment in Turnitin, conduct the ‘originality test’ and make sure that your text has a 5% or lower similarity with other texts in the Turnitin database. You can easily achieve that by using your own words to write your assignment, not using any quotes from your sources, and including your sources in a list of references at the end of your text, rather than in footnotes so that Turnitin will not count them as being part of the text.

## Final Exam

<table>
<thead>
<tr>
<th>Due Date</th>
<th>TBA (during ANU final exam period). Students will be advised of the time and location via <a href="http://timetable.anu.edu.au">http://timetable.anu.edu.au</a> (<a href="http://timetable.anu.edu.au/">http://timetable.anu.edu.au/</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value or Weighting (%)</td>
<td>35%</td>
</tr>
<tr>
<td>Marks</td>
<td>Based on the nature and the marks/weights of the questions</td>
</tr>
<tr>
<td>Maximum Length</td>
<td>Format of the two-hour written exam will be discussed during the last session</td>
</tr>
<tr>
<td>Instructions</td>
<td>Covers all material discussed during the lectures and sessions, contained in the course reader, and any distributed additional reading throughout the semester. Keep notes on the basis of the lectures and reading.</td>
</tr>
<tr>
<td>Purpose</td>
<td>Test students’ understanding of course readings and lectures</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Complete, correct, accurate answers covering all parts of the question, and illustrated with figures, data, examples as appropriate. Details explained in separate document <em>Criteria for assessing written and other work completed in the course Asian Business Systems (BUSI7055)</em>, available from Wattle.</td>
</tr>
<tr>
<td>Submission / Presentation Details</td>
<td>Permitted materials: electronic dictionaries are not allowed. No prior permission is required for unmarked hardcopy foreign language dictionaries. If students are not able to attend the exam due to illness, they must apply to sit a special exam by submitting the application form for special assessment consideration and providing documented evidence of illness.</td>
</tr>
</tbody>
</table>

**Further details: How to study for the final exam?**

The final exam will be based on the content of both the course reader and the lectures. You should study for these assessment items by following the lecturer’s introductions to the topics of the course and reading the material in the course reader each week, and by
keeping notes that summarise the main issues discussed in reading and lectures. Using these notes are likely to make it easier to prepare yourself.

**Participation**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value or Weighting (%)</td>
<td>10%</td>
</tr>
<tr>
<td>Marks</td>
<td>Out of 10</td>
</tr>
<tr>
<td>Suggested Length</td>
<td>3 hour session</td>
</tr>
<tr>
<td>Instructions</td>
<td>Attend lectures, complete readings &amp; view video’s if applicable, specified in section 3 above, Participate in classroom discussions.</td>
</tr>
<tr>
<td>Purpose</td>
<td>Test students on understanding of both readings and lectures</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Ad hoc</td>
</tr>
<tr>
<td>Submission / Presentation Details</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

**COURSE EXPECTATIONS**

**Announcements**

Students are expected to check the Wattle site for announcements about this course, e.g. changes to timetables or notifications of cancellations. Notifications of emergency cancellations of lectures or tutorials will be posted on the door of the relevant room.
Tutorial and/or Seminar registration

Tutorial and/or Seminar registration is done through the course Wattle page. Detailed information about sign-up times will be provided on Wattle or during the first lecture by the course convener.

When tutorials/seminars are available for enrolment:

1. Log-on to Wattle, and go to the course site.
2. Click on "Tutorial sign-up here" link
3. On the right of the screen, click "Become Member of ..." for the tutorial/seminar class you wish to enrol in.
4. Confirm your choice.

If you need to change your enrolment, click on the tab "Leave group..." and then re-enrol in another group.

You will not be able to enrol in groups that have reached their maximum number.

Please note that your enrolment in ISIS must be finalised for you to have Wattle access.

Extensions and penalties


You may be granted extensions for assessment pieces that are not examinations or take-home examinations by applying for special consideration.

Late submission of assessment tasks without an extension are penalised at the rate of 5% of the possible marks available per working day or part thereof. Late submission of assessment tasks is not accepted 10 working days after the due date, or on or after the date specified in the course outline for the return of the assessment item.

If a course convener determines that late submission of assessment tasks is not accepted for a coursework course, this information is included in the course outline.

Special consideration for assessments

Students who are unable to submit their assessment by the due date may be eligible for an extension if supported by an Application for Special Consideration.

Information on special assessment consideration can be found at: http://www.anu.edu.au/students/program-administration/assessments-exams/special-assessment-consideration.

Special Consideration applications must be completed before the due date of the affected assessment. In exceptional circumstances applications for an extension may be accepted up to three working days after the due date of the affected assessment.
The application must include all supporting documentation and include a copy of as much of the assignment as has been completed by the due time and date.

Special consideration applications must be submitted online at special.consideration@anu.edu.au (cdn-cgi/l/email-protection#a3d0d3c6c0cac2cf8dc0ccdd0cac7c6d1c2d7caccade3c2cdd68dc6c7d68dc2d6). You will be notified by your lecturer if an extension has been approved.

Identify your Assignment with your Student Number only

When submitting your assignment please ensure that it contains your student number in the file name and on the first page. Please do not put your name anywhere in your assignment.

Resubmission of assignments

You are allowed to resubmit your assignments before the specific deadlines. Any submission done after the deadline will be considered as a late submission and the above listed penalty conditions will apply.

Returning assignments

All assignments will be marked and where appropriate feedback will be provided either:

- in class,
- in person by appointment with the course lecturer, or
- via the course Wattle site.

Referencing requirements

See any specific requirements under Assessment Items.

The Harvard or Oxford referencing styles are to be used. Links to documentation on proper referencing methods are available on the course website or from the Academic Skills website: https://academicskills.anu.edu.au/resources/handouts/referencing-basics (https://academicskills.anu.edu.au/resources/handouts/referencing-basics)

Deferred examinations

A deferred examination is the sitting of an examination at a time other than the scheduled time/date.

Wherever possible a student should sit their examination at the prescribed time, and if necessary apply for special assessment consideration (http://www.anu.edu.au/students /program-administration/assessments-exams/special-assessment-consideration) for the marking of the examination. To apply for a deferred examination:
Complete the form at http://www.anu.edu.au/students/program-administration/assessments-exams/deferred-examinations (http://www.anu.edu.au/students/program-administration/assessments-exams/deferred-examinations)

- Scan and attach all supporting documentation
- Email to examinations.officer@anu.edu.au (mailto:examinations.officer@anu.edu.au)

Submit completed application no later than three working days after the scheduled examination.

Decisions on applications relating to final examinations are made by the Examinations Office.

After receiving notification that a deferred examination has been granted, it is the responsibility of the student to confirm the date/time/location for that examination with the relevant ANU College or School.

## Finalisation of Marks and Grades

Your final mark for the course will be based on the raw marks allocated for each of your assessment items. However, your final mark may not be the same number as produce by that formula, as marks may be scaled. Any scaling applied will preserve the rank order of raw marks (i.e. if your raw mark exceeds that of another student, then your scaled mark will exceed the scaled mark of that student), and may be either up or down.

## Use of Assignments as exemplars and grade moderation

An important resource for enhancing educational quality is a stock of student work which can be de-identified and used as exemplars for future students in ANU courses, and for grade moderation exercises for teaching staff. If you do not wish your assignment to be used for such purposes please include a note to that effect on the front page of the assignment.

## ANU POLICIES

ANU has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University’s academic standards, and implement them. You can find the University’s education policies and an explanatory glossary at: http://policies.anu.edu.au/ (http://policies.anu.edu.au/)

Key policies include:

- Code of Practice for Student Academic Integrity
- Student Assessment (Coursework) Policy and Procedure
- Undergraduate Award Rules
- Graduate Award Rules
- Student Surveys and Evaluations Policy

## Academic Integrity
Students are expected to have read the ANU's Code of Practice for Student Academic Integrity before the commencement of their course. (https://policies.anu.edu.au/ppl/document/ANUP_000392)

The following is an extract from the Code of Practice for Student Academic Integrity:

Any work by a student of the Australian National University must be work:

- that is original
- that is produced for the purposes of a particular assessment task
- that gives appropriate acknowledgement of the ideas, scholarship and intellectual property of others insofar as these have been used.

It is the responsibility of each individual student to ensure that:

- they are familiar with the expectations for academic integrity both in general, and in the specific context of particular disciplines or courses
- work submitted for assessment is genuine and original
- appropriate acknowledgement and citation is given to the work of others
- they declare their understanding of and compliance with the principles of academic integrity on appropriate pro formas and cover sheets as required by the academic area, or by a statement prefacing or attached to a thesis
- they do not knowingly assist other students in academically dishonest practice.

All breaches, careless or deliberate, are addressed. Careless breaches are addressed through academic penalties, such as deduction of marks and resubmission. Deliberate breaches are subject to action under the Discipline Rules of the ANU (http://about.anu.edu.au/__documents/rules/disciplinerules.pdf).

Penalties for a deliberate breach may include failing the piece of work involved, failing the course, or having candidature terminated.

Further information can be found at http://academichonesty.anu.edu.au/ (http://academichonesty.anu.edu.au/)

Assessment Requirements

Where possible, assessment items are submitted online through Turnitin. The ANU is using Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University's approach to managing Academic Integrity.

For additional information regarding Turnitin please visit the ANU Online website (http://online.anu.edu.au/help_support/turnitin (http://online.anu.edu.au/help_support/turnitin)).

Student Feedback

ANU is committed to the demonstration of educational excellence and regularly seeks feedback from students. One of the key formal ways students have to provide feedback is through Student Experience of Learning Support (SELS) surveys. The feedback given in these surveys is anonymous and provides the Colleges, University Education Committee and Academic Board with opportunities to recognise excellent teaching, and opportunities
for improvement.


Student Support Services

Students experiencing academic or personal problems are welcome to discuss these with any member of the Faculty or to utilise the ANU's student support services links to which can be found at http://students.anu.edu.au/ (http://students.anu.edu.au/), including:

- the Counselling Centre at http://counselling.anu.edu.au/ (http://counselling.anu.edu.au/)

Library

- Information about the library can be found at http://anulib.anu.edu.au (http://anulib.anu.edu.au/)
- For free training in information skills and computer skills see http://anulib.anu.edu.au/research-learn (http://anulib.anu.edu.au/research-learn)/