



SCHOOL OF ACCOUNTING & COMMERCIAL LAW

ACCY 305: TAXATION

Trimester One 2005

COURSE OUTLINE

Contact Details

		<u>Office</u>	<u>Telephone</u>	<u>Email</u>
<u>Course</u> <u>Co-ordinator</u>	Dr David White	RH 703	463 5705	david.white@vuw.ac.nz
<u>Lecturer</u>	David Dunbar	RH 624	463 5233 Extn 7422	david.dunbar@vuw.ac.nz
<u>Administration</u> <u>Assistant</u>	Marina Dobrovolskaya	RH 708	463 5775	marina.dobrovolskaya@vuw.ac.nz

Office Hours: Dr David White – Wednesday and Thursday 11.20am-12.20pm
Mr David Dunbar – Wednesday and Thursday 12.00-1.30pm

Please see *Marina Dobrovolskaya* in Rutherford House room 708 for any administrative queries. The hours that Marina is available each day are 8.30am-5pm.

Class Times and Room Numbers

Lectures are scheduled for Monday, Wednesday and Thursday, from 4:40 – 5.30pm in Rutherford House LT 1. In addition, there will be eight tutorials of 50 minutes.

Tutorials start in the third week of the course from Monday 7 March. Tutorial sign-up will be on-line through Blackboard (<http://blackboard.scs.vuw.ac.nz>) during the first week of classes. The instructions for signing up are attached as page 7 of this Course Outline and will also be posted on the Announcements section of ACCY 305 on Blackboard. Tutorial lists will be posted on Blackboard.

You are expected to attend tutorials properly prepared and to participate in tutorial discussions. You must attend at least four tutorials in your tutorial group. Answers to tutorial questions are not available to students for copying and will not be distributed nor posted on Blackboard.

Course Content

This course is designed to provide a brief introduction to the New Zealand income tax and to examine the impact of taxation on business decision making. The course does not aim to provide a detailed working knowledge of all facets of the income tax system. Due to time constraints, the course will be oriented towards business taxation. There will be no coverage of international or personal (individual) taxation. International issues are covered in ACCY 316.

Lecture Program

The lecture topics listed in the lecture programme below are in approximate order of presentation and are not intended to indicate that a particular topic will necessarily be covered on the day indicated.

COURSE PROGRAMME

Week	Date	Lecturer	Assignment (Friday)	Tutorial
1	21 Feb	Dr White		
2	28 Feb	Dr White		
3	7 March	Dr White	1. (DW)	1 (DW)
4	14 March	Dr White	2. (DW)	2 (DW)
5	21 March	Dr White	3. (DW)	3 (DW)

EASTER & MID-TRIMESTER BREAK (25 March to 10 April inclusive)

6	11 April	Mr Dunbar		
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TERMS TEST, 14 April 2005 4.40pm-6.50pm RH LT 1 and MC LT101

Week	Date	Lecturer	Assignment (Friday)	Tutorial
7	18 April	Mr Dunbar		4 (DW)
8	25 April	Mr Dunbar		5 (DD)
9	2 May	Mr Dunbar	4. (DD)	6 (DD)
10	9 May	Mr Dunbar	5. (DD)	7 (DD)
11	16 May	Mr Dunbar	6. (DD)	8 (DD)
12	23 May	Dr White		

Course Objectives

By completing and passing this course, you will obtain knowledge and skills to:

- (1) understand and explain the basic principles and policies of income tax law in New Zealand;
- (2) assess and provide reasoned argument whether particular transactions give rise to gross income or to deductible expenditure or loss; and
- (3) understand how transactions can be arranged legally to minimise a tax liability.

While not directly taught in this course, you have the opportunity to improve your writing and oral expression skills, which are critical when dealing with matters of a legal nature such as taxation.

Required textbook and course materials

The following textbook and materials are required for this course:

1. Alley et al, *New Zealand Taxation 2005: Principles, Cases and Questions* 2nd ed 2005, Thomson Brookers, Wellington (ISBN: 0-86472-496-9) (RP, \$81).
2. Course Notes and handouts handed out in class. The Course Materials Fee charged at your enrolment covers the Course Notes and supplementary handouts and materials given out during the course.

Materials and Equipment

Most course materials are in the Course Notes. In addition, there will be some handouts. Most of the handouts will be available for downloading from Blackboard. The course lecturers do not hold spare copies of any Course Notes or course handouts in their offices. If you are having any troubles with Course Notes or course handouts, please contact Marina Dobrovolskaya in Rutherford House room 708. The hours that Marina is available each day are 8.30am-5pm.

Materials and Equipment Permitted in the Terms Test and Final Examination:

Students may bring into the Terms Test and Final Examination the ACCY 305 Course Notes and handouts given out during the course. The Course Notes and handouts may have the student's written notes on them.

Electronic calculators may be used in the terms test and final examination. Calculators must be battery powered and silent in operation. Calculators with alphanumeric keyboards and programming functions will not be permitted. If you are in doubt, check with the course coordinator.

Assessment Requirements

The final grade awarded for this course will be determined on the following basis:

- (1) The weighted average of the following 3 pieces of assessment:
 1. First 5 assignments 'satisfactorily completed' and submitted on time at 1% each (see immediately below) 5%
 2. Terms Test - 2 hours (Thursday 14th April) 35%
 3. Final Examination 3 hours (scheduled by the Faculty during the period 3-19 June) 60%

- (2) **In the course a student must obtain a mark of at least 50% in either the terms test or the final examination in order to be awarded a pass (i.e. if a student obtains a weighted average under the above formula of 50% or above, a pass will not be awarded unless the student has also passed at least the terms test or the final examination.)**

In order to be considered 'satisfactorily completed', an assignment must be submitted on time, all questions in the assignment must have been attempted and a grade of 'C' or higher must have been awarded.

The material taught in the period from 21 February to 24 March 2005 inclusive will be tested in the Terms Test.

The coverage of the final examination will be announced in class. The date for the final exam will be determined by the University Registry during the course.

All of the assessment in ACCY 305 is based on the student's own work. There is no group assessment of any kind and no group work should be submitted for assessment.

If your performance has been affected by sickness or other personal difficulties (e.g. bereavement of a close relative) you should contact the Course Coordinator as soon as possible. You should not delay this until the end of the course or when final results are posted.

There will be 6 assignments to be completed that will form an integral part of the course. The terms test and final exam will be set assuming that all assignments have been completed.

Assignments are due as follows:

Assignment No.	Lecturer	Date Due (Friday at 12 noon)
1	Dr David White	11 March 2005
2	Dr David White	18 March 2005
3	Dr David White	24 March 2005 (note: Thursday)
4	Mr Dunbar	6 May 2005
5	Mr Dunbar	13 May 2005
6	Mr Dunbar	20 May 2005

The place to hand in each assignment will be notified to you on Blackboard and in lectures. You must write your name, student number and **tutorial number** clearly on your assignment and ensure that all pages are stapled together.

Penalties

Assignments submitted that receive grades of 'D' or 'E' will not be considered 'satisfactorily completed' and will not be awarded 1% in determining a student's final mark for this course.

In the absence of genuine and credible reasons, late assignments will not be accepted. In no circumstances can assignments be accepted for grading after that assignment has been returned in tutorials in the week following the submission deadline. It is not possible for lecturers to set special assignment questions to accommodate students who miss assignment deadlines. Students with late work should contact the Course Coordinator.

Mandatory Course Requirements

Students will be permitted to sit the final exam if they:

1. are registered (RE) in ACCY 305 on Friday, 27 May; and
2. have attended at least four tutorials in their tutorial group; and
3. have submitted at least two 'satisfactorily completed' assignments on time.

Grades are awarded as follows:

A+	85% and over	
A	80-84%	
A-	75-79%	
B+	70-74%	
B	65-69%	
B-	60-64%	
C+	55-59%	
C	50-54%	
D	40-49% }	Fail
E	Below 40% }	Fail

Communication of Additional Information

This Course Outline is available, along with other information and materials relating to the course, on the university-wide online **Blackboard** system. Every student is expected to have access to the on-line information for this course and all announcements and notices will be posted in the Announcements section of Blackboard. Students who have problems accessing the course online should contact Student Computing Services or the Administrative Coordinator, Marina Dobrovolskaya. Lecture slides and other course handouts, where possible, will be made available on Blackboard.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at: www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website: www.vuw.ac.nz/policy/AcademicGrievances.

Plagiarism

Victoria University defines plagiarism as the copying of ideas, organisation, wording or anything else from another source without appropriate reference or acknowledgement so that it appears to be one's own work. This includes published and unpublished work, the Internet and the work of other students and staff. Plagiarism is an example of misconduct in the Statute of Student Conduct. Students who have plagiarised are subject to a range of penalties under the Statute. See the website: www.vuw.ac.nz/policy/StudentConduct.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria wants students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services.

Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email: education@vuwsa.org.nz.

TUTORIAL SIGN-UP

To sign up for your “Course” tutorial you need to follow the instructions below. Please note that the [Blackboard](#) login procedure has changed. To login to [Blackboard](#) you must use your Victoria University student domain (SCS) user name and password.

1. To sign up select the ‘Discussion Board’ button on the left hand side of the screen.
2. Click on ‘Tutorial Sign-up’, which will open a list of tutorial times. Click on the tutorial time of your choice. To register your name for this tutorial you must then click on the ‘Reply’ button at the bottom of the page.
3. Place an ‘x’ in the message box which is below subject and click on ‘submit’ at the bottom of the page. You have now registered for this tutorial. Your name should appear under the tutorial of your choice. Please remember only 16 students per tutorial are accepted. Count the number of names under the tutorial to ensure that there are no more than 16 names.
4. If you need to change your tutorial group, please remove your name from the first tutorial you signed up for. To do this, follow steps 1-3. Select ‘Tutorial Sign-up’ and double click on the tutorial time beside your name. Click the ‘remove’ button, followed by OK. You can now choose a different tutorial time by following steps 3 and 4.
5. Any student who signs up more than once may either be placed into their last requested tutorial or they may have their name deleted from all multiple sign-ups.
6. Any student who has signed up after a tutorial group has been filled will be placed into the next available tutorial group according to availability.