



SCHOOL OF ACCOUNTING & COMMERCIAL LAW

Telephone 463 5383, Facsimile 495 5076. E-mail: sacl@vuw.ac.nz

COML 203 LEGAL ENVIRONMENT OF BUSINESS

Trimester One 2006

COURSE OUTLINE

Contact Details

Lecturers:

Christopher Cripps – Academic Co-ordinator
Room RH 701
Phone number: 463 5757
Email: Christopher.Cripps@vuw.ac.nz
Office hours: Tuesday, Friday 8.30am-9.30am

Trish Keeper
Room RH 721
Phone number: 463 5203
Email: Trish.Keeper@vuw.ac.nz
Office hours: Tuesday 1-3pm

Administrative Co-ordinator

Marina Dobrovolskaya
Room RH 708
Phone number: 463 5775
Email: Marina.Dobrovolskaya@vuw.ac.nz
Office hours: Monday-Friday, 8.30am-5pm

If you have difficulties with the lecture material please do not hesitate to contact the lecturer responsible for that part of the course. All difficulties relating to the tutorial programme should be referred to your tutor. Problems of an academic nature should be referred to Christopher Cripps. General administrative queries should be referred to Marina Dobrovolskaya, Room RH 708.

Class Times and Room Numbers

Lectures:

Monday	10.30am-11.20am	RH LT 1
Tuesday	10.30am-11.20am	RH LT 1
Wednesday	10.30am-11.20am	RH LT 1

Tutorial Sessions:

Tutorial sign-up will be via Blackboard, COML 203 and should be done during the second week of term. The instructions for signing up are attached as page 7 of this Course Outline and will also be posted on the Announcement section of COML 203 on Blackboard. The completed tutorial list will be posted on the notice board on Mezzanine Floor of Rutherford House.

Each tutorial will meet weekly, starting in the fourth week of the course. The tutorial programme contains a number of topics, which are related to, and approximately in sequence with the lecture programme. These topics will be assigned to students who will be expected to deal with them orally for about five minutes, to be ready to lead any tutorial discussion that may arise and to present a written answer to their assigned question. Each student can expect to be asked to present an answer on a topic at approximately fortnightly intervals. The programme is flexible and your tutor may depart from it in some cases. Tutorial attendance counts towards the awarding of terms (i.e. the right to sit the final examination).

In-term test:

TBA.

It is expected that a students' workload in this course will be, on average, 15 hours a week.

Course Objectives

Students passing this course should be able to:

1. Understand the functions of the New Zealand legal system.
2. Have a general understanding of specific areas of commercial law.
3. Be able to analyse legal issues and potential solutions to legal problems.
4. Analyse and understand legislation.

Course Content

The topics are listed in the approximate order in which they will be discussed:

The New Zealand Legal System: general introduction
Courts and Administrative Tribunals
The Sources of New Zealand Law
Precedent
Criminal Law
Torts and Accident Compensation
Contracts

A reading list and detailed course outlines will be provided by the lecturers who are responsible for each topic.

Readings

Eagles, Longdin, Grantham, Prasad, Rickett, Cripps, Mapp, Gunasekara, Brown *Law in Business and Government*, Palatine 3ed 2001.

Assessment Requirements

To decide who will qualify for a pass in this subject at the end of the course, students's work will be assessed both during the trimester and by way of a final examination.

In detail the criteria of assessment and their respective values are:

In-term test	25%
Final Examination	75%
<u>TOTAL</u>	<u>100%</u>

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%	
<u>C</u>	<u>50-54%</u>	
D	40-49% }	Fail
E	Below 40% }	“

Penalties

No student will be credited with a pass if s/he does not get at least 40% in the final examination, irrespective of in-term percentage.

Mandatory Course Requirements

There will be eight tutorial sessions. Students must attend and participate in the tutorial sessions. Students who fail to participate in or attend tutorials satisfactorily will not receive a graded result for the course and their record will show an un-graded fail.

Communication of Additional Information

Notices concerning COML 203 will be posted on the Commercial Law Notice Board, Mezzanine Floor, Rutherford House and Blackboard.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give

further advice about FCA qualifications. To check for opening hours call the office on (04) 463 5376.

Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Check with the Student Administration Office for opening times (04) 463 5376.

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.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at:
www.vuw.ac.nz/home/studying/plagiarism.html.

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 want 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.

Manaaki Pihipihinga Maori and Pacific Mentoring programme (Faculties of Humanities and Social sciences and Commerce and Administration).

- **What:** Academic Mentoring for Maori and Pacific students studying at all levels in the above faculties. Weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures. Registered students can use the faculty's study rooms and computer suite at any time at Kelburn and Pipitea.
- Mature student and Post grad network

If you would like to register as a mentor or mentee please contact the coordinator.

Where:

Melissa Dunlop

Programme Coordinator

Room 109 D

14 Kelburn Parade: back courtyard

Ph: (04) 463 6015

Email: Maori-Pacific-Mentoring@vuw.ac.nz

Please Note: A mentoring room will also be running at Pipitea Campus starting January. Please contact the Programme Coordinator for details.

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.