

VICTORIA INTERNATIONAL APPLIED FINANCE PROGRAMME
School of Economics and Finance

MMAF515 FINANCIAL INSTITUTIONS MANAGEMENT

Trimester Two 2008

COURSE OUTLINE

Names and Contact Details

The course coordinator is Dawn Lorimer. Room RH306. Preferred contact is by email. Email address is dawn.lorimer@vuw.ac.nz

Trimester Dates

Monday 7 July 2008 – Saturday 8 November 2008.

Block Release Times

8:30am Tuesday, 19th August – 1:00pm Thursday, 21st August, 2008
and 8:30am Tuesday, 14th October – 1:00pm Thursday, 16th October, 2008.

A detailed schedule of each block release course will be supplied closer to the August and October sessions. A supervised simulation study will run throughout the two block release sessions. Note that the final assignment for this course is due on Thursday, 6 November, 2008.

Attendance for all sessions of both block releases is compulsory.

Course Content

This is a comprehensive review of the policy and day-to-day operating environment of a deposit taking Financial Institution (FI) such as a Bank, Credit Union or Building Society. After a general introduction to the nature of FI management, the underlying performance measurement criteria are established, covering financial statements and key ratios. Liquidity management and asset/liability management are next considered, as are longer term and prudential requirements of capital structure and adequacy. Lending policy follows, with applications to primarily commercial, but touching on retail contexts. Risks involved in financial intermediation are analysed, with particular attention to interest rate and credit risk. The pricing of base products is explained, as is the use of derivatives to control risk. Throughout the emphasis is on hands-on practical work, utilising where appropriate simulation or spreadsheet computer based techniques.

Course Objectives

- An appreciation of the role of the financial institutions, and the nature of financial institution (FI) management;

- An understanding of risk and return measures used in analysing performance of FIs;
- A knowledge of the management of financial exposures encountered by FIs;
- The above knowledge areas will be introduced through readings, lectures, tutorials, then applied in a case study assessment, a banking simulation and a simulation report. Knowledge areas will also be tested at the end of each block release course.

Expected Workload

Total average workload of 200 hours. During the 6 weeks of term prior to each block release, students will need to allow approximately 14 hours per week for study, research and preparation of assignments for this course. The two block courses each involve approximately 18 hours of work.

Textbook

Hogan, Avram, Brown, Ralston, Skully, Hempel, Simonson: *Management of Financial Institutions*, 2nd edition, J. Wiley 2004 [MFI]. This text will be supplied to MMAF515 students.

Readings

Throughout the course additional readings will be assigned for different topics. Some of these will be included in your course folder, while others you will be able to source from The Victoria University library.

Readings will be specified mainly from the following books and periodicals:

Saunders, A., H. Lange: *Financial Institutions Management*, Australian Edition: Irwin 2000 [FIM]

Shanmugan,B., C. Turton, G. Hempel : *Bank Management*, Australian edition . New York and Queensland, J. Wiley 1992. [BM]

C. Goodhart, P. Hartmann, D Llewellyn, L. Rojas-Suarez, and S. Weisbrod: *Financial Regulation: Why, how and where now?*, Routledge 1998.

De Lucia,R.D., J. Peters: *Commercial Bank Management*; Serendip Publications, Hornsby NSW, Australia 1993. [CBM]

Valentine, T., G. Ford: *Readings in Financial Institution Management*, Allen and Unwin 1999. [RFM]

Reserve Bank of New Zealand Bulletin and website: <http://www.rbnz.govt.nz>

Materials and Equipment

It is necessary to bring a calculator to the block courses. A good financial calculator such as the HP17BII or HP10BII is strongly recommended. During tests students will be allowed to use calculators, but not hand held or other computers.

Assessment Requirements

The following schedule of assessment applies:

Exams:	One test at each block release session based on reading assigned for period leading up to the block release and material presented at the block release. Please bring your calculator.	60%
Tutorial questions:		2%
Assignments:	Two assignments which count together for 38%. Scheduled due dates for the assignments are: 4 pm Thursday 18 th September 2008 (18%) 4 pm Thursday 6 th November 2008 (20%)	38%
Total Assessment:		100%

Note that students must attain an overall mark of 50% in order to achieve a passing grade.

Assignment Submission

Assignments must be submitted twice – once online through Blackboard and also a hard copy must arrive at the VIAF office. Posted assignments will be dated according to the postmark on the envelope. All assignments are due at 4pm on the due date. Students are responsible for ensuring their name and student ID appears on each page of all submitted work.

Penalties

Each of the assignments will be marked out of a maximum that diminishes by 5% for every day late, with a weekend counting as one day. The date of submission shall be taken as the date of delivery or the day of postmark, if by post. There will be a final cut off date, one week after the due date for each assignment, after which no assignment can be accepted. The assignments will each carry a specified word limit. If an assignment exceeds the word limit, credit will be given only from the beginning of the assignment up to the word limit. No credit will be given for the portion of work extending beyond the word limit.

Mandatory Course Requirements

To pass, a student must attend all sessions of both block release courses.

Communication of Additional Information

Additional information including assignment questions, details of the block course schedule, feedback on course assessments, etc will be provided online via Blackboard. Students are responsible for logging onto Blackboard regularly to check for any updates or announcements, and for ensuring that the VIAF Senior Administrator, has their up to date email and postal addresses. Viaf-programme@vuw.ac.nz

If you have, or become aware of, any health condition that could prevent you attending a VIAF compulsory block release, then you should notify the Programme director immediately, preferably by email, dawn.lorimer@vuw.ac.nz.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services 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 Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for :

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

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: including the work of others will not be considered plagiarism as long as the work is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

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

Find out more about plagiarism, and how to avoid it, on the University's website:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.