

School of Accounting and Commercial Law

## TAXN 201 INTRODUCTION TO TAXATION

Trimester Two 2011

### COURSE OUTLINE

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#### Names and Contact Details

##### Course Coordinator &

##### Lecturer:

Dr Lisa Marriott

Email: [Lisa.Marriott@vuw.ac.nz](mailto:Lisa.Marriott@vuw.ac.nz)

RH 603

463 5938

Office Hours: to be confirmed

##### Lecturer:

Assoc. Professor Andrew Smith

RH620

463 6707

Email: [Andrew.Smith@vuw.ac.nz](mailto:Andrew.Smith@vuw.ac.nz)

Office hours: to be confirmed

##### Course Administrator:

Lucy May

RH708

463 5775

Email: [Lucy.May@vuw.ac.nz](mailto:Lucy.May@vuw.ac.nz)

Office hours: Monday-Friday 8.30am-5pm

Office is closed: 10.30-10.45am and 3.30-3.45pm.

If you email or call any of the Course Lecturers or the Course Administrator, please identify yourself as a TAXN 201 student to prevent confusion with other TAXN courses being taught in the same trimester.

##### Duty Tutor:

A duty tutor is available to help you with course material on a one-to-one basis. The day(s), time(s) and location will be notified on *Blackboard*.

#### Trimester Dates

Teaching Period: Monday 11 July – Friday 14 October

Study Period: Monday 17 October – Thursday 20 October

Examination Period: Friday 21 October – Saturday 12 November (inclusive)

#### Withdrawal from Courses

Your fees will be refunded if you withdraw from this course on or before **22 July 2011**.

The last date for withdrawal from this course is **23 September 2011**. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an 'Application for Associate Dean's Permission to Withdraw Late' including supporting documentation.

The application form is available from either of the Faculty's Student Customer Service Desks.

## **Class Times and Room Numbers**

Tuesday & Thursday 1.40pm – 2.30pm

Venue: RHLT1, Rutherford House, Pipitea Campus

In addition, there are **9** tutorials of 50 minutes each. Tutorial times and locations are listed on the online *Blackboard* system (<http://blackboard.vuw.ac.nz>). See also under *Tutorials* on page 4.

### **Attendance at Lectures**

This is a lecture based course. Therefore, you are strongly recommended to attend *all* lectures. Much information, which is examinable, is conveyed by the *spoken word only* and is not posted on *Blackboard* or otherwise distributed!

### **Course Content**

A lecture outline, which lists the topics covered in the course, is shown on page 9. Further information will be provided by lecturers.

### **Course Learning Objectives**

This course is an introduction to taxation. The overall objective of the course is to enable you to:

- research and analyse tax concepts;
- evaluate tax case law; and,
- apply tax concepts to everyday business activities.

The particular learning objectives are:

#### *New Zealand taxation*

- (a) Demonstrate an awareness of direct and indirect taxation as an instrument of fiscal policy;
- (b) Demonstrate an awareness of income tax, goods and services tax, fringe benefit tax, withholding taxes and imputation credits;
- (c) Display an awareness of international tax aspects.

#### *Income tax*

- (a) Distinguish taxable from non-taxable income and deductible from non-deductible expenditure;
- (b) Describe how tax timing issues arise;
- (c) Describe the process for calculating income tax liabilities.

#### *Goods and Services Tax*

- (a) Demonstrate an awareness of the principles underlying goods and services tax;
- (b) Demonstrate an understanding of the concepts of taxable activity, taxable person, taxable period, taxable supplies, exempt supplies and zero-rating;
- (c) Demonstrate the calculation of goods and services tax using the invoice and cash bases, apportionment and adjustments.

## Course Delivery

This course is delivered via lectures and tutorials. (See under *Attendance at Lectures* and under *Tutorials* below).

## Expected Workload

You should expect to spend on average 10 hours per week on the course (*excluding* time to study for the test and final examination). How this time is made up varies from week to week, but typically comprises:

- 2 hours in scheduled lectures;
- 5 hours preparing for, and participating in, tutorials and completing your bullet-point summaries (referred to under *Tutorials* below);
- 3 hours reading for lectures, and revising lecture and tutorial notes.

In order to benefit fully from lectures, you should read the relevant sections of the textbook relating to each lecture topic *before* the lectures.

## Group Work

Working in group work is an important component of this course. The content and expectation of group work for tutorials is explained under *Tutorials* below.

## Readings

The prescribed text for this course is:

Alley, *et. al.*, (2011) *New Zealand Taxation 2011 – Principles, Cases and Questions*, Thomson Reuters, Wellington.

A course materials book prepared by the lecturers will be available from the University Bookshop. The cost of this book will be \$11.30. This course materials book will include relevant legislation for this course. You are permitted to take this course materials book into the mid-trimester test and final examination, and are strongly recommended to do so. If you want to use your course materials book of legislation in the test and final exam, you **must not** write in it other than emphasis marks by underlining and/or highlighting parts of the text.

With respect to using this course materials book of legislation in the test and final exam, please note:

1. The course materials book of legislation will be checked at the beginning of the test and exam.
2. If the course materials book of legislation contains notes of any kind it will **not** be allowed to be used. Only emphasis marks by a highlighter pen or by underlining are permitted.
3. The indexing of the course materials book of legislation by tabs whether by use of “Post-it” notes or any other means is prohibited.
4. If you do not have the course materials book of tax legislation to use in the test or exam because your text did not meet the above conditions or you forgot to bring your copy, you will **not** be able to borrow a replacement copy from the examiners or to share a copy with another student.

While not directly taught in this course, you have the opportunity to improve your writing and oral expression skills, which are critical to working in the accounting and general commercial environment. To assist you in this respect, you are advised to purchase or refer to a copy of Fleet, W., Summers, J. and Smith, B., (2004) *Communication Skills Handbook for Accounting*, Wiley, Milton.

Any additional reading material will be provided in lectures and on *Blackboard*.

### **Materials and Equipment**

Most course materials can be downloaded from *Blackboard*. Lecturers do not hold spare copies of any course materials. If you are having any trouble obtaining course materials, please contact the Course Administrator.

Electronic calculators and foreign language dictionaries may be used in the test and final examination. Calculators *must* be battery powered and silent in operation. Mobile phones are *not* permitted. No electronic device may connect to the Internet.

### **Tutorials**

#### ***1. Tutorial presentations***

The course will have 9 tutorials starting in the third week of the course (week beginning 25 July). The topics/questions for the tutorials will be posted on *Blackboard* approximately 7–10 days before the week of the tutorial.

Tutorials will take place in the following weeks:

	<i>Week beginning</i>
Tutorial 1	25 July 2011
Tutorial 2 (AS)	1 August 2011
Tutorial 3 (AS)	8 August 2011
Tutorial 4 (AS)	15 August 2011

#### ***Mid-trimester break***

Tutorial 5 (LM)	12 September 2011
Tutorial 6 (LM)	19 September 2011
Tutorial 7 (LM)	26 September 2011
Tutorial 8 (LM)	3 October 2011
Tutorial 9 (LM)	10 October 2011

Tutorial sign-up will be done on-line (<https://signups.victoria.ac.nz>) during the first week of the trimester. The exact time the signup will begin will be announced later in class. The instructions for signing up are at the end of this Course Outline. Places in tutorials are allocated on a “first-come, first-served” basis and **cannot** exceed 16 students in each tutorial. Tutorial lists will be posted on *Blackboard* by 21 July 2011. Tutorials will commence in the following week.

In Tutorial 1, tutorial presentation groups will be organised and tutors will outline their expectations of your presentations and your bullet point summary solutions (see below). You will also have an opportunity to exchange email addresses, telephone numbers and other contact details with other students in your tutorial for the purpose of planning your presentation.

**Therefore it is compulsory for you to attend the first tutorial, otherwise you will not know when you will be presenting and who you will be presenting with.**

Tutorials 2–9 will be conducted as follows: Two students will be required to lead the discussion on the topic nominated for the tutorial. You will be required to lead **1** tutorial during the course.

The success of your tutorial presentation depends on you meeting with your co-presenter before the tutorial to plan the content and how the presentation will be run. Hence, it is expected that you will contact each other once the tutorial lists are published on *Blackboard*, using your VUW student email address. If you do not use your VUW email address, you must ensure that you create a diversion within the VUW email system to your preferred email address, e.g. Gmail, Yahoo, Hotmail, etc.

Up to 10% of your final mark for this course is awarded for your preparation for, presentation in, and leading of, the discussion in the tutorial in which you present. These marks are allocated as follows:

- 2 marks for preparation and coordination with the other presenter(s) in your group;
- 2 marks for confident oral expression;
- 6 marks for strength of argument, facilitating the discussion with the other students and your ability to debate your view convincingly.

At the conclusion of each tutorial in which you present, your tutor will discuss your presentation. Your mark will be uploaded on *Blackboard* in the week following each of your presentations. Your mark cannot be seen on *Blackboard* by other students.

If you are unhappy with your mark, you must first discuss, and attempt to resolve, the matter with your tutor before the following tutorial. If you cannot reach a satisfactory resolution with your tutor, the tutor will forward the matter to the Course Coordinator for consideration.

If you have a compelling reason for not attending the regular tutorial group in which you are enrolled in a particular week, and you are *not* presenting in that week, you may attend another tutorial group run by the same tutor (subject to seating capacity in that group). If you do so, you must advise the “alternative” tutor of your details and also inform the Course Administrator of the one-off change in your tutorial attendance. You must not make a habit of switching tutorials.

## ***2. Tutorial participation and bullet-point summaries***

For *each* tutorial in which you are *not* giving a presentation, you must prepare in electronic form a bullet-point summary solution to the tutorial questions and send it to the assignment folder on *Blackboard* **before 5:00pm on Friday of the week before** the tutorial. *Blackboard* will accept MSWord and .pdf files. Late summaries will *not* be accepted. Note that *Blackboard* automatically provides us with the date and time that you submitted your bullet-point summaries and automatically declines submissions after the due time. Your summaries must be written in comprehensible and legible English. As the name suggests, they are also to be summaries in bullet-point form. Do not write essays or lengthy tracts to answer tutorial questions.

Your bullet point summary must be your own *original* work. While the presentations are joint work, the bullet point summary is not. Bullet point summaries that contain evidence of plagiarism will be subject to the University’s disciplinary procedures.

Even when you are not making a formal presentation in a tutorial, you are expected to contribute to the discussion, and to answer coherently questions put to you by the presenters. Failure to do so will result in loss of marks for your own presentations (see under *Tutorial presentations* above). This means that you must be properly prepared for all tutorials that you attend. To assist your participation in the tutorials, you should retain a hard copy of your bullet-point summary solution for use at the tutorial.

***No suggested solutions to tutorial questions are provided*** on *Blackboard* or elsewhere, or distributed by tutors. Therefore, you need to attend the tutorials to ensure that you get the full benefit of the discussion and debate on the subject material. Tutors are informed of the material that needs to be covered in your presentations to ensure that the presentations and discussion in the tutorials adequately cover the topic, and that there is consistency between each tutorial group.

Your tutorial participation and bullet-point summary solutions are part of the *Mandatory Course Requirements* (see below).

### **Assessment Requirements**

To pass this course, you must obtain a weighted average mark of 50% or more from the 3 pieces of assessment in the course stated below:

	<i>Percentage of final grade</i>	<i>Date</i>
Tutorial presentations	10%	
Test (75 minutes)	25%	<b>5.30pm, Fri 9 September 2011</b>
Examination (2 hours)	65%	During the examination period (21 October - 12 November) – actual date and time to be advised by the Student and Academic Services Office

Rooms for the test will be advised on *Blackboard* at least one week before the test.

Assessment of your ability in the test and final examination takes a variety of forms to cater for different aptitudes of different students. The assessment methods may include multiple choice questions, short-answer questions, calculation questions, and essay questions.

In addition to obtaining a weighted average mark of 50% or more across tutorial presentations, the test and the final examination, you must also meet the *Mandatory Course Requirements* (see below). *If you obtain a weighted-average mark of 50% or more but fail to meet the Mandatory Course Requirements, you will **FAIL** the course and be given a 'K' grade.*

If your performance is affected by sickness or other personal difficulties (e.g. bereavement of a close relative), you must contact the Course Administrator as soon as possible. You must not delay this until the end of the course or when final results are posted. In case of sickness, it is essential that you see a registered medical practitioner as soon as possible while you are sick and obtain a medical certificate that certifies that in the opinion of the doctor you are sick and the extent of disability suffered by you during the period of sickness.

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The

findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

### **Examinations**

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period. The final examination for this course will be scheduled at some time during the period from **Friday 21 October – Saturday 12 November 2011**.

### **Mandatory Course Requirements**

In addition to the *Assessment Requirements* above, to pass the course you **must**:

- (i) deliver 1 tutorial presentation; **and**
- (ii) satisfactorily complete and submit **at least 5** of the 7 bullet-point summary solutions for the weeks in which you are not giving your tutorial presentations; **and**
- (iii) attend **at least 6** of the 9 tutorials, one of which must be tutorial 1.

“Satisfactorily complete” in (ii) above means that all questions must be attempted to a standard where the assessor considers that you have made a reasonable effort to offer cogent answers.

### **Class Representative**

A class representative will be elected in the first class, and that person’s name and contact details made available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

### **Communication of Additional Information**

This Course Outline, along with other information and materials relating to the course, is available on *Blackboard*. You are expected to have access to *Blackboard* to participate in this course. All announcements and notices are posted in the *Announcements* section of *Blackboard*. If you have problems accessing *Blackboard*, you should contact Student Computing Services or the Course Administrator.

Additional information is also conveyed to you in the lectures, and important announcements are e-mailed to your VUW student email.

### **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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by *Turnitin*. *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.

**For the following important information, follow the links provided below:**

#### **Academic Integrity and Plagiarism**

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

## **General University Policies and Statutes**

Find key dates, explanations of grades and other useful information at [www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study)

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy), except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at [www.victoria.ac.nz/home/about\\_victoria/avcacademic/default.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx)

## **AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

## **Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/>

## **Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)



## TAXN 201 COURSE PROGRAMME

Week	Beginning	Topic	Readings	Tutorial	Lecturer
1	11 July	Introduction to public finance and taxation	NZT, Ch. 1		AS
2	18 July	Introduction to the Income Tax Act 2007 Assessment of income tax	NZT, Ch. 2		AS
3	25 July	Income: General concepts	NZT, Ch. 2	1	AS
4	1 August	Income from business	NZT, Ch. 3	2	AS
5	8 August	Income from employment	NZT, Ch. 5	3	AS
6	15 August	Income from personal property sales	NZT, Ch. 4	4	LM
<i>Mid-Trimester Break 22 August – 2 September</i>					
7	5 Sept	Income from land sales	NZT, Ch. 4		LM
<i>Mid-Trimester Test Friday 9 September at 5.30pm (75 minutes)</i>					
8	12 Sept	Deductions	NZT, Ch. 8	5	LM
9	19 Sept	Deductions (cont.)	NZT, Ch. 8 & 10	6	LM
10	26 Sept	Deductions: depreciation	NZT, Ch. 9	7	LM
11	3 Oct	Goods and services tax (GST)	NZT, Ch. 19	8	LM
12	10 Oct	Goods and services tax (GST)	NZT, Ch. 19	9	LM

NZT = Alley, *et.al.*, (2011) *New Zealand Taxation 2011 – Principles, Cases and Questions*, Thomson Reuters, Wellington.

**Note:** Not all of the material in each chapter is covered in this course. Specific pages of readings in the above chapters will be provided in lectures.

Staff: AS = Andrew Smith; LM = Lisa Marriott

## Detailed Tutorial Signup Instructions

1. Go to the signup website at: <https://signups.victoria.ac.nz>
2. Enter your SCS username and password to login the system.
3. The “Signup Home” page opens. It displays all courses you are enrolled for and that use the S-Cubed Tutorial & Workshop Signup system. Click on the course you wish to sign up for.
4. The selected course page opens. It will show the course contact and brief details of the signup instructions. A “key” is provided at the bottom that explains all buttons and what they do.
5. The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial sessions.
6. If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enrol yourself into that tutorial session.
7. If there are NO more spaces left in a particular session, you will see the “JOIN WAITLIST” button, if available. You can click this button to join the waitlist for that tutorial session. Please note that you will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. In this case you are enrolled in the session; an email will be sent to you if you are enrolled into the session from a waitlist.
8. You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for another preferred session.
9. You can choose to “WITHDRAW” from a session you have already enrolled for. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.
10. A “FULL” button indicates all seats and waitlist are full for that tutorial session. You must choose another session.
11. More details on the various buttons are available in the “Key” section at the bottom of the signup page.
12. You should “ENROL” in only ONE tutorial session and may “JOIN WAITLIST” for only ONE other tutorial session.
13. You can login and signup (or change your signup) anytime before the **closing date of the tutorial signup. You will NOT be able to sign up or change your choice after the tutorial signups have closed.**
14. You can view/confirm details of the sessions you are enrolled and waitlisted for, such as day/time and location by clicking on “My Signups” on the left hand menu.
15. Click on “Support” on the left hand menu if you are having problems.

This online signup system is available around the clock over the internet. Any requests after this date will need to be manually handled by the course administrator. You will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as medical certificate etc.

Finally, **you must always attend the tutorial sessions that you have signed up for.** If you attend a different session, your attendance may not be recorded.

