

School of Accounting and Commercial Law
COML 310 BUSINESS CONTRACTS
Trimester 2 2012
COURSE OUTLINE

Names and Contact Details

<i>Course Coordinator & Lecturer:</i>	Dr Amanda Reilly Amanda.Reilly@vuw.ac.nz Office hours: Available by appointment	RH723	463-6958
<i>Lecturer</i>	Susan Corbett Susan.Corbett@vuw.ac.nz Office hours: TBA	RH722	463 5480
<i>Course Administrator</i>	Rebekah Sage Rebekah.Sage@vuw.ac.nz Office hours: Monday-Friday 8.30am-5pm Office is closed: 10.30-10.45am and 3.30-3.45pm	RH 728	463-7465

Trimester Dates

Teaching Period: Monday 16 July – Friday 19 October

Study Period: Monday 22 October – Thursday 25 October (Monday 22 October is a public holiday, Labour Day)

Examination Period: Friday 26 October – Saturday 17 November (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 27 July 2012.
2. The standard last date for withdrawal from this course is Friday 28 September. 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 and Thursday 9.30-10.20 in Government Building LT2

Tutorials

There will be four tutorials in Weeks 3, 6, 7 and 11 respectively. Tutorials are non-compulsory but highly recommended. Tutorials provide an opportunity to practice applying the law which you will be required to do in both the test and the exam.

Tutorial Sign-up

Tutorial sign-up should be done during the second week of trimester. The instructions for signing up are attached as page 7 of this Course Outline and will also be posted on the Announcements section of **Course COML 310** on Blackboard. The completed tutorial lists will be posted on Blackboard.

Course Content 2012

(NB. Provisional only. There may be some variance)

	Date	Lecturer	Topic
Week 1	Tues 17 July Thurs 19 July	SC SC	Introduction, the nature of contract, the elements of contract
Week 2	Tues 24 July Thurs 26 July	SC SC	Terms of Contract Electronic Contracts
Week 3 Tutorial 1 (SC)	Tues 31 July Thurs 2 August	SC SC	Electronic Contracts Insurance Contracts
Week 4	Tues 7 August Thurs 9 August	SC SC	Insurance Contracts
Week 5	Tues 14 August Thurs 16 August	SC AR	Insurance Contracts Implied Terms
Week 6 Tutorial 2 (SC)	Tues 21 August Thurs 23 August	AR AR	Vitiating elements, incapacity and illegality
Mid Trimester Break			
Week 7 Tutorial 3 (AR) (Assignment due Monday 10 September)	Tues 11 September Thurs 13 September	AR AR	Vitiating elements, mistake and misrepresentation
Week 8 (Test time to be confirmed)	Tues 18 September Thurs 20 September	AR AR	Sale of Goods
Week 9	Tues 25 September Thurs 27 September	AR AR	Sale of Goods

Week 10	Tues 2 October Thurs 4 October	AR AR	PPSA
Week 11 Tutorial 4 (AR)	Tues 9 October Thurs 11 October	AR SC	PPSA Discharge and Remedies
Week 12	Tues 16 October Thurs 18 October	SC SC	Discharge and remedies Alternative dispute resolution and Course Review

Course Learning Objectives

The subject matter of the course is business contracts. The course examines general principles of contract law as expressed in common law principles, case law and statutes and applies these principles to various kinds of business contracts.

Students successfully completing this course would be expected to:

1. Explain the role of the law of contractual obligations operative in business transactions;
2. Describe and explain the structure, concepts and principles of New Zealand contract law;
3. Critically reflect on the limitations of contract law and the need for possible reform;
4. Identify contractual issues within a commercial fact situation and apply the relevant law towards their resolution

Course Delivery

Lectures and tutorials are an important delivery mechanism for material in this course but it is expected that students will complement these with careful thorough reading of the required readings. Any exercises and questions for reflection and discussion presented during lectures and tutorials are designed to assist the learning process and students are expected to fully engage with these. Be aware that the test and exam questions will be consistent with the content covered in lectures and tutorials. PowerPoint slides utilised during lectures will be posted on Blackboard. However they are likely to be brief and are not a substitute for attendance at lectures.

Expected Workload

For 300-level 15 points trimester courses an average student should expect to spend 10 hours per week. This includes attendance at lectures and tutorials as well as preparation, reading and writing.

Materials and Equipment

Required:

COML 310 *Course Materials* (2012) purchased through Student Notes.

The Law Library, located in the Old Government Building, contains additional resources that may be used for completing the Assignment. The Law Library is a University resource and is open to students of all Faculties. Library staff will assist with reasonable research requests, but students should be prepared to find most of the materials they need without assistance. Note that the Law Library is a reference library only and no journals may be removed from the premises. However, photocopying cards may be purchased. The Commerce Library also has items available for loan.

Materials permitted in test and examination

The test and exam are both open book and you may bring whatever materials you like into the exam room apart from computers or cell phones. Be aware that lecturers do not have spare copies of the course materials book available for loan and it is your responsibility to make sure you have a copy of anything you may wish to refer to during the Test and Exam.

Assessment Requirements

Test (<i>open book</i>)	20%	Week 8 time to be confirmed
Assignment	30%	Monday 10 September 2pm
Exam (<i>open book</i>)	50%	October-November (2 hours)

The test will examine topics to be advised in lectures. It is open book. You are advised to arrive early so that you are seated and ready to begin the test on time.

The test and the exam will predominantly consist of problem questions. The problem questions will give students the opportunity to describe, explain and apply the law (Course objectives 1, 2 and 4). The assignment will give students the opportunity to critically reflect on the limitations of contract law and the need for possible reform (Course objective 3).

Note: assignments are to be placed in boxes labelled "COML 310" on the Mezzanine floor of Rutherford House.

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% }

Quality Assurance Note

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 26 October – Saturday 17 November (inclusive).

Penalties

The Assignment is due by 2.00 pm on Monday 10 September. If submitted later, without prior permission from the Course Coordinator, 5% of the mark will be deducted for each additional day. The word limit of the assignment must be adhered to. If it is significantly exceeded excess wordage will not be marked

Mandatory Course Requirements

To pass the course it will be necessary to sit both the test and the exam, to complete the assignment, and to obtain an overall course mark of 50 or better.

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

Notices will be posted on **Blackboard** to which all students have access. **Urgent notices** will be circulated by email.

Use of Turnitin (if applicable)

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:

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

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, 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

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

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce Office

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

Te Putahi Atawhai

Maori and Pacific Mentoring Programme

<http://www.victoria.ac.nz/tpa/>

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.