

School of Accounting and Commercial Law

**TAXN 301 ADVANCED DOMESTIC TAXATION**

Trimester Two 2012

**COURSE OUTLINE**

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**Names and Contact Details**

*Course Coordinator &  
Lecturer:*

Assoc Professor Andrew Smith                      RH 620                      463-6707  
Email: [Andrew.Smith@vuw.ac.nz](mailto:Andrew.Smith@vuw.ac.nz)  
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*Lecturers:*

Dr Lisa Marriott    RH 603                      463-5938  
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Professor John Prebble                                  GB 105                      463-6311  
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*Course Administrator:*

Lee Vassiliadis@vuw.ac.nz                              RH 708                      463-5383  
Email: [lee.vassiliadis@vuw.ac.nz](mailto:lee.vassiliadis@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 301 student to prevent confusion with other TAXN courses being taught in the same trimester.

**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 Courses**

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 2012. 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**

**Monday and Friday** 8.30am - 9.20am

**Venue:** LT 1, Rutherford House, Pipitea Campus

In addition, there are **nine** tutorials of 50 minutes each. Tutorial times and locations are listed on *Blackboard*. See also under *Tutorials* in this Course Outline.

### **Course Content**

Details of the lecture programme are provided in a table at the end of this Course Outline.

### **Course Learning Objectives**

By the end of this course, students should be able to

- (a) explain and apply the basic principles and policies of income tax law in New Zealand;
- (b) provide reasoned arguments concerning whether particular transactions give rise to assessable income or to deductible expenditure or loss;
- (c) explain and contrast the manner in which different entities are taxed;
- (d) explain how transactions can be arranged legally to minimise a tax liability.

### **Course Delivery**

Tuition in this course is provided by way of lectures and tutorials. Students should ensure that they attend all scheduled lectures and tutorials to maximise their learning opportunities.

### **Expected Workload**

You should expect to spend on average 150 hours studying over the whole course which is broken down as follows:

- 24 hours in scheduled lectures;
- 9 hours of tutorial classes;
- 36 hours for background reading outside classes;
- 46 hours for tutorial preparation;
- 35 hours preparing for the test and examination.

### **Group work**

#### ***Tutorial presentations***

Tutorials require you to actively participate and contribute; otherwise, you will not meet the Mandatory Course Requirements (see page 6).

Tutorials 2 to 9 are conducted as follows: Generally 2 students (depending on the size of the tutorial) will be required to lead the discussion on the topic nominated for the tutorial. Over 8 tutorials each student will have led one tutorial.

At Tutorial 1, 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 presentations.

The success of your tutorial presentations depends on you getting together with the other students in your group before the presentation 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. G-Mail, Yahoo, Hotmail, etc.

Your tutorial presentation contributes to 10% of your final mark for the course. In determining the mark for your presentation, your tutor will take into account the accuracy of the material you present, the quality of your presentation (as a group) and your ability to lead and promote discussion in your tutorial. At the conclusion of the tutorial in which you present, your tutor will discuss your presentation and the mark to be awarded.

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). You must not make a habit of switching tutorials.

#### ***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 12 noon on Monday** of the week of the tutorial. Late summaries will *not* be accepted. You should submit your summary as either a MS Word or .pdf file - **please do not paste your answers into the dialogue box on Blackboard as there are IT compatibility issues that make it difficult for your tutor to subsequently view it.** The time and date you submitted your bullet-point summary is also recorded by *Blackboard*.

Your bullet point summaries must be written in comprehensible and legible English. **They must also be your own work - group submissions are not permitted.** Bullet point summaries that contain evidence of plagiarism will be subject to the University's disciplinary procedures.

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 have notes to ensure that the presentations and discussion in the tutorials adequately cover the topic.

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

## Readings

The following textbook and materials are required for this course:

1. Alley et. al., *New Zealand Taxation 2012: Principles, Cases and Questions*, Thomson Reuters, Wellington, 2012. (The 2011 edition of this text would suffice for this year's course if cost is an issue.)
2. *New Zealand Taxation 2012 Legislation Handbook*, Thomson Reuters, Wellington, 2012. Alternatively you can use the *CCH New Zealand Income Tax Legislation 2012*. (The 2011 editions of these texts would suffice for this year's course.)
3. Handouts distributed in lectures and/or posted on *Blackboard*.

The Thomson Reuters publications listed in (1) and (2) above may be purchased as a set at a discount.

You will be permitted to take the income tax legislation into the Mid-Trimester test and Final Examination, and are recommended to do so. However, if you wish to do so kindly please note:

1. Your tax legislation will be checked at the beginning of the Test and Exam.
2. Legislation containing written notes of any kind will **not** be approved for use in the Test or Exam. Only emphasis marks by a highlighter pen or by underlining are permitted.
3. The indexing of the legislation by tabs whether by use of "Post-it" notes or any other means is prohibited.
4. If you do not have tax legislation to use in the Test or Exam because your legislation 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.

## Materials and Equipment

Most course materials can be downloaded online from *Blackboard*. The course lecturers do not hold spare copies of any course materials in their offices. If you are having any trouble obtaining course materials, please contact the Course Administrator, who is available Monday to Friday between 8.30am-5.00pm.

Electronic calculators and non-electronic foreign language dictionaries may be used in both the test and final examination. Calculators must be battery powered and silent in operation. Calculators with alphanumeric keyboards and programming functions are not permitted. Mobile phones are prohibited. No electronic device may connect to the Internet. If you are in doubt, check with the Course Coordinator.

## Assessment Requirements

To pass this course, you must obtain a weighted average mark of 50% or more over the 3 pieces of assessment in the course as below as well as obtaining at least 50% in either the mid-trimester test or final exam:

	<i>Percentage of final grade</i>	<i>Date</i>
Tutorial presentations	10%	
Test (75 minutes)	25%	<b>Monday, 17 September at 5.30pm</b>
Examination (2 hours)	65%	During the mid-year examination period– actual date and time to be advised later during the Course.

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 the tutorial presentation, test and 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 should contact the Course Coordinator 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.

*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 2012 (inclusive)**.

## Penalties

Any bullet point summaries submitted by a student in this course that contain evidence of plagiarism will be subject to disciplinary procedures and penalties as outlined in the link on academic integrity provided in this Course Outline.

## Mandatory Course Requirements

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

- satisfactorily complete and submit **at least 5** out of the **7** bullet-point summaries for the weeks in which you are not presenting at the tutorial;
- undertake **one** tutorial presentation as allocated by your tutor;
- attend and satisfactorily participate in **at least 6** of the **9** tutorials one of which must include Tutorial 1; *and*
- sit the Mid-Trimester Test and Final Examination and obtain a mark of at least 50% in one of them.

## Tutorials

There are nine tutorials in the course. We strongly recommend that you attend all of them as they provide valuable information and skills that will assist you to obtain a good grade in this course.

Tutorials commence in the third week of the course, i.e. from Monday, 30 July 2012. Tutorial sign-up will be done on-line through *Blackboard* during the first week of the course. The exact time the signup will begin will be announced later at 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* before Friday, 27 July.

Tutorials take place in the following weeks:

<i>Tutorial Number:</i>	<i>Week Beginning:</i>
Tutorial 1 <b><i>Mandatory to Attend</i></b>	30 July 2012
Tutorial 2 (A Smith)	6 August 2012
Tutorial 3 (J Prebble)	13 August 2012
Tutorial 4 (A Smith)	20 August 2012
Tutorial 5 (A Smith)	10 September 2012
Tutorial 6 (A Smith)	24 September 2012
Tutorial 7 (L Marriott)	1 October 2012
Tutorial 8 (L Marriott)	8 October 2012
Tutorial 9 (L Marriott)	15 October 2012

Tutorial questions will be posted on *Blackboard* at least one week before the relevant tutorial.

## 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

Additional information and announcements will be made from time to time during the course on *Blackboard*.

## **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:**

### **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/>

### **Te Pūtahi Atawhai**

#### **Maori and Pacific Mentoring Programme**

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

## TAXN 301 COURSE PROGRAMME

Week	Week Beginning	Lecturer	Tutorial	Lecture Topics
1	16 July	AS	--	Introduction/Recap TAXN 201
2	23 July	AS	--	Taxation of Trusts/Estates
3	30 July	JP	1	Tax Planning and Tax Avoidance
4	6 August	JP	2 (AS)	
5	13 August	AS	3 (JP)	Taxation of Partnerships
6	20 August	AS	4 (AS)	Fringe Benefit Tax
<b>Mid-Trimester Break</b>				
7	10 September	AS	5 (AS)	Financial Arrangement Rules
8	17 September	AS		
<b>Mid-Trimester Test Monday 17 September at 5.30pm</b>				
9	24 September	LM	6 (AS)	Taxation of Companies
10	1 October	LM	7 (LM)	
11	8 October	LM	8 (LM)	
12	15 October	LM	9 (LM)	

Staff: AS = Associate Professor Andrew Smith;  
JP = Professor John Prebble

LM = Dr Lisa Marriott;



## 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, Lee Vassiliadis.

**Please attend your tutorial at the time that you have been allocated to.** If you attend at a different time, this is a risk your attendance may not be recorded. Furthermore, for safety reasons tutorials cannot run with more students than the capacity of the room allocated.