

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.

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.

Group Work

Tutorial presentations

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. In determining a mark for your presentation, the following matters will be taken into account:

- The quality of preparation and coordination with the other presenter(s) in your group;
- The quality of your presentation both oral and visual;
- The strength of your arguments, the facilitation of discussion with 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 (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.

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. 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*. As the name suggests, they are to be summaries in bullet-point form. Do not write essays or lengthy tracts to answer tutorial questions.

Your bullet point summaries must be written in comprehensible and legible English. **They must also be your own work - group submissions are not permitted.** 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. This means that you must be properly prepared for all tutorials that you attend. To assist your participation in the tutorials, you should bring a 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* (refer page 6).

Tutorials take place in the following weeks:

<i>Tutorial Number:</i>	<i>Week Beginning:</i>
Tutorial 1 <i>Mandatory to Attend</i>	28 July 2014
Tutorial 2 (J Ryan)	4 August 2014
Tutorial 3 (J Ryan)	18 August 2014
Tutorial 4 (J Ryan)	8 September 2014
Tutorial 5 (J Ryan)	15 September 2014
Tutorial 6 (J Ryan)	22 September 2014
Tutorial 7 (J Ryan)	29 September 2014
Tutorial 8 (J Ryan)	6 October 2014
Tutorial 9 (J Ryan)	13 October 2014

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

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.

Prescription

An in-depth examination of the principles and practice of entity taxation in New Zealand.

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 Content

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

Readings

The following textbook and materials are required for this course:

1. Alley et. al., *New Zealand Taxation 2014: Principles, Cases and Questions*, Thomson Reuters, Wellington, 2014.
2. *New Zealand Taxation 2014 Legislation Handbook*, Thomson Reuters, Wellington, 2014. Alternatively you can use the *CCH New Zealand Income Tax Legislation 2014*.
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

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

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 presentation	10%	Monday, 8 September at 5.40pm (To be confirmed)
Test (75 minutes)	25%	
Examination (2 hours)	65%	During the 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.

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.

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 submitted to Turnitin. A copy of submitted materials will be retained 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.

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 following period:

Friday 24 October – Saturday 15 November (inclusive)

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students 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*
- Obtain a mark of at least 50% in either the Mid-Trimester Test or Final Exam.

Note: These mandatory requirements for BPS submission and tutorial attendance have been set to make allowance for students who are affected by illness or unexpected emergencies during the trimester. They should NOT be interpreted as the minimum number necessary or recommended to ensure a pass in the course.

If you cannot complete an assignment or sit a test or examination, refer to:

www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

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.

Student feedback

Student feedback on University courses may be found at:

www.cad.vuw.ac.nz/feedback/feedback_display.php

Link to general information

For general information about course-related matters, go to:

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

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

TAXN 301 COURSE PROGRAMME

Week	Week Beginning	Lecturer	Tutorial	Lecture Topics
1	14 July	JR	--	Introduction - Fringe Benefit Tax
2	21 July	JR	--	Fringe Benefit Tax
3	28 July	JR	1	Taxation Trust/Estates
4	4 August	JR	2	Tax Trusts/Estate Taxation of Partnerships Taxation of companies
5	11 August	JR	3	
6	18 August	JR	4	
				Mid-Trimester Break (25 August – 7 September)
7	8 September	JR	-	No tutorials this week - Taxation of Companies
Mid-Trimester Test Monday 8 September at 5.40pm (venue and time tbc)				
8	15 September	JR	5	Taxation of Companies
9	22 September	JR	6	Taxation of Companies
10	29 September	JR	7	Financial Arrangements Financial Arrangements Tax planning/Tax avoidance
11	6 October	JR	8	
12	13 October	JR	9	

Staff: JR = Mr Jim Ryan
