MACQUARIE UNIVERSITY - SYDNEY

DIVISION OF ECONOMIC AND FINANCIAL STUDIES

DEPARTMENT OF BUSINESS - MARKETING

MKTG302 - INTERNATIONAL MARKETING

UNIT OUTLINE

Semester 1 2004
1.0 Introduction

International marketing is important because the world has become globalised. Although the world has been experiencing greater globalisation over the past few decades with more and more countries participating in international trade, there have also been an increasing number of dissidents, resulting in large-scale anti-globalisation demonstrations, books and academic articles. In addition, terrorist attacks against a number of capitalist countries makes the task of the international marketer particularly challenging. There are also a large number of regional groupings, economic blocs and free trade agreements, with countries realising that if they are not part of an economic bloc, they risk economic isolation. International Marketing is therefore necessary because few countries, if any, choose to practice economic isolation. Failure to participate in the global marketplace will cause a nation to experience declining economic capability and result in its citizens experiencing a decrease in their standard of living. Australia in particular, because of the relatively small size of its domestic market, is reliant upon trade with international partners. Australia's uniquely multi-cultural society also reinforces our appreciation of, and familiarisation with, the opportunities and the subtle complexities of doing business in overseas markets.

Mktg302 has traditionally had a particularly high work-load. The co-coordinator has taken into account comments made via student evaluations in previous years and as a result, alleviated and/or integrated some of the assessment tasks. It is, however, still important that students are aware they must be prepared to allocate a substantial amount of time to this unit as the workload is still demanding, due to the nature of this unit. Students who cannot, or are not prepared to, make this commitment are strongly advised to withdraw from this unit.

This unit will help to broaden students' outlook on the multitude of factors that affect international marketing. In a 13 week semester it is impossible to give students all the knowledge they require. It is hoped that the program will be stimulating enough to give students a desire to expand their knowledge in their own time and as their careers develop. Students should remember that many of the factors affecting global marketing will change over time. Good marketers monitor and understand these changes.

This subject will test students' powers of analysis and creative thinking in addition to the ability to present ideas persuasively and to work cooperatively in group situations. Failure on either count will be reflected in marks awarded and no excuses will be accepted, as both these characteristics are factors that influence success or failure in the "real" international marketing environment.
2.0 Learning
This subject emphasises analytical learning. You will obtain maximum benefit from this subject by thinking, preferably critically, about the concepts and various factors discussed in lectures/tutorials and applying them when you read current business journals and newspapers etc. This may be different from your previous experience of learning. You are strongly urged to consult with the lecturer earlier rather than later concerning your progress and/or problems, or even if you have an interesting idea you wish to develop.

3.0 Unit Content
MKTG302 looks at the special issues involved in applying marketing principles in markets other than our own familiar home market. It looks at the growth in international marketing globally, the international marketing environment, especially the marketing implications of differences in the political/legal, economic and social/cultural factors in various markets. It looks at methods for assessing the attractiveness of opportunities in individual markets and the development of appropriate strategies to exploit these opportunities. Students are also expected to utilise and demonstrate the knowledge gained in the pre-requisite units, namely MKTG101 (previously known as BBA101), MKTG202 and MKTG203 and will be adversely affected in all assessment tasks if they are not able to do this.

The unit is designed to develop students' analytical ability to make marketing decisions and to provide knowledge of the tools and practices used in formulating and controlling marketing programs overseas.

4.0 Overall Objectives
1. To provide students with an understanding of marketing in a global environment/context.
2. To develop students' skills in formulating marketing strategies that can be used in a global setting.

5.0 Specific Objectives
1. To analyse the factors that inter-relate in the global marketplace and determine their function in relation to marketing decisions.
2. To examine the nature of cultural, social, economic and legal factors that can determine/influence the nature of entry.
3. To evaluate the strategic alternatives for entry and expansion into overseas markets.
4. To develop appropriate strategies and tactics for each of the marketing mix elements.
5. To develop skills in formulating and writing an international marketing plan.
6.0 Method of Instruction

Presentation of the subject involves lectures/tutorials, student presentations and videos. Emphasis is placed on student participation using both research topic presentations and major project presentations. A major project will be undertaken on a group/team basis.

The notes will be posted on http://online.mq.edu.au/student/ on a weekly basis. For your own convenience it is recommended to print hardcopies (e.g. 3 slides a page) of the respective notes before coming to class. The recording (video or tape) of lectures or tutorials is not permitted. If you miss a class/tutorial, ask a colleague for her/his notes.

7.0 Subject Pre-requisites

Students must have completed the subjects BBA101 (now MKTG101), MKGT202 and MKTG203.

8.0 Subject Requirements

1. Examinations: Mid-semester (in class 28 April) and Final (Examination Period).

2. Research Topic Papers: Each group must prepare a research paper of an assigned topic relating to International Marketing.

3. International Marketing Project (IMP): Student teams undertake a major project during the semester and will be assessed on the written report and presentation.

4. Student Participation: Students will be expected to participate in all lectures/tutorials.

8.1 Examinations

The mid-semester exam will consist of fifty (50) multiple choice questions. You will have a maximum of one (1) hour to complete this exam. There will be no supplementary mid-semester exam. Students who have strong documentary evidence as to why they could not sit the mid-semester exam will have the extra weighting added to the final exam (i.e. the final exam will then be out of 55%). As the mid-semester exam is very good preparation for the final exam, it is strongly recommended that students try and avoid the situation where they miss the mid-semester exam.

The final exam will consist of six (6) essay-type questions. You must answer four (4) of these questions. This examination will be formally administered by the Examinations Branch of the University. The exam will test all topics covered during lectures/tutorials, including videos and material not mentioned in the official class notes. It is incumbent upon all students to read the relevant textbook chapters as part of the overall course requirements.
Students must pass an aggregate of the mid-semester and final exams in order to pass the unit (i.e. at least 27.5/55). Students failing to achieve an aggregate pass will be awarded an F grade and will be required to repeat the unit. There will be no exceptions made. NB: No correspondence will be entered into directly with any student regarding grades. Students wishing to appeal their grade must do so through the authorised University channel. The only time marks can be changed is due to an error in adding up. As this is done automatically through a spread-sheet, it is highly unlikely that this situation will ever arise. It is important to note that, where students have not achieved an aggregate pass for the mid-semester and final examinations, their final mark will be the aggregate mark achieved in these two exams – i.e. any other assessment marks will not be shown in the final mark where students have failed the exams.

The final exam must be taken when scheduled within the examination period. Only one alternative exam for the final examination will be arranged. Only students who cannot sit for the scheduled exam because of timetable clashes with other exams, medical problems or personal crisis will be permitted to sit the alternative exam. Official documentary evidence will be required. Students should note that supplementary exams are subject to a more rigorous marking procedure owing to the benefit of extra study time for the student.

8.2 Research Topic Presentations
Student teams of 5 or 6 formed in Week 2 must thoroughly research their topic. You should obtain comprehensive information relating to your topic from a number of different sources. It is important, where possible, to include: academic papers (from academic journals such as Harvard Business Review, Sloan Management Review etc.); books; and information based on contemporary information (from international business magazines such as Business Week or from newspapers etc.). All information must be clearly presented to the rest of the class on overheads, on the assigned date. Two copies of these overheads are required – one hard copy, along with a hard copy of all academic papers, magazine and newspaper articles, must be handed to the lecturer before the end of the class in which it is being presented. The other copy (3 slides to a page), must be sent electronically as a Powerpoint attachment in an email to the lecturer on the day of the presentation. This will then be uploaded to the Mktg302 on-line site for the rest of the class to access and print off should they so desire. Failure to submit these items to the lecturer before the end of class will result in forfeiture of marks (2 marks for each day it is late – n.b. any work handed in on the same day after class is counted as being one day late).

Rigorous critical analysis of the assigned Research Topic is expected and you should present your information to the rest of the class in such a way that helps them, in addition to you, identify important issues for inclusion in their major international marketing plan. Where appropriate, you should provide
examples. Accordingly, students who are not part of the presenting group should be aware that it is in their interest to turn up to the presentations, as the topics are designed to further improve the quality of your major international marketing plan (worth 30%).

Students allocated to a particular Research Topic will work with other group members to prepare a professional quality presentation of between 15-20 minutes duration. Groups exceeding 20 minutes will be asked to stop their presentation immediately.

Some important criteria used as the basis of assessment for presentations will include:

➢ **Background Research**: Relevant secondary data such as statistical material, extra readings and, if and when applicable, interviews.

➢ **Organisation and Analysis of the material**: This will include the critical appraisal of the nature and scope of the problems set, the relevant application of international marketing theory, a logical presentation flow and a conclusion providing an overview and/or summary to the issues being presented.

➢ Ability to establish and sustain interest.

➢ Imagination in presentation.

➢ Use of audio-visual aids.

➢ Clarity in delivery.

➢ **Discussion generated**: This includes the ability to stimulate class participation and respond to questions asked by class members (provided of course it is within the 20 minutes).

Every group member must present in order to be allocated a presentation mark.

In addition to visual aids (overhead projectors, PP presentations, slides, videos, flip boards etc.), you may use group members in supporting roles, i.e. role-plays. It is the responsibility of the presenting group to both direct and lead the course of the presentation and be able to respond to related discussion questions.

Students are reminded that presentation aids must be prepared in advance of the class and that efficient setting-up procedures are part of the overall presentation skills. Students will be penalised for the inappropriate use of class time.

➢ **Never** use hand-written overheads.

➢ **Do not** photocopy work from your assignment and put it on overhead.

➢ **Do not** use small fonts - 18 or above is a good size.
A copy of the marking guide is included in Appendix 2 for guidance.

Students must hand a Member Contribution Sheet (Appendix 1 of your unit outline) signed by each group member to the lecturer, along with a hard copy of the overheads.

**Research Topic Presentation**  
10%

8.3 **Major Project**

**Date Due:** Week 12

**Page Limit:** 30 - 40 pages, excluding tables, figures and appendices. Marks will be deducted for exceeding the number of pages.

The same student teams formed in Week 2 will undertake a major project during the semester and will be assessed on both the written report and class presentation. This is intended to be of benefit in that a number of perspectives and interpretations are presented in working with a group. Since this is a group effort, alternative points of view are encouraged.

A one-page **Project Proposal** is to be emailed to the lecturer as a Word document attachment in Week 3. This proposal should include the following information:

- Group name
- Student names and ID numbers
- The name of the company the marketing plan is being developed for
- Key contact(s) within the company
- Name and brief description of product/service
- International market you are planning to enter
- Type of methodology you expect to use

The final typewritten report is due by 6pm on Thursday, Week 12. Reports must be placed in the appropriate assignment box in ERIC. All group projects must be typed. **Late reports will be penalised at the rate of 5 marks per day** (n.b. any report submitted after 6pm on 3 June 2004 will lose 5 marks and continue to lose 5 marks for each subsequent day it is late).

Throughout the semester, we will spend considerable time in class going through the various factors that affect international marketers. To enhance your understanding of International Marketing, a real project will be used as the subject of analysis of international research, market entry strategies and comprehensive marketing mix development. The International Marketing Project is essentially the development of an international marketing plan for
an Australian company. Project teams will be expected to find and work with
an Australian company to develop this plan.

You are given the chance to select a product or service of your choice (as a
group) in a selected overseas market. The group will develop an international
marketing plan for entry/expansion into the market and the strategies used
within the new market.

Criteria for company selection are as follows:

1. An Australian Company considering the export of a product or service
to a country where they are not presently represented.

2. An Australian Company considering the export of a new product or
service to a country where they are already represented but have
developed a significantly different product or service from the existing
one (which will require a significantly different marketing strategy).

3. Given that there are special trade conditions through the Closer
Economic Relations (CER) Agreement between Australia and New
Zealand, New Zealand is not considered as an export market for the
purposes of this project.

4. Where there are project teams with members predominantly from one
country, then that country should be considered as a domestic market
and it should not be nominated as a potential export market (e.g. 4
students from Indonesia proposing a project where an Australian
product or service is to be exported to Indonesia).

5. For certain countries such as China and the USA, an international
marketing plan for a region (e.g. West Coast of the USA) rather than a
country may be acceptable.

Students should not contact AUSTRADE in connection with research or
company selection for this course as AUSTRADE have advised that they are
unable to assist students.

This project is designed to improve your information collection and
interpretation skills. To that end you are to conduct this project as
independently of the company chosen as possible. The institution itself may
not have identified all possible sources of information.

Members of each team will be required to prepare ‘peer group evaluations’ on
other members of the team [see Appendix 1]. These will be taken into
account in awarding the individual marks for the project. Each group must
hand the lecturer an envelope with a member contribution sheet from each
student at the beginning of class in Week 13. The outside of the envelope
must have the student group name, product/service name and country clearly
written. For reasons of confidentiality, each student can place their member
evaluation sheet in the envelope in front of the lecturer.
You are to use the format discussed in class and set out in the International Marketing Plan Guide. It is important to note that substantial weighting will be given to creative, comprehensive marketing mix strategies.

**Compulsory Inclusions include:**

1. Title page. This should include your group name, names and ID numbers of group members, name of product/service and country of focus, unit name and number, name of lecturer and date of submission.
2. Executive Summary (synopsis)
3. Table of Contents
4. Bibliography
5. Appendices, Figures and Graphs/Tables
6. "Correct" referencing (i.e. use of brackets in body of text).
7. **No plagiarism** - you must acknowledge all sources of the ideas included in your essay. **NB: Plagiarism amounts to academic misconduct, for which there are severe penalties.** Likewise with cheating. Where individual or group work is required for the purpose of assessment, the copying of the work of other individuals or groups without acknowledgment is considered to be cheating.
8. Typed with **double line spacing** using **font Arial size 12**, margins top/bottom 1.00" and left/right 1.25". This will allow enough space for comments and it also ensures fairness towards other groups. Handwritten assignments will not be accepted.
9. Presentation in a folder or bound booklet.
10. Pages not presented in plastic sleeves!
11. No typographical or spelling errors.
12. Correct English → Proof reading!
13. Your own conclusions/implications/recommendations based on your research.

Papers must be referenced using brackets in the body of the text. **Papers submitted without a reference list conforming to academic standards will not be graded.** Students who are unclear how to write their project in a style which conforms to academic standards should consult "**Essay Writing in Economics**" by **Professor Rod O'Donnell**. Copies are held in the Economics Reference Room.

All papers submitted must be proof read before being handed in. Proof read in this context means that the paper must have page numbering and have been subjected to a complete spell check and grammar check (use programs which are now widely available in word processing packages and read the
paper yourself several times). Marks will be deducted for significant levels of spelling and grammar mistakes.

Desirable Inclusions are:
1. Attractive visuals and copy layout
2. Easy to read copy
3. Concise sentences
4. No "flowery" or subjective language
5. Logical presentation of ideas

Your project will be assessed in terms of:
- The identification and collection of relevant information from both primary and secondary sources.
- Analysis of the gathered material.
- A critical appraisal of the proposed market entry/expansion strategy.
- A logical structured flow of the material presented, with a conclusion providing an overview/summary of the objectives, strategies and tactics used.

It is important to note that in the Major Project presentations, the first slide must clearly show: the group name; group members' names, the name of the company/product/service and the country of focus. Failure to show this slide will result in a deduction of 1 mark from the presentation total. Each group has a maximum of 10 minutes to present the most interesting and important highlights from their written report. Groups will be asked to stop their presentation if they exceed 10 minutes.

Written Major Project: 30%
Major Project Presentation: 5%

8.4 Cheating and Plagiarism

Your attention is drawn to the Division’s policy document on Cheating and Plagiarism. It is attached to this Unit Outline and it is imperative that you read it, as there will be no excuses whatsoever for any lack of full referencing in all submitted work.
9.0 Assessment

1. Final exam 45% Examination period
2. Mid-semester exam 10% In class, Week 7
3. Research Paper: Presentation 10% One per group
4. Major Project: Report 30% One per group
5. Major Project: Presentation 5% One per group

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100%

Notes:
➢ Marks will be deducted for assignments submitted after the due date.
➢ In order to pass this subject students are required to:
   (a) gain an aggregate pass in the mid-semester and final examinations; and
   (b) satisfactorily complete all assignments.

If you are unable to meet either of the above requirements, please advise your lecturer in writing with supporting evidence (e.g. medical certificate, letter from employer).

10.0 Textbook and related materials

Textbook
The textbook is available from the Co-Op Bookshop.

Related Required Materials
1. MKTG302 International Marketing Plan Guide
2. Class notes posted on http://online.mq.edu.au/student/ on a weekly basis

11.0 Unit Co-ordinator and Lecturer
June Buchanan - e-mail: june.buchanan@efs.mq.edu.au
- Room: C5C330
- Consultation hours:
  Wednesday 2.30 to 4.30pm
  Other times by appointment
12.0 Lectures and Tutorials
Lectures/Tutorials will run from 5.00 to 8.00pm on Wednesday evenings and are located in C5CT1.

NB: There will be no clear demarcation between lecture and tutorial times. Student presentations will commence some time between 6-6.30pm.
# 13.0 Lecture and Tutorial Outline 2004 (subject to change without notice)

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecture</th>
<th>Chapter</th>
<th>Tutorial</th>
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<tbody>
<tr>
<td>1</td>
<td>03/03</td>
<td>Introduction&lt;br&gt; The Global Marketing Imperative</td>
<td>1</td>
<td>None</td>
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<td>2</td>
<td>10/03</td>
<td>The Global Economic and Financial Environment</td>
<td>2</td>
<td>Group Formation and 1st 4 Topics Allocations</td>
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<td>3</td>
<td>17/03</td>
<td>The Social and Cultural Environment</td>
<td>3,4,5</td>
<td>MAJOR PROJECT PROPOSAL DUE&lt;br&gt; 2nd 4 Topics Allocations</td>
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<tr>
<td>4</td>
<td>24/03</td>
<td>The Political and Legal Environment</td>
<td>6,7</td>
<td>1st 4 Topics Presentations&lt;br&gt; 3rd 4 Topics Allocations</td>
</tr>
<tr>
<td>5</td>
<td>31/03</td>
<td>International Marketing Research</td>
<td>8</td>
<td>2nd 4 Topics Presentations</td>
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<td>6</td>
<td>07/04</td>
<td>Global Market Entry Strategies</td>
<td>11</td>
<td>3rd 4 Topics Presentations</td>
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<td></td>
<td>14/04</td>
<td>Easter Break</td>
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<td></td>
<td>21/04</td>
<td>Easter Break</td>
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<td>4th 4 Topics Allocations (via web-site)</td>
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<td>7</td>
<td>28/04</td>
<td>MID-SEMESTER EXAM</td>
<td>Based on above</td>
<td>5th 3 Topics Allocations</td>
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<td>8</td>
<td>05/05</td>
<td>International Product/Service Strategies</td>
<td>12,13</td>
<td>4th 4 Topics Presentations&lt;br&gt; 6th 4 Topics Allocations</td>
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<td>9</td>
<td>12/05</td>
<td>International Pricing Strategies</td>
<td>18</td>
<td>5th 3 Topics Presentations&lt;br&gt; 7th 4 Topic Allocations</td>
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<td>10</td>
<td>19/05</td>
<td>International Channels of Distribution/Logistics</td>
<td>14,15</td>
<td>6th 4 Topics Presentations</td>
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<td>11</td>
<td>26/05</td>
<td>International Promotion Strategies&lt;br&gt; Course Evaluations</td>
<td>16,17</td>
<td>7th 4 Topics Presentations</td>
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<td>12</td>
<td>02/06</td>
<td>Major Project Presentations</td>
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<td>MAJOR PROJECTS DUE&lt;br&gt; Major Project Presentations</td>
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<td>13</td>
<td>09/06</td>
<td>Major Project Presentations</td>
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<td>Major Project Presentations</td>
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14.0 Cheating and Plagiarism

Your attention is drawn to the Division’s policy document on Cheating. You are recommended to read it.

THE DANGERS OF CHEATING AND PLAGIARISM AND HOW TO AVOID THEM

To cheat in the context of university assignments, tests and examinations is to attempt to gain an unfair advantage by violating the principles of intellectual and scholarly integrity. Cheating also encompasses plagiarism, which is the appropriation or imitation of another person’s ideas and manner of expressing them.

WHAT IS CHEATING?

You will be guilty of cheating if you do any of the following:

1. Copy from another student during a test or examination. This is cheating whether or not there is collusion between the students involved. Collusion with another student who wishes to cheat from you exposes both parties to penalties under University Regulations.

2. Use or paraphrase the work of others, including any document, audio-visual or computer-based material, when preparing an assignment or writing an examination, and pretend it is your own work by not acknowledging where it came from.

3. Copy from another student's coursework whether that copying be with or without the knowledge of that student. This includes:
   - copying all or part of someone else's assignment
   - allowing someone else to copy all or part of your assignment
   - having someone else do all or part of an assignment for you
   - doing all or part of someone else's assignment for them.

4. Make up data and fabricate results in research assignments.

5. Impersonate someone else in an examination or test, or arrange such impersonation.

6. Use forbidden material in a test or examination, whether in printed or electronic form. For example, attempting to use a non-standard calculator in a restricted calculator examination.
WHY IS IT WRONG?

If you take and use the work of another person without clearly stating or acknowledging your source, you are falsely claiming that material as your own work and committing an act of plagiarism. This is wrong because:

- it violates the principle of intellectual and scholarly integrity.
- it devalues the grades and qualifications gained legitimately by other students.

PREVENTING CHEATING

All students and staff have a responsibility to prevent, discourage and report cheating.
Typically students cheat because they are having difficulty with the unit content, the language of the unit, or both. Cheating and/or plagiarism can be a temptation when students are experiencing difficulty with a heavy workload in the unit and seek to save time by using others work.

To avoid having students resort to cheating, the University provides many services to help students with their course or to make thoughtful decisions about whether to continue. Within the Division of Economic and Financial Studies, students should first seek assistance from their tutor and/or lecturer. The University also offers help through the Dean of Students or the University Health and Counselling Services.

There is a difference between getting help and cheating. You are encouraged to get help if you need assistance to understand the material and any set work so that you are in a better position to create your own answers.

HOW TO PLAY SAFE

To maintain good academic practice, so that you may be given credit for your own efforts, and so that your own contribution can be properly appreciated and evaluated, you should acknowledge your sources and you should ALWAYS:

(i) State clearly in the appropriate form where you found the material on which you have based your work, using the system of reference specified by the Division in which your assignment was set;

(ii) Acknowledge the people whose concepts, experiments or results you have extracted, developed or summarised, even if you put these ideas into your own words;

(iii) Avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that you have thought about the material and understood it, but remember to state clearly where you found the ideas.
There is nothing wrong with working with other students in a group; indeed sometimes you will be encouraged to do so. But after a certain point, each student must work on their own to produce their own written answers. If no specific guidelines for group-work have been given, a reasonable interpretation is that it is acceptable for two or more students to discuss a problem among themselves or with a staff member. The group may then agree that the answer should include certain points. But then each member of the group must independently write their own answer to the problem.

PENALTIES

Students who are guilty of cheating and plagiarism will be penalised. Depending on the nature of the offence, the unit coordinator will determine the penalty. For example, extensive plagiarism may result in zero marks for an assignment. Repeat offences will be referred to the University Discipline Committee and may result in failure or exclusion from the university.

(This material has been compiled from the existing plagiarism documents of Macquarie University and University of Auckland.)
APPENDIX 1

STUDENT EVALUATION OF MEMBER PARTICIPATION

In order to encourage equal participation on the part of all group members, each group will complete and turn in an evaluation of the group member (only for the Major Project group reports and presentations). This evaluation will indicate the percentage of contribution of group members to the group’s overall performance. An evaluation must accompany each written research project. Use the following format:

<table>
<thead>
<tr>
<th>Group:</th>
<th>Date:</th>
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<tr>
<td>Topic:</td>
<td>Project Mark:</td>
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<thead>
<tr>
<th>Student Name</th>
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<th>Individual Mark</th>
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Each student should give each group member (including themselves) a mark out of 100%. Individual marks are calculated by multiplying paper grade by the percentage awarded by peers. For example, if Joe Black was awarded 90% for his contribution to the research project and his group received 36 out of 40 points for the project, Joe’s individual mark would be 32.4%. Another student, awarded 100%, would receive 36 points.

Students can give each of the group members 100%. If this is done, each student receives the mark that was awarded to the total project (in the above example, 36 points). No student should receive 0% unless the student really did nothing to contribute to the completion of the project (for example, did not go to meetings, did not complete assigned tasks, and did not contribute to the conceptualisation of the project).

**In completing this form you should take into account:**

1. Willingness of the individual to carry out jobs assigned
2. Ability of the individual to meet deadlines
3. Co-operation with other team members
4. Quality of the individual’s work
APPENDIX 2
MARKING GUIDE FOR RESEARCH TOPIC PRESENTATIONS

Date: ____________________________

Topic: ____________________________

Group Name: ______________________

Student Names and IDs: ____________________________

Research: 1 2 3 4 5 6 7 8 9 10

Analysis: 1 2 3 4 5 6 7 8 9 10

Logical Flow: 1 2 3 4 5 6 7 8 9 10

Topic Coverage: 1 2 3 4 5 6 7 8 9 10

Overall Quality: 1 2 3 4 5 6 7 8 9 10

(based on overheads, clarity of speech, dress standard, group cohesion/synergy and how interesting/creative the content and delivery is)

NB: where there is obvious disparity within the group with things such as standard of dress, clarity of speech, lack of cohesion etc., then those members will be marked up or down accordingly. It is therefore in the best interest of groups to liaise and rehearse their presentations prior to the relevant date.
MACQUARIE UNIVERSITY

Professional Authority Form

This form must be completed by a professional authority.

Students at Macquarie University are able to apply for special consideration if they are unable to attend an examination or if they consider that their examination preparation or overall performance in a unit of study has been affected by unavoidable disruption or misadventure. Special consideration may also be granted if a student is forced to leave the examination room early due to illness or unavoidable disruption and believes that his/her examination performance has been affected. In most circumstances documentary evidence is required before special consideration will be granted and your assistance in providing information on the student's illness or misadventure would be appreciated. The information you provide will allow the University to make a fair decision about the student’s academic performance and will only be used to assess the student’s request for special consideration. If special consideration is requested on non-medical grounds, appropriate supporting documentation must be provided, e.g. statutory declarations by independent witnesses, police reports, or statements from sufficiently senior officials in the place of employment. Photocopies of documents will not be accepted unless they have been certified by a member of the Registrar's staff.

Professional Use Only

Student's Name: ___________________________ ID Number: ___________________________

Date of Consultation: ___________________________

Date/s of illness or misadventure: From: ________________ To: ________________

Please tick the box which best describes the student’s illness or misadventure

In my opinion the effect of the illness or misadventure on the above day/s was (or will be):

Negligible ( ) mild ( ) moderate ( ) severe ( )

Was the student suffering from symptoms of the illness or misadventure on the date of the consultation? Yes/No

Please provide details of misadventure or illness including symptoms and the way in which the circumstances are likely to affect exam performance. Is the illness or misadventure related to or as a result of a pre-existing condition? Give details below.

__________________________________________________________________________________________

__________________________________________________________________________________________

Name and Title: ___________________________ Profession: ___________________________

Provider number: ___________________________ Signature: ___________________________

Phone number/s: ___________________________

Stamp or seal of Professional Authority
(or attach letterhead)