Description: Export Management

<table>
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<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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<td>MKT</td>
<td>2006</td>
<td>28254</td>
<td>3, 2003</td>
<td>EXT</td>
<td>1.00</td>
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Academic Group: FOBUS
Academic Org: FOB004
HECS Band: 2
ASCED Code: 080311

STAFFING
Examiner: Les Brown
Moderator: Graham Jocumsen

PRE-REQUISITES
Pre-requisite: MKT2002

RATIONALE
The current and future status of the Australian economy depend greatly upon overseas trade, particularly improved balance of payments through increased exports. Australia's domestic market is too small to support efficient primary, secondary and tertiary sectors by itself. Understanding the mechanisms of export marketing and the skills in using export techniques are essential for private and government sectors, if the existing living standards are to be maintained and improved. The course aims to develop the skills in exporting that are required to improve Australia's competitive position in world markets.

SYNOPSIS
The course enables students to understand and apply in a given situation the pragmatic essentials of the paperwork, communications, organisation and planning, finance and insurance of export ventures in order to manage the risks associated with exporting. This course is seen as a valuable practical supplement to such courses as International Marketing. For students wishing to qualify for a Diploma of Exporting from the Australian Institute of Export in addition to their Bachelor of Business degree, this course is one of the requirements. However, granting of the Diploma will in future be contingent upon approval from the Institute.

OBJECTIVES
Upon completion of this course, students will be able to:
• evaluate export opportunities and export regulations;
• understand the fundamentals of the international legal environment as it applies to exports;
• understand and use various methods of export finance and export credit and be able to quote export price (basis and terms);
• manage foreign exchange and commercial risk in export transactions;
• understand the documentary flows and the role of EDI in exporting with particular reference to title change;
• demonstrate an understanding of marine cargo insurance;
• understand the logistics of distribution, storage and packing for both sea freight and airfreight modes;
• describe the role of the Government and E.F.I.C. and of other support agencies in assisting exporters.

TOPICS

<table>
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<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tr>
<td>1. Definition of Exporting</td>
<td>5.00</td>
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<tr>
<td>2. International Legal Environment</td>
<td>15.00</td>
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<tr>
<td>3. Financial Management for Exporters</td>
<td>25.00</td>
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<td>4. Property Risk Management for Exporters</td>
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<tr>
<td>5. Documentation for the Export Transaction</td>
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<tr>
<td>6. Assistance to Exporters</td>
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</table>

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

All major banks (including Commonwealth, Westpac, ANZ and National) have publications on export finance which are available through their international department.

Other publications by Austrade, Customs, other government departments, International Chamber of Commerce, banks, financial institutions, professional bodies, industry assoc, international organisations.

Multinational accounting firms, advertising agencies, professional journals, authorities in export markets, freight forwarders, etc, as required for the project.

The National Industry Extension Service (NIES) produces a bi-monthly publication C'OZ which is available through its regional offices.

Austrade has produced many booklets on export related activities of which, 'Exporting' and 'Quoting for export business' are two. Check your nearest Austrade office for a recent list of publications.

Finance of international trade, National Australia Bank Publication (current edition).
Overseas Trading, Australian Business Monthly, Bell Publishing Group and Austrade.
(revised edition)

**STUDENT WORKLOAD REQUIREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Private Study</td>
<td>105</td>
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<tr>
<td>Report Writing</td>
<td>45</td>
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**ASSESSMENT DETAILS**

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>PROJECT WORK</td>
<td>60.00</td>
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<td>06 Feb 2004</td>
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<td>(see note</td>
<td></td>
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<td>2 HOUR EXAMINATION</td>
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<td>40.00</td>
<td>Y</td>
<td>END S3</td>
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<tr>
<td>(see note)</td>
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**NOTES:**

. Project work - minimum 5,000 words.
. The examination is scheduled to be held in the end-of-semester examination period.
Students will be advised of the official examination date after the timetable has been finalised.

**IMPORTANT ASSESSMENT INFORMATION**

1. **Attendance requirements:**
   If you are an International student in Australia it is a requirement of your student visa that you attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2. **Requirements for students to complete each assessment item satisfactorily:**
To complete the assignments satisfactorily, students must obtain at least 50% of the marks available for the assignments in aggregate. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.

3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment will apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must attempt all of the summative assessment items, achieve an aggregated mark of at least 50% in the total marks allocated for the assignments, achieve at least 50% in the examination, and at least 50% of the available weighted marks for the summative assessment items. Students who do not qualify for a passing grade may, at the discretion of the Examiner, be awarded a supplementary examination and/or assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students will have gained at least 45% of the total marks available for all summative assessment items.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); calculators which cannot hold textual information (students must indicate on their examination paper the make and model of any calculator(s) they use during the examination). Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.

7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/title663.html or in the printed version of the current USQ Handbook.
ASSessment NOTES

1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Applications for extensions should be in writing and must include supporting documentary evidence. Extensions are only granted in unforeseen and uncontrollable circumstances. The Examiner shall consider all documentary evidence (including statement from a doctor, employer, counsellor or independent member of the community as appropriate) accompanying an application for extension and decide on the outcome. Length of extensions: Up to one week's extension (five working days) may be granted if a signed statement with supporting documentation is sent with the assignment, proving that an unforeseen and uncontrollable circumstance caused the delay, for example unusual and unpredictable work or family commitments. If the signed statement and supporting documentation does not show that unforeseen and uncontrollable circumstances were present for the days claimed, then the normal reduction in marks for a late assignment of 20% per working day will apply. Extensions beyond one week are not allowed unless express permission is obtained from the Examiner. Extensions beyond one week are only granted in extreme circumstance because model answers may be distributed after this time. If you are likely to require an extension for a longer period than one week, you must contact the Examiner for advice. In most cases, you will be required to complete an alternative make-up assignment. However, make-up assignments are only granted if you have passed all other pieces of assessment for the course. Medical extensions: In the case of an application for extension for medical reasons, the documentation should include a statement from a doctor stating: the date the medical condition began or changed; how the condition affected the student's ability to study; when it became apparent that the student could not submit the assignment. As a rule, you will be granted an extension for the number of working days covered on a medical certificate. In the case of a medical extension, you do not need to contact the Examiner unless you require an extension of longer than one week. Extensions for family/personal reasons: In the case of an application for extension for family/personal reasons, the documentation should include a statement from a doctor, counsellor or independent member of the community stating: the date the student's personal circumstances began or changed; how the circumstances affected the student's ability to complete the assignment; when it became apparent that the student could not complete the assignment. In the case of an extension for family/personal reasons you must contact the Examiner before the due date to discuss the reason for the extension and to negotiate the length of an extension if granted. Extensions for employment-related reasons: In the case of an application for extension for employment-related reasons, the documentation should include a statement from the student's employer stating: the date the student's employment began or the conditions of employment changed; how this prevents the student from completing the assignment. In the case of an extension for employment-related reasons you must contact the Examiner before the due date to discuss the reason...
for the extension and to negotiate the length of an extension if granted. (iv) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) The Examiner will not accept submission of assignments by facsimile. (v) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner of the course to negotiate such special arrangements. (vi) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

2 Text Books: It is the responsibility of the student to acquire a copy of the textbook as soon as their enrolment in the course has been confirmed. Extensions will not be granted on the basis of the student not having a copy of the text, if the text is available from the USQ bookshop.

3 Course Weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.

4 Word Count in Assignments: Students must put the 'word count' for their assignment on the front page of the assignment. The word count is the number of words in the body of the assignment report and does not include the title, executive summary, list of references or appendices. To grade an assignment a marker does not need to read more words than the word limit of the assignment.

5 Make-up Work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the Examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

6 Deferred Work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).