



**MONASH** University  
Business and Economics

**BFF5260**  
**Money market dealing**

**Unit Guide**

**Semester 1, 2014**

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# **BFF5260 Money market dealing - Semester 1, 2014**

This unit will combine classroom teaching and direct observance experience of the money markets covering background to the money markets, participants, interest rate and exchange rate determination, instruments traded in the money and currency markets, strategies and money and currency market trading operations. The simulated treasury dealing room (STARLab) will be used extensively in this course. This is a specialist, practically oriented unit where attendance is compulsory as assessment is based on classroom activities. An understanding of commercial banking and treasury management is required.

## **Mode of Delivery**

Caulfield (Day)

## **Workload requirements**

4 hours per week

## **Additional workload requirements**

This is a six credit point unit with **FOUR** hours class contact per week over 12 teaching weeks. It is expected that students will spend, on average, twelve hours in self-directed study each week, in addition to the **four** hours of class contact. Self-directed study may exceed twelve hours during weeks preceding an in-semester test, submission of a major assignment or final examination.

Outside class time includes the completion of research and allocated class tasks.

**45% of assessment is team based both inside and outside of class and students undertaking this unit must be prepared to commit to team based assessment and learning both inside and outside of the classroom. Peer assessments will be a contributor to students' final result. If you are not prepared to make this commitment it is suggested that you study another unit.**

**Attendance at class on time is compulsory.**

## **Unit Relationships**

### **Prerequisites**

Students must have passed [AFF5230](#), [BFF5230](#), or [AFF5926](#) before undertaking this unit.

### **Co-requisites**

Students must be enrolled in course , 0504, 2619, 3189, 3818, 3850 or 4412 to undertake this unit.

### **Prohibitions**

[AFF5260](#)

## Chief Examiner(s)

Associate Professor Kevin Tant

## Campus Lecturer(s)

### Caulfield

#### Ms Linh Nguyen

Contact hours: Placed on Moodle. Email: [linh.nguyen@monash.edu](mailto:linh.nguyen@monash.edu)

## Tutor(s)

### Caulfield

#### Ms Pearpilai Jutasompakorn

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#### Ms Van Vu

Campus: Caulfield

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Campus: Caulfield

Email: [Jennifer.Hua@monash.edu](mailto:Jennifer.Hua@monash.edu)

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## Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through the Student Evaluation of Teaching and Units (SETU) survey. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, see:

[www.monash.edu.au/about/monash-directions/](http://www.monash.edu.au/about/monash-directions/) and on student evaluations, see:  
[www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html](http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html)

## Previous Student Evaluations of this Unit

Student feedback has highlighted the following strength(s) in this unit: Practical class, fun huge workload.

Student feedback has also contributed to continuous improvements, including: number of trading reports to be submitted has been reduced. Students were asked whether they should be discontinued. Despite the workload they advise the trading reports are invaluable and should continue. Bonus marks have also

been introduced into the unit related mainly to profitability. Penalty marks have been introduced as a result of student consultation as they become annoyed at other students who do not follow the code of conduct.

The class numbers have been increased to increase market liquidity. A newly furnished STARLab has been created on Level 4 of H Building (H4.04). It can accommodate 78 students and is linked to the STARLab on Level 1 of H Building (H1.31) providing an additional capacity of 30 students. Depending on student numbers these two rooms may be used simultaneously this semester.

Go to [Unit Evaluation Reports](#) if you wish to view previous evaluations.

If you wish to view how previous students rated this unit, please go to <https://emuapps.monash.edu.au/unitevaluations/index.jsp>

# Academic Overview

## Learning Outcomes

The learning goals associated with this unit are to:

1. analyse dealing practices and conventions in the foreign exchange market and cash market
2. develop and organise the front office and back office functions of a simulated bank's treasury dealing room
3. plan, verify and settle transactions completed in the simulated treasury dealing room
4. create and modify dealing strategies in the treasury dealing room
5. plan, organise, analyse, justify and report on positions taken in the treasury dealing room.

## Unit Schedule

Week	Activities	Assessment
0		Assessment task 2 is continuous through the semester covering weeks 1 to 11. Assessment task 4 is an individual presentation that will be scheduled by week 2. Refer to Moodle.
1	Introduction to unit and software	Assessment task 1 is due before 4.00 pm on Wednesday of Week 2 (Thursday Class).
2	Overview of dealing room. Dealing theory of foreign exchange	Assessment task 1 must be complete before 4.00 pm on Wednesday of Week 2 (Thursday Class).
3	Dealing theory of foreign exchange. Practice session in foreign exchange 1	
4	Foreign exchange trading session 2.	Assessment task 3 is due. Refer to Moodle.
5	Foreign exchange trading session 3	Assessment task 5 is due. Refer to Moodle
6	Foreign exchange module summary and Introduction to Loans and Deposits Module.	Assessment task 6 is due. Refer to Moodle.
7	Loans and Deposits Module discussion and trading session 1	
8	Loans and Deposits Module discussion and trading session 2	
9	Loans and deposits trading session 3.	Assessment tasks 7 and 8 are due. Refer to Moodle.
10	Loans and Deposits Module discussion and trading session 4	
11	Loans and deposits trading session 5	
12	Semester Review and Test	Assessment tasks 9 and 10 are due. Refer to Moodle. All assessment tasks are now complete and there is no examination for this unit.
	SWOT VAC	No formal assessment is undertaken SWOT VAC
	Examination period	LINK to Assessment Policy: <a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a>

## Teaching Approach

This is a four hour class. The teaching approach is via:

- Lectures/Tutorials

## Unit Schedule

- Experiential learning with active learner involvement in a practical environment in class. Reflection is used to conceptualise the experience.
- Practical learning in terms of work-integrated/industry-based learning both inside and outside the classroom.

Simulations in financial markets are used to create the learning environment.

It is expected that students will:

- read prescribed and selected recommended material prior to attending class;
- complete week-by-week tutorial activities and tasks prior to attending class; this includes Moodle quizzes (if any).

**We repeat:**

### **PLEASE NOTE:**

During dealing sessions, students will be operating their bank as a group. Each bank (and the market) will only operate successfully if all students attend and participate.

Non-attendance means that students will not be able to demonstrate individual or team skills. Accordingly, it is a requirement that students attend all sessions on time. **The outcome for students who do not participate in all classes will be a loss of up to 10 individual marks and up to 45 group report marks.**

**As a student, if you have doubts about your ability to meet the participation, teamwork and time commitments listed above, *it is recommended that you withdraw from this unit in the first week of the semester.***

The lectures will not cover every aspect of each topic as you are expected to acquire a comprehensive understanding by undertaking the prescribed and recommended reading, completing research, completing the week-by-week tutorial activities and other in-semester assessment tasks and emailing any questions to the chief examiner to clarify any issues at any time.

The four hour class provides an opportunity for you and your peers to discuss the current topic(s) and to compare your completed assessment tasks with other students' work. While classes provide an opportunity for you to demonstrate the application of your knowledge and skills there is also an opportunity for you to ask the teaching staff to clarify your understanding of the topics and associated concepts covered to date. This is a "safe" classroom. Please make sure you ask questions during the class when questions arise or whenever the teaching staff asks if there are any questions. Alternatively email any questions to the chief examiner or teaching staff.

In general you are expected to spend three to four hours of self-directed study for each hour in class. Some of this time should be devoted to discussions with other students **and networking**. The benefit of such discussions will be enhanced if you have completed relevant prescribed and recommended reading and/or started or completed the current assessment task(s). The prescribed and recommended readings are listed in this guide and more specifically on the unit's Moodle web-site.

To ensure a high probability of successfully completing this unit, you need to manage your time and studies in a systematic way. At a minimum this should involve:

- reading prescribed and selected recommended material prior to attending lectures;
- completing week-by-week tutorial activities and tasks prior to attending tutorials;
- organising the heavy workload in this unit with an understanding of the due dates of required

## Unit Schedule

work in other units and

- ◆ as a minimum, emailing the teaching staff with any questions to clarify issues not understood.

**Please do not underestimate the difficulties of the continuous nature of assessment in this unit or the workload!**

**Please also note:**

**It is students' responsibility to read the required texts and either ask questions during class or email them to the chief examiner who will create a "Frequently Asked Questions" file on Moodle for all students to be able to access.**

**The text will NOT be extensively covered in class unless questions are asked by students. Students ARE EXPECTED to complete the prescribed reading and email questions to the chief examiner or teaching staff to clarify their understanding of topics if they are not understood. The prescribed reading is examinable.**

## Assessment Summary

Within semester assessment: 100%

Assessment Task	Value	Due Date
Moodle Quiz	2%	No later than 4.00 pm on the Wednesday of week 2 (Thursday Class).
Individual assessment	10%	Ongoing during semester and includes completion of all non-assessable Moodle Quizzes expected to be completed plus other requirements detailed in this unit guide and on Moodle.
Individual assignment	5%	Week 4
Individual presentation	5%	Ongoing during semester
Foreign exchange test 1	5%	Completed at commencement of class Week 5 (10.07 am to 10.37 am).
Foreign exchange summary report	10%	To be submitted in soft copy (email) and hard copy to the Chief Examiner in class by 10.07am Week 6.
Loans and deposits module test 1	8%	Completed at commencement of class in Week 9 (10.07 am to 10.37 am).
Trading report 1 (Loans and deposits module).	15%	To be submitted in soft copy (email) and hard copy to the Chief Examiner in class by 10.07am Week 9.
Trading report 2 (Summary) (Loans and deposits module).	20%	To be submitted in soft copy (email) and hard copy to the Chief Examiner in class by 10.07am Week 12.
End of semester test	20%	Completed at the commencement of class in Week 12 (10.07 am). The test will be a maximum of two and a half hours. Results will be made available when final results are approved by the Board of Examiners and released to students following the formal examination period.

Bonus Marks and Penalty Marks. See Moodle

## Hurdle Requirements

There is a hurdle requirement in this unit. The learning outcomes in this unit require students to demonstrate in the individual summative assessment tasks an understanding of the topics covered in the unit. This is demonstrated by the requirement that students must attain a mark of greater than 50% in their individual assessment tasks (that is, the individual assessment tasks have a maximum value of 55 marks out of the total assessment of 100. **Students must attain a mark of at least 28 marks (out of 55 in their total individual assessment tasks) to pass this unit.**

A student's final mark is normally the sum of the marks obtained in all of the assessment items in the unit. Where a student fails the unit solely because of failure to satisfy the hurdle requirement, a mark of 48 will be returned for the unit.

### PLEASE NOTE:

During dealing sessions, students will be operating their bank as a group. Each bank (and the market) will only operate successfully if all students attend and participate.

Non-attendance means that students will not be able to demonstrate individual or team skills. Accordingly, it is a requirement that students attend all sessions on time. The outcome for students who do not participate in all dealing sessions will be a loss of up to 10 individual marks and up to 45 group report marks.

**As a student, if you have doubts about your ability to meet the participation, teamwork and time commitments listed above, it is recommended that you withdraw from this unit in the first week of the semester.**

## Second marking

Where an assessment task is given a fail grade by an examiner, that piece of work will be marked again by a second examiner who will independently evaluate the work, and consult with the first marker. No student will be awarded a fail grade for an assessment task or unit without a second examiner confirming the result.

Note: Exceptions to this are individual pieces of assessment contributing 10% or less of the final mark, unless the total of such pieces exceeds 30% of the final mark.

## Return of final marks

Faculty policy states that 'the final mark that a student receives for a unit will be determined by the Board of Examiners on the recommendation of the Chief Examiner taking into account all aspects of assessment'.

The final mark for this unit will be released by the Board of Examiners on the date nominated in the Faculty Calendar. Student results will be accessible through the my.monash portal.

Unit Schedule

## **Exam viewing**

Feedback on student performance in examinations and other end-of-semester assessment is required. The feedback should be in accordance with the University's procedures on Unit Assessment. Details of the examination script viewing arrangements set down by the Department of Banking and Finance is available [HERE](#).

## **Assessment criteria**

Assessment Criteria Grading Descriptors available at:  
<http://www.buseco.monash.edu.au/esg/agu/policies/assessment.html>.

# Assessment Requirements

## Assessment Tasks

### • Assessment task 1

**Title:**

Moodle Quiz

**Due date:**

No later than 4.00 pm on the Wednesday of week 2 (Thursday Class).

**Details of task:**

This is a Moodle quiz.

**Weighting/Value:**

2%

**Estimated return date:**

Next class.

**Learning objectives assessed:**

This assessment task is designed to test your understanding of the unit and its objectives.

**Submission details:**

Via Moodle (week 1)

**Penalties for late lodgement:**

A penalty of 2% of the total mark allocated to this assessment task will be deducted for non-completion.

### • Assessment task 2

**Title:**

Individual assessment

**Due date:**

Ongoing during semester and includes completion of all non-assessable Moodle Quizzes expected to be completed plus other requirements detailed in this unit guide and on Moodle.

**Details of task:**

Tutorial questions are provided on Moodle via quizzes. Students are expected to complete all non-assessable quizzes. Failure to do so will mean that you are not participating in the requirements of the unit. Should you not be able to answer any questions included in the Moodle Quiz you are expected to contact the Chief Examiner or Teaching Staff to gain assistance. This can be achieved via email or via questions asked during class or consultation times.

Also, prior to all trading sessions commencing it is expected that students will have prepared for the session, and familiarised themselves with the major points of importance in the evaluation of a professional dealer as outlined in the Introduction booklet, which can be downloaded from Moodle. **Key issues listed in this booklet are part of the individual assessment** and include participation in the market, telephone technique, market insight, ability to make markets, speed of quotation, position keeping, relationships with other banks, and team work. Throughout the semester these issues will be assessed for all individuals. At no stage will students be aware of who, or what issues are being assessed. **It is expected that students will be aware of the requirements outlined in the Introduction booklet as marks are applicable to these issues.**

This assessment is undertaken to ensure that all students provide a professional attitude to their dealing activities and to working together with other members of their bank.

## Assessment Requirements

Assessment marks will be deducted if students fail to conform to market conventions, or do not commit to participate in the market as part of their team. The outcome for students who do not participate in all dealing sessions will be a loss of up to 10 individual marks together with group assessment marks totalling up to 45 marks.

**Weighting/Value:**

10%

**Estimated return date:**

Marks will be recorded on Moodle at the end of semester.

**Learning objectives assessed:**

Tests Objectives 1–5

### • Assessment task 3

**Title:**

Individual assignment

**Due date:**

Week 4

**Details of task:**

This is an individual assessment task.

An individual assignment will be placed on Moodle in week 1 of the semester. The assignment has been designed to assist students understand the requirements of assessment task 6 – Group assignment – Foreign Exchange Summary Report.

This assessment has been introduced this semester as a result of feedback from past students.

**Weighting/Value:**

5%

**Estimated return date:**

Marks will be recorded on Moodle and feedback will be provided in week 5.

**Learning objectives assessed:**

Tests Objectives 1–5

**Penalties for late lodgement:**

1 mark per day (5 days late = 0 marks unless prior written approval has been received from the Chief Examiner).

### • Assessment task 4

**Title:**

Individual presentation

**Due date:**

Ongoing during semester

**Details of task:**

Details of task: This is an individual assessment task.

Instructions to students: Students will be required to provide an individual presentation to the class during the semester. Details will be recorded on Moodle during week 1 of the semester. This assessment has been introduced this semester as a result of feedback from past students.

**Weighting/Value:**

5%

**Estimated return date:**

Marks will be recorded on Moodle when the presentation has been made.

**Penalties for late lodgement:**

Failure to make a presentation on the nominated date will result in zero marks unless prior written approval is received from the Chief Examiner.

## • **Assessment task 5**

**Title:**

Foreign exchange test 1

**Due date:**

Completed at commencement of class Week 5 (10.07 am to 10.37 am).

**Details of task:**

The test will comprise multiple choice questions, true/false questions, and/or adding words to statement questions over a period not exceeding thirty (30) minutes. The test will be based on all material delivered to that date via Moodle, the material presented and discussed during classes, and the research and analysis expected to be completed by students to that date.

**Weighting/Value:**

5%

**Estimated return date:**

Results will be made available via Moodle in the following week.

**Learning objectives assessed:**

Tests Objectives 1–5

**Penalties for late lodgement:**

Failure to sit the test at the nominated time will result in zero marks being allocated.

**Additional information:**

Special consideration: If a written application for special consideration is received by the Chief examiner within two full days after completion of the test and it is approved by the Chief Examiner, then the Chief Examiner may set an equivalent make-up test, which you will be required to take prior to the end of the semester. Applications for special consideration must be fully documented. Students should not assume the outcome of an application for special consideration.

## • **Assessment task 6**

**Title:**

Foreign exchange summary report

**Due date:**

To be submitted in soft copy (email) and hard copy to the Chief Examiner in class by 10.07am Week 6.

**Details of task:**

**Group assessment tasks 6, 8 and 9: General instructions**

The following instructions pertain to the set of three group assessment tasks.

Group formation: These group assessment tasks are for a maximum group of three students. Students will form groups through student choice, with guidance provided by the Chief Examiner and/or Teaching Staff.

Learning objectives assessed: These assessment tasks are designed to verify your achievement of learning objectives 1–5.

Form of the reports: Each assessment task requires a report to the CEO of their bank, and as such it needs to be concise and to the point. A general template for completion of each report will be provided on Moodle. Use of templates from previous semesters will result in a deduction of 30% of the mark.

Word limit: The reports will be marked out of 100. A marking guide will be placed on Moodle. **The reports are not to exceed twenty pages** and must consist of charts/diagrams/tables as appropriate. It is up to students to determine what aspects of their summary report are relevant to fully inform the CEO (aka Chief Examiner) of their bank. The contribution of each student for each trading report in terms of hours and percentage must be provided on the front cover of each report to ensure that an even contribution of work occurs. Failure to do this will result in a reduction of 30% of the total mark for each trading report.

**Submission details:** Work submitted for assessment must be accompanied by a completed and signed assignment coversheet. Each member of the group must submit a signed assignment task cover sheet.

Each member of the group should retain the marked copy of the group's submission until the final results for the unit are released.

**Penalties for late lodgement:** It is suggested that students plan on submitting reports before the due date to cover any unexpected delays. Typical excuses including those relating to computer breakdown will not be accepted.

**A penalty of 20% of the total mark allocated to each of these assessment tasks will be deducted for each day, or part thereof, that an assessment task is late.**

**Use of templates from previous semesters will result in a deduction of 30% of the mark.**

**Failure to submit an individual peer assessment sheet on due date will result in a deduction of 30% of the mark.**

The following statement must also be included and signed on the front cover of each report.

**“HONOUR STATEMENT**

I affirm that I have neither provided nor received any assistance during the completion of this assessment task other than that approved by the Chief Examiner”.

**Failure to do this will result in a reduction of 30% of the total mark for each trading report.**

**Estimated return date: Two weeks after submission**

Individual assessment in this group task: The group must prepare a plan for the completion of the assessment task and allocate specific tasks within this plan to members of the group. In order to pass this assessment, members of the group must work as a team, and decisions must be made by the team (not by an individual member).

An individual peer assessment sheet must be provided to the Chief Examiner by each member of the group, recording the contribution of the other members of the group.

Group members **MUST** meet their commitments on tasks allocated to them by the group. The Peer and Self-Assessment Sheet is designed to ensure that group members who do not contribute appropriately are identified and assessed accordingly. Individual Peer and

## Assessment Requirements

Self-Assessment Sheets must be submitted to the Chief Examiner at the same time the assessment task is due. The Peer Assessment Sheet will be used to determine students' contribution to their team and marks will be allocated according to this contribution. The chief examiner will act as arbitrator. A copy of the Peer and Self-Assessment Sheet is included on Moodle.

**Final marks for each student will be recorded on Moodle. It is students' responsibility to consult with the Chief Examiner within two weeks of the marks being placed on Moodle if they are dissatisfied with the individual mark they received as a result of the Peer Assessment process; otherwise the mark will stand.**

Please note (again) that individual marks allocated for group assessment tasks may be adjusted based on Peer and Self-Assessment Sheet results. If you, as an individual, do not contribute fully to the team, you may receive lower marks than the mark allocated to the group for the report. **If you are not prepared to commit to this team based learning aspect of the unit it is recommended that you withdraw from this unit in Week 1 and enrol in another unit.**

Submission details: A hard copy must be submitted in person to the Chief Examiner and soft copy must be forwarded by email: [kevin.tant@monash.edu](mailto:kevin.tant@monash.edu)

**Referencing requirements:** Work submitted for assessment must be consistent with the guidelines set down in the *Q Manual*, which is the faculty's student guide for producing quality work on time.

Marks may be deducted where in-text citations and/or the reference list is not consistent with the American Psychological Association (APA) style, which is illustrated in the Q Manual.

### **Plagiarism:**

In order to ensure the academic integrity of your submission and to deter others from copying your work, your submission may be processed by a plagiarism checker such as Turnitin.

The University's [plagiarism policy](#) is available online.

Extensions of time:

Applications for an extension of time allocated to an in-semester assessment task must be made by completing the [application form](#). The application form must be submitted to the Chief Examiner for consideration in writing with all supporting evidence no later than two university working days after the due date.

### **Assessment task 6: Foreign exchange summary report**

This is the first of a set of three group assignments and the above instructions pertain to each assignment.

All students should take the opportunity to discuss the foreign exchange summary report with the Chief Examiner and teaching staff during all class and consultation times prior to submission. Questions may also be forwarded to them by email at any time.

Each student group (bank team) is required to conduct full analysis of their trading in the

simulated foreign exchange trading sessions. A template for the report will be placed on Moodle.

It is possible to work on this report weekly during the trading simulations and this is encouraged.

**Weighting/Value:**

10%

**Estimated return date:**

For simplicity, each report will be marked out of 100. A marking guide will be placed on Moodle

**Criteria for marking:**

Overall, the work submitted for assessment will be graded in accord with the table showing examples of grades and corresponding achievement levels published in the Q Manual (2012, p.6).

**Learning objectives assessed:**

1 to 5

• **Assessment task 7**

**Title:**

Loans and deposits module test 1

**Due date:**

Completed at commencement of class in Week 9 (10.07 am to 10.37 am).

**Details of task:**

The test will comprise multiple choice questions, true/false questions, and/or adding words to statement questions over a period not exceeding thirty (30) minutes. The test will be based on all material delivered to that date via Moodle, the material presented and discussed during classes, and the research and analysis expected to be completed by students to that date.

**Weighting/Value:**

8%

**Estimated return date:**

Results will be made available via Moodle in the following week.

**Learning objectives assessed:**

Tests Objectives 1–5

**Additional information:**

Special consideration: If a written application for special consideration is received by the Chief examiner within two full days after completion of the test and it is approved by the Chief Examiner, then the Chief Examiner may set an equivalent make-up test, which you will be required to take prior to the end of the semester. Applications for special consideration must be fully documented. Students should not assume the outcome of an application for special consideration.

• **Assessment task 8**

**Title:**

Trading report 1 (Loans and deposits module).

**Due date:**

To be submitted in soft copy (email) and hard copy to the Chief Examiner in class by 10.07am Week 9.

**Details of task:**

This is the second of a set of three group assignments and the instructions outlined in Assessment Task 6 pertain to each assignment.

**You will need to develop a profitability projection commencing in trading session 1; otherwise your analysis in assessment tasks 7 and 8 will be incomplete; risking 35% of assessment for this task.**

The trading report relates to the trading session in week 8. A report template will be placed on Moodle.

All students should take the opportunity to discuss the trading report with the Chief Examiner and teaching staff during all class and consultation times prior to submission. Questions may also be forwarded to them by email at any time.

Each student group (bank team) is required to conduct full analysis of their trading in the loans and deposits simulated trading session in week 8. A report template will be placed on Moodle.

It is expected that innovation is shown as a result of your research/analysis/trading session practices.

It is possible to work on this report weekly during the trading simulations and this is encouraged.

**Weighting/Value:**

15%

**Estimated return date:**

For simplicity, each report will be marked out of 100. A marking guide will be placed on Moodle

**Criteria for marking:**

Overall, the work submitted for assessment will be graded in accord with the table showing examples of grades and corresponding achievement levels published in the Q Manual (2012, p.6).

• **Assessment task 9**

**Title:**

Trading report 2 (Summary) (Loans and deposits module).

**Due date:**

To be submitted in soft copy (email) and hard copy to the Chief Examiner in class by 10.07am Week 12.

**Details of task:**

This is the third of a set of three group assignments and the instructions outlined in Assessment Task 6 pertain to each assignment.

A report template will be placed on Moodle. It relates to all trading sessions: All students should take the opportunity to discuss the trading report with the Chief Examiner and teaching staff during all class and consultation times prior to submission. Questions may also be forwarded to them by email at any time.

Each student group (bank team) is required to conduct full analysis of their trading in all loans and deposits simulated trading sessions.

It is possible to work on this report weekly, especially with regard to projecting profitability during the trading simulations and this is encouraged.

It is expected that innovation is shown as a result of your research/analysis/trading session practices.

**Weighting/Value:**

20%

**Estimated return date:**

For simplicity, each report will be marked out of 100. A marking guide will be placed on Moodle.

**Criteria for marking:**

Overall, the work submitted for assessment will be graded in accord with the table showing examples of grades and corresponding achievement levels published in the Q Manual (2012, p.6).

• **Assessment task 10**

**Title:**

End of semester test

**Due date:**

Completed at the commencement of class in Week 12 (10.07 am). The test will be a maximum of two and a half hours. Results will be made available when final results are approved by the Board of Examiners and released to students following the formal examination period.

**Details of task:**

The test may comprise multiple choice questions, true/false questions, and/or adding words to statement questions together with a case study and/or short answer questions over a maximum period of two and a half hours. The test will be based on all material delivered to that date via Moodle and research and analysis expected to be completed by students to that date.

**Weighting/Value:**

20%

**Estimated return date:**

Semester 2 results will be accessible through my monash portal at <https://my.monash.edu.au/> on Monday, 9 December.

**Learning objectives assessed:**

Tests Objectives 1–5

**Additional information:**

Special consideration: If a written application for special consideration is received by the Chief examiner within two full days after completion of the test and it is approved by the Chief Examiner, then the Chief Examiner may set an equivalent make-up test, which you will be required to take at a time acceptable to the Chief Examiner. Applications for special consideration must be fully documented. Students should not assume the outcome of an application for special consideration.

• **Assessment task 11**

**Title:**

Bonus Marks and Penalty Marks. See Moodle

**Due date:**

**Details of task:**

**Weighting/Value:**

**Estimated return date:**

## Learning resources

Monash Library Unit Reading List (if applicable to the unit)

<http://readinglists.lib.monash.edu/index.html>

## Feedback to you

Types of feedback you can expect to receive in this unit are:

- Graded assignments with comments
- Graded assignments without comments
- Interviews
- Test results and feedback
- Quiz results
- Other: In this unit important feedback will also be provided to you informally in class and during consultation times.

## Assignment submission

### Online submission

If Electronic Submission has been approved for your unit, please submit your work via the learning system for this unit, which you can access via links in the my.monash portal.

## Required Resources

### STARLAB Audio Headsets (Compulsory – all students must purchase).

Students enrolled in this unit are required to purchase a Plantronics VOIP USB Headset C210-M or C310-M. The required headset enables students to operate the telephone system and these are the only model permitted. This requirement exists because of technical details regarding the telephone software system. Students should purchase their own headset for occupational health and safety reasons.

Material used in class together with other information of importance to you will be published online via the unit's Moodle site. In order to access information about this unit in Moodle you must be enrolled in the unit and have a valid student account with authenticate username and password. Moodle can be accessed through [my.monash.portal](#). When you log in to the portal you access Moodle in the "home page" by clicking on the Moodle 2 link under "Online Systems". If you need some help with Moodle 2 then check out the [Moodle 2 Support for Students](#) page.

### Q Manual

Work submitted for assessment must be consistent with the guidelines set down in the [Q Manual](#), which is the faculty's student guide for producing quality work on time. Copies of this manual can be purchased at the bookshop or accessed online.

## Prescribed text(s) and readings

Douglas, A., Lovrencic, L., & Pontikis, P. (2012). *FX Trading: A guide to trading foreign exchange* (2nd edition). Milton, QLD: Wrightbooks.

## Assessment Requirements

\*Lange H., Saunders, A. and Cornett, M.M. (2013). *Financial Institutions management (3rd edition)*. North Ryde, NSW: McGraw-Hill Pty Ltd.

\* Any commercial bank management book should provide the required knowledge as it relates to capital, profitability, performance measures, asset and liability management, liquidity, interest rate risk, models of liquidity interest rate risk, regulation and risk management to help you understand and apply the concepts. Lecture slides and readings, however, will refer to the above Lange *et al* text.

**The following booklets are available via Moodle, and should be used as an additional source of information:**

Australian Financial Markets Association. (2011). *Code of ethics and code of conduct* (Version 1101). Sydney, NSW.

Tant, K. (2012a). *Introduction*. Monash University.

Tant, K. (2012b). *Code of Conduct*. Monash University.

Tant, K. (2012c). *Foreign Exchange Module*. Monash University.

Tant, K. (2012d). *Loans & Deposit Module*. Monash University.

**AFF5260 Reading List at the Caulfield Library**. Refer to Moodle for the website.

**NB. All material available on Moodle should be considered as part of the prescribed texts.**

## Technological Requirements

Electronic devices (including calculators) are not permitted in tests and examinations in this unit unless identified with an “approved for use” label.

These labels are available from:

- Caulfield campus: Accounting and Finance Reception Desk (Building H, level 3)

## Recommended text(s) and readings

### Recommended texts and readings

Any commercial bank management book should provide the required knowledge as it relates to capital, profitability, performance measures, asset and liability management, liquidity, interest rate risk, models of liquidity interest rate risk, regulation and risk management to help you understand and apply the concepts.

Bessis J., (2010). *Risk management in banking* (3rd ed.). West Sussex, UK: John Wiley.

Grace, D., & Cohen, S. (2010). *Business ethics* (4th ed.). South Melbourne, Vic: Oxford University Press.

Gup, B., Avram, K., Beal D., Lambert, R., & Kolari, J. (2007). *Commercial banking. The management of risk* (3rd ed.). Milton, Queensland: John Wiley.

Viney, C., & Phillips, P. (2012). *Financial institutions, instruments and markets* (7th ed). Sydney, NSW: McGraw-Hill.

## Other Information

### Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

[www.policy.monash.edu.au/policy-bank/academic/education/index.html](http://www.policy.monash.edu.au/policy-bank/academic/education/index.html)

Key educational policies include:

- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures ;
- Assessment in Coursework Programs;
- Special Consideration;
- Grading Scale;
- Discipline: Student Policy;
- Academic Calendar and Semesters;
- Orientation and Transition; and
- Academic and Administrative Complaints and Grievances Policy.

### Graduate Attributes Policy

<http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.html>

### Student Charter

[www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html](http://www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html)

### Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at <http://www.monash.edu.au/students>

### Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to [www.lib.monash.edu.au](http://www.lib.monash.edu.au) or the library tab in [my.monash](#) portal for more information.

### Moodle 2

All unit and lecture materials, plus other information of importance to students, are available through the virtual learning environment Moodle site. You can access Moodle via the [my.monash portal](#).

#### Where to go for help

If you're stuck, confused or simply not sure how to approach Moodle, there are a number of [Moodle resources](#) that you can tap into.

## **Disability Liaison Unit**

Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis.

- Website: <http://www.monash.edu/equity-diversity/disability/index.html>
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: [dlu@monash.edu](mailto:dlu@monash.edu)
- Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus.