

**AFF02 MAJOR ASSIGNMENT**  
**TOPIC: ETHICS AND GOVERNANCE**  
**Due Date: Week 10**  
**Total Weighting: 15%**

*At the end of this assignment, students will be able to:*

- 1. Work cooperatively in a small group environment.*
- 2. Discuss the importance of internal control procedures in any business venture.*
- 3. Link the failure of internal control procedures in the case under study.*
- 4. Describe qualities of ethical behaviour and evaluate whether the situation under study results in an unethical behaviour.*

**Instructions**

This assignment will be done in small groups of three for Augmented students at Laucala USP campus only.

The group's final write up is to be presented in a structured format. The report must be typed.

The report should be typed using Times New Roman size 12 font and must be in 1.15 spaced lines.

Remember to provide in-text referencing and a bibliography at the end of your report if you are using ideas or copying from source texts.

**The report structure should be as follows:**

1. **Introduction:** A brief overview of the case under study.
2. **Content:**
  - Discuss the internal control procedures in place
  - Identify the controls being violated in relation to the case under study and include examples.
  - For each of the internal control procedure violated, propose a solution.
  - Identify and explain the causes of unethical behaviour in the case under study.
  - Provide recommendations to the Board of Directors on policies that will help improve the company/organisation situation.
3. **Conclusion**

Apply your knowledge of Ethics and Good Governance to describe the lessons learnt in the case.

## Case Study Report Marking Criteria

Facets of Research	Element of report	No Evidence (0)	Unsatisfactory (<50%) Below C	Good (50-70%) B,C+,C	Excellent (71-100%) A+,A,B+
<b>Embark and Clarify (10 marks)</b>	Introduction Case overview	Discussion lacks relevance to the case	Brief background on the case	Background is relevant but lacks clarity	Relevant and clear background on the case discussed
<b>Find and Generate (35 marks)</b>	Referencing	No bibliography/referencing	Inappropriate referencing	Some sources acknowledged	All sources acknowledged
	Discussion include: 3 internal control procedures followed	No discussion of internal control procedures	Internal control procedures discussed but inappropriate to the case	1-2 internal control procedures discussed correctly	All 3 internal control procedures discussed
	3 internal control procedures violated	No discussion	Internal control procedures discussed but inappropriate to the case	1-2 internal control procedures discussed correctly	All 3 internal control procedures discussed
	3 examples of violations from the case	No discussion	Examples discussed but inappropriate to the case	1-2 examples discussed correctly	All 3 examples discussed correctly
<b>Evaluate and Reflect (20 marks)</b>	3 solutions to the internal control procedures being violated	No solution discussed	Solutions discussed but inappropriate to the case	1-2 relevant solutions discussed	All 3 relevant solutions discussed
	3 causes of unethical behaviour identified and discussed	No discussion of unethical behaviour	Incorrect and irrelevant discussion	1-2 causes correctly identified and discussed	All 3 causes correctly identified and discussed
<b>Analyse and Synthesise (15 marks)</b>	3 recommendations to the Board	No/incorrect recommendation	1 recommendation provided	2 recommendations provided	3 recommendations provided
	Conclusion	No conclusion	Vague conclusion	Brief discussion of the lesson learnt	A succinct discussion of the lessons learnt
<b>Organise and Manage (20 marks)</b>	Group work details	No evidence of group work	1-2 meeting records provided	3-5 group meeting records	6+ group meeting records
	Structure of the report <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Content</li> <li>• Conclusion</li> <li>• Bibliography</li> </ul>	No proper structure/coherence	Vaguely coherent structure	Proper structure followed with some coherence but the outline was not followed	The written report is properly structured and coherent and followed the outline with font size 12 in Times New Roman

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NOTE: This form must be completed by the group leader each time the group meets and signed by the group members. It is then detached and attached to the report.

**GROUP WORK DETAILS** (Tear off and attach to your report)

**Group Members:** \_\_\_\_\_

<b>CASE TITLE:eg, NBF Saga</b>				
<b>Names &amp; ID numbers</b>	<b>Signatures</b>	<b>Responsibilities</b>	<b>Dates of meetings &amp; attendance</b>	<b>Actions Taken</b>
Example:  Joe Smith S11110007 Anna Brown S11119966 Mary Grey S11113344		Allocation of duties	Aug. 6 <sup>th</sup> @ 2pm	Discuss the assignment question. Allocate tasks for each member on voluntary basis.
	Tutor's Name: _____ Tutor's signature: _____ Date: _____			

