

# SCHOOL OF BUSINESS

## [UNSW@ADFA](mailto:UNSW@ADFA)

### GENERAL POLICIES IN RELATION TO COURSE TEACHING

This document addresses issues relating to the conduct of teaching in the School and details its approach and expectations where the general policies of the College and University may not be specific and where the School takes a uniform approach across all of the courses it teaches. In addition to this document, students should read: 1) handouts providing guidance and instructions for the conduct of individual courses; 2) the “Information for Students” section of the *ADFA Handbook*. (The *Handbook* may be found on the ADFA website and is also available in hard copy.)

Course handouts provide detailed information on the staffing, materials, scheduling, assessment, organisation and objectives of each course. Please read course handouts carefully and seek advice from the lecturer involved if you are unclear about any of the information provided.

Much of the material in “Information for Students” section of the *ADFA Handbook* follows or adapts rules and procedures of The University of New South Wales, of which the School, within [UNSW@ADFA](mailto:UNSW@ADFA), is a part. The section provides information on: equal opportunity in education, harassment policy, online services for students, online access requirements, email services, enrolment, change of degree, attendance at classes, the organisation of examinations, use of computers and electronic calculators in examinations, academic misconduct, examination results, review of a result, special consideration, further assessment, provision of information on student assessment, academic standing processes, student records, admission to degrees, and procedures for the resolution of student grievances and disputes. Students seeking advice on rules, policies and procedures in the *Handbook* should speak first to the lecturer-in-charge of a course. In the event of doubt, inquiries may be referred to the Head of School.

Special attention is drawn to the first item in the Policies and Procedures section of the *ADFA Handbook* which deals with academic misconduct and plagiarism. This material provides detailed explanations of what is meant by cheating and plagiarism in the ADFA environment and indicates the processes for dealing with allegations of misconduct and plagiarism, including penalties.

#### *Structure of assessment*

The School has a general policy of requiring at least half (50%) of the total assessment of undergraduate Pass degree and non-research postgraduate courses (delivered on campus or in distance education mode) to be in the form of examinations, supervised in-class tests or work completed under individual test conditions.

#### *Deadlines and extensions*

Course handouts will state clearly the deadlines for written assignment work. To allow students to make an informed judgement about their ability to complete a course successfully before the final date for withdrawal without failure, at least one significant piece of assessable work will be undertaken and handed back before the end of the 8<sup>th</sup> week of session.

It is not the policy of the School to grant extensions for assignment without penalty unless an extension has been sought and granted in advance. (Special exceptions are sometimes made

in the case of distance education classes. Distance education students should, however, assume that all the School's policies and procedures also apply to them unless otherwise advised.)

Students who believe they have a genuine case for seeking an extension must make application to the lecturer-in-charge, in writing, before the deadline falls due. Applications must be accompanied by a medical certificate or (in the case of non-medical reasons for application) other appropriate, supporting documentation (e.g. a minute from a Divisional Officer). Distance education students should fax supporting documentation to the lecturer-in-charge.

If work is handed in after a deadline (which will typically fall at the end of a scheduled lecture for the entire class), it will automatically attract a penalty unless an extension has been granted. A flat penalty of 20% of the raw mark for the work will be imposed for work handed in up to a week after the deadline (i.e. 20% if handed in one day late or six days late). Work handed in more than a week after the deadline will receive a mark of zero.

### *Copies of work*

Students are responsible for delivering or submitting written work in the form required by the stated deadline at the place or to the lecturer specified. The School takes responsibility for recording the receipt of written assignment work from students. Occasionally, however, dispute may arise over whether an assignment was received or not. To ensure that the work is available to be marked, students are asked as a matter of routine to make and keep a copy of any assignment until the marked work is returned to them.

### *Special consideration*

Students who believe their performance in a course, either during session or in an examination, has been adversely affected by sickness or any other reason should inform Student Administration and ask for special consideration in the determination of their standing. The course authority is responsible for considering requests for special consideration and the School Assessment Committee is responsible for ensuring all relevant information has been taken into account in deciding a final mark.

Requests should be made in writing as soon as practicable after the occurrence and, in any event, no more than seven days after the final examination in a course. When submitting a request for special consideration on medical grounds, a student should provide a medical certificate signed by a medical practitioner, indicating the degree of incapacity of the student and its duration. Documentation in relation to non-medical grounds will depend on the nature of the circumstances but should indicate the importance of the event and why it adversely affected the student's performance in assessment.

Professor Peter Hall  
Head, School of Business,  
February, 2005.