

ABP Student Policy Guide

Contents

Summary	2
Where to go for advice.....	2
Student responsibilities and expectations	2
Total time commitment to study.....	2
Attendance at classes	3
Assessment /examination period	3
Identification for offer of support services	3
Key enrolment dates.....	3
Details of assessment requirements.....	3
Hurdle requirements.....	4
Weighting of assessment components.....	4
Group work	4
Level of assessment	4
Submitting assignments	4
Assignment cover sheets	5
Late submission	5
Assignment collection	5
Uncollected assignments	5
Extensions.....	5
Applications for 10 days or less	5
Applications for more than 10 days.....	5
Further assessment.....	5
Reassessment	6
Final subject assessment	6
Special Consideration (including equitable adjustments).....	6
Academic misconduct: plagiarism, collusion, cheating.....	7
Plagiarism.....	7
Collusion.....	7
Avoiding inadvertent plagiarism	7
University policy and procedures	8

Summary

Enrolment and assessment at the University is controlled by University Statutes and managed with a suite of University Policies and Procedures.

University policies are accessed via the [Melbourne Policy Library](#) which also has a section of key documents [particularly relevant to students](#). In addition, information about Faculty policies and guidelines can be found in the [Policies and Guidelines](#) section of the [Environments and Design Information for current Students](#) webpage.

Where to go for advice

If you have a concern or a problem with regard to assessment, you should seek initial advice as follows:

Issue regarding the nature of an assessment task and the marking of a task	Tutor, lecturer and other teaching staff, or to the Subject coordinator named in the Handbook
Issue regarding the administration of assessment and assignments	Subject coordinator
Issue regarding circumstances affecting your performance	Stop 1
Issue to do with failing assessment tasks and course progress	Stop 1
Concerns about fairness and the application of policy	Stop 1 , subject coordinator or program coordinator, or academic program director.

Student responsibilities and expectations

Students at the University must conduct themselves in an appropriate manner, including complying with all statutes, rules, regulations, policies and procedures of the University.

Conversely, you can expect the University to conduct itself in an appropriate manner and treat you fairly.

Expectations of students are detailed in the [Student Conduct Policy](#).

Total time commitment to study

Each subject offered by the Faculty has a total expected time commitment stated in the Handbook entry. This includes contact hours (lectures, tutorials, studios, etc.) and the time you are expected to spend working on the subject outside of contact hours.

The standard total time commitment in the Faculty is 170 hours for a 12.5 point subject. Spread across a 13 week semester, this equates to around 12-13 hours per week comprised of around 2–3 contact hours per week and around 10 hours of private study. Subjects with a studio or practical component may require additional contact hours.

A full-time workload of 50 points a semester means an approximate workload of 40 hour a week.

You must bear in mind the total time commitment demanded by your study when making arrangements for other activities such as paid work. The Faculty recommends that full-time students undertake no more than ten hours of outside work per week during semester (including both teaching and examination periods). Work commitments are not considered grounds for requesting extensions of assessment deadlines or for special consideration.

Attendance at classes

You are responsible for obtaining information given out in class and for keeping yourself informed of the requirements of the subject(s) in which you are enrolled. If you expect to miss one or more scheduled classes, you should discuss this with the lecturer, tutor or subject coordinator.

If a subject specifies class attendance as a hurdle requirement, this requirement must be met in order to pass the subject overall. If you miss a class due to illness or other extenuating circumstances, you must provide an explanation supported by evidence to your tutor/subject coordinator in order to be excused.

Extended absence may only be permitted where there are grounds for special consideration or under equitable adjustment policies; however, even in these cases, students, may be advised to consider withdrawing from the subject.

Assessment /examination period

Each subject has *both* a teaching and an assessment period (in some cases, such as intensive subjects, subjects may also have a preparation/reading period before the teaching period).

Under section 4 of the “Assessment and Results Policy” you are responsible for ascertaining the dates and times of your examinations or for the completion of other components of assessment. Absence or lateness due to misreading the examination timetable or a similar error does not entitle you to any further examination or special consideration.

You are expected to be available during the assessment period of any subject in which you enrol and to be able to attend for assessment any time during this period. For example, if you are offered supplementary assessment as a result of a special consideration application, you must be available at relatively short notice to attend an examination.

You must not make yourself unavailable (e.g. by booking international flights) until after the conclusion of the assessment period.

Identification for offer of support services

Where possible, teaching staff are required to run assessment tasks early in the teaching period to allow students to act on feedback in preparation for later assessment. Early assessment also helps identify students who may benefit from additional support.

Students undertaking first year undergraduate subjects will be required to complete at least one assessment component within the first six weeks of the teaching period.

Teaching staff in any subject who form the view that a student may benefit from additional support due to factors such as poor class attendance, participation, progress or behaviour, or due to issues raised by the student, are required to ensure the student is aware of support services available. Teaching staff may also suggest that students contact [Stop 1](#) or a specialist support service directly.

Key enrolment dates

There are dates by which you must be enrolled, are able to change without penalty, withdraw without fee-payment and withdraw without having a fail grade recorded for each subject. These are detailed in the subject entries of the [University Handbook](#).

Details of assessment requirements

Fixed assessment requirements (including the length of assignments and the duration of exams) and component weightings are set out in the [University Handbook](#) entry of each subject.

Variable assessment requirements are required to be published in the subject outline and include:

- detail of the requirements of each piece of assessment and the tasks included in each piece of assessment;
- the criteria on which these tasks will be marked and grades allocated;
- the specific due date for submission or performance of each component of assessment;
- the format for submission;
- the prescribed style guide including citation styles;
- penalties that apply to late submission, exceeding word limits or incorrect format of submission;
- penalties that apply to failing to cite correctly;
- the expected date for return of results for each component of assessment
- where relevant, guidelines for a resit of a test or examination
- where relevant, guidelines for being excused from an assessment task

You are expected to make yourself aware of expectations regarding each assessment task.

Hurdle requirements

In addition to meeting attendance requirements, to pass some subjects you need to achieve an overall mark of at least 50, and also achieve a result at a specified level in all or in a particular *component* of assessment (for example, “obtain at least 50% in an exam” or “pass in each assignment and the exam”). Other subjects may require you to complete a particular assessment component (such as a presentation), even though the work itself is not marked or counted towards your overall result.

These requirements are known as “prescribed” or “hurdle” requirements and are detailed in the [University Handbook](#).

Weighting of assessment components

Each component of assessment will be assigned a weighting, expressed in terms of the maximum percentage of the total mark in the subject that may be obtained by completion of that particular component of assessment. The weighting indicates to you how much time should be allocated to one assessment task compared with another, and guides the depth of engagement with course content. Weightings are published in the Handbook and you are expected to be aware of weightings and to allocate your time and effort accordingly.

Group work

Group collaboration is a highly valued aspect of assessment. Marks for group work must be allocated according to each individual’s contribution. Examiners will make explicit when group collaboration is required and will provide assessment details via the handbook and subject outline.

Level of assessment

Throughout a course, assessment tasks should make increasing intellectual demands on you as you proceed and progress. The level of assessment in a subject will therefore be appropriate to the level at which it is offered. Higher level, and graduate subjects, even those offered to students in a new field of study, will assume greater experience of university-level study and will expect more sophisticated work and a higher level engagement with and critical analysis of the subject content.

Submitting assignments

In most cases work is required to be submitted electronically through the Learning Management System (the LMS), or, for example, models or folios submitted in studio classes. You must follow the instructions of your tutor, lecturer or subject coordinator in these cases. Students with special circumstances may also be permitted to submit work directly to academic staff.

Assignment cover sheets

If you are required to hand in a hard copy assignment your subject coordinator will post an assignment cover sheet on the LMS. Work not accompanied by a coversheet will not be accepted, with the exception of shorter assignments that are submitted in person in class. In such circumstances students must submit the plagiarism declaration with the first assignment, as the declaration notes that it applies to all assignment submissions for the subject.

Please make sure you are aware of all assignment submission requirements.

Late submission

In order to ensure equality of opportunity for all students, assignments must be completed within specified time limits. Assignments that are not submitted on time *may* attract a marking penalty which will be detailed in the subject outline.

Assignment collection

You will be advised by your lecturer or tutor when your marked assignments are ready for collection. Most of the time, assignments are returned in class.

Uncollected assignments

If you fail to respond to instructions from your subject coordinator regarding collection of work, it is possible the work will be discarded. For information about uncollected assignments please contact your subject coordinator.

Extensions

If unforeseen circumstances have affected your ability to complete an assessment task on time, you may be eligible for an extension. Extensions may be granted in circumstances including but not limited to: illness, injury, death, family illness or breakdown, legal commitment and, religious or cultural events. For more information read through [Schedule A - Assessing Extension Applications](#).

Applications for 10 days or less

Applications for extensions of 10 days or less are managed directly by your Subject Coordinator or Senior Tutor. All requests should be submitted by email at least three working days before the due date. Students who experience the onset of adverse circumstances less than three days prior to the due date must request an extension as soon as possible and prior to the assignment due date.

Applications for more than 10 days

Applications for extensions of more than 10 days are made via the Special Consideration application at my.unimelb.edu.au

Please note that submission of an application does not mean automatic approval of the extension. You should continue to work on the assignment and hand in your work (finished or not) by the due date to avoid penalty should your application for an extension not be approved.

Further assessment

Further assessment may be available in a subject when the examiners are in doubt as to whether the student has passed or otherwise satisfied the assessment requirements; or the grade to be awarded.

Reassessment

Students can only be offered reassessment as a second attempt at passing a subject if a borderline failure in a single subject (other than a research project or thesis) has a significant impact on the student's progression through their course. The Dean determines the availability of reassessment in a subject.

The availability of further assessment and reassessment in a subject must be published in the subject outline.

Final subject assessment

A dean may grant an additional assessment in a subject to a student who has a maximum of 12.5 points required to complete the degree, if:

a) the subject was undertaken in the student's final teaching period:

- the student achieved a final result between 40 – 49%; and
- is worth 12.5 credit points or less.

OR

b) the subject was undertaken in the penultimate teaching period and is not offered in the student's final teaching period:

- the student achieved a final result between 40 – 49%;
- the subject is compulsory for their degree or major; and
- is worth 12.5 credit points or less

Students will be considered for final subject assessment automatically and if eligible will be contacted by [Stop 1](#). Students cannot apply for final subject assessment.

For further information go to the University's [Assessment and Results Policy](#).

Special Consideration (including equitable adjustments)

Special consideration is used to provide reasonable study and / or alternative assessment arrangements or support where your studies are genuinely and significantly impacted by exceptional or extenuating circumstances which are beyond your control.

Special consideration covers the following circumstances:

- Equitable adjustments such as for elite athletes, elite performers, defence reservists, emergency volunteers
- Disability support and related arrangements
- Other forms of special consideration (including extended leave of absence on medical grounds not counting towards leave of absence).

A possible outcome of your application is an extension. Another possible outcome is special assessment or examination which will normally take the form of a formally supervised written examination, but this may be varied to take into account the circumstances of the student. Special assessment will be assigned the same weighting and with the same range of available grades as the component of assessment it replaces.

For further information about Special Consideration including the application process go to the following website <http://students.unimelb.edu.au/admin/special>.

Academic misconduct: plagiarism, collusion, cheating

Academic misconduct is defined in University Statute 13.1 as follows:

“Academic misconduct includes, but is not limited to, cheating, plagiarism and any other conduct by which a student seeks to gain for himself or herself, or for any other person, any academic advantage or advancement to which he or she or that other person is not entitled and includes any conduct which constitutes a breach of the regulations relating to assessment made by the Academic Board.”

Plagiarism

Plagiarism is the act of representing as one's own original work the creative works of another, without appropriate acknowledgment of the author or source. (Creative works may include published and unpublished written documents, interpretations, computer software, designs, music, sounds, images, photographs, and ideas or ideological frameworks gained through working with another person or in a group. These works may be in print, electronic or other media.)

Any of the following, without full acknowledgement of the debt to the original source, would be an example of plagiarism:

- Direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, website, another student's assignment, etc.
- Close paraphrasing of another's work, with minor changes but with the essential meaning, form and/or progression of ideas maintained.
- Piecing together sections of the work of others into a new whole.
- Submitting one's own work which has already been submitted for assessment purposes in another subject.

Collusion

Collusion means the presentation by a student of an assignment as his or her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material are considered participants in the act of academic misconduct.

Any incidence of cheating (e.g. using banned material in an examination), plagiarism or collusion will be treated as very serious. Please be aware that if any student is found to have deliberately plagiarised the work of another – including copying the work of other students – the penalties are severe.

Avoiding inadvertent plagiarism

You must make yourself aware of the expectations for citing and referencing others' work in your own. Many cases of plagiarism may involve a lack of understanding on the part of a student of how to properly acknowledge and reference texts or works within their own writing.

The Academic Skills provides pamphlets about [Using Sources and Avoiding Plagiarism](#) and how to avoid it, as well as pamphlets on acknowledging sources and referencing. These can be downloaded from the Academic Skills website: <http://services.unimelb.edu.au/academicskills>.

If you are in any doubt about plagiarism or collusion, please read these pamphlets. You can contact the Academic Skills for more information; appointments with Academic Skills staff can be made through your Student Centre.

Plagiarism detection software

The Faculty routinely uses the “Turnitin” electronic plagiarism detection software, which may be applied to all assignments from a class or a subject, to suspect work, or to a random selection of

assignments, as determined by a subject coordinator.

Students will be advised if the software has been applied and of any issues identified by the application of the software.

University policy and procedures

The University has a number of policies and processes designed to ensure you are treated in an equitable and fair manner - and - provide staff with the framework to do so. To access these policies go to the [Melbourne Policy Library](#).