

## General Information for Students 2012

### Department of Mathematics and Statistics

#### Lecture Times and Venues

Lecture times and venues can be found from the Course Information System of the University of Canterbury by entering the course code.

#### Grievances

Your class will appoint a class representative. Their contact details are posted on the course web page. Please take the opportunity to improve our services to you, by talking to your lecturer, your class representative or an Academic Liaison representative about any issues, concerns or recommendations that you might have. Contact details for the department's Academic Liaison representatives found at [www.math.canterbury.ac.nz/php/about/contact](http://www.math.canterbury.ac.nz/php/about/contact) . Should there still be matters unresolved approach the Head of Department.

#### Dishonest Practice

Plagiarism, collusion, copying and ghost writing are unacceptable and dishonest practices.

- Plagiarism is the presentation of any material (text, data, figures or drawings, on any medium including computer files) from any other source without clear and adequate acknowledgement of the source.
- Collusion is the presentation of work performed in conjunction with another person or persons, but submitted as if it has been completed only by the names author(s).
- Copying is the use of material (in any medium, including computer files) produced by another person(s) with or without their knowledge and approval.
- Ghost writing is the use of another person(s) (with or without payment) to prepare all or part of an item submitted for assessment.

**Do not engage in dishonest practices.** In cases where dishonest practice is involved in tests or other work submitted for credit, the student may be referred to the University Proctor. The Department reserves the right not to mark the work.

#### Students with Disabilities

Contact the Disability Resource Service, level one, James Hight Building. Phone: 364 2350 (or ext. 6350), email: [disabilities@canterbury.ac.nz](mailto:disabilities@canterbury.ac.nz). For further information what is offered see their website <http://www.canterbury.ac.nz/disability/> .

#### Workload

As a general guide, the average student is responsible for approximately one hour of additional study for each hour of lecture at the 100-level, approximately two hours of additional study for each hour of lecture at the 200-level and approximately three hours of additional study for each hour of lecture at the 300-level.

#### Late Work

Students should check with the course co-ordinator whether or not late work is accepted and what penalties may apply. Late work should be accompanied with a detailed explanation of why the work is late. **This must be done well in advance of the due date for the work.**

### **Absence from Tests**

In rare cases a student will not be able to sit a test. In such cases, the student should consult with the course co-ordinator to arrange alternative procedures. **This must be done well in advance of the set date for the test.**

### **Aegrotat Consideration**

Aegrotat provisions are intended to assist students who have covered the work of a course but have been prevented by illness or other critical circumstance **at the time of assessment** from demonstrating their mastery of the material or skills.

Aegrotat provisions are described in the "General course and examination regulations" in the UC Calendar. For an aegrotat application to be successful, there must be sufficient evidence that, in the absence of the impairment, the student would have demonstrated mastery of the course material. Aegrotat consideration is not available where results have been affected by impairment to a student's ability to learn the material for the course.

If critical circumstances have prevented you from completing an item of assessment or affected your performance, complete an aegrotat application form, available from the Registry or the Health Centre within seven days of the due date for the required work or the date of the examination. In the case of illness or injury, medical consultation should normally have taken place shortly before or within 24 hours after the due date for the required work, or the date of the test or examination.

Note that you may be required to sit a special exam if there is insufficient evidence of your performance from other invigilated assessment items in the course.

### **Marks and Grades**

The following scale is used to convert marks into grades for undergraduate courses.

90 – 100	A+	70 – 74	B	50 – 54	C–
85 – 89	A	65 – 69	B–	40 – 49	D
80 – 84	A–	60 – 64	C+	0 – 39	E
75 – 79	B+	55 – 59	C		

A restricted pass (R) is only available at 100- and 200-level.

Note that you may be required to achieve a certain standard in the final exam in order to obtain a passing grade.

The Department reserves the right to adjust marks, and consequently grades, up or down, in order to achieve consistency of assessment standards.

### **Reconsideration of Grades**

Students should, in the first instance, speak to the course co-ordinator about their marks. Students may apply in writing to Registry within four (4) weeks of the date of publication of final results for a reconsideration of a final grade.

### **Appeals**

Students may appeal any decision made, see the UC Calendar for the appeals process. Note that there are time limits for each step of the appeals process.