

# General Information for Students 2021

## Te Kura Pāngarau | School 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 a School's grievance contact about any issues, concerns or recommendations that you might have. Details for the School's grievance contacts and course advisors are found at <http://www.canterbury.ac.nz/engineering/schools/mathematics-statistics/student-advice-and-resources/>. Should there still be matters unresolved approach the Head of School.

### Safety and freedom from harassment

At UC, you have the right to safe learning conditions, free from harassment (including bullying) or discrimination. For advice about your options contact [studentcare@canterbury.ac.nz](mailto:studentcare@canterbury.ac.nz) or 369 3388 (internal 93388). The School has zero tolerance for harassment, bullying and discrimination and you may also raise concerns with your lecturer. In an emergency situation, contact UC Security 0800 823 637.

### 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 named 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 School reserves the right not to mark the work.

### Students with Disabilities

For information about what Equity & Disability Services are offering and their current location on campus see their website <https://www.canterbury.ac.nz/equity-disability/>. To contact Equity & Disability Services, phone 369 3334 (internal. 93334) or email <mailto:disabilities@canterbury.ac.nz>. Details for the School's disabilities contacts are found at <http://www.canterbury.ac.nz/engineering/schools/mathematics-statistics/student-advice-and-resources/>

### Workload

As a general guide, the average student should expect to spend about 150 hours on a 15 point course, which comes to approximately 10 hours per week for a 12 week semester on average.

### **Late Work**

Late work is work that is submitted after the deadline for the assessment item. Unless otherwise specified in the course outline or in the instructions of the assessment item or agreed with the course coordinator late work will not be accepted.

Students who enrol late into a course must immediately contact the course coordinator to make arrangements for assessment items they have missed due to their late enrolment.

In case of illness or crisis or other critical circumstances a student may request an extension. This request must be made to the course coordinator, other than in exceptional circumstances, before the deadline of the assessment item and must be supported by a medical certificate or other evidence.

### **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.**

### **Special Consideration of assessment items**

Special consideration provisions are intended to assist students who have covered the work of a course but have been prevented by illness or other critical circumstance or participation in national cultural groups or as national sporting representative at the time of assessment from demonstrating their mastery of the material or skills. Applications should be submitted online, see <http://www.canterbury.ac.nz/study/special-consideration/how-to-apply/> for how to apply.

Special consideration provisions are described in the "General course and examination regulations" in the UC Calendar. Applications must be made to the Records, Examinations and Graduation Office as soon as practicable, normally within five working days of the due date for the required work or the date of the examination or the selection as a national representative. Applications for special consideration must be supported by sufficient evidence.

Note that you may be required to undertake an alternative special assessment if you have not performed at a satisfactory level in a substantial proportion of the assessment items for the course. Special consideration is not available for items worth less than 10% of a course or other assessment items as specified in the course outline of a course. In case of absence from a test you should also contact the course co-ordinator about alternative assessment before submitting an application for special consideration.

### **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 pass is 50 and over. Note that a C– prior to 2012 is a restricted pass and cannot be used as a prerequisite.

For non-numerical grades see <http://www.canterbury.ac.nz/aqua/grading.shtml>

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

The School 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.

### **Event of Significance**

In the event of an emergency which makes the course delivery and/or assessment untenable, the course coordinator has the right to

- a) vary the form, timing, and delivery of all forms of instruction and associated materials;
- b) vary the nature, weighting and timing of any or all assessment items; and
- c) award pass (P) or fail (F) grades in lieu of commonly used letter grades such as those in the range A+ to E.

Any such variations might be applied non-uniformly in response to individual students' circumstances. All such variations must be made with the intent of delivering a course as close to the original as is practical under the circumstances created by the emergency.

### **Assessment when exam invigilation is unavailable (applicable to approved online students)**

Course coordinators will select one of the following options:

*Option 1: All assessment for the course will be "open book" for all enrolled students, both online and on-campus. Allowed resources will be clearly explained; submitted work must be the student's own and may be processed via Turn-it-in or other plagiarism detection software.*

*Option 2: Online students will complete the same assessment items as on-campus students. If a major piece of assessment is invigilated for on-campus students but not for online students then only F/P final grades will be awarded to online students. Submitted work must be the student's own and may be processed via Turn-it-in or other plagiarism detection software.*

*Option 3: Online students will complete the same assessment items as on-campus students and course coordinators will verify student performance via one of the following authentication mechanisms:*

- *video-link monitoring while major assessment items are completed, or*
- *an oral examination via video-link, or*
- *a supplementary written exam administered on-campus in a subsequent examination period.*

*Course outlines will specify the mechanism to be used, and students receive a grade on the E-A+ scale once authentication is complete.*