

## IMPORTANT INFORMATION FOR UNDERGRADUATE STUDENTS

The School of Mathematics has adopted a number of policies relating to enrolment, attendance, assessment, plagiarism, cheating, special consideration etc. These are in addition to the policies of the University. Individual Maths courses may also adopt other policies in addition to or replacing some of the School ones. These will be clearly notified in the Course Initial Handout and on the Course Home Page on the Maths web site. Students in courses run by the School of Mathematics should be aware of the School and Course policies by reading the appropriate pages on the Maths web site starting at:

<http://www.maths.unsw.edu.au/students/current/policies/studentpolicy.html>

The School of Mathematics will **assume that all its students have read and understood the School policies** on the above pages and any individual course policies on the Course Initial Handout and Course Home Page. Lack of knowledge about a policy will not be an excuse for failing to follow the procedures in it.

**The following is a brief outline of some of the most important Maths policies.**

### 1. Course Enrolment, Tutorial Enrolment

It is the student's responsibility to know the rules for their degree program and be enrolled in the correct courses by the census date. The School of Maths can advise students if needed, but is not responsible for the student's program as it is not the Program Authority for any undergraduate program.

Students must be enrolled in a tutorial with the School of Maths no later than week 4 if there are tutorials for a course. All assessment is recorded by tutorial and marked tests and assignments are normally handed back through tutorials. If a student is not in a tutorial then the student's marks may not be recorded.

### 2. Notices

Any general announcement to students will be given in lectures and placed on the Course Home Page.

An email sent to students at `z<stuno>@student.unsw.edu.au` will be viewed as an official communication and the School of Maths will assume that it has been read within 3 working days.

Students communicating with the School of Maths must include their student number or a reply may not be given.

### 3. Attendance and participation during session

It is UNSW policy that attendance at lectures, tutorials etc is compulsory unless the student has permission of the Registrar. Consequently the School of Maths expects students to fully participate in all classes during the session.

In line with this, the School of Mathematics marks the roll at all tutorials. If a student does not attend at least 70% of the tutorials then they may not be eligible for any special consideration if that is needed.

It is expected that students attempt all tests, assignments, etc during the session unless prevented by illness or misadventure. Tests and assignments are designed to test student's current knowledge and to provide an ongoing learning experience. Special consideration for final exams will not be given to students who miss more than a small number of tests or assignments. An exception may be made for long-term documented illness or misadventure.

### 4. Cheating and Plagiarism

Cheating at tests, exams or on assignments, and plagiarism of work by other people are all treated as Academic Misconduct and are severely punished. The University has adopted a new policy on plagiarism from S2 2005.

See <http://www.lc.unsw.edu.au/plagiarism/index.html>

Also see <http://www.maths.unsw.edu.au/students/current/policies/misconductpolicy.html>

### 5. Release of Marks, Disputes over Marks

The School of Maths endeavours to record student's test and assignment marks and display them on its secure student web portal within 7 days of the work being handed back to the student.

If a student has a dispute over the mark awarded then they must take the matter up as soon as possible with the tutor who marked the piece of work (or otherwise the Course Convenor). If it is not resolved at that time, then the student may appeal (see the Maths web pages for more information on this).

Disputes over incorrect recording of marks must be taken up no later than the first day of the final examination period. After that day no recorded during-session mark will be changed even if we have made an error.

The provisional final marks in each Maths course will be available on the Maths secure student web portal on the Friday following the last day of exams. Note that this is earlier than the official final marks are released by the University so as to give students notice of possible additional assessment. The marks are not official until they are released by the University, usually a week after this.

Disputes over final marks awarded must be taken up following UNSW guidelines with the Course Convenor, Director of First Year or Executive Assistant and if necessary UNSW Student Central within 15 working days of the release of the results.

## 6. Special Consideration for Illness or Misadventure

Special consideration may be granted for an illness or misadventure (that is, some other event that occurs that is outside the student's control) that affects a student's study in more than a minor way. This does not apply to things that affect a student's study that are employment related as the University expects that employment will not affect a student's study. Things related to a student's social or sporting life are also not included.

See also <http://www.maths.unsw.edu.au/students/current/policies/illnesspolicy.html>

In all cases where a student wishes to ask for special consideration, then the student must present proper documentation – either a doctor's or counsellor's certificate for an illness or suitable documentation of the misadventure (such as a police report).

### The procedure in cases of illness or misadventure is:

- a. If you miss a lecture, you do not need to notify us.
- b. If you miss a tutorial, give the tutor documentation at the next tutorial and ask that it be indicated on the roll.
- c. If you miss a class test at a tutorial, give the tutor documentation at the next tutorial and ask that they indicate it on the mark list and roll. If the test is at a lecture, give documentation to the Course Convenor.
- d. If you miss a class test worth at least 20% of the final mark, then apply for special consideration through UNSW Student Central and give the Course Convenor a copy of the application as soon as possible.
- e. If you miss an assignment, give documentation to the Course Convenor. Note that as assignments are available for an extended period, the illness or misadventure must be of an extended nature and not just on the last day or so before the due date.
- f. If you miss a final exam through illness or misadventure or are significantly affected by such during the exam period, then apply for special consideration through UNSW Student Central. There is no need to give a copy to the School.
- g. If you have long-term illness or misadventure then you should consult and register with the Director of First Year or Executive Assistant of the School as early as possible. Claims for long-term problems will normally not be accepted after the examination period has started and definitely not after the results are released.

## 7. Additional Assessment Exams

See the full policy at <http://www.maths.unsw.edu.au/students/current/policies/addasspolicy.html>

There are two types of Additional Assessment: Normal and Concessional. The actual exam is the same for both.

Maths runs all its Additional Assessment Exams on the first Tuesday to Thursday after the official marks are released by the University. **For S2 2005 the dates are 13-15 December.** The detailed Timetable is normally available on the Maths web site the week before the Additional Assessment Exams are held.

If awarded an Additional Assessment Exam you must take it at the announced time within that period (unless you have two Maths exams at the same time). For Normal Additional Assessment only, exceptions to this rule may be made if there is a long-term illness or misadventure registered in advance with the Director of First Year or Executive Assistant.

### a. Normal Additional Assessment

Permission to take a Normal Additional Assessment Exam may be granted to students who miss the final exam through illness or misadventure. For such students the Additional Assessment Exam mark will take the place of the final exam mark.

Permission to take a Normal Additional Assessment Exam may also be granted to students who are seriously affected by illness or misadventure during the exam period and who have failed or whose performance is significantly less than expected on the basis of during-session assessment. For such students any Additional Assessment Exam mark will replace the final exam mark and the final mark re-calculated (**up or down**) accordingly (unless that reduces the final mark from a pass to a fail in which case the final mark will be 50).

In both cases the student must apply and provide proper documentation through UNSW Student Central.

**No Normal Additional Assessment Exam will be awarded unless the student has adequately participated in their class during the session. This is taken as meaning: attending at least 70% of the tutorials and having an overall during-session mark of at least 40%.**

Permission to take the Normal Additional Assessment Exams will be shown on the provisional and official final marks by a **grade of WC**.

Maths will try to notify students who are awarded Normal Additional Assessment by email, but it is still the student's responsibility to check if they have been awarded it. They do not need to notify the School that they are attending. Disputes over non-awarding of Normal Additional Assessment must be taken up with the Director of First Year or Executive Assistant **before** the Additional Assessment exam period commences.

### b. Concessional Additional Assessment

Concessional Additional Assessment is **automatically awarded** to any student taking a MATH2### or MATH3### course (but to no others) who gets a mark of 40 to 49. The maximum mark that can be awarded after Concessional Additional Assessment is 50.

Permission to take Concessional Additional Assessment is **not notified in any way** other than by this general policy. Students do not need to notify the School that they are attending.