



SEMESTER 1 2014 - IMPORTANT INFORMATION FOR UNDERGRADUATE STUDENTS

The School of Mathematics and Statistics 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. Please take the time to read the following policies.

Individual courses may also adopt other policies in addition to or replacing some of the School ones. These will be clearly notified in the Course Outline on Moodle and on the Course Home Page on the School of Mathematics and Statistics web site.

<http://www.maths.unsw.edu.au/currentstudents/course-homepages>

Students in courses run by the School of Mathematics and Statistics should be aware of the School and Course policies by reading the appropriate pages on the School of Mathematics and Statistics web site.

The School of Mathematics and Statistics 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 Mathematics and Statistics School policies.

1. Course and Tutorial Enrolment

It is each student's responsibility to know the rules for their degree program and be enrolled in the correct courses by the census date. This information can be found through the 2014 UNSW On-Line Handbook at the following web site:

<http://www.handbook.unsw.edu.au/2014/index.html>

The School of Mathematics and Statistics can advise students if needed, but is not responsible for the student's program requirements as it is not the Program Authority for any undergraduate program.

Students must be enrolled in a tutorial with the School of Mathematics and Statistics no later than week 1 if there are tutorials for a course. After the end of week 1 you will no longer have access to make changes to your timetable on MyUNSW.

2. Email

The University's official form of communication to student's is through email sent to the student's UNSW email account at z<student id>@student.unsw.edu.au. An email sent to student's at z<student id>@student.unsw.edu.au will be viewed as official and the School of Mathematics and Statistics will assume that it has been read within 3 working days. It is your responsibility to check these emails. You can arrange for your UNSW email to be redirected to your preferred e-mail account by logging on to the following address:

https://www.it.unsw.edu.au/students/zmail/redirect_external.html You will need your student number and Zpass to be able to do this

3. Attendance and participation during term

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

In line with this, the School of Mathematics and Statistics 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 requested.

All assessments are recorded by the tutor, and marked tests and assignments are normally handed back in the tutorials after being marked. If a student is not in a tutorial then the student's marks may not be recorded and you should go to the Student Services Office on Level 3.

It is expected that students attempt all tests, assignments, etc during the semester unless prevented by illness or misadventure. Tests and assignments are designed to test students' current knowledge and to assist with ongoing learning. 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. Program Leave or Discontinuation

From Semester 1 2014 students can apply for Program Leave or Discontinuation of Program on-line through MyUNSW at the following address. This needs to be completed before the Census Date of March 31st for Semester 1 and 31st August for Semester 2.

http://iaro.online.unsw.edu.au/program_leave/login.main

5. Cheating and Plagiarism

Cheating at tests, exams or copying of assignments or any other person's work are all treated as Academic Misconduct and are severely punished. The University also has a strong policy on plagiarism.

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

Also see

<https://student.unsw.edu.au/conduct>

6. Release of Marks, Disputes over Marks

The School endeavours to return student's tests and assignments within a short time and the marks for these are then displayed on the Maths and Statistics secure student web portal within 7 days of the work being returned.

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. For information see:

<http://www.maths.unsw.edu.au/currentstudents/assessment-policies>

Disputes over incorrect recording of marks must be taken up no later than the first Friday following the end of semester. For Semester 1 2014 this cut-off date is Friday 6th June. After that day no recorded during-semester mark will be changed even if we have made an error.

The provisional final marks in each Mathematics and Statistics course will be available on the Maths and Statistics secure student web portal about one week after the end of the exam. 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 Director of Undergraduate Studies, as appropriate, 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 anything that affects a student's study that is employment related as the University expects that employment will not affect a student's study. Anything related to a student's social or sporting life is also not included.

See also

<http://www.maths.unsw.edu.au/currentstudents/special-consideration-illness-misadventure>

In all cases where a student wishes to ask for special consideration, then the student must have supporting 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 MyUNSW.
- 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 MyUNSW. There is no need to give a copy to the School.
- g. If you have a long-term illness or misadventure then you should consult and register with the School Director of First Year or Director of Undergraduate Studies, as appropriate, as early as possible. Claims for long-term problems will normally not be accepted once 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/currentstudents/assessment-policies>

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

The School will run all its Additional Assessment Exams on the Monday and Tuesday after the official marks are released by the University. The detailed Timetable is normally available on the Maths and Statistics web site the week before the Additional Assessment Exams are held.

Additional Assessment Exams for Semester 1 2014 will be held 21st July and 22nd July.

If awarded an Additional Assessment Exam you must take it at the announced time within that period (unless you have two Mathematics or Statistics 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 Director of Undergraduate Studies, as appropriate, as early as possible. Students do not need to notify the School that they are attending.

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-semester 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 MyUNSW Special Consideration submission.

Note that NO Normal Additional Assessment Exam will be awarded unless the student has adequately participated in their class during the semester. This is taken as meaning: attending at least 70% of the tutorials and having an overall during-semester (before final exam) 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**.

The School 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. Disputes over non-awarding of Normal Additional Assessment must be taken up with the Director of First Year or Director of Undergraduate Studies **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 this notice**. Students do not need to notify the School that they are attending.

John Steele,
Director of Undergraduate Studies

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