

Cosc Standard Academic Rules, Regulations, and Guidelines (CSARRG^{*})

Computer Science Academic Committee

February 14, 2007

1 Introduction

This document outlines the standard academic rules and regulations that all Computer Science (Cosc) students are required to abide by. This document supplements the University Calendar which provides the definitive regulations of the University. The standard Cosc rules and regulations concerning use of equipment and other facilities are detailed in an accompanying handout. Copies of both of these important documents can be read on the web at URL http://www.cosc.canterbury.ac.nz/students/current/impd_docs.html. Any variation from these guidelines will be documented in the initial course handout. Details on assessment within this document form the department's adaptation of the University's "Assessment Guidelines".

2 Course Grades

In order to pass the course:

- You must meet the absolute passing mark for the class. (In other words, the percentage on all your scored items must meet the absolute passing mark set for the class.) Marks are sometimes scaled to achieve consistency between courses from year to year, thus, specific passing marks are identified on a class by class basis. For example, a total mark of 50% would typically be required to achieve a C pass, but this will vary. A C pass indicates that we believe you have (just) mastered the material in the course. Your ranking in the class may be a more useful indicator of your progress; students ranked above you will receive higher grades, and vice versa.
- You must average at least 45% on the invigilated assessment items. (Invigilated assessment items are those completed under exam conditions, such as oral and written exams and lab tests.) If you achieve less than 45% over these items, you will receive a C- (for 100- and 200-level courses only), D, or E, depending on your marks.

3 Requirements for Assessment

3.1 Policy on Assignments and Projects

1. Normally, the penalty for late submission is an *absolute* deduction of 15% of the maximum possible mark.
2. Normally the department runs a "drop-dead" date that is one week after the original submission date. Work received after this time will receive no credit.

^{*}Pronounced 'sarg'.

3. The course supervisor or lecturer may allow an extension if factors beyond your control (such as illness or family bereavement) affect your ability to complete work on time. A heavy workload is not considered grounds for an extension.
4. When the assignment specifies that information sources are to be used for reference, any sources contributing to your submission must be acknowledged. Literature retrieved from the library must be cited, so must information retrieved from the Internet or any other source. Where you are reproducing text (even just a short phrase) verbatim from a book or the Internet, you should put it in quote marks, and give a reference in the text to where it is being quoted from. It is not appropriate to have large portions of your work copied directly from other sources. Failure to do so may result in the work being reviewed under dishonest practice guidelines.
5. For each item of assessment, you will receive an email message stating your mark, the class mean (average), your position in the class, and the contribution of your assessment towards your final grade.

3.2 Dishonest Practice

The Department encourages students to work together on *non-assessed* work. When doing *assessed* work, however, there are strict rules on impermissible collaboration. These rules are detailed below.

1. Unless the person setting the assignment or project specifies otherwise, all such work is to be done individually.
2. Discussion at the level of general principles of assignment work in progress is permitted, but discussion of details is not.
3. Copying assessed work, even with subsequent modification, is strictly forbidden. So, too, is cooperative development of assessed programs, or providing others with copies of assignments, assessed programs etc. Looking at another student's computer program, or inviting students to look at yours, whether on paper or on a screen, is prohibited. This matter is viewed very seriously since it strikes at the heart of the whole assessment process. Students are reminded that when one student cheats, any advantage gained is at the expense of other students.
4. You must cite the sources of material that you adapt or include in your work. For example, if you are writing an essay and you want to include a passage from elsewhere, *you must* place the extracted text in quotes and cite the source. If you change the phrasing, you should not put the text in quotes, but you must cite the source. Similarly, if you are giving an oral presentation (a talk or a seminar), you must state the sources of your material.
5. The *minimal* penalty for dishonest practice is to give *all* parties a zero score for the assessment item. Note that even if a student completes the work on their own, then gives it to another, both students will be given zero as a minimal punishment. The department has the option of referring cases to the University proctor.
6. The Dishonest Practice and Breach of Instruction section of the General Course and Examination Regulations (University Calendar) applies.

Students should note that sophisticated automated comparison of electronic submissions will be used routinely. Many cases of dishonest practice have been detected since the introduction of automated comparison.

If you do not understand any of these rules, or if you do not know whether a collaborative activity is permissible or not, please ask a member of staff for clarification.

3.3 Access to Past Papers

Copies of past papers (test and exams) will normally be accessible from the course's web pages. Solutions to past paper questions will not normally be provided, although some lecturers may choose to provide them.

4 Aegrotat Consideration

For information of late submissions and extensions, see section 3.1.

4.1 Aegrotats

If factors beyond your control (such as illness or family bereavement) prevent you from completing some item of course work, or prevent you from giving your best, then you may be eligible for aegrotat consideration. Aegrotat procedures are documented in Section H of the General Course and Examination Regulations in the University Calendar. Course specific aegrotat information may be provided in the Initial Course Handout. Appeals must be made within seven days of the test date or the assignment due date. Supporting evidence, such as a medical certificate, is normally required. If in doubt, talk to one of your lecturers.

4.2 Alternative Arrangements for Tests and Assessments Due to Sporting and Cultural Activities

The department will, wherever possible, give favourable consideration to making alternative arrangements for students who would miss tests or assessments due to national sporting or cultural activities.

Conditions for application for special arrangements are detailed below.

- Students must have been selected to perform, compete, adjudicate or officiate as national representatives, or at national or international competitions, or students must be members of a national cultural group on tour nationally or internationally.
- Applications must be returned to the Head of Department as early as possible, and no later than four weeks before the assessment due date or the test date. Application forms are available from the departmental secretary (room 301).
- Students must be prepared to meet the cost of the alternative arrangements.
- Regardless of the strength of a student's application, there is no guarantee that alternative arrangements will be made.

4.3 General Appeals

Concerns about the course should normally be directed to the lecturers or course supervisor first. They may also be directed to the Head of Department. If you are concerned about anonymity, the Class Representative or the Students' Association can be used to voice your concerns.

5 Reconsideration of Grades

For information on reconsideration of grades in major tests or other major work, see section F of the General Course and Examination Regulations in the University Calendar.

For information on reconsideration of a final grade, see section C of the General Course and Examination Regulations in the University Calendar.

6 Course Reviews

During the course you will have the opportunity to assess the quality of teaching in the course. At the end of the course you will be asked to assess the course overall.

Please make constructive use of these opportunities. Lecturers pay great attention to the feedback they receive in order to improve the course and their teaching for you (in later courses) and for future students.

7 Provisions for Students with Disabilities

The department will, wherever possible, make appropriate arrangements for students with disabilities. Students with disabilities should see the Course Supervisor as early as possible.

Students with disabilities should consult with the Disabilities coordinator for guidance and assistance.

8 Contingency Lecture Times

In all courses additional lectures may occasionally need to be scheduled where normal lecture times are disrupted owing to the lecturer being unavailable. Should this occur, the lecturer involved will endeavour to give as much notice as practicable. Such lectures may be scheduled on Fridays (3-5pm) and/or Monday-Friday at 5pm.