Built Environment and UNSW Academic Policies 2014
(Last updated April 2014)

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Built Environment Student Attendance Requirements

At BE, there is an expectation that students attend all scheduled classes, as the learning, feedback and assessments that occur within classes are invaluable to student progress. Failure to attend scheduled classes often results in students missing the opportunity to develop the capabilities expected to be demonstrated within assignment work. If students attend less than 80% of their possible classes, they may be refused final assessment. A roll may be taken in some courses and it is your responsibility to ensure that your name and signature are recorded.

More on Attendance at UNSW: https://my.unsw.edu.au/student/atoz/AttendanceAbsence.html

Units of Credit (UOC) and Student Workload

The University's academic structure is based on units of credit (UOC). Every course in the University has a UOC value. Program requirements are defined, in part, in terms of the completion of a specified number of UOC.

Full-time enrolment for one year is defined as 48 UOC (24 per semester). Irrespective of Program or stage in which a course is taken, it has the same UOC value and generates the same load for student contribution charges and fees. All courses are measured in whole UOC.

The normal workload expectation of a course is generally a minimum of 25 hours* per semester for each UOC, including class contact hours, outside learning activities, preparation and time spent on all assessable work. For a full-time enrolled student, the average workload across the 16 weeks of teaching, study, and exam period equates to approximately 37.5 hours per week.

* Note: In some courses, there may be reasons for greater time requirements.

Course and Teaching Evaluation and Improvement (CATEI)

UNSW is committed to achieving continued improvement in the quality of teaching, courses and programs. The Course and Teaching Evaluation and Improvement (CATEI) process is a key component of university policy in this area.

CATEI is available for all courses opening towards the end of each semester. CATEI is completely anonymous. It is not compulsory for students but participation is strongly encouraged.

Academic Honesty and Plagiarism

UNSW is committed to helping students understand the conventions which govern academic study and research and thereby avoid action which may result in an allegation of misconduct. The various types of academic misconduct are explained in the following page: https://student.unsw.edu.au/conduct

Plagiarism is using the words or ideas of others and passing them off as your own. It is a type of intellectual theft. It can take many forms from deliberate cheating to accidental lack of suitable acknowledgement of material from secondary sources. More examples of plagiarism can be found at: https://my.unsw.edu.au/student/atoz/Plagiarism.html

Plagiarism can have serious consequences and it is important that students are aware of what it is and how to avoid it. Ignorance of the rules is not an acceptable defence.

The *Plagiarism Policy Statement* (www.gs.unsw.edu.au/policy/documents/plagiarismpolicy.pdf) and the *Managing Plagiarism for Students Enrolled in Coursework Programs – Procedure* (www.gs.unsw.edu.au/policy/documents/plagiarismprocedure.pdf) have been approved, effective from the 10th December 2013.

The *Plagiarism Policy Statement* applies to all students (coursework and research) and is used to determine next steps when an allegation of plagiarism is made. The Procedure applies only to coursework students in relation to the process management of plagiarism allegations against students. The plagiarism handling procedure for research students is covered by the policy document *Procedure for Handling Allegations of Research Misconduct* (www.gs.unsw.edu.au/policy/documents/researchmisconductproc.pdf).

A full explanation of plagiarism in the context of the Built Environment is available at: www.be.unsw.edu.au/student-intranet/assignments-and-plagiarism (requires zPass login)

Be aware that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

Support resources include:
- The Learning Centre provide individual consultations - www.lc.unsw.edu.au/contact.html
- Online Academic Skills Resource - www.lc.unsw.edu.au/olib.html
- Plagiarism & Academic Integrity - https://student.unsw.edu.au/plagiarism
- Plagiarism: Essential information for avoiding plagiarism
  https://my.unsw.edu.au/student/academiclife/Plagiarism.pdf

Plagiarism Declaration Forms are required to be included with every piece of submitted work, accessed through the above page. It will be assumed that every student has read and understood the requirements in relation to academic honesty and plagiarism.

Turnitin is an online service linked to Moodle used to help identify and prevent plagiarism. It is used in some courses to check the originality of papers and citation practices in students' work. More information can be found at: https://student.unsw.edu.au/turnitin-support

Grades

Grades for assessments are determined in accordance with the following categories:

Grade	Mark Distribution	Academic Standard
HD - High Distinction	85 - 100 %	Outstanding performance
DN - Distinction	75 - 84 %	Superior performance
CR - Credit	65 - 74 %	Good performance
PS - Pass	50 - 64 %	Acceptable performance
FL - Fail	5 - 49 %	Performance below minimum level of competence
AF - Absent Fail	0 %	Failure to submit
WD - Withheld		Mark withheld pending submission of assignment(s)

A full explanation of UNSW Grades are available at:
https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html

Late Submissions Penalties

The penalty for a late submission (exempting Special Consideration cases) is to be a **deduction of 10% of the total assessable mark per working day** (i.e.: 10% off 100%) after the submission date. This deduction is for the nominated assignment task only. The table below provides the calculations for a mark awarded to a submission out of 100.

Mark that submission deserves	Mark after 1 day	Mark after 2 days	Mark after 3 days	Mark after 4 days	Mark after 5 days
90	80	70	60	50	40
80	70	60	50	40	30
70	60	50	40	30	20
60	50	40	30	20	10
50	40	30	20	10	0
40	30	20	10	0	0

Special Consideration - Illness & Misadventure

On some occasions, sickness, misadventure, or other circumstances beyond your control may prevent you from attending class or submitting work for assessment on time. UNSW has procedures that allow you to apply for special consideration in these situations. Students requesting consideration or extension for assignment submission must follow Special Consideration application procedures stated below.

Academic staff will not accept medical certificates in place of a formal application submitted via UNSW Student Central. Students should note that submitting a request for Special Consideration does not automatically mean that you will be granted additional assessment, or awarded an amended result.

Procedures Applications for Special Consideration:
1. You must make formal application for Special Consideration for the course/s affected as soon as practicable after the problem occurs and **within three working days of the assessment to which it refers**.

2. The application must be made via Online Services in myUNSW**. You must obtain and attach Third Party documentation before submitting the application. Failure to do so may result in the application being rejected.**

    Log into myUNSW and go to *My Student Profile tab > My Student Services channel > Online Services > Special Consideration*.

3. Submit to UNSW Student Central - https://student.unsw.edu.au/student-central
    - Originals or certified copies of your supporting documentation (Student Central can certify your original documents), and
    - A completed Professional Authority form:
    https://my.unsw.edu.au/student/academiclife/ProfessionalAuthority.pdf

    NOTE 1: The supporting documentation must be submitted to Student Central for verification within three working days of the assessment or the period covered by the supporting documentation. Failure to do so may result in the application being rejected.

More information is available at:
https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

Extension of Deadlines

In the rare occasion where a general class extension is requested it will only be considered when sought at least a week prior to the submission date. This is to guard against disadvantaging people who plan their work ahead to avoid submission clashes that are known well in advance. You should check the submission dates for your course against those for your other courses and ensure that any clashes are resolved well in advance of the deadlines.

Learning Support Services

Lecturers and tutors are the immediate points of assistance when you have any questions about course materials, assessments, or any difficulty in understanding aspects of the course. Lecturers and tutors should also be consulted when medical, personal or emotional problems are affecting your academic performance.

Each program / discipline has someone who is responsible for that particular area of study. These staff members can provide academic advice and information about rules and requirements of the program.

The university offers a comprehensive range of services that provide support to students. The *Life at UNSW* page gives links to a range of these services:
www.unsw.edu.au/life

The Learning Centre
The Learning Centre (www.lc.unsw.edu.au) provides a wide range of academic support services to UNSW students. Assistance is available through workshops in academic skills, individual consultations, discipline-based learning and language programs, and the resources of the Independent Learning Centre - an academic skills resource library. All services and programs are provided free of charge.

Student Equity and Disabilities Unit (SEADU)
Those students who have a disability that requires some adjustment in their learning or teaching environment are encouraged to discuss their study needs with the course convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (www.studentequity.unsw.edu.au - 9385 4734). Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

UNSW Counselling Service
The Counselling Service offers a broad ranging support service for students at the University. Through the COMPASS programs students can access services including individual counselling, skills development courses and self-help resources. Details are available at:
www.counselling.unsw.edu.au

Back on Track Program
www.backontrack.unsw.edu.au

Policies and Procedures for Research Candidates

The Research Gateway (https://research.unsw.edu.au) is the portal to resources, events and news on research activity within UNSW.

Researchers must conduct their activities in an ethical and professional manner. The policy on *Research Code of Conduct* can be found at:
https://www.gs.unsw.edu.au/policy/documents/researchcode.pdf

The full set of research policy and procedure links covering admissions & scholarships, award conditions, conducting research, and thesis submission & examination, can be found at:
https://research.unsw.edu.au/graduate-research-school-policy-and-procedures

Also included in the above page are forms for Admissions & Scholarships and Candidature & Thesis.

Occupational Health & Safety

Everyone is entitled to work under safe conditions, commonly known as OHS (Occupational Health & Safety). OHS impacts on all organisations and all their operations.

UNSW Built Environment operates within the framework of the UNSW OHS Policy and to maintaining a safe working environment for all of us.

Full details of OHS with the Built Environment can be found at:
www.be.unsw.edu.au/student-intranet/ohs

UNSW Work Health and Safety (WHS) Policy
www.gs.unsw.edu.au/policy/documents/ohspolicy.pdf

Student Wellbeing, Heath and Safety
https://student.unsw.edu.au/wellbeing

Safety for Students: The Inner Mother - Video
http://tv.unsw.edu.au/video/safety-for-students-the-inner-mother

Fieldwork
Off campus work and activities present some of the greatest risks to staff and students. It is therefore extremely important that the UNSW procedures are followed and an appropriate code of conduct is adhered to.

Fieldwork Procedures, Guidelines and Forms
www.ohs.unsw.edu.au/hs_hazards/fieldwork.html

Fieldwork Code of Conduct
www.be.unsw.edu.au/sites/default/files/upload/pdf/ohs/downloads/Student_Fieldworkcode.pdf

OHS Queries
For queries relating to Occupational Health and Safety (OHS), visit www.ohs.unsw.edu.au.

The University Health Service is located in South East Corner of the Quadrangle Building.

The UNSW Emergency telephone number is 9385 6666

Red Centre Emergency Evacuation
Evacuate to the lawn opposite the building and to the Village Green as directed by wardens.

If the alarm sounds, evacuate the building as instructed via the stairwells

The alarm sounds like a 'whoop' followed by voice message to evacuate

To report a Hazard or Incident on-line:
1. Go to *myUNSW* - https://my.unsw.edu.au

2. In *My Student Profile*, click *Harm-to-Zero* and follow prompts.