

General Course Information

General Information for Courses 2017

The following is general information that applies to all courses administered by the Department of Physics and Astronomy. Course specific details will be found in the Information sheets for the individual courses.

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 will be 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 an Academic Liaison representative about any issues, concerns or recommendations that you might have.

[Assoc Prof Michael Albrow](#) (Room 616, Phone no. 364 4863, michael.albrow@canterbury.ac.nz) is in charge of liaison with students in Physics and Astronomy courses.

Should there still be unresolved matters please approach the Head of Department, Professor Mike Reid (Chemistry: Room 530, DDI: +64 3 364 2548 or mike.reid@canterbury.ac.nz).

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. The Department reserves the right to refer dishonest practices to the University Proctor and where appropriate to not mark the work.

Calculators

The Department of Physics and Astronomy requires all calculators used in

exams or tests to be of an approved type, i.e. one that cannot store information, for example a Casio FX82 is approved.

In order to be allowed into an exam or test any calculator must have been checked and bear an official sticker.

Students with Disabilities

Contact the Disability Resource Service, level two, James Hight Building. Phone: 364 2350 (or ext. 6350), email: disabilities@canterbury.ac.nz. For further information on what is offered see their website <http://www.canterbury.ac.nz/disability/>.

Workload

Success at University study requires study outside of set lecture hours. A standard 15 point course represents 150 hours of student work. As a general guide, the average student is responsible for approximately:

- one hour of additional study for each timetabled hour at the 100-level,
- two hours of additional study for each timetabled hour at the 200-level
- three hours of additional study for each timetabled hour at the 300-level.
- four hours of additional study for each timetabled hour at the 400-level.

At times some students will need more than these hours to grasp difficult concepts.

Late Work

Students should check with the course Co-ordinator whether or not late work is accepted and what penalties may apply. Requests for submitting work late should be accompanied with a detailed explanation of why the work is late. This must be done well in advance of the due date for the work.

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.

Aegrotat Consideration

Students may apply for special consideration if their performance in an assessment is affected by extenuating circumstances beyond their control.

Applications for special consideration should be submitted via the Examinations Office website

<http://www.canterbury.ac.nz/exams/aegrotats.shtml> within five days of the assessment.

Where an extension may be granted for an assessment, this will be decided by direct application to the Course co-ordinator and an application to the

Examinations Office may not be required.

Special consideration is not available for items worth less than 10% of the course.

Students prevented by extenuating circumstances from completing the course after the final date for withdrawing, may apply for special consideration for late discontinuation of the course. Applications must be submitted to the Examinations Office within five days of the end of the main examination period for the semester.

Note that you may be required to sit a special exam if there is insufficient evidence of your performance from other invigilated assessment items in the course.

Marks and Grades

The Department of Physics and Astronomy follows the University of Canterbury grading scale as established in 2012 and shown here:

Grade	GPA	Marks
A+	9	90 - 100
A	8	85 - 89
A-	7	80-84
B+	6	75 - 79
B	5	70 -74
B-	4	65 - 69
C+	3	60 - 64
C	2	55 - 59
C-	1	50 - 54
D	0	40 - 49
E	-1	0 - 39

A pass is 50 marks and over.

The Physics and Astronomy Department reserves the right to adjust this mark/grade conversion up or down to achieve consistency of assessment standards.

Note that in some courses you are required to achieve a certain standard in the course work and/or the final exam in order to obtain a passing grade. See the individual handout for your courses for further information.

Reconsideration of Assessment

Students should, in the first instance, speak to the course co-ordinator about their assessment. If they cannot reach an agreeable solution, students should then speak to the Head of the Physics and Astronomy Department (Chemistry: Room 530, DDI: +64 3 364 2548 or mike.reid@canterbury.ac.nz).

Students can appeal any decision made on their final grade. You can apply at

the Registry to appeal within 4 weeks of the end of the semester. Be aware that there are time limits for each step of the appeals process.

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.