

## General Course Information

### General Information for Courses 2019

The following is general information that applies to all courses administered by the School of Physical and Chemical Sciences relating to 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 [LEARN](#) 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 number 369 5189, [michael.albrow@canterbury.ac.nz](mailto: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 School, Rudi Marquez, [rudi.marquez@canterbury.ac.nz](mailto:rudi.marquez@canterbury.ac.nz) or by phone: 369 0162.

### 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** (online information:- <http://www.canterbury.ac.nz/study/examinations/>)

All calculators used in Physics and Astronomy exams or tests are required 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 2 of the Puaka-James Hight Building (Central Library). Phone: 369 3334 or ext 93334, email: [disabilities@canterbury.ac.nz](mailto: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 100- level,
- two hours of additional study for each timetabled hour at 200- level,
- three hours of additional study for each timetabled hour at 300-level,
- four hours of additional study for each timetabled hour at 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.

### **Special Consideration (formerly known as Aegrotat Applications)**

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/study/special-consideration/> 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 School of Physical and Chemical Sciences follows the University of Canterbury grading scale as established in 2012 and shown here:

<b>Grade</b>	<b>GPA</b>	<b>Marks</b>
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 School of Physical and Chemical Sciences 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 School of Physical and Chemical Sciences: Rudi Marquez, [rudi.marquez@canterbury.ac.nz](mailto:rudi.marquez@canterbury.ac.nz) or phone: 369 0162.

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.