

## General Course Information

### General Information for Courses 2012

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.

Associate Professor Mike Reid (Room 606, Phone no. 364 2548, [mike.reid@canterbury.ac.nz](mailto:mike.reid@canterbury.ac.nz)) is in charge of liaison with students in Physics and Astronomy courses.

Should there still be unresolved matters approach the Head of Department.

### 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 can not store information, for example a Casio FX80 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, 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. 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**

Aegrotat provisions are intended to assist students who have covered the work of a course but have been prevented by illness or other critical circumstance at the time of assessment from demonstrating their mastery of the material or skills.

Aegrotat provisions are described in the "General course and examination regulations" in the UC Calendar. For an aegrotat application to be successful, there must be sufficient evidence that, in the absence of the impairment, the student would have demonstrated mastery of the course material. Aegrotat consideration is not available where results have been affected by impairment to a student's ability to learn the material for the course.

If critical circumstances have prevented you from completing an item of assessment or affected your performance, complete an aegrotat application form, available from the Registry or the Health Centre within seven days of the due date for the required work or the date of the examination. In the case of illness or injury, medical consultation should normally have taken place shortly before or within 24 hours after the due date for the required work, or the date of the test or examination.

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 University of Canterbury has a new grading scale for 2012 for conversion of final course marks to letter grades. Note that the intention is **not** to make it harder to get a particular grade. The Department of Physics and Astronomy reserves the right to adjust the final mark to achieve consistency of assessment standards.

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.

### Non-numerical grades

Grade	GPA	Definition
P	n/a	Pass
F	n/a	Fail
S	n/a	Special Pass
R	1	Restricted Pass#
X	-3	Dishonesty
I	n/a	Incomplete*

# In a course at 100- or 200-level examiners may grant restricted credit (R) which shall be equivalent to a pass for all purposes except as a prerequisite.

\* Used for abandoned PhDs or where a Masters has been awarded instead of a PhD.

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 (Professor Roger Reeves, Room 708, Phone no: 364-2572, e-mail: roger.reeves@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.