

## PROGRAMME HANDBOOK 2020

# Bachelor of Sport, Health & Physical Education

### EPSOM CAMPUS

Private Bag 92601  
Symonds Street Auckland 1150, NZ  
Gate 3, 74 Epsom Ave,  
Epsom Auckland

## FACULTY OF EDUCATION AND SOCIAL WORK ACADEMIC ROLES

Dean of Education and Social Work	Associate Professor Mark Barrow
Te Tumu	Associate Professor Te Kawehau Hoskins
Head of Initial Teacher Education	Associate Professor Fiona Ell
Associate Dean, Academic	Dr Barbara Staniforth (to 30 June 2020)
Associate Dean, Academic Transition	Dr Camilla Highfield
Associate Dean, International (Strategic Engagement)	Associate Professor Marek Tesar
Associate Dean, Pasifika	Jacoba Matapo
Associate Dean, Postgraduate	Professor Gavin Brown
Associate Dean, Research	Dr Aaron Wilson
Associate Dean, Teaching and Learning	Gail Ledger

School	Head of School
Counselling, Human Services and Social Work	Associate Professor Allen Bartley
Critical Studies in Education	Professor John Morgan
Curriculum and Pedagogy	Associate Professor Katie Fitzpatrick
Learning, Development and Professional Practice	Associate Professor Richard Hamilton
Te Puna Wānanga	Dr Helene Connor

## PROGRAMME CONTACTS

<b>Programme leader</b> Rod Philpot	Extn: 48147    Office: N528 Email: <a href="mailto:r.philpot@auckland.ac.nz">r.philpot@auckland.ac.nz</a>
--	--

Website [www.education.auckland.ac.nz](http://www.education.auckland.ac.nz)

## CONTENTS

<b>Faculty of Education and Social Work Academic Roles</b> .....	<b>2</b>
<b>Programme Contacts</b> .....	<b>2</b>
<b>Contents</b> .....	<b>3</b>
<b>Key Dates for 2020</b> .....	<b>5</b>
<b>Introduction to the programme</b> .....	<b>6</b>
<b>Regulations for the Degree of Bachelor of Sport, Health and Physical Education</b> .....	<b>7</b>
<b>Graduate Profile for the Bachelor of Sport, Health and Physical Education</b> .....	<b>9</b>
<b>DELNA (Diagnostic English Language Needs Assessment)</b> .....	<b>10</b>
What is DELNA for? .....	10
Orientation Day.....	10
Students who need further language assessment: DELNA process .....	10
More information about the DELNA process .....	10
<b>Overview of the 2020 BSporthpE Programme</b> .....	<b>11</b>
Year One Bachelor of Sport, Health and Physical Education.....	11
Year Two Bachelor of Sport, Health and Physical Education.....	12
Year Three Bachelor of Sport, Health and Physical Education .....	13
<b>Assignment Process</b> .....	<b>14</b>
Assignment Submission .....	14
Extensions.....	15
Penalties for Late work.....	15
Return of Marked Assignments.....	15
Compassionate Consideration (Unavoidable Personal Circumstances).....	15
Assessment and Grading Scale.....	16
<b>Support Systems for Students</b> .....	<b>17</b>
<b>Library: Essentials for using the Sylvia Ashton-Warner Library</b> .....	<b>18</b>
Library hours – Epsom Campus .....	18
Short Term Loan .....	18
Study Space .....	18
Computers .....	19
Workshops .....	19
<b>General University information and policies</b> .....	<b>20</b>
Academic English Language Requirement .....	20
Academic Misconduct .....	20
Academic Standing (Unsatisfactory progress) .....	21
Aegrotat and Compassionate Consideration .....	21
Appeal of Course Marks or Grades .....	21
AskAuckland .....	21
Availability of Examination Scripts .....	21
Change of Name .....	21
Children’s Act 2014 .....	21
Conceded passes.....	22
Course Deletions and Withdrawals.....	22
Deferring from a programme .....	22
Digital Resources .....	22
Enrolments.....	22
Examinations .....	22
Fees .....	22
Forms, Policies and Guidelines .....	22
General Education .....	23
Group assessment.....	23
Graduation .....	23
Inclusive Learning .....	23
Learning Resources .....	23
Lecture Capture at the University of Auckland.....	23
MyAucklandUni .....	23
Partial Resits .....	23
Personal support .....	23
Resignation from a programme .....	23
Request an official transcript.....	23
Resolution of Student Academic Complaints and Disputes .....	24
Student Charter and Responsibilities.....	24
Student email .....	25

Storage and Disposal of Student Work .....	25
Student Services Online (SSO).....	25
Submission in Māori.....	25
Texts and resources .....	25
Third party assistance.....	26
Transfers between University of Auckland, Faculty of Education and Social Work Programmes .....	26
Transfer to other Colleges / Faculties of Education.....	26
Updating addresses and personal details .....	26
University Proctor.....	26
Withdrawal from Courses .....	26
<b>Professional Requirements and Conduct .....</b>	<b>27</b>
Attendance.....	27
Cheating and Plagiarism.....	27
Referencing .....	28
Professionalism and the use of social media.....	28
Jury Service.....	28
<b>Student Feedback (University of Auckland, 2018).....</b>	<b>29</b>
Do students have to give feedback?.....	29
Make sure your feedback is constructive and effective .....	29
Types of feedback .....	29
SET .....	29
Learning and Teaching Survey .....	29
Student representatives .....	29
What happens to your feedback?.....	30
Courses with low ratings .....	30

## KEY DATES FOR 2020

### Semester One – 2020

Semester One begins	Monday 2 March 2020
Va'atelele week	Monday 2 March 2020
Mid Semester Break/Easter	Friday 10 – Monday 27 April 2020
ANZAC Day	Monday 27 April 2020
Graduation	Monday 4, Wednesday 6 and Friday 8 May 2020
Queen's Birthday	Monday 1 June 2020
Lectures end	Friday 5 June 2020
Study break	Monday 8 – Wednesday 10 June 2020
Examinations	Thursday 11 June – Monday 29 June 2020
Semester One ends	Monday 29 June 2020

### Semester Two – 2020

Semester Two begins	Monday 20 July 2020
Mid-semester break	Monday 31 August – Friday 11 September 2020
Graduation	Tuesday 22 September 2020
Lectures end	Friday 23 October 2020
Labour Day	Monday 26 October 2020
Study break	Tuesday 27 – Wednesday 28 October 2020
Examinations	Thursday 29 October – Monday 16 November 2020
Semester Two ends	Monday 16 November 2020

### Semester One – 2021

Semester One begins	Monday 1 March 2021
---------------------	---------------------

## INTRODUCTION TO THE PROGRAMME

**Nau mai rā ki Te Kura Akoranga me Te Tauwhiro Tangata, otirā, ki Te Whare Wānanga o Tāmaki-makaurau. Kia ora, talofa lava, mālō e lelei, kia orana, fakaalofa lahi atu, namaste, 你好 nǐ hǎo**

Welcome to the Faculty of Education and Social Work at the University of Auckland and Bachelor of Sport, Health and Physical Education (BSportHPE) degree.

I hope you will enjoy your studies. In this handbook you will find the Regulations and the schedules of courses needed to complete your degree. Please note that you are expected to complete your BSportHPE within the time allowed, three years full time or up to six years part time.

As programme leader for the degree, I look forward to meeting and getting to know you. So you can learn a little bit about me, I introduce myself briefly below.

### Rod Philpot



I am a Canadian-born New Zealander who has been living in Auckland since 1991. My journey to lecturing in the university has included several years as a Health and Physical Education teacher, and extensive coaching experiences, primarily in ice hockey, football and basketball. I completed my Bachelor of Physical Education and Bachelor of Education degrees at the University of Lethbridge in Canada, and my subsequent Masters and PhD at the University of Auckland. My research interests focus on social justice through critical approaches to sport, health and physical education teaching and leadership.

This booklet is designed to provide you with information specific to students in the Bachelor of Sport, Health and Physical Education. It covers useful information about University services and policies of the Faculty of Education and Social Work programmes. Further information about the University can be found in the University Calendar, and you are expected to read it for other important policies relating to being a student at the University of Auckland. It is important that you become familiar with these policies.

The BSportHPE, which is a 3-year undergraduate degree offering subjects in the fields of health education, physical education and sport studies. The degree includes a mix of practical and theory-based courses taught by internationally recognised staff in Sport, Health and Physical Education. Depending on the pathway you choose, you will also take courses offered by other Faculties in the University.

Grounded in the discipline of education, the degree is underpinned by critical inquiry in health education, human movement education, and sport studies. The programme engages with research-informed discipline knowledge in both the bio-physical and social sciences. It also recognises and values the situated, experiential nature of learning and, as such, include research-informed practical courses of study.

BSportHPE graduates will be professional, critically-oriented inquirers, competent communicators, and have strong discipline knowledge, experience and practical skills. They will have the skills and dispositions required to be community leaders who can contribute to positive change in the lives of others in the general fields of sport, health education, and physical education. Graduates will have opportunities for employment in a range of fields, which may include community health promotion and education, human services (e.g. youth services), and/or community sport, coaching or physical activity leadership. Graduates who seek a career in teaching will be eligible to apply for entry into the Faculty's graduate and postgraduate initial teacher education programmes or other graduate or postgraduate programmes related to the field.

# REGULATIONS FOR THE DEGREE OF BACHELOR OF SPORT, HEALTH AND PHYSICAL EDUCATION

The regulations for this degree are to be read in conjunction with all other relevant statutes and regulations including the Academic Statutes and Regulations.

## Duration and Total Points Value

- 1 A student enrolled for this degree must follow a programme of the equivalent of six full-time semesters and pass courses with a total value of 360 points, unless credit is granted under the Admission Regulations and/or the Credit Regulations.

## Structure and Content

- 2 Of the 360 points required for this degree, a student must pass:
  - a 330 points from the courses listed in the Bachelor of Sport, Health and Physical Education Schedule, including
    - (i) 210 points from the Core Courses listed in the Bachelor of Sport, Health and Physical Education Schedule
    - (ii) 180 points in courses above Stage I, of which at least 75 points must be above Stage II.
  - b 30 points from courses offered in either the General Education Open Schedule or the General Education Faculty Schedule approved for this degree or from a combination of these schedules, and the Academic Integrity course as specified in the Enrolment and Programme Regulations, Academic Integrity, of the *University Calendar*.
- 3 A student must consent to the disclosure of criminal convictions and any safety checks as required by the Children's Act 2014 prior to enrolment in EDUCSW 302 and SPORT 204.

**Note:** A record of criminal convictions will not prevent any student from attaining their qualifications but may limit their options with regards to available service- learning opportunities and employment opportunities.
- 4 The programme for each student requires the approval of the Dean of Faculty of Education and Social Work prior to enrolment.

## English Language Requirements

- 5 A student enrolled for this degree must demonstrate competence in the English language, by passing EDUCSW 199, as prescribed by the Faculty of Education and Social Work, before enrolment in EDUCSW 302.

## General Education Exemptions

- 6 a A student is exempted from the requirement to pass courses offered in the General Education Schedules who has:

*either*

  - (i) completed an undergraduate degree at a tertiary institution

*or*

  - (ii) commenced study for this degree at a tertiary institution before 1 January 2006

*or*

  - (iii) been admitted to this degree having completed 240 points or more of degree-level study at another tertiary institution.
- b A student who has been exempted from the requirement to pass courses offered in the General Education Schedules must substitute 30 points from courses approved by the Dean of Faculty of Education and Social Work.
- c A student admitted to this degree, who has completed between 120 and 235 points inclusive of degree-level study at another tertiary institution, must pass:
  - (i) 15 points from courses offered in the General Education Schedules

*and*

  - (ii) a further 15 points from courses approved by the Dean of Faculty of Education and Social Work.
- d A student who has been fully or partially exempted from the requirement to pass courses offered in the General Education Schedules is nonetheless required to complete the Academic Integrity course.

**Practical Requirements**

- 7 a Results may be deferred for courses with a practical component where a student is unable to complete due to illness, injury, or other exceptional circumstances beyond their control.
- b Where results are deferred, assessment of a practical component must be undertaken as soon as practicably possible at a time deemed appropriate by the Programme Leader.

**Variations**

- 8 In exceptional circumstances Senate or its representative may approve a personal programme that does not conform to these regulations.

**Commencement**

- 9 These regulations came into force on 1 January 2017.



# GRADUATE PROFILE FOR THE BACHELOR OF SPORT, HEALTH AND PHYSICAL EDUCATION

At the completion of the Bachelor of Sport, Health and Physical Education graduates will have developed the following capabilities:

## **Disciplinary Knowledge and Practice**

- Able to demonstrate the skills and dispositions required to be leadership-ready within the general fields of sport, health education, and physical education.
- Able to apply the discipline knowledge and understanding that allows human health and human movement to be viewed as both physical and social constructs.

## **Critical Thinking**

- Able to identify and analyse issues logically to develop a critical-consciousness of the needs of diverse populations.
- Able to challenge conventional understandings and assumptions of health, human movement and physical culture.
- Able to develop the capacity to consider different options and viewpoints to construct reasoned, reflexive arguments and interpretations in their chosen field of study.

## **Solution Seeking**

- Able to define problems with regard to their significance, ethical implications, and real-world challenges in their chosen field of study.
- Able to contribute to positive change in the lives of others through enacting their knowledge, skills and dispositions.

## **Communication and Engagement**

- Able to express and present information and ideas clearly, coherently, and persuasively Able to apply specific skills in acquiring, organising, analysing, evaluating and communicating information in a variety of forms to diverse audiences.

## **Independence and Integrity**

- Able to respond professionally and ethically, and apply these with a sense of responsibility.
- Able to demonstrate a capacity for independent thought and learning.

## **Social and Environmental Responsibilities**

- Able to recognise the principles underpinning the Treaty of Waitangi and display constructive approaches to tikanga Māori.
- Able to recognise and value the unique ethnic diversity of the greater Auckland region and New Zealand society in general, with a particular focus on Māori and Pacific populations' health and physical cultures.

## DELNA (DIAGNOSTIC ENGLISH LANGUAGE NEEDS ASSESSMENT)

### What is DELNA for?

In professional programmes, students need well-developed academic English language skills to meet the graduating standards of their particular programme. All undergraduate students at the Faculty of Education and Social Work are required to complete the DELNA language requirements.

### Orientation Day

Complete the mandatory 20-minute **DELNA screening** on Orientation Day. The result will show if you need to develop our knowledge of academic English **OR** if your level is already sufficient.

### Students who need further language assessment: DELNA process

Complete a **DELNA diagnosis** (2 hour pen and paper assessment) and make an appointment with an adviser to discuss results and what ongoing English language support you need. Advisers give individual plans (IP).

You must do all of the above **within three months** of the **beginning of Semester One** of your course.

### More information about the DELNA process

- Students' individual plans (IP) are linked to online modules of the *Academic Language Enrichment* programme on Canvas. Students complete the modules as soon as possible.
- **Post DELNA:** Students who receive the lowest scores in the DELNA Diagnosis will be required to complete another assessment once they have accessed support. This is called a **Post DELNA assessment**.
- Students who have a diagnosed **Learning Disability**, and have had special conditions approved, can make an appointment with **Student Disability Services** to access accommodations for DELNA.
- Regular meetings with an Academic Language adviser are necessary for success.

DELNA completion is linked to a zero point paper **EDUCSW 199**. Students enrolled in the BEd (Tchg), BSporthPE and BSW programmes will be required to pass **EDUCSW 199** before they will be able to enrol in the specified course in the 3rd year of their programme.

Students enrolled in the Graduate Diploma of Teaching (Secondary, Primary and ECE) should complete the DELNA process before attending their final practicum, during which the ability to demonstrate a professional standard of writing will be expected of teacher trainees.

## OVERVIEW OF THE 2020 BSPORTHPE PROGRAMME

For all course pre-requisites please see the University of Auckland Calendar 2020 – [www.calendar.auckland.ac.nz](http://www.calendar.auckland.ac.nz)

### Year One Bachelor of Sport, Health and Physical Education

Year One introduces you to the broad discipline fields of health and human movement. If you are in the health education and promotion, health and physical education, sport science and dance pathways, you may also begin your pathway studies. You are required to take three core courses and two Faculty-wide courses. You may choose 3 courses from the electives list or General Education Schedules. Note that some pathways require you to take a pathway course in Year One.

Students required to take the AELR will replace their elective in Semester One with [ENGLISH 121G](#).

Listed below are the relevant courses for 2020.

#### Semester One

Compulsory	One elective from the following (or AELR):
<a href="#">EDCURRIC 132</a> Bio-physical Foundations of Health and Physical Education	<a href="#">DANCE 101</a> Introduction to Dance and Creative Processes <b>OR</b> <a href="#">DANCE 131</a> Dance Education <b>OR</b> <a href="#">EXERSCI 103</a> Human Anatomy <b>OR</b> <a href="#">PHYSED 101</a> Games and Sport Education <b>OR</b> <a href="#">POPLHLTH 111</a> Population Health <b>OR</b> <a href="#">SPORT 101</a> Making a Difference in Sport
<a href="#">HUMSERV 102</a> Lifespan Development for Human Services	
<a href="#">SPORTHPE 101</a> Sociocultural Foundations	

#### Semester Two

Compulsory	One elective from the following:
<a href="#">EDPROFM 100</a> Te Ao Māori – Te kākano	<a href="#">DANCE 101</a> Introduction to Dance and Creative Processes <b>OR</b> <a href="#">HEALTHED 101</a> Food and Education <b>OR</b> <a href="#">PHYSED 102</a> Alternative Sport and Play <b>OR</b> <a href="#">General Education</a>
<a href="#">SPORTHPE 102</a> Learning and Pedagogy	
<a href="#">SPORTHPE 103</a> Biophysical Foundations	

## Year Two Bachelor of Sport, Health and Physical Education

In Year 2, you may choose either one elective in semester one and two electives in semester two or you may choose to take your General Education Course in semester two in place of one of your electives. You can also take your General Education course in Summer School.

### Semester One

Compulsory	One elective from the following:
<p><b><u>EDUCSW 201</u></b> Diversity in Aotearoa/New Zealand</p>	<p><b><u>DANCE 101</u></b> Introduction to Dance and Creative Processes <b>OR</b> <b><u>DANCE 131</u></b> Dance Education <b>OR</b> <b><u>EXERSCI 103</u></b> Human Anatomy <b>OR</b> <b><u>PHYSED 101</u></b> Games and Sport Education <b>OR</b> <b><u>POPLHLTH 111</u></b> Population Health <b>OR</b> <b><u>SPORT 101</u></b> Making a Difference in Sport <b>OR</b> <b><u>DANCE 231</u></b> Community Dance <b>OR</b> <b><u>EXERSCI 201</u></b> Exercise Physiology 1 <b>OR</b> <b><u>EXERSCI 203</u></b> Biomechanics 1 <b>OR</b> <b><u>POPLHLTH 203</u></b> Health Promotion: Philosophy and Practice <b>OR</b> <b><u>POPLHLTH 206</u></b> Life Cycle Nutrition <b>OR</b> <b><u>SPORT 203</u></b> Sport, Media and Marketing</p>
<p><b><u>HEALTHED 201</u></b> Child and Youth Health Education</p>	
<p><b><u>SPORTHPE 202</u></b> Skill Learning</p>	

### Semester Two

Compulsory	TWO electives from the following:
<p><b><u>SPORTHPE 201</u></b> Whakatinanahia</p>	<p><b><u>DANCE 101</u></b> Introduction to Dance and Creative Processes <b>OR</b> <b><u>HEALTHED 101</u></b> Food and Education <b>OR</b> <b><u>PHYSED 102</u></b> Alternative Sport and Play <b>OR</b> <b><u>DANCE 210</u></b> Contemporary Dance and Choreography 2 <b>OR</b> <b><u>EXERSCI 202</u></b> Principles of Tissue Adaption <b>OR</b> <b><u>EXERSCI 206</u></b> Exercise Nutrition <b>OR</b> <b><u>HEALTHED 202</u></b> Sexuality, Education and Society <b>OR</b> <b><u>SPORT 204</u></b> Coaching Sport</p>
<p><b><u>SPORTHPE 203</u></b> Physiology, Exercise, Fitness</p>	

## Year Three Bachelor of Sport, Health and Physical Education

In Year 3 you are required to take two electives in semester one and three electives in semester two. You may also enrol in your General Education Course if you are yet to complete this requirement for your degree. You can take your General Education course in Summer School.

Remember that to complete this degree, you are required to pass 12 courses at 200 level or higher (including 5 courses at 300 level).

### Semester One

Compulsory	TWO electives from the following:
<p><b><a href="#">SPORT 202</a></b> Sport and Recreation</p>	<p><b><a href="#">DANCE 231</a></b> Community Dance OR <b><a href="#">EXERSCI 201</a></b> Exercise Physiology 1 OR <b><a href="#">EXERSCI 203</a></b> Biomechanics 1 OR <b><a href="#">POPLHLTH 203</a></b> Health Promotion: Philosophy and Practice OR <b><a href="#">POPLHLTH 206</a></b> Life Cycle Nutrition OR <b><a href="#">SPORT 203</a></b> Sport, Media and Marketing OR <b><a href="#">EXERSCI 301</a></b> Exercise Physiology 2 OR <b><a href="#">HEALTHED 302</a></b> Leading Health Promotion in Schools</p>
<p><b><a href="#">EDUCSW 303</a></b> Research and Professional Practice</p>	

### Semester Two

Compulsory	THREE electives from the following:
<p><b><a href="#">EDUCSW 302</a></b> Service Learning</p>	<p><b><a href="#">DANCE 210</a></b> Contemporary Dance and Choreography 2 OR <b><a href="#">EXERSCI 202</a></b> Principles of Tissue Adaption OR <b><a href="#">EXERSCI 206</a></b> Exercise Nutrition OR <b><a href="#">HEALTHED 202</a></b> Sexuality, Education and Society OR <b><a href="#">SPORT 204</a></b> Coaching Sport OR <b><a href="#">DANCE 310</a></b> Contemporary Dance and Choreography 3 OR <b><a href="#">DANCE 331</a></b> Dance Education Research OR <b><a href="#">EXERSCI 303</a></b> Biomechanics 2 OR <b><a href="#">EXERSCI 304</a></b> Sport Psychology OR <b><a href="#">POPHLTH 306</a></b> Health Promotion 2 OR <b><a href="#">SOCHLTH 313</a></b> Mental Health in Social Practice OR <b><a href="#">SPORT 302</a></b> Sport Leadership OR <b><a href="#">SPORTHPE 301</a></b> School Health and Physical Education</p>

## ASSIGNMENT PROCESS

Assignments are submitted either electronically, or via canvas, or in person.

Paper based and other non-electronic submissions will continue to be collected at the designated on-campus locations. These should be submitted with the coversheet that will be available via the Cover Sheet link located in the left hand navigation bar in your Canvas course site. The coversheets will be individualised with a QR code that will be scanned on receipt.

All non-electronic assignments are handed in at the campus where you attend the course (unless your lecturer advises otherwise).

Students must keep a copy of the written component of all assessment tasks submitted.

Assignments with non-electronic submission should be submitted at the campus where you attend the course, unless your lecturer/Canvas site advises otherwise. Please see below for details of drop off locations and their opening hours:

- Epsom Campus (except Flexi Learning: see below): A109A (The Assignment Centre located at the Education and Social Work Student Centre in A Block is open Monday – Friday, from 9.30am – 4pm during semester, and reduced hours during semester breaks). Drop box located in Student Centre; after-hours drop box located beside the main entrance.

The Assignment Centre will send an automated email to students to confirm receipt of assignments for non-electronic submission only.

## Assignment Submission

### Non-electronic submission of Assignments

Faculty students across all campuses will generate their own individual coversheets for each assignment. Every coversheet will contain a unique barcode to facilitate prompt processing and automated emails to confirm receipt and advise when an assignment is ready to be picked up.

Find the answers to common questions about preparing and handing in your assignments where it has been indicated the submission is to be on paper via <https://www.auckland.ac.nz/en/education/current-students/planning-your-study/assignment-information.html>.

If you still have questions please contact [foedassignments@auckland.ac.nz](mailto:foedassignments@auckland.ac.nz).

### Electronic Submission of Assignments

All electronic submission of assignments must be uploaded to an assignment dropbox on Canvas, or Turnitin as assigned by your lecturer. You will be notified at the beginning of your course that the submission of assignments is electronic. You will also be notified about how you will receive your marked assignment back. Usually online submission means your marked script will be made available to you online. Information will be provided as to how to upload your assignment and how to access your marked script online from the Course Director. No coversheet is required for electronic submission.

**The submission times of 12:30pm for undergraduate and 4:30pm for postgraduate level 7** coursework apply to submission of **all** assignments.

Find information about coversheets, forms and course information and assignments frequently asked questions via link: <https://www.auckland.ac.nz/en/education/current-students/planning-your-study/assignment-information.html>

## Extensions

Requests for extensions must be made to the Course Director (or nominee where applicable) in advance of the due date. Applications must be accompanied by evidence of the need for an extension. Extensions will not be granted for academic workload reasons (for example, a number of assignments due at the same time) but may be considered in the case of temporary illness or injury, or for compassionate reasons. Extensions are granted at the discretion of the Course Director (or nominee where applicable). For further information see <https://www.auckland.ac.nz/en/education/current-students/planning-your-study/assignment-information.html>.

## Penalties for Late work

If you submit coursework after the notified deadline, or after the approved extension, you will have the marks for that coursework adjusted as follows:

- a. within one calendar week late – deduct 10% of the total value of the assessment (e.g., for an assignment worth 40%, you score 32 but hands the work in a day late. You lose 4 marks – 10% of 40 – and is awarded a final mark of 28)
- b. one to two calendar weeks late – deduct 50% of the total value of the assessment
- c. later than two calendar weeks but not after the handing back of other students' work – 100% deduction.

*Note:* under [Examination Regulations](#) 1c and d students must complete "to the satisfaction of the examiners." This means that you will still need to hand in assignment work even if it is later than two calendar weeks after the deadline.

## Return of Marked Assignments

You can expect to have marked assignments and tests returned within three weeks from the due date. Online assignments are usually returned online, while non-electronic assignments may be returned in class or via the Assignment Centre. An automated email will be sent when these are ready to be collected. You must produce your ID card to collect your assignment.

## Compassionate Consideration (Unavoidable Personal Circumstances)

If you face unavoidable personal circumstances that mean that you are unable to submit a component of **coursework**, you may apply to the Programme Leader for special consideration. You must apply no later than two weeks after the due date of the assignment.

The application is made on the form Compassionate Consideration: Unavoidable Personal Circumstances and must be supported by written evidence from a doctor or counsellor. The form can be found here: <https://cdn.auckland.ac.nz/assets/education/for/current-students/FoEd-96B-Special-Considerationnew.pdf>

If the Programme Leader supports the application, the Course Director in consultation with the Head of School may:

- a. either, require the student to re-enrol in the course, or
- b. where at least 50% of the coursework has been completed at a grade well above the minimum pass standard, award an assessed grade for the course based on:
  - i. **either** the grade achieved for completed work (one grade lower would normally be awarded in this case)
  - ii. **or** the allocation of a mark for the missing work derived from your ranking on the completed work, or
- c. ask you to submit the work by a revised deadline, or
- d. submit a new task by a revised deadline.

## Assessment and Grading Scale

Assessment comprises examinations and coursework. Examinations are run centrally. Programme coursework refers to all other assessments (assignments, seminars, practicum, tests etc.):

1. In courses that involve coursework and examinations students must complete both components to the satisfaction of the examiners.
2. In courses that only include coursework students must complete to the satisfaction of the examiners such oral, practical, written or other tests and assignments as have been prescribed for the completion of the course.
3. In any course, students must complete all assignments.
4. In any course that has a practicum component, a student must pass all components in order to have passed that course as a whole.
5. Course results are reported as grades. There are ten pass grades and three fail grades.

The development of assessment criteria for coursework should be adapted from the general university expectations for grade-level performance set out below

Grade	Description	Designation	% range	Grade Points
A+	Work of high to exceptionally high quality showing excellent knowledge and understanding of subject matter and appreciation of issues; well formulated arguments based on strong and sustained evidence; maps and diagrams, graphs and tables, etc included where appropriate; relevant literature referenced; high level of creative ability, originality and critical thinking; excellent communication and presentation skills.	High first	90 - 100	9
A		Clear first	85 - 89	8
A-		Bare first	80 - 84	7
B+	Work showing good to strong grasp of subject matter and understanding of major issues though not necessarily of the finer points; arguments clearly developed and based on convincing evidence; relevant literature referenced; evidence of creative ability, originality and critical thinking; good communication and presentation skills.	High second	75 - 79	6
B		Clear second	70 - 74	5
B-		Bare second	65 - 69	4
C+	Work showing a knowledge of subject matter and appreciation of main issues though possibly with some lapses and inadequacies; arguments developed and supported by some evidence and references; creative ability, originality and critical thinking present but limited; adequate communication and presentation skills.	Sound pass	60 - 64	3
C		Pass	55 - 59	2
C-		Marginal pass	50 - 55	1
D+	Work lacks breadth and depth. Work generally has gaps. Frequently work of this grade takes a simple factual approach and understanding and coverage of material is inadequate; does not attempt to interpret the material; at the lower end, indicates a need for considerable effort to achieve improvement; communication and presentation skills are poor.	Marginal fail	45 - 49	0
D		Clear fail	40 - 44	0
D-	Highly unsatisfactory. Work shows a lack of knowledge about and understanding of the topic. Inadequate in degree of relevance, sometimes completeness, sometimes both. Communication and presentation skills are weak.	Poor fail	0 - 39	0
NA (Not Available)	NA must be entered where a grade is not immediately available, but expected at a later date. The final grade must be submitted within the deadlines for results submission.			
DNS (Did Not Sit)	DNS (Did Not Sit) -must be entered if the student did not sit the exam.			
DNC (Did Not Complete)	DNC must be entered in the following circumstances: where a student has gained more than 50 percent in a course but has not completed the approved compulsory coursework and tests; where a student has gained less than 50 percent in an internally assessed course because of the failure to complete coursework and test but the entry of a final grade would inappropriately represent the reasons for failure of the level achievement.			



## SUPPORT SYSTEMS FOR STUDENTS

Where students have questions or concerns about their programme, performance, or personal professional well-being they are urged to seek immediate assistance from an appropriate source.

Nature of your query or concern:	Who to see:
Academic Success Centre (Student Support) N Block Level 3 foyer	<b>Student Engagement and Experience</b> Rebekah Williams      ext 48855 <b>Academic English Language Advisers</b> Donglan Zhang, Denise McKay, Ann O'Byrne: <a href="mailto:edswdelna@auckland.ac.nz">edswdelna@auckland.ac.nz</a> <b>Speech Language Therapist</b> Alaine Tasker      ext 48756 <b>Primary Maths Support</b> Angela Spavin      ext 48217
Counselling Support	Epsom Campus Counsellors: make appointment online under ' <a href="#">Student Health and Counselling Services</a> ' or phone 923-7681
Deferral, Resignation, Transfer	Education and Social Work Student Centre – request appropriate form
Difficulty with course content	Your lecturer/s Academic Success Centre – N Block
Feeling at risk of failure/progress causing concern	Your lecturer/s, Academic Success Centre, <a href="#">Student Health and Counselling Services</a> , Associate Director or Programme Leader, Course Directors, Pouarataki
Financial, Hardship, Student Association etc.	<a href="#">ESSA</a> (Education and Social Work Students Association) Office: N335 from 10.30 am – 2 pm during semester time. Email: <a href="mailto:essuoa@gmail.com">essuoa@gmail.com</a>
Health/Medical	<a href="#">Student Health and Counselling Service</a> , Epsom Campus, R Block Phone: 623 8889 or ext 48526
International Students	Associate Dean International (Strategic Engagement) Dr Marek Tesar, ext 46375
LGBTI Student Support	<a href="#">Faculty Rainbow Network</a> Email: <a href="mailto:rainbowEDSW@auckland.ac.nz">rainbowEDSW@auckland.ac.nz</a>
Scholarships	Faculty <a href="#">Scholarships</a> or University scholarships: <a href="http://www.scholarships.auckland.ac.nz">www.scholarships.auckland.ac.nz</a>
Student Allowances/Loans	StudyLink, 0800-889 900
Student Disability Services	Email: <a href="mailto:disability@auckland.ac.nz">disability@auckland.ac.nz</a> Website: <a href="http://www.disability.auckland.ac.nz">www.disability.auckland.ac.nz</a>
Support for Māori students <a href="#">Te Korowai Atawhai</a>	Kaitiaki Tauira Māori /Māori Student Support Advisor: <a href="mailto:tekorowaiatawhai@auckland.ac.nz">tekorowaiatawhai@auckland.ac.nz</a> Kaiāwhina & student study space
Support for Pasifika students <a href="#">Pasifika Success</a>	Pasifika Success Coordinator (Level 2 N211) Tim Baice, Academic Coordinator, ext 48469
Support for Students from Refugee Backgrounds	Denis McKay, Academic Success Centre Eman Ghandour, Education and Social Work Student Centre
Sylvia Ashton Warner Library	Epsom Campus – Phone: 09 623 8886 Email: <a href="mailto:library@auckland.ac.nz">library@auckland.ac.nz</a>
Timetables, programme of study. Fails, resits, changes to your programme	Education and Social Work Student Centre, A Block

You will be advised further about these during orientation week, as well as the following faculty services:

- Parents room – H404
- Prayer room – A330

## LIBRARY: ESSENTIALS FOR USING THE SYLVIA ASHTON-WARNER LIBRARY

The greatest source of your information and research efforts will be found in the Library. It is essential that you attend the Orientation Programme for the Library.

### Library hours – Epsom Campus

#### Term hours

Monday - Thursday	8 am – 8 pm
Friday	8 am – 6 pm
Saturday & Sunday	10 am – 4 pm

#### Term break hours

Monday – Friday	9 am – 6 pm
Saturday & Sunday	10 am – 4 pm

The Library lending policy is explained in detail on the library website here:

<http://www.library.auckland.ac.nz/services/borrowing-and-requesting>. It also explains how to request an item and how much the fines are.

Key points to remember:

- There are staff at the library who can help you with your research. Go to : <https://www.library.auckland.ac.nz/about-us/faculty-lsri-support>
- The Library provides training courses in searching the catalogue, using databases and EndNote. Make a booking at: [https://www.library.auckland.ac.nz/workshops/my\\_account](https://www.library.auckland.ac.nz/workshops/my_account)
- **Always** check your library account on the Library Catalogue, to find out when your books are due back. You can also renew your books online from here.
- If you receive a recall notice, return the item immediately or by the new due date. There are heavy fines for recalled books not returned by the new due date.
- Email notices about recalled books or overdue items are sent to your student email.
- If you are going to be away from the campus please ensure that you return any library books before you go. The Library will not accept either of the above as excuses to cancel any penalty charges.

Many course readings may also be available as an electronic resource accessed through the Library system.

### Short Term Loan

You will find that within the reading lists of most of your courses, an indication that some of the books will be placed on short term loan. This means that items of heavy demand are placed behind the lending desk as **short term loan**. The items are for use within the library only, but most may be borrowed as overnight loans. An overnight loan is issued **in the last 2 hours before the library closes** and **must** be returned by opening time of the library to avoid a fine.

### Study Space

Most study space is provided in the Library and the student commons in Epsom's A Block and E Block. Many more study places and computers are provided in the Kate Edgar Information Commons on the City Campus. You are encouraged to make use of these facilities, as regular study habits will prevent overloaded work commitments and stress. Students may request access to classrooms for study groups/seminar practice at times when classrooms are not scheduled. You must make a booking to guarantee access. Discuss your request with your lecturer.

## Computers

In general, students are expected to complete all their assignments on a computer. Information technology is an integral part of education and social work practices, and all students should be computer literate at the time of their graduation.

Students have access to computers in the library, both for library use and for casual use for the completion of assignments as well as research. The Epsom campus also offers to students a range of network services such as internet access, email services and printing. Computers in the teaching labs in N block are also available for student use, Monday to Fridays, when classes are not running

## Workshops

The Libraries and Learning Services also offer advice and workshops to assist you with University study. Workshops include referencing, how to search for relevant journal article, improving listening and speaking skills and writing skills are offered. To register for these courses, visit the Libraries and Learning Services website [here](#).

**Academic English Language Requirement**

The University has an Academic English Language Requirement (AELR) for all its bachelor degree programmes. The aim of the AELR is to ensure you have a sufficient level of competence in academic English to support your study at University. Students will be advised if they have met the AELR requirements at time of enrolment. For those that have not met the AELR, this may be met through satisfactory completion of an approved course in your first 12 months of study. For more information visit <http://www.auckland.ac.nz/aelr>.

**Academic Integrity**

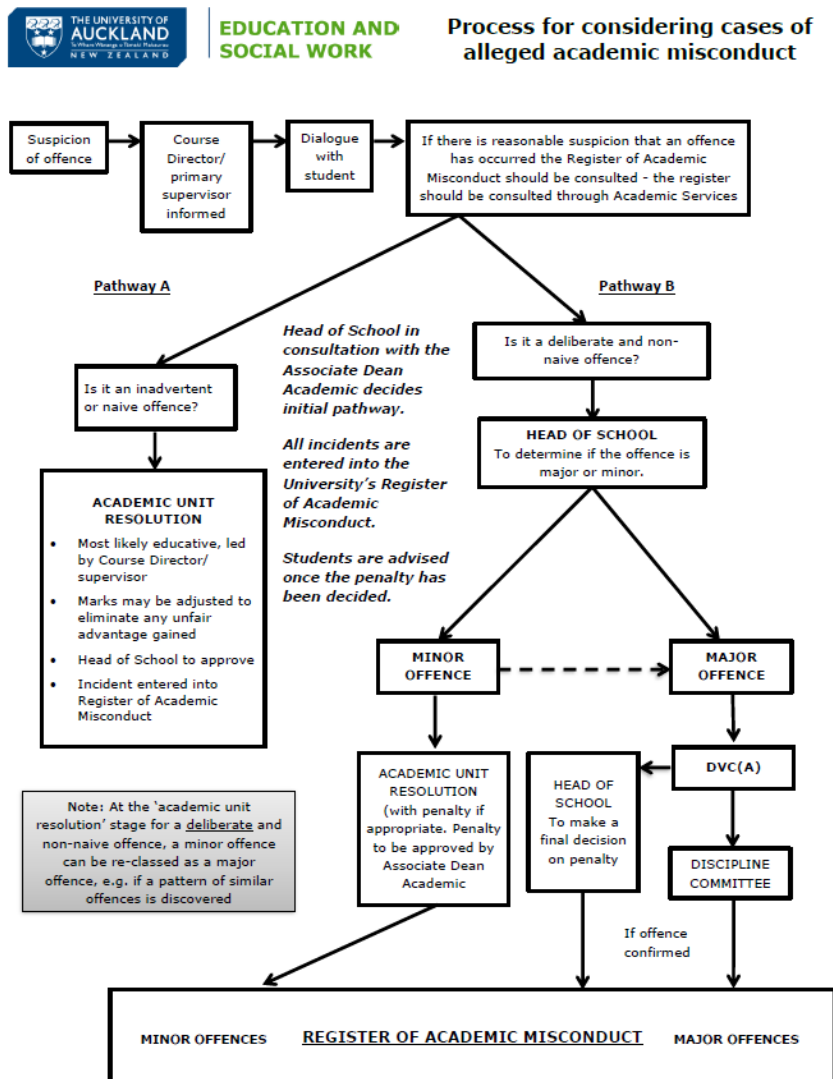
All students admitted to an undergraduate degree and all postgraduate students who have not already completed the Academic Integrity Course are required to do so as a condition for completing their programme of study (see University of Auckland 2020 Calendar, pp 31). Completion of the course is a requirement in order for any degree, diploma or certificate to be conferred or awarded.

Through this online course students will learn how to demonstrate academic integrity in their study and research, improve their knowledge about University rules relating to academic conduct, and understand the consequences of academic misconduct. For more information see [here](#).

**Academic Misconduct**

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting their learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the internet. A student's assessed work may be reviewed against online source material using computerised detection mechanisms.

Allegations of academic misconduct at the Faculty of Education and Social Work shall be dealt with by the following process:



Adapted from the University of Auckland Academic Conduct Statute Schedule 1: Process for considering cases of alleged academic misconduct  
It is recommended that each school identify one key person who will attend all cases of alleged misconduct to ensure a consistent approach to dealing with these matters

## **Academic Standing (Unsatisfactory progress)**

In undergraduate programmes, students' academic standing is assessed each semester. To maintain the status of 'good' academic standing a student is required to pass at least 50% of points enrolled in any one semester. Failure to meet the 50% threshold will mean that a student's academic status in their next semester of study is amended and s/he will be reviewed. Continued failure to meet the criteria to attain 'good' academic standing will result in a student's status being revised to 'academic restriction' and finally 'enrolment terminated'. More information about Academic Standing can be found [here](#).

## **Aegrotat and Compassionate Consideration**

This is a University process that applies only to University Examinations (and Tests). Full details are in the University of Auckland Calendar [Examination Regulation 13](#). For assignment information, see [Compassionate Consideration \(Unavoidable Circumstances\)](#).

## **Appeal of Course Marks or Grades**

A student who is concerned about a mark or grade for an assessment should in the first instance talk to their lecturer, professional teaching fellow, Tutor or supervisor concerned. If the concern is not resolved satisfactorily at this stage, the student can appeal in writing to the Course Director for a reconsideration of the mark or grade stating the reason why they consider the mark or grade is inconsistent with the assessment criteria. The written appeal must be received within one week of the work being available for return or grade being notified. The Course Director reviews the mark or grade in relation to the stated reasons or seeks a second opinion if they were the original marker or assessor. If the appeal is not upheld and the student is still concerned a written appeal, restating the nature of the concern in relation to the assessment criteria, needs to be made to the Academic Head. This is as per the Process for [resolution of student academic complaints and disputes](#)

## **AskAuckland**

[AskAuckland](#) is the University's online help and support centre. A list of frequently asked questions is available online. If the answer is not available online, there is also the option to have your question or comment sent to the Student Support Team. Students can also drop in to the Education and Social Work Student Centre.

## **Availability of Examination Scripts**

You can request a copy of your examination script within three months after the end of the examination period. Examination scripts will normally only be retained for four months after the examination before being destroyed ([Examination Regulation 23](#)). For more information see [here](#).

## **Change of Name**

The Education and Social Work Student Centre has form to register name changes. Official evidence of name change is essential, e.g., marriage certificate or deed poll papers.

## **Children's Act 2014**

Every student applying for admission or admitted to an Initial Teacher Education programme, Bachelor of Social Work, Postgraduate Diploma in Counselling Theory, Master of Counselling and Master of Social Work Professional programme will be subject to safety checks under the Children's Act 2014. A safety check includes (but is not limited to) a New Zealand Police vet and an assessment of the risk, if any, that the student would pose to the safety of children if employed or engaged as a children's worker. If a student enrolled in an Initial Teacher Education, Counselling or Social Work programme is found to have been convicted of a specified offence (as listed in Schedule 2 of the Children's Act 2014) or otherwise assessed to pose an undue risk to the safety of children, they may not be permitted to perform the required practical work and so be unable to complete the programme.

Every student applying for admission to the Bachelor of Education (Teaching English to Speakers of Other Languages) will be subject to safety checks required by the Children's Act 2014. While this will not prevent any student attaining their qualification, it may limit their options with regards to available practical learning opportunities.

Students in the Bachelor of Sport, Health and Physical Education will also be subject to safety checks under the Children's Act 2014 during the second year of their programme, prior to enrolment in EDUCSW 302 and SPORT 204. This will not prevent any student from attaining their qualification but may limit his/her options with regards to available service-learning opportunities and employment opportunities. Students will need to discuss this further with the programme staff. Please refer to the legislation [here](#) for more information.

If you have concerns about past convictions for specified offences or whether you could be assessed to pose an undue risk to the safety of children, you should notify us by emailing [esc.manager@auckland.ac.nz](mailto:esc.manager@auckland.ac.nz). You should note that the Criminal Records (Clean Slate) Act 2004 does not apply to Police vets conducted to perform safety checks of core children's workers under the Children's Act 2014, even if it would normally permit that person to conceal their criminal convictions.

### **Conceded passes**

Conceded passes can only be granted in undergraduate degrees consistent with university regulations. For full details see the *University of Auckland Calendar* [Examination Regulation 20](#).

### **Course Deletions and Withdrawals**

- A course deletion means that the course will be removed from your academic record and fees are fully refunded. There are specified timeframes within which course deletions can occur. Specific dates at which deletions can occur can be obtained via the following link:  
<http://www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html>
- Withdraw means that you are withdrawing from a course after the deadline for deletion and before the last day to withdraw. Withdrawn courses remain on your academic record with a withdrawn grade and all fees remain owing. A withdrawn grade counts as a fail for Grade Point Average (GPA) calculations. Specific dates at which withdrawals can occur can be obtained via the following link:  
<http://www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html>

### **Deferring from a programme**

Full time students can apply to defer the completion of their programme for up to one year, once they have enrolled and started the programme. Forms are available from the Education and Social Work Student Centre. Students deferring should note that the programme from which they defer may not be available in the same form, sequence or time-frame when they return to study, and full credit may not be able to be awarded for previous study.

### **Digital Resources**

Course materials are made available in Canvas, which also includes reading materials and lecture recordings (where available). Please remember that recording of any class on a personal device requires the permission of the instructor.

### **Enrolments**

Students must enrol in a timely manner. There are penalties for late enrolment and course changes. For more information, see [here](#).

### **Examinations**

Information on about exams at the university, including instructions to view exam timetables, what to do if there are issues with scheduled exams is available [here](#).

### **Feedback to students**

From 2020 an early, low-stakes task will allow students to get feedback early in the course before the first assessment so they can see how they are going. More emphasis will be put on providing useful and timely feedback on all assessments.

### **Fees**

The payment of fees is a student's responsibility. Fees remain a personal debt if they are unpaid. Fees can be paid at the Education and Social Work Student Centre. The faculty can only accept fee payments by EFTPOS to the amount of \$10,000. Fee payments above this amount should be made in person at Ask Auckland Central or one of the other methods available. To find out more about fees, including what happens if fees are unpaid, see [here](#).

### **Forms, Policies and Guidelines**

A number of student forms and the University policies and guidelines for students are available on the University website for students to access [here](#). Some of the forms still need to be obtained from the Education and Social Work Student Centre, as they are faculty specific, such as for deferment, resignation from a programme or transferring to another programme.

## General Education

Students studying an undergraduate degree at the University of Auckland will be required to take one or two General Education courses, depending on what degree they are enrolled in. General Education courses are designed to give students the opportunity to study a broad range of subjects outside their main field of study. More information about General Education can be found [here](#).

## Group assessment

There may be times when students are required to complete a group assessment task or team based project. Details of such tasks, including group work expectations will be published in course materials to ensure students are clear about what is being assessed and the allocation of marks to the various components of the assessment. From 2020 for significant group work projects (or for where group work tasks form a significant part of a course) a minimum component of the task must assess the contribution of individuals. More information about group work can be found [here](#).

## Graduation

At the successful completion of a programme students will need to apply to graduate using [Student Services Online](#). Further information about applying to graduate is available [here](#).

## Inclusive Learning

All students are asked to discuss any impairment related requirements privately, face to face and/or in written form with the course coordinator, lecturer or tutor.

Student Disability Services also provides supports for students with a wide range of impairments, both visible and invisible to succeed and excel at the University. For more information and contact details see [here](#).

## Learning Resources

There are a number of texts which will be essential for your learning, and, in particular, for your assignment preparation. For each course you will be given information about these on Canvas.

## Lecture Capture at the University of Auckland

From 22 July 2020 most lectures given in lecture theatre recording-enabled rooms will be recorded and released to students. Recordings, where available, can be accessed through Canvas. Courses that are not suitable for recording may be exempted. This will be clearly notified in course information. For more information visit [Student guide to lecture capture](#).

## MyAucklandUni

[MyAucklandUni](#) is a student's one-stop-shop that shows all your important information in one place. It makes it easy to stay informed, understand what you need to do, find information, and complete tasks. Plus you get easy access to enrol in your courses, your student email, Canvas, Student Services Online, your Library information, your personal details and [AskAuckland](#) help and support.

## Partial Resits

Partial resits are not permitted. A student who has failed a course is required to complete all assessment requirements for the course in which they re-enrol.

## Personal support

The University offers a range of support to support your learning, your health or to meet your personal or community needs. To find out more, see [here](#).

## Resignation from a programme

Any intention to resign from a programme should be discussed with the programme leader or Associate Director. The relevant form is available from the Education and Social Work Student Centre and must be signed by the Programme Leader or Associate Director.

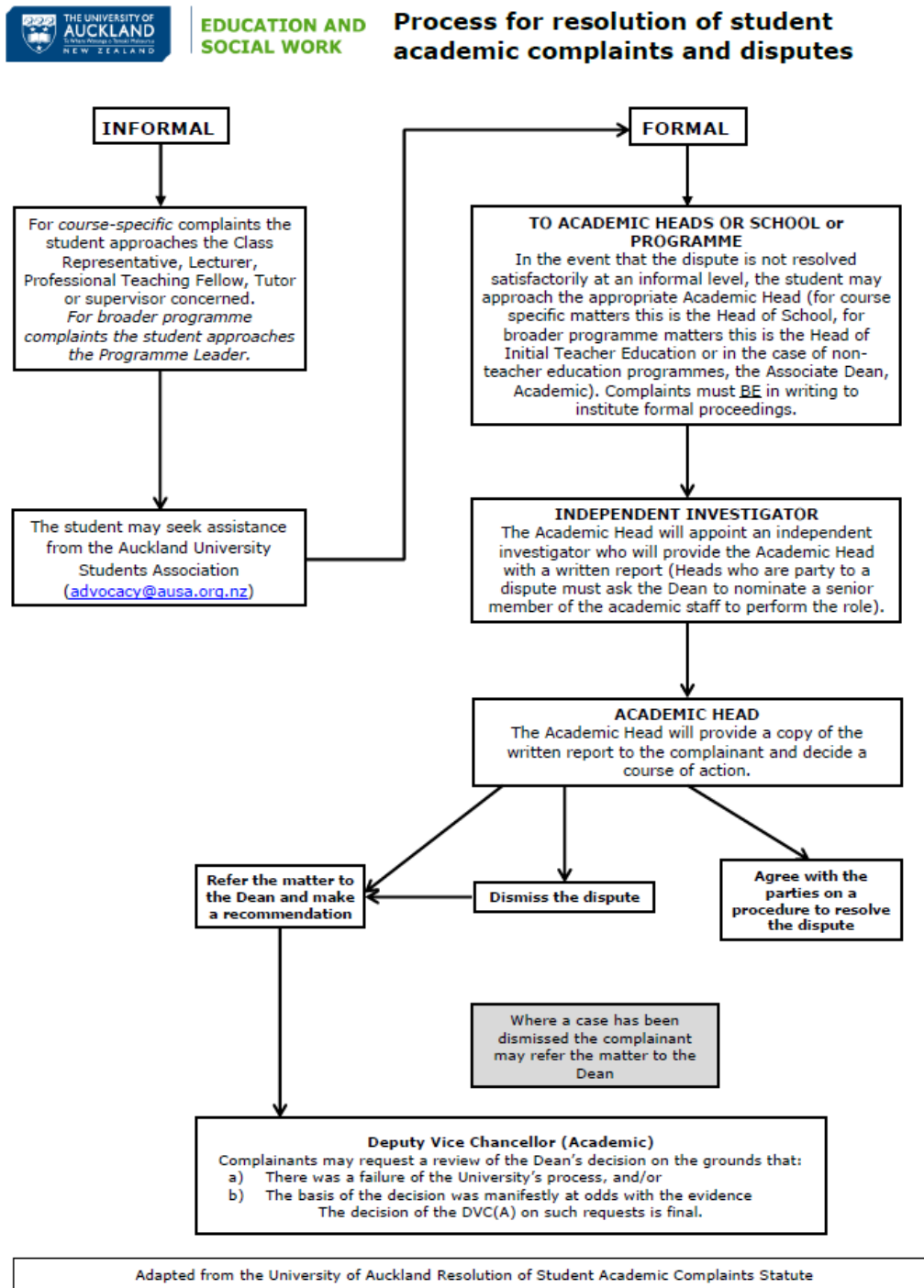
## Request an official transcript

Students are able to create an [unofficial transcript](#) which is an unofficial record of courses that they have attempted at the University with Student Services online, which can be used for internal use. If you require an official transcript of your academic record to supply to someone outside the University, you can do so by following the instructions [here](#).

## Resolution of Student Academic Complaints and Disputes

If a student has concerns about their course teaching or assessments, or the way that they are being treated by a staff member, the Resolution of Student Academic Complaints and Disputes Statute allows for a prompt and formal resolution of all student academic disputes or complaints, as they arise.

The Resolution of Student Academic Complaints and Disputes at the Faculty of Education and Social Work shall be dealt with by the following process:



EDSW Process for resolution of student academic complaints and disputes FINAL\_2019

## Student Charter and Responsibilities

The Student Charter assumes and acknowledges that students are active participants in the learning process and that they have responsibilities to the institution and the international community of scholars. The University expects that students will act at all times in a way that demonstrates respect for the rights of other students and staff so that the learning environment is both safe and productive. For further information visit Student Charter (<https://www.auckland.ac.nz/en/students/forms-policies-and-guidelines/student-policies-and-guidelines/student-charter.html>).



## Student email

All students enrolled at the university are provided with an email account called student email. At the time of enrolment, students are provided with an email address. This address includes a student's username characters plus a generic address, e.g., [jbon007@aucklanduni.ac.nz](mailto:jbon007@aucklanduni.ac.nz). Students are able to access student email through the following link: <http://mail.aucklanduni.ac.nz>.

Student email is the main way in which the university communicates with students so it is vital that students access their email account on a regular basis. Failure to do means that students miss out on important information such as communications relating to coursework and academic progress, examinations, graduation, student financials and the library. Urgent and unexpected communications are also sent through this email, e.g., what will happen if a natural disaster strikes the university / the city of Auckland.

Students can forward their university email to a private address if they wish to do so and this can be completed by signing into your account and providing the appropriate details.

## Storage and Disposal of Student Work

Examination scripts will be retained in secure storage for only four months following the examination period and thereafter be destroyed ([Examination Regulation 23](#)). Thesis, dissertation or research portfolios will be retained until six months after the assessment has been completed.

Assignments will be retained in secure storage until five weeks into the start of the following semester and thereafter destroyed.

## Student Services Online (SSO)

Student Services Online is the University of Auckland's comprehensive online system, which enables students to apply for admission to the university and once accepted into a programmed, enrol in courses. Students can access SSO via the following link: [www.studentservices.auckland.ac.nz](http://www.studentservices.auckland.ac.nz)

SSO also provides students with access to a range of relevant academic information including:

- Course advice and information;
- Enrolment advice;
- Fees advice;
- Timetables, grades and course history advice;
- Graduation.
- Updating personal details.

**Course advice and information** includes programme requirements and the course catalogue for your programme.

**Enrolment advice** includes closing dates for enrolment into courses. Students can enrol in their required / selected courses and, if necessary, apply for a course concession. Changes to programmes can be made such as the deletion and addition of courses.

### Fees advice

This link enables students to check their account details for fees, charges, payments, credits and refunds. Students can also create an account statement and invoice and make payments online using a credit card.

**Timetables, grades and course history advice** enable students to view their programme and examination timetables. Grades, course history and unofficial academic transcripts can also be viewed. A request for an official academic transcript can also be made.

## Submission in Māori

Assignments and examinations in courses that do not use Te Reo as the medium of instruction may be submitted in Māori provided the Course Director has been consulted within the first two weeks of the course and confirmed the availability of a suitably qualified person with linguistic and subject expertise to mark the work. More information is available [here](#).

## Texts and resources

Many required texts are available through [UBIQ](#) bookstore, the University Bookshop or [Kohia Centre](#), and it is possible to order these online. You will also be provided with readings in several different ways. Basic readings are provided electronically free of charge. These will be provided to you through Canvas. Your individual course lecturer will inform you how you can access your readings. In addition some hard copies may be available on short term loan in the Library.

### **Third party assistance**

While it is expected that at all levels of study students work independently producing work that is their own, there may be times when help is needed in regard to the improvement of written communication skills. The University of Auckland encourages students to improve their writing skills and permits students to seek assistance from third parties to do so. However, there are limits to the type and level of assistance that third parties can provide. Full details regarding the type of advice and support that third parties can offer can be found [here](#).

### **Transfers between University of Auckland, Faculty of Education and Social Work Programmes**

Transfers between University of Auckland, Faculty of Education and Social Work programmes may be possible in some circumstances, subject to the following provisions:

- All such transfers shall be subject to the approval of the programme leader/Director responsible for the pathway where the student resides and the programme leader / Director responsible for the pathway into which the transfer is sought.
- All requests for transfers will be considered on the basis of University of Auckland's [Credit Regulations](#) for cross-credit and internal credit (see University of Auckland Calendar, pp 26). Where programme components vary, full credit for already-completed courses may not be awarded.

### **Transfer to other Colleges / Faculties of Education**

A student is expected to complete the programme for which he/she is selected. However, if a student decides to transfer to another college / faculty of education then they must resign from the Faculty of Education and Social work programme in which they are enrolled by following the process for 'Resignation from the Programme'.

### **Updating addresses and personal details**

With [SSO](#) students can quickly update their personal details whenever they choose. While students cannot change verified information, such as names online, you can make sure that the University has up-to-date contact details. We do occasionally post correspondence to the mailing address that was listed when applications were submitted, such as acknowledgment letters, fee invoices, student ID cards or graduation information.

### **University Proctor**

The Proctor is the primary reference point in the University for all matters relating to student non-academic misconduct, including complaints against students, or disputes between students. While the Proctor does not handle academic complaints or disputes, they are able to provide students with advice about the policies and procedures in this area. For more information about the University Proctor, see [here](#).

### **Withdrawal from Courses**

Withdrawals from courses must be completed formally through the Education and Social Work Student Centre. For more information about course withdrawals, see [here](#).

## PROFESSIONAL REQUIREMENTS AND CONDUCT

As in any professional programme of study, a high level of professional ethics is expected of both staff and students alike. Particularly when working in fieldwork settings and when conducting research, students will be expected to observe the University of Auckland and site-specific codes of conduct as well as the provisions of The Privacy Act.

### Attendance

Full attendance is expected in all on-campus courses/classes and during practicum placements or other fieldwork. Non-attendance will put at risk students' ability to meet learning outcomes. All absences should be discussed with the lecturer/s or the fieldwork supervisor as a matter of professionalism and courtesy. Please see the Associate Director/Programme Leader or a counsellor if you feel this is more appropriate.

### Cheating and Plagiarism

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in course work as a serious academic offence. The Student Academic Conduct Statute (20012) defines plagiarism as the use of other people's work in an assignment, and presenting it as your own without explicitly acknowledging or referencing where it came from. Work can be plagiarised from many sources – including books, articles, the internet, and other students' assignments. The University uses Turnitin to check work submitted electronically and all non-electronic assignments must be accompanied by a signed, student written declaration. This written declaration can be obtained via the following link: [foedassignments.auckland.ac.nz](http://foedassignments.auckland.ac.nz).

You **may have up to 100 percent of marks deducted** for an assignment if it includes someone else's unattributed, or less than fully attributed, work or ideas. In serious cases disciplinary action may be taken.

You can avoid cheating by:

1. Being honest, with appropriate referencing, about all sources you have used and the level of indebtedness to those sources.
2. Not copying any part of any other student's work.
3. Not using material from previously submitted assignments.
4. Not making up or fabricating data.
5. Not using material from commercial essay or assignment services, including web-based sources.

You can help others avoid cheating, and avoid being accused yourself, by:

6. Not letting any other student copy any part of your work.

If you have any doubts about what is an acceptable level of collaboration or discussion with other students, you should talk about this with the Course Director BEFORE you hand in the work for grading.

There is a difference between "getting help" and cheating. "Getting help" is directed towards assisting you to understand the material and assignment questions so that you are in a better position to create your own answers – this is acceptable. "Getting help" could be obtained through a discussion with a student group, academic staff or tutors in preparation for doing an individual assignment.

Talking about an assignment and methods of solving problems with other students is an acceptable form of collaboration in the learning process, and is encouraged. Cheating arises, for example, if a student copies another student's answers or ideas, or someone else writes some, or all, of a student's assignment. **You should keep all preparatory notes and assignment drafts.**

If you are having difficulties with your ability to manage the workload of the course you should seek assistance. It is better to deal with issues of workload and stress as they arise, rather than to be accused of cheating.

## Referencing

Correct referencing is **essential** to good essay writing. Poor referencing and use of literature impacts on grades for written assessments From Semester One 2020 the University of Auckland will be using the APA 7<sup>th</sup> referencing style.

Referencite is the official University of Auckland website which offers assistance on all aspects of referencing. Visit it at [www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz)

### Need more information?

For a complete referencing guide see the Publication Manual of the American Psychological Association. The Sylvia Ashton-Warner Library holds copies of this.

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.).

## Professionalism and the use of social media

Access the following links for professional and practical guidelines for the use of social media to help you maintain professional standards. [Professionalism and the use of social media guidelines](#) or [Teachers and Social Media](#).

## Jury Service

If you are called up for jury service you are able to request a letter of support from your Programme Director/Programme Leader so that your programme of study is not put in jeopardy. Applications to apply for exemption are considered on a case-by-case basis by the court registrar and they are not always accepted. Please take your jury summons documentation to the Practicum Office in H201a for Teacher Education Programmes or the School's Administration Office in N303 for Social Work and Counselling programmes or Programme Leader for BSportHPE. (Please refer: <https://www.justice.govt.nz/courts/jury-service/what-it-involves/>).

## STUDENT FEEDBACK (UNIVERSITY OF AUCKLAND, 2018)

The University is committed to providing students with an outstanding learning and teaching experience, programmes of study that are challenging and of international calibre, and opportunities and support to achieve their academic potential.

To ensure we continue to meet these commitments, we need to know how well we are doing and what you would like to see done better. Feedback from students provides the University with the ideas and incentives to make further improvements to what we do.

### **Do students have to give feedback?**

Giving feedback is entirely voluntary and you will never be compelled to do so. But just as your university experience benefits from previous student feedback, future students will benefit from any feedback you choose to give. And you will may also see changes resulting from your feedback during your time as a student at the University.

The first step to making your voice heard is to complete the course evaluation or survey provided to you by the University. The more students who complete the evaluation or survey, the more significance and impact the results can have.

The University sometimes may take a few weeks, months or longer to take on board and action student suggestions. In some cases, you will reap the benefits yourself, and in others, future students in your course or programme will benefit.

### **Make sure your feedback is constructive and effective**

As a student, you will know when you have received helpful feedback, and when you have gotten feedback that doesn't really give you the information you need in order to improve or reflect on your work.

- make sure your feedback is specific and realistic
- Focus on issues, not specific people
- suggest solutions
- keep it relevant

## Types of feedback

### **SET**

Each semester students receive a Summative Evaluation Tool or SET evaluation for each taught course they are enrolled in. The SET evaluation will include questions about the course and about your teachers. These evaluations allow you to provide constructive, honest feedback that can help a teacher or teaching team to make improvements to a course.

### **Learning and Teaching Survey**

Each year, 10,000 students are selected to complete the annual Learning and Teaching Survey. The University runs this survey so we can understand how things are going for students and make positive changes around the University based on student feedback. This survey is the main way the University gathers information from students on their overall experience of studying at this University, and uses this information to set priorities for the next year(s).

### **Student representatives**

Volunteering as a class representative is an excellent opportunity to provide feedback, and to pass on the feedback of your peers to your teachers. Class representatives can also participate in academic unit and faculty level staff-student consultative committees.

At a university level, student representatives sit on all of the University's key academic committees, and elected student representatives from the different student associations across the University attend the Vice-Chancellor's Student Consultative Committee where they discuss issues of importance to students with the Vice-Chancellor and senior staff.

## What happens to your feedback?

Each year the results of course and teaching evaluations (SET) and the Learning and Teaching Survey results are analysed and reviewed in a series of meetings with the Vice-Chancellor (Academic), the Director of Learning and Teaching, the Manager, Academic Quality, each faculty dean and other faculty staff to review what students have said, and what is planned in response.

The University uses student feedback to look at projects and initiatives that can benefit the academic environment and student life at the University. Some of these can be found [here](#).

Faculties identify a number of [priority initiatives](#) that they will work on to improve the learning and teaching environment, as identified by students in their faculty. These are reported to the University Teaching and Learning Committee

For SET evaluations, the results are returned to academic staff and the Academic Head (Head of School). It is the responsibility of the teaching staff to judge how best to use the feedback in making adjustments and/or improvements to their course, teaching practices etc.

Teaching staff are strongly encouraged to tell students what changes will/have been made in the course and its teaching as a result of what students have said in their feedback.

### **Courses with low ratings**

A summary of the evaluation results for each faculty is also provided to the respective dean. As mandated by University policy, this summary includes a list of all courses that do not reach a minimum 70% 'agree/strongly agree' response level to the question 'overall, I am satisfied with the quality of this course.' The faculty reviews each course to determine what factors have contributed to the student rating, makes improvements where necessary, and subsequently assesses, through re-evaluation, if students rate the course more highly. These courses are discussed in the annual meeting with the Deputy Vice-Chancellor (Academic).

For more information about student feedback, including some of the changes that have come about from student feedback, visit the University's website [here](#).