

# Coursework Information

For all University Regulations, please refer to your Programme Handbook:

<http://www.education.auckland.ac.nz/en/about/programmes/programme-handbooks.html>

## 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. Students will generate their Assignment Coversheets and Request for Extension of Assignment Due Date via the following link:

<http://www.education.auckland.ac.nz/en/for/current-students/assignments.html>

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

All Epsom, Manukau and Tai Tokerau based undergraduate coursework must be submitted by 12.30pm on the due date. All Epsom, Manukau and Tai Tokerau based postgraduate students working at Level 7 and above must submit coursework by 4.30pm on the due date. *The above times include all online submissions.*

- City campus students are to submit their assignments in the assignment box located in the foyer in the Human Science Building at 15 Wynyard Street.  
*Hand in time for City Campus is 12.30pm for undergraduate and 4.30pm for postgraduate Level 7 coursework.*
- Epsom students will hand in all their hardcopy A4-sized assignments via the drop slot in A114A (the Assignment Centre opposite the Education Student Centre). *An after-hours slot is available to the right of the main A Block entrance.*
- Manukau students will hand in assignments to the Programme Office NQ 227.
- Tai Tokerau students will hand in assignments to the appropriate assignment box in the ICT Suite foyer, L Block.

**Assignments with a non-electronic submission type should be submitted at the campus where you attend the course (unless your lecturer/ CANVAS site advises otherwise). For information on assignment drop off locations please refer to <http://www.education.auckland.ac.nz/en/for/current-students/assignments.html>.**

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

## Electronic Submission of Assignments

All electronic submission of assignments must be uploaded to an assignment dropbox on Canvas, Moodle, 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 online assignments.

## Return of Assignments

- Students can expect to have marked assignments and tests returned within 3 weeks from the due date. Non-electronic marked assignments will usually be handed out in class. Alternatively, hard copy assignments will be returned via the Assignment Centre. Please wait until you receive an automated email advising that your assignment is ready to be collected. The Epsom Assignment Centre is located in A114A and assignments can be collected between 9.00am and 4.30pm, Monday to Friday.
- If your assignments is an online submission, you can expect to have your marked assignment available online within 3 weeks. Your Course Director will provide information about how to access the marked script at the beginning of the course.
- City Campus – collect assignments from the Human Science Building, Room 258. Level 2, 15 Wynyard Street between 10.00am and 1.00pm.
- Manukau – collect assignments from Programme Office, NQ 227 between 9.00am and 4.00pm.
- Tai Tokerau – collect assignments from the ICT Suite foyer, L Block between 12.00pm and 12.30pm.

You must produce your ID card to collect your assignment. Uncollected assignments will be stored by the Assignment Centre and (as advised in the 'ready to pick up' email) and if uncollected will be disposed of 5 weeks after the start of the following semester.

## Referencing

All assignments must use the standard referencing style APA6 unless otherwise stated by your Lecturer.

## Extensions <https://cdn.auckland.ac.nz/assets/education/for/current-students/academicinformation/RequestforExtension2015.pdf>

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)

## Penalties for Late Work

A student who submits coursework after the notified deadline, or after the approved extension, 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%, a student scores 32 but hands the work in a day late. The student loses 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 Regulation 1c and d, students must complete "to the satisfaction of the examiners".

## Special Consideration: Unavoidable Personal Circumstances (Coursework only)

<https://cdn.auckland.ac.nz/assets/education/for/current-students/FoEd-96B-SpecialConsiderationnew.pdf>

Where a student faces unavoidable personal circumstances that mean the student is unable to submit a component of coursework, he/she may apply to the Head of Programme/Programme Leader for special consideration. The application is made on the form "Special Consideration: Unavoidable Personal Circumstances" and must be supported by written evidence from a doctor or counsellor. The student must apply no later than two weeks after the due date of the assignment.

If the Head of Programme/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 the students ranking on the completed work, or
- c. ask the student to submit the work by a revised deadline, or
- d. submit a new task by a revised deadline

### **Attendance and Participation**

Attendance in class as well as engagement with course activities and readings supports academic success. Therefore it is strongly recommended that students make every effort to attend class and complete all the necessary in-class requirements. For those students who are enrolled in flexible delivery courses full participation in, and completion of all the online activities is strongly recommended as an aid to success.

### **Aegrotat and Compassionate Consideration**

<http://www.education.auckland.ac.nz/en/for/current-students/assignments/aegrotat-andcompassionate.html>

This is a University process that applies only to University Examinations (and Tests). Please refer to your programme handbook or link above.

### **Help with Academic Referencing**

The University's Referen©ite website [www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz) provides students with a onestop online resource for academic referencing needs. Referen©ite explains the essentials of referencing and how to avoid plagiarism. It also includes practical tools to help students reference correctly, use references effectively in writing, and gives fast access to some major reference formats with examples.

### **Academic Integrity**

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 work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

To support students' understanding of academic integrity The University of Auckland has introduced an online Academic Integrity (AI) course for undergraduate and postgraduate students admitted for the first time to a programme at the University. All new students are required to complete the course and will receive information via email about how to log on and complete the AI modules. <https://www.auckland.ac.nz/en/about/learning-andteaching/policies-guidelines-and-procedures/academic-integrity-info-for-students/aboutacademic-integrity.html>

### **Student Disability Services**

The University of Auckland aims to provide an inclusive teaching and learning environment for students with impairments.

Any students who wish to discuss available support options, for both physical and learning impairments, are encouraged to contact [Student Disability Services](#) at the start of semester. There is a formal process for approval of Special Conditions for tests and exams. Student Disability Services can advise and assist you with this process. Once you have Special Conditions approval, two weeks' notice is required for each test in order to put arrangements

in place. Please email [Rebekah Williams](#), the Disability Coordinator, with the date, time and Course Director/Administrator of your test.

### **Vulnerable Children Act 2014**

Every student applying for admission or admitted to an Initial Teacher Education programme or 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 Vulnerable Children 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 Vulnerable Children Act) 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. 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 Vulnerable Children Act 2014, even if it would normally permit that person to conceal their criminal convictions.