

# COMP2017 9017

## Further Administrivia

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School of Computer Science



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# Expectations

- Students attend scheduled classes, and devote an *extra* 6-9 hrs per week
  - doing assessments
  - preparing and reviewing for classes
  - revising and integrating the ideas
  - practice and self-assess
- Students are responsible learners
  - Participate in classes, constructively
    - Respect for one another (criticize ideas, not people)
    - Humility: none of us knows it all; each of us knows valuable things
  - Check Ed/Canvas site at least once a week!
  - Notify academics whenever there are difficulties

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## Special Consideration (University policy)

- If your performance on assessments is affected by illness or misadventure
- Follow proper bureaucratic procedures
  - Have professional practitioner sign special USyd form
  - Submit application for special consideration online, upload scans
  - Note you have only a quite short deadline for applying
  - [http://sydney.edu.au/current\\_students/special\\_consideration/](http://sydney.edu.au/current_students/special_consideration/)
- Also, notify coordinator by email *as soon as anything begins to go wrong*
- There is a similar process if you need special arrangements e.g. for religious observance, military service, representative sports

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## Late assessments in COMP2017 9017

- Suppose you hand in work after the deadline:
- If you have not been granted special consideration or arrangements
  - A penalty of 5% of the maximum marks will be taken per day (or part) late. After ten days, you will be awarded a mark of zero.
- *e.g. If an assignment is worth 40% of the final mark and you are one hour late submitting, then the maximum marks possible would be 38%.*
- *e.g. If an assignment is worth 40% of the final mark and you are 28 hours late submitting, then the maximum marks possible marks would be 36%.*
- Warning: submission sites get very slow near deadlines
- Submit early; you can resubmit if there is time before the deadline

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## Academic Integrity (University policy)

- “The University of Sydney is unequivocally opposed to, and intolerant of, plagiarism and academic dishonesty.
  - Academic dishonesty means seeking to obtain or obtaining academic advantage for oneself or for others (including in the assessment or publication of work) by dishonest or unfair means.
  - Plagiarism means presenting another person’s work as one’s own work by presenting, copying or reproducing it without appropriate acknowledgement of the source.” [from site below]
- <http://sydney.edu.au/elearning/student/EI/index.shtml>
- Submitted work is compared against other work (from students, the internet, etc)
  - Turnitin for textual tasks (through Canvas), other systems for code
- Penalties for academic dishonesty or plagiarism can be severe
- Complete self-education AHEM1001



# Academic Integrity: what you need to know



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CRICOS 00026A TEQSA PRV12057



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## Academic integrity is...

*“a commitment to five fundamental values: **honesty, trust, responsibility, fairness, respect** ... plus the **courage** to act on them even in the face of adversity...”*

*The Fundamental Values of Academic Integrity, [International Center for Academic Integrity \(Third Edition\)](#)*

Acting with *academic integrity* means:

- Following ethical principles in all dealings at university
- Following the rules set for assignments and exams
- Doing your own work and never 'outsourcing'
- Acknowledging *any* contributions which are not your original thoughts, ideas or words
- When working in groups, doing so legitimately – i.e., not colluding

**Academic integrity goes to the heart of what a university's role is: educating students, advancing research, contributing to the world's knowledge, and qualifying people to do particular jobs. Without integrity, a university's activities lose meaning and value.**

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# Types of academic integrity breaches

## Plagiarism

Presenting work that is not your own without acknowledging the original source.

## Fabricating information

Making up information, such as experimental or interview data. It can also include inventing sources by citing publications that are incorrect or that don't exist.

## Contract cheating

This involves having someone else complete all or part of your work for you. It includes

- buying a completed assignment
- having someone else write part or all of an assignment
- using model answers from a tutoring company
- engaging in the buying, selling, and swapping of assignments.

## Misuse of AI

Using generative AI tools or automated writing tools that have been prohibited for assessment. It also includes the failure to acknowledge or reference the use of such tools.

## Collusion

Engaging in illegitimate cooperation with one or more students in the completion of assessable work.

## Recycling

Re-submitting work that has already been assessed without your teacher's permission and for which you have already been given feedback.

## Exam cheating

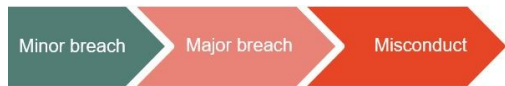
Breaching exam conditions, including using unpermitted materials or devices, communicating with others or allowing someone else to take the exam on your behalf.



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# The University's approach

The University **investigates** any student suspected of breaching the [Academic Integrity Policy](#). Teachers monitor submissions for potential integrity issues and report any suspected breaches.



Substantiated breaches are classified in three categories:

**minor breach, major breach, or misconduct.**

The investigation process and penalties differ depending on the type of breach.

## **Potential penalties for breaches include:**

- Marks deducted for an assignment or exam
- Requirement to do a 'development' activity
- Failure of the assessment task or the unit of study
- Suspension or exclusion (for more serious breaches)
- If you are an international student, you could even lose your student visa.

**NOTE: The personal impact of investigations and adverse findings can go beyond the academic penalties.**

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# Complete the *Academic Honesty Education Module* (AHEM)

**The Academic Honesty Education Module ('AHEM') is compulsory for all new students, while other students are strongly encouraged to complete it.**

The AHEM provides essential information about academic integrity, and it typically takes about 1 hour to complete. It covers the key principles of academic integrity, the risks of engaging in breaches, and provides guidance on where to seek support.

**New students must complete the AHEM before the census date (31 March 2025). The Module will appear in your Canvas dashboard at the start of semester.**

Failure to complete the module could result in your academic results being withheld.



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## Be aware of contract cheating providers: *Know the risks*

Personal risks	
Academic consequences	Poor quality
Data security	Blackmail

Contract cheating providers target students online and in person, sometimes even on campus such as at Welcome events. They often call themselves 'tutoring' and may offer other services alongside academic services such as housing advice, course advice, and appeals assistance.

Advertising or providing contract cheating services is against the law. Penalties can include fines of up to \$100,000 or imprisonment.

### There are many risks....

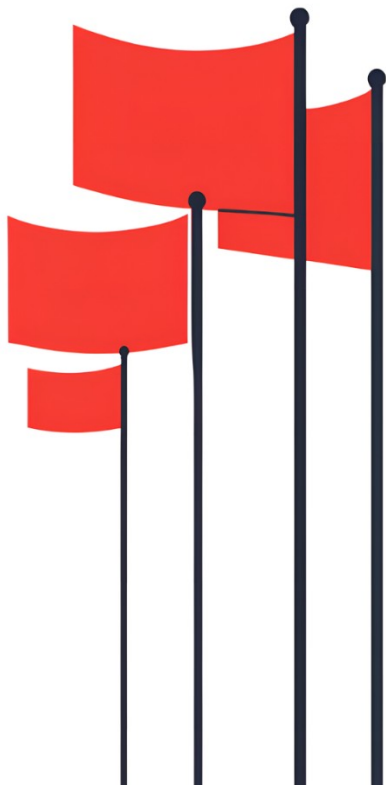
- Contract cheating is considered **academic misconduct** and results in severe penalties – including failing the assignment or unit, suspension or exclusion.
- The quality of work is often **poor, badly written or wrong**. In many cases it doesn't even get the student the desired grade.
- When you engage with these companies, you not only put yourself at risk of being caught, but also expose yourself to a range of other risks including **being blackmailed** by the company, harassed, and having your personal data/privacy compromised.



*The number of students reported for contract cheating in 2023 rose 111% compared to 2022.*

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## Signs you might be dealing with a *contract cheating service*



- You're approached or solicited to use the service in person, or online
- You're asked to pay for the service
- You're asked to share your Unikey or other personal details
- Advertisements for the service mention a specific USYD unit of study
- The service provides a 'guarantee' that you won't get caught
- The service is not acting in an open, transparent way
- You're added to a private group chat by the service
- You're given step-by-step instructions for how to complete an assessment
- The service is aggressive or threatening
- You feel that by using the service you are getting an unfair advantage

To report a service or if you find yourself in a difficult situation,  
contact the **Office of Educational Integrity**

QR code: How to spot a contract cheating service



# Using generative AI

Generative AI tools, such as **Microsoft Copilot Chat**, can create digital content, including text, images, and video

. Different guidelines for use of generative AI apply to learning and assessment:



## Generative AI for general learning

- You can use generative AI to help you learn. For example, it can explain things, apply knowledge, plan your study and make practice questions. Use our student co-designed AI resource so you are aware of its strengths and limitations.



## Generative AI for assessment

- *Exams and in-semester tests*: you **cannot** use generative AI in supervised exams or in-semester tests, unless your unit coordinator expressly allows it.
- *Other assessments*: you **can** use generative AI, unless your unit coordinator expressly prohibits it.
- Always acknowledge your AI use. Failing to do so, or using AI when not permitted, is an academic integrity breach.
- Each unit will have different rules. Look for the AI icons ✨ in the assessment table in your unit outlines to see if AI is allowed.



AI resource made by students:  
<https://bit.ly/students-ai>

# Guidelines for responsible use of AI



## Follow assessment requirements

Refer to the assessment instructions in Canvas or the unit outline for specific guidelines on the use of AI. It is your responsibility to ensure you follow the guidelines for the unit and assessment. If unsure, ask your unit coordinator.



## Acknowledge use of AI

Your submitted work must be your *own*, original work. You must acknowledge any AI tools that have been used in completing an assessment and where appropriate, reference material that forms part of your submission. See [AI in Education](#) Canvas site for information on referencing and acknowledging AI.



## Do not enter personal information

Do not enter confidential or personal information, such as names, birth dates, addresses, passwords. Do not enter copyright materials, such as the Library's eResources. **Microsoft Copilot**, a secure way to use generative AI, is available to students (*sign in with your Unikey account via OKTA*)



## Do not rely on AI outputs

Do not rely on the accuracy of outputs and be aware of AI tools limitations, biases, and propensity for fabrication. You remain responsible for your work. You must independently verify and edit AI-generated content to ensure the integrity, accuracy, and suitability of the output.



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# File-sharing

File-sharing sites allow you to buy, trade or sell academic material. Using these sites puts you at risk of academic integrity breaches.

## Do not upload:

- completed assessments (which can be used by other students to cheat) – this is a breach of the [Academic Integrity Policy](#).
- University course or teaching materials, including assignment questions – this is a breach of University copyright and the [Academic Integrity Policy](#).



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# Legitimate support

**Contact your unit of study coordinator or teaching staff for guidance and support.**

## **Learning Hub (Wentworth Building and online)**

- [Learning Hub – Academic Language](#)
- [Learning Hub – Mathematics](#)
- [Learning Hub Canvas site](#) and [SCANA test](#)
- [Peer programs](#) – “Speak + Connect” and “Speak Up”

## **Library**

- [Referencing guide](#)
- Meet with a [Peer Learning Advisor](#)
- [PeerConnect](#) (online chat)
- [Exam Ready](#) sessions

## **Other resources**

- [AI in Education](#) (Canvas site on generative AI)
- [Study Skills page](#) of the student website
- [The Write Site](#) (Canvas site)
- [Power up your learning](#) (Canvas site)
- [Academic Progression](#)

## **Advice about integrity investigation**

- [SRC Caseworkers](#) (undergraduates)
- [SUPRA Caseworkers](#) (postgraduates)

# Academic Integrity Practice

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# Intermediate/Senior level specialist UoS

## Source of Help

Lecturer	Teaching Assistants / Tutors	Classmates	Private tutors	Online forums/ Online tutors	Students outside course/ UoS	Hired coders Tutorial Company outside University	Relatives	Other
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- Individual assessment
- A student needs to gain an understanding of high level knowledge/skills
- A student needs to gain skills to find, evaluate and apply existing knowledge/solutions



Encouraged



Attribution required



Not acceptable



Ask Lecturer/Coordinator

# Intermediate/Senior level specialist UoS

## Types of Help

Understanding General Concepts	Explained using similar material (not assignment)	Sharing approach/concep t to derive assignment solution	Designing code/solutio n	Implementing code/solution
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- Individual assessment
- A student needs to gain an understanding of fundamental knowledge/skills
- It is important to master the knowledge/skills themselves
- Students are encouraged to obtain help through relevant teaching materials and practices



Encouraged



Attribution required



Not acceptable



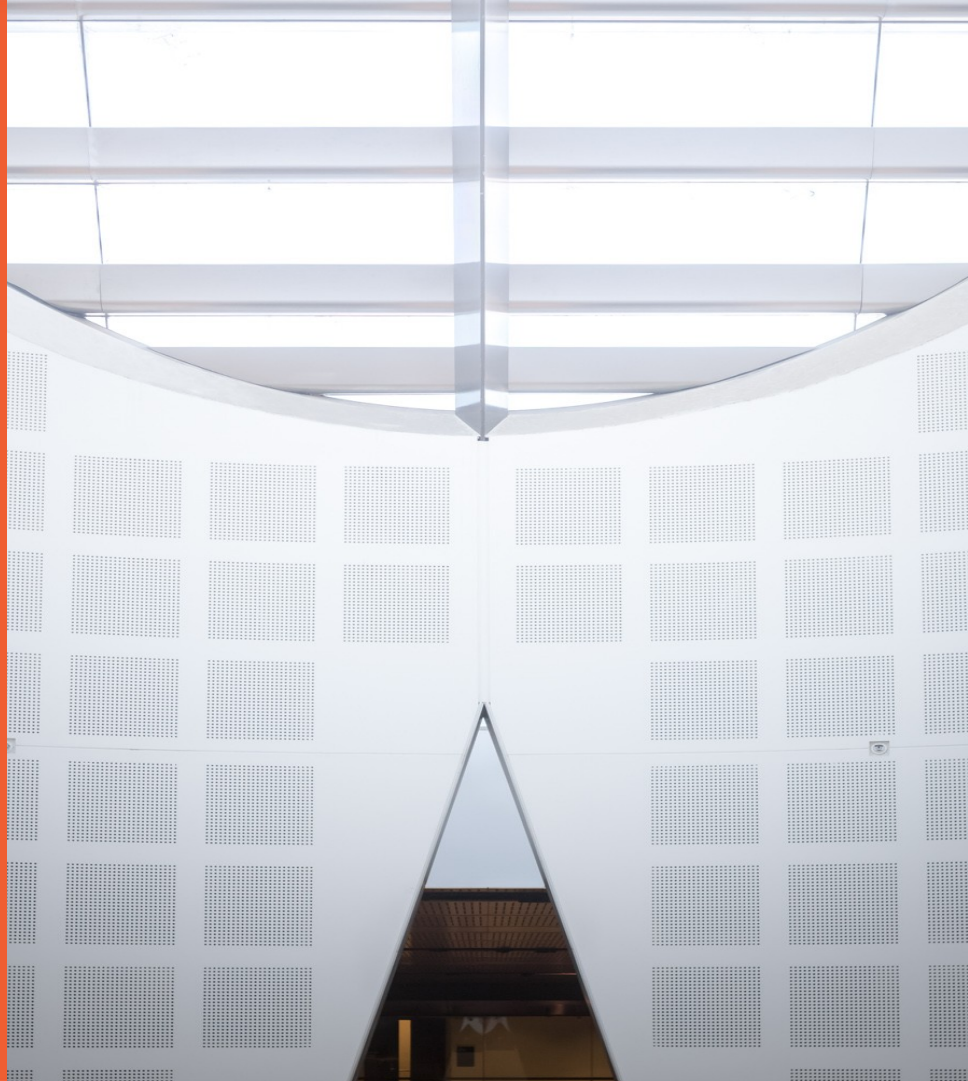
Ask Lecturer/Coordinator

# WHS Induction

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# General Housekeeping – Use of Labs

- Keep work area clean and orderly
- Remove trip hazards around desk area
- No food and drink near machines
- No smoking permitted within University buildings
- Do not unplug or move equipment without permission



# EMERGENCIES – Be prepared



<https://sydney.edu.au/campus-life/safety-security.html>

The screenshot displays the University of Sydney's 'Emergencies and personal safety' webpage. At the top, the university's logo and navigation links (Study, Campus life, Research, Engage with us, About us, News & opinion) are visible. Below the header is a large image showing the backs of two people looking at a large 'Evacuation Diagram' for 'THE BUSINESS SCHOOL'. The main content area includes a breadcrumb trail: 'Home / Campus life / Emergencies and personal safety'. A left-hand navigation menu lists various campus life topics, with 'Emergencies and personal safety' highlighted. The main text area is titled 'University\_ Emergencies and personal safety' and contains the following sections:

- Procedures to follow in the case of an emergency**
  - We're committed to keeping our students, staff and visitors safe.
  - Emergencies can occur at any time for a variety of reasons. Be prepared to respond independently, particularly if working after hours. Watch our [video on emergency procedures](#) and read our [tips for staying safe on campus](#).
- In an emergency**
  - 1. **Dial triple zero (000)**
  - 2. **Call Campus Security on 9361 3333**
- Counselling, support and reporting services**
  - If you have witnessed or been involved in a critical incident, whether on or off campus, and would like to talk to a counsellor.
  - Students should contact the University's [Counselling and Psychological Services](#) on 8627 8433 or 8627 8437 (9am to 5pm, Monday to Friday).

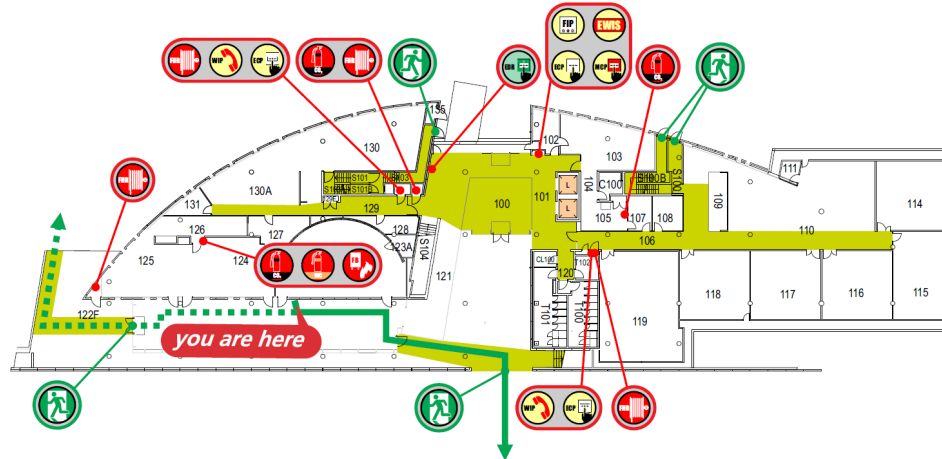
On the right side of the page, there are two vertical sections: 'Safer communities on campus' with the text 'Our commitment to building a safer campus' and 'Emergency alerts' with the text 'Find out about our system'.

# EMERGENCIES

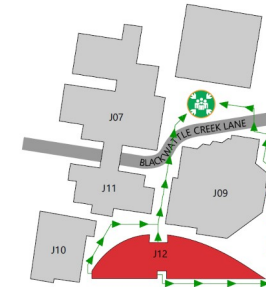
## WHERE IS YOUR CLOSEST SAFE EXIT ?

**LEGEND**

- Fire Extinguisher CO2
- Fire Extinguisher Wet Chemical
- Fire Hose Reel
- Fire Blanket
- Hydrant
- Fire Indicator Panel
- Emergency Warning Intercom System
- Warden Intercom Point (Phone)
- Manual Call Point (Red)
- Emergency Call Point (White)
- Emergency Door Release (Green)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route







**Assembly Area**



# EMERGENCIES

## Evacuation Procedures





### ALARMS

-  **BEEP...BEEP...** - Prepare to evacuate
1. Check for any sign of immediate danger
  2. Shut down equipment & processes
  3. Collect any nearby personal items
-  **WHOOP...WHOOP...** - Evacuate the building
1. Follow the Exit signs 
  2. Escort visitors & those who require assistance
  3. Do not use the lifts
  4. Proceed to the Assembly Area 

### EMERGENCY RESPONSE

1. Warn anyone in immediate danger
2. Fight the fire or contain the emergency, if safe & trained to do so

If necessary...

3. Close the door, if safe to do so
4. Activate the 'Emergency Call Point (White)'  or the 'Manual Call Point (Red)' 
5. Evacuate via your closet safe exit 
6. Report the emergency to 0-000 & 9351 3333 

# MEDICAL EMERGENCY

- If a person is seriously ill/injured:

1. **call an ambulance 0-000**
2. **notify the closest Nominated First Aid Officer**

If unconscious– send for Automated External Defibrillator (AED) **locations.**

NEAREST to CS Building (J12)

- Electrical Engineering Building, L2 (ground) near lifts
- Seymour Centre, left of box office
- Carried by all Security Patrol vehicles

3. **call Security - 9351-3333**
4. **Facilitate the arrival of Ambulance Staff (via Security)**



## **Nearest Medical Facility**

University Health Service in Level 3, Wentworth Building

## **First Aid kit – SIT Building (J12)**

kitchen area adjacent to Lab 110

# School of Computer Science Safety Contacts

## CHIEF WARDEN

Greg Ryan  
Level 1W 103  
9351 4360  
0411 406 322

## DEPUTY CHIEF WARDEN

Jean Luc Barbara  
Level 5W



## FIRST AID OFFICERS



**Julia Ashworth**  
Level 2E 237  
8627 9058



**Will Calleja**  
Level 1W 103  
9036 9706  
0422 001 964

**Muhammad Sajjad Akbar**  
Level 2E 237  
0470 257 750

**Orally REPORT all INCIDENTS  
& HAZARDS to your  
SUPERVISOR**

**Undergraduates:** [cs.ug@sydney.edu.au](mailto:cs.ug@sydney.edu.au)

**Postgraduate HDR:** [cs.research@sydney.edu.au](mailto:cs.research@sydney.edu.au)

**Postgraduate Coursework:** [cs.pg@sydney.edu.au](mailto:cs.pg@sydney.edu.au)

**CS School Manager:** Priyanka Magotra 8627 4295



# Assistance

- There are a wide range of support services available for students: <https://sydney.edu.au/campus-life/health-wellbeing-success.html>
- Please make contact, and get help
- You are not required to tell anyone else about this
- If you are willing to inform the unit coordinator, they may be able to work with other support to reduce the impact on this unit
  - e.g. provide advice on which tasks are most significant

## Do you have a disability?

You may not think of yourself as having a 'disability' but the definition under the **Disability Discrimination Act (1992)** is broad and includes temporary or chronic medical conditions, physical or sensory disabilities, psychological conditions and learning disabilities.

The types of disabilities we see include:

Anxiety // Arthritis // Asthma // Autism // ADHD  
Bipolar disorder // Broken bones // Cancer  
Cerebral palsy // Chronic fatigue syndrome  
Crohn's disease // Cystic fibrosis // Depression  
Diabetes // Dyslexia // Epilepsy // Hearing impairment //  
Learning disability // Mobility impairment // Multiple  
sclerosis // Post-traumatic stress // Schizophrenia //  
Vision impairment  
and much more.

Students needing assistance must register with Disability Services. It is advisable to do this as early as possible. Please contact us or review our website to find out more.



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Disability Services Office  
[sydney.edu.au/disability](http://sydney.edu.au/disability)  
02-8627-8422





Get help in an emergency: We are committed to providing a safe environment for all students.

[More information](#)

## Current students

[Home](#) / [Student Life, wellbeing and support](#)

# Student life, wellbeing and support

Everything you need to know about the student services, resources and events available to support you while you study.



Health and wellbeing

Academic support

Personal support

Get connected



### Careers

Right from your first year at university, you have access to an abundance of career counselling services and resources to help put you in the best career position by the end of your degree.

### Transition to Sydney

Whether an international student travelling to Sydney from overseas, or a domestic student transitioning to uni life, we have info and support services to help you settle in.

### Support with your study decisions

Our Advising hub provides one-on-one support to help you make study-related decisions that will help you achieve your personal and academic goals.

[Book an appointment now.](#)

### All University of Sydney

Students have free access to:



The right resources and support at the right time to maintain and improve your physical and mental health.



Free and instant support for your mental health and wellbeing anytime of the day, anywhere in the world.

All University of Sydney **International Students** have free access to:



24/7 safety and wellbeing app to get you the support you need whenever and wherever you are.



# Other support

- Learning support
  - <http://sydney.edu.au/study/academic-support/learning-support.html>
- International students
  - <http://sydney.edu.au/study/academic-support/support-for-international-students.html>
- Aboriginal and Torres Strait Islanders
  - <http://sydney.edu.au/study/academic-support/aboriginal-and-torres-strait-islander-support.html>
- Student organization (can represent you in academic appeals etc)
  - <http://srcusyd.net.au/> or <http://www.supra.net.au/>
- Please make contact, and get help
- You are not required to tell anyone else about this
- If you are willing to inform the unit coordinator, they may be able to work with other support to reduce the impact on this unit
  - eg provide advice on which tasks are most significant

# Advice

- Metacognition
  - Pay attention to the learning outcomes in Canvas
  - Self-check that you are achieving each one
  - Think how each assessment task relates to these
- Time management
  - Watch the due dates
  - Start work early, submit early
- Networking and community-formation
  - Make friends and discuss ideas with them
  - Know your tutor, lecturer, coordinator
  - Keep them informed, especially if you fall behind
    - Don't wait to get help
- Enjoy the learning!