



Unit Rules

A quick list of Do's and Don'ts
for this unit



Communication

- Always use your ECU student email account when communicating with ECU staff members.
- Freemail messages such as those from hotmail, yahoo or gmail mail are automatically filtered out.
- Include your name and unit-code in the subject line in all correspondence.
- Please sign off your email with your given name as I consider it rude to receive an email that is not signed.
- Similarly, when leaving a telephone message please state your name, the unit you are studying and what your query concerns.
- Be specific and to the point in all communications.
- Allow a minimum of two working days for a reply (though it is usually less than this)
- Is the answer to your question in the lecture notes, tutorial or reading materials? **Check before contacting your tutor or lecturer.**



Assessments

- Submit your assignments via the Blackboard Assessments area (**do NOT email them**).
- Check the unit code and assessment details to ensure that you are submitting the assignment in the correct place for your unit code.
- Assignments can be submitted only **ONCE**, SO CHECK THAT YOU HAVE INCLUDED ALL MATERIALS – late materials will not be accepted.
- **Submit ONE file ONLY**. This should contain a title page, the body of the assignment and the references.
- Late penalties will be applied according to university rules, without exception.
- Assignment extensions must be submitted on the official form and must have supporting documentation from a Doctor or counsellor. These must be submitted **BEFORE** the assignment due date. Extensions cannot be granted after the assignment due date.
- An extension based on a medical certificate is for the length of time indicated on the medical certificate (thus, a one week extension will not be given if the medical certificate reads ‘two days sick’).
- Students have 15 working days from the return of their assignment to appeal the result – thus appealing results at the end of semester cannot be done.



Exams

- Deferred exams have different questions from the original exam.
- In nearly all cases, students are only offered Supp exams if they have met the criteria for one – it is not up to individual lecturers as to whether a Supp is to be offered.
- If you have handed in no work for the semester and do not attend the original exam, applications for deferred exams will be cancelled.



Academic Misconduct

- Plagiarism, copying other student work or cheating of ANY kind, for ANY reason will not be tolerated.
- Academic misconduct is reported to the Head of School and is recorded on the student's record.
- “I didn't know what plagiarism was” arguments will not be entered into.
- If in doubt – ASK your lecturer or tutor before you submit your assignment – as once it is submitted, that is what you will be assessed on.
- Use Wikipedia as a reference source AT YOUR PERIL – in other words, it is a shortcut to a failed assessment (as it is not an academically recognised information source).



Etiquette

- No mobile phones to be switched on in lecture or labs (if you are expecting an urgent call, let your lecturer/tutor know).
- Please ask questions, but no casual conversations in lectures.
- Please arrive on time and stay for the entire lecture (roaming in half an hour late, or leaving after 10 minutes consistently is disruptive and totally unprofessional).
- No petitioning – staff often get long pleading letters from students asking for a pass in an assessment or exam that they have failed, based on undocumented ‘life issues’ outside of the university. While staff can empathize and understand such situations, without the aforementioned medical certificate or note from a counselor, staff can do nothing except assess what is submitted to them.
- Be courteous to staff and other students, and the favour is typically returned.



Quality Results

- Ask relevant questions.
- Read the assignment description CAREFULLY and often.
- Use the library, use books and journals – avoid websites and other ‘easy sources’ (online peer-reviewed journals are acceptable).
- Start the assignment early.
- Be self reliant.
- Review – review – review – the first draft should never be the last.
- Assume that the materials you are provided with are a starting point (say 25-30%) – you are expected to research and apply the rest.
- If you are studying a fulltime load (3+ units) it is expected that you will work as such. Fulltime work cannot be used as the basis of appeal if you are also studying fulltime.

Assumptions

- It is assumed that;
- You have purchased the textbooks.
- You attend all classes (for the on-campus students).
- You have read all lectures, completed all workshops, read all readings.
- That you are fully aware of the rules and regulations on assessments, appeals and academic misconduct
 - http://www.ecu.edu.au/GPPS/legal_legis/resource_file/Academic%20Progress%20Rules%20-%20December%202005.PDF



Final Word

- Most problems can be solved quickly and easily BEFORE assignment time / end of semester.
- Small problems can become HUGE problems after assignment time / end of semester – so seek help early.
- Staff are not responsible for student decisions.
- Assignments in this unit will be marked as quickly as possible, fairly and accurately.
- Student feedback is more than welcome, it is encouraged.
- Over the years it has become apparent that:
“hard work makes a unit easy, while shortcuts to success lead to failure” (Dr Justin Brown, ECU)