

MEMORANDUM

TO: Semester 1, 2012 Teaching Staff
FROM: Lynne Williamson
DATE: 16th February 2012

Dear All,

Please see below for Housekeeping Matters, Semester 1, 2012.

START OF SEMESTER DOCUMENTS

In the file gallery '**Start of Semester Pack**' on the **Wiki** you can find a number of documents with student information for Semester 1, 2012 (these documents have also been emailed to semester 1 teaching staff).

For lecturers of second and third year subjects there are extra documents containing information about further studies and the Vacation Scholarship Program. Please exercise your judgement as to whether you give your students this information at the start of semester or as the year progresses.

TUTOR LECTURE NOTES & SOLUTIONS DECLARATION FORM

This is for subjects where Lecture Notes and Solutions are provided for tutors' use. Please pass this form onto tutors and ask them to complete it and return it to the lecturer or tutor coordinator. Disregard this form if it does not apply to your subject(s).

SSLC REPRESENTATIVE FORM

****Please note: the SSLC process has moved to an online format****

Please arrange a Student-Staff Liaison Committee representative for your class in the **first week** of semester. At least one representative should be elected per lecture stream or subject; large classes should have two representatives. Please ensure that the email address provided is **CLEARLY WRITTEN**. Return the form to the Administrative Officer in the main office with the contact details for your representative(s) by **Friday 2nd March 2012**. Additionally, please make a note of your representative's details for your own records. If the representative is agreeable, you could put their details on your subject website.

The Administrative Officer will email the class representatives at the start of **Week 2** with information about the SSLC meeting that will be held on **FRIDAY 9th MARCH 12:15 – 1:15pm in the Staff Tea Room, Richard Berry Building**.

Please highlight to students that any problems that arise from time to time during the semester should be communicated directly to the lecturer. Problems of a sensitive or confidential nature should be communicated directly to the Convenor of the SSLC, Dr Alex Ghitza, or the Head of Department of Mathematics and Statistics.

PLAGIARISM FORMS

All students are required to fill out and sign **ONE** plagiarism declaration form for each subject at the start of semester.

University policy states that *'In such circumstances it is appropriate to have students submit the plagiarism declaration once only (with the first assignment) as the declaration notes that it applies to all assignment submissions in the subject for the study period. The declarations should be retained until the end of semester, even if the assignment is returned to the student'* (<http://policy.unimelb.edu.au/UOM0375>, 2011). Please inform students of this requirement.

You can either hand out one of these forms to each student in the first lecture (or when the first assignment is handed out) or instruct them to download it from the Mathematics and Statistics website. Copies are also available from the General Office.

Students who have not completed a form **will not** receive feedback on their assignments and **will not** be able to view their marks.

Further information about University policy regarding plagiarism is available at: <http://policy.unimelb.edu.au/UOM0375>

Further information regarding academic misconduct and plagiarism is available at: <http://academichonesty.unimelb.edu.au/plagiarism.html>

Other Information

EMERGENCY PROCEDURES

Please be aware of evacuation procedures. You should ensure that lecture theatres/rooms are not filled beyond seating capacity (safety regulations apply). Students should not sit in aisles or in front of exit doors. **You should also make all students aware of emergency preparedness procedures at the start of semester.** This includes exit doors, the nearest exit route out of the building and the outside assembly point.

UPON HEARING THE ALARM SIGNAL or WHEN NOTIFIED OF AN EMERGENCY:
You should maintain control of the class, and take direction from the Floor Warden if they are present.

Students should be directed to:

- Stand fast and push chairs, large bags, etc under desks or benches.
- Turn off electrical devices that are not safe to be left unattended.
- In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.

These procedures are essential in an after hours situation (e.g. outside 8:30am to 5:30pm Monday to Friday) when the normal support of the building emergency team will not be available.

In an after hours situation, you should ensure that on leaving the building, the evacuated persons stay together as a group until contacted by the emergency services - Fire Brigade or Police - or by the University Security service.

This is necessary to account for all persons in the building at the time.

DEPARTMENT OF MATHEMATICS AND STATISTICS LIBRARY

The library has now moved to the ERC. The collection is located on the fifth floor of the ERC. If students have difficulties locating books there is a helpdesk on the third floor.

One copy of all Course Notes that are for sale in the Bookshop will be available for use in the ERC Library.

THE UNIVERSITY OF MELBOURNE POLICY - EXAMINATIONS

Please remind students of the following policy:

5.4 Attendance at Examinations

Under Regulation 11.1.A3 - Examination Rules and Supervision Assessment, Conduct of Students and Powers of Supervisors Part A - General

- 1. It is the duty of students to ascertain the dates and times at which they are required to attend for examinations or for the performance of other components of assessment. For formal end-of-semester examinations, the timetable is accessible through the Student Portal at the University website. Details of practical and oral examinations will be prepared by examiners and notified to students. Times for submission of essays and similar written work will be notified to classes by examiners. As notifications to students are normally made through their University email accounts, all students should monitor their accounts carefully for advice of assessment matters.*
- 2. **Absence or lateness due to misreading the timetable or similar error does not entitle a student to any further examination or special consideration.***

(<http://policy.unimelb.edu.au/UOM0396>, 2011)

For more information about University Policy visit The University of Melbourne Policy Library:
<http://policy.unimelb.edu.au/>

PRINTING ARRANGEMENTS FOR RICHARD BERRY BUILDING

Students must use **UNICARD** to print documents. The UNICARD printer is located near the G70 computer lab.

For more information about printing at the University and for locations of UNICARD uploaders direct students to Student IT Support:

<http://www.studentit.unimelb.edu.au/printingandscanning/printing.html>

SUBJECT OBJECTIVES & DETAILS OF ASSESSMENT

Departments are required to give students a written breakdown of assessment requirements within two weeks of the commencement of a subject. This information should be posted on the subject web page and Departmental noticeboards.

This information should include an indication of:

- The components of assessment;
- The length or extent of each component of assessment;
- The approximate date that each component of assessment is to be performed or submitted;
- The mechanism for allowing an extension beyond the date of submission;
- The proportion of marks or relative value to be given to each component of assessment; and
- If deemed appropriate, a standard deduction of marks for work submitted late.

Students need to know the objectives of the subject(s) you are teaching this semester for efficient learning. Reminding them periodically during the semester helps to set current material in context and is widely appreciated.

GENERIC SKILLS STATEMENT

All subjects are required to have a generic skills statement published on the Department website. An example of such a statement is published here for your reference:

Generic Skills

In addition to learning specific technical skills that will assist you in your future careers in science, engineering, commerce, education or elsewhere, you will have the opportunity to develop, in this subject, generic skills that will assist you with whatever your future career path.

- You will develop problem-solving skills (especially through tutorial exercises) including engaging with unfamiliar problems, and identifying relevant strategies.
- You will develop analytical skills - the ability to construct and express logical arguments and to work in abstract or general terms to increase the clarity and efficiency of the analysis.
- Through tutorials and other interactions with fellow students, you will develop the ability to work in a team. The department distinguishes between ethical collaboration, which is strongly encouraged, and plagiarism, which is prohibited.
- In first-year mathematics and statistics subjects, students are given relatively structured assessment schedules, but ones which still require students to manage their time, balance competing commitments and meet regular deadlines. This aids in the transition from school to tertiary learning.