

MEMORANDUM

TO: Semester 2 2015 Teaching Staff
FROM: Roy Ridgway
DATE: 3rd July 2015

Dear All,

Please see below for Housekeeping Matters, Semester 2 2015.

START OF SEMESTER DOCUMENTS

ACADEMIC MISCONDUCT INFORMATION SHEET & PLAGIARISM FORM

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

There is a 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'. 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 regarding academic misconduct and plagiarism is available at:
<http://academichonesty.unimelb.edu.au/plagiarism.html>

Further information regarding Student Discipline Statue 13.1, is available at:
<http://www.unimelb.edu.au/ExecServ/Statutes/s131.html>.

Please also inform students about Academic Misconduct using the information sheet.

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).

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.

EXAMINATIONS/ASSESSMENT POLICY

Important policies to note include:

Examinations Policy:

<https://policy.unimelb.edu.au/MPF1028>

Scheduling of Exams:

Schedule A - Examinations:

<http://www.policy.unimelb.edu.au/schedules/MPF1028-ScheduleA.pdf>

Note: Sometimes exam details have to be changed. It is the responsibility of students to check this site for any amendments to the timetable. <https://sis.unimelb.edu.au/cgi-bin/exam-search.pl>

Section 12.5, *Additional Assessment*, of the Assessment Policy states that '*Students must be available to perform additional assessment at short notice until the end of the supplementary examination period*'. See <http://policy.unimelb.edu.au/MPF1026#>

Special Consideration:

Students granted a special examination following a Special Consideration application for a final exam must choose whether to attend the special examination, regardless of whether they have received the mark for the first exam or not. If the student chooses to attend the special examination, **the mark from the special examination will supersede the mark from the first examination** (even if the mark in the first examination is higher than the mark in the second examination).

Further information regarding Special Consideration procedures is available here:

<https://policy.unimelb.edu.au/MPF1297>

STUDENT IT AND E-LEARNING SUPPORT INFORMATION

The details about the computer labs in Richard Berry can be found here:

http://www.ms.unimelb.edu.au/~ahlabman/index.php?page_ref_id=291

The StudentIT website also has information regarding computer setup with specific Mathematics and Statistical programs on computers across the University. Visit the StudentIT web site <http://www.studentit.unimelb.edu.au/> and select the “Find computers” option, click on “Apps and Goodies”, and then select “Maths & Statistics”.

PRINTING ARRANGEMENTS FOR RICHARD BERRY BUILDING

Students must use **UNICARD** to print documents. The UNICARD printer is located near the G70 computer lab. Please note: there is not a money uploader in the Richard Berry Building.

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

Schools 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 School 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 School 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 School 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.