

Electronic submission of work for assessment

It is the School of Psychology policy that only coursework which is listed as submittable electronically in the course outline may be submitted that way. All other work submitted for assessment must be printed out on paper and handed in to the Faculty Information Centre. Work may not normally be submitted electronically to Psychology academic staff, the Psychology Office staff or the Faculty Information Centre with a request for it to be printed out and handed in to the FIC.

Honours and Masters students should note the following:

IC grades:

Not handing in all required pieces of work for a paper or not sitting the final exam will result in an IC grade and IC grades count as FAIL grades.

Withdrawal from a paper:

It is possible to withdraw from a graduate paper up to the day the last piece of assessment is due. There is no penalty for this and the student's record will show a withdrawal rather than an IC grade (but fees will not be refunded if the withdrawal is after specified dates).

Failing papers (including getting IC grades):

If a student fails a graduate paper (including getting any IC grades) then, within an Honours or Masters degree, they may resit that paper once only or take an agreed alternative paper/s instead of resitting. They may fail and resit either one 30 point paper or two 15 point papers within a degree. Thus failing the paper/s a second time or failing the agreed alternative/s means they cannot proceed further with that qualification.

Calculation of level of Honours when fail grades (including ICs) have been obtained:

Note that although the student who has failed up to 30 points must pass the resits or alternative papers to get their degree, it is the grade received for the first attempt at that paper (or for the initial paper, where an alternative is substituted) that is used in calculating the level of honours. An IC grade is counted as a ZERO in these calculations and so contributes less to the level of honours than, say, a D grade. Please see the information for graduate students on the School's Web site for further details on this issue

Referencing Guidelines

The School's 'General Guide for Psychology Students' contains information relating to referencing.

Plagiarism

Plagiarism is misconduct under the University's Student Discipline Regulations. Plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment (as defined in the Assessment Regulations) presented through a written, spoken, electronic, broadcasting, visual, performance or other medium. Information about plagiarism, what it is and how to avoid it can be found at:

https://i.waikato.ac.nz/portal/server.pt/gateway/PTARGS_0_274887_9010_0_0_18/OrientationPlagiarismHandout.pdf?

Class Representation

Students will be advised at the first lecture of the class representative system. The Academic Services Division Co-ordinator for this system is Samantha Whittle, at 'The Chapel', extension 6264, email: student.reps@waikato.ac.nz.

International Students

Tutoring Assistants are appointed by the Faculty to provide students for whom English is a second language (including international students and permanent residents) with:

broad guidance and advice on understanding an assignment and ensuring that the requirements are adequately addressed, and

help in learning to improve their written expression, especially grammar and spelling, in terms of academic writing.

Note: The Tutoring Assistants do not provide a proofreading service.

Health and Safety Requirements

Students are required to comply with any safety regulations, including fire evacuation procedures (which are displayed below the fire alarms in every building).

Children on Campus

Students are required to comply with the University's 'Children on Campus' policy which may be found in the Health and Safety Policies and Procedures Manual on line at:

<http://www.waikato.ac.nz/hrm/internal/health&safety/childrenpolicy.shtml>

Complaints Procedures

The brochure 'Student Concerns and Complaints Policy' provides details of the University's process for handling concerns and complaints and is available from Faculty and School Offices, and the Student and Academic Services Division.

Policies relating to the Query of Marking and Final Grades

Where you do not wish to have your coursework marked by the person who has been assigned the task of marking your assignments, you should discuss this with the paper convenor (where the marking would be done by a sessional assistant or tutor) or with the appropriate undergraduate year co-ordinator if the marker is the paper convenor. If an acceptable resolution cannot be achieved, you or the paper convenor may approach the Chairperson of School. The following procedures should be followed if you are not satisfied with a mark or grade you have received in a paper:

- (a) the mark or grade given on a specific piece of internally assessed coursework.

You should first discuss your concerns with the paper convenor. If you find it difficult to do this, you may ask one of the student representatives for the paper to accompany you when you meet with the paper convenor, or to approach the paper convenor on your behalf. If the paper convenor agrees that a reconsideration of the mark or grade is warranted, and believes that the piece of work should be remarked by another staff member within the School, it is the convenor's responsibility to ensure that the work is remarked by another staff member. Any discrepancy between the mark/grade allocated will be resolved by negotiation between the two markers, including consultation with the Chairperson of School if necessary. If you are not satisfied with the outcome of this process, you may make representation to the Chairperson of School

personally or with the support of the paper representative. If discussion with the Chairperson of School does not lead to an acceptable resolution, you may express your concerns, in writing, to the Dean of Arts and Social Sciences.

(b) the final grade for a paper

You must make formal application in writing to the Director of Student and Academic Services within 14 days of notification of the grade. For further information on this procedure, see the University's 'Assessment Regulations 2001', as set out in The University of Waikato Calendar and also at the following address: <http://calendar.waikato.ac.nz/assessment/assessment.html#pt5>

Use of cell phones

The use of cell phones or any other electronic equipment in any Psychology examination or test is prohibited, unless prior approval in writing has been given by the paper convenor. Any such written approval must be presented to the supervisor before the commencement of the examination or test.

Other School of Psychology policies, which are displayed on the General Information noticeboard in the foyer of the main office. Copies of these can be obtained from the School Manager or Secretaries of the School:

- Medical Certificate Requirements
- Graduate Advisor Policy
- Kaupapa Maori Policy
- Directed Studies Policy