

University of Canterbury
 Department of Civil & Natural Resources Engineering
 2024 Undergraduate Departmental Regulations

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Message from the Head of Department

It is my pleasure, on behalf of the Department of Civil and Natural Resources Engineering, to welcome all new and returning students to study at UC in 2024. I am sure that the year ahead will challenge you, frustrate you, inspire you, stretch you, and ultimately educate you. Learning is a very personal process and it is the aim of our staff to provide you with the resources, opportunities, information and guidance to develop your own talents and skills. You can rest assured that we cannot do the learning for you, and nor we would we want to.

Your study towards a degree in Civil or Natural Resources Engineering is not about the piece of paper that we present to you at the end of your studies. Instead what really matters is how you develop your technical knowledge, your appreciation of professional issues, your creativity in design and your ability to communicate your ideas to others. I would recommend that you view your study at university as primarily about personal growth and development.

By the time you graduate we expect that you will have developed into a professional engineer, just waiting to join the workforce in whatever capacity you desire. Your technical skills will be highly developed, but it is your personal skills and attributes that are likely to lead to successful and satisfying employment.

Our department has a long history, producing graduate engineers for over a century. You will be part of that tradition. New Zealand engineering graduates, and UC civil and natural resources engineering graduates in particular, are highly sought after both within New Zealand and overseas.

The job opportunities within New Zealand are certainly plentiful, and this is likely to continue because of the challenges associated with population growth and a changing climate. However, I suspect many of you will be seeking opportunities to expand your horizons overseas either during your studies or when you complete them. Our department, under the leadership of Prof. Pedro Lee, has developed a flourishing exchange programme whereby students with a good academic record can choose to undertake a one semester exchange programme of study at a leading university overseas in the first semester of their fourth year. We have developed formal links with a number of institutions in North America, Asia, Europe and the UK that facilitate such an overseas study experience. Think about whether this might be something that sparks your interest and talk to someone about it well ahead of time.

All New Zealand engineering degrees are covered by the Washington Accord, an international agreement between the professional engineering bodies in a number of countries, including NZ, Australia, UK, USA, and Canada, that enables engineering graduates of those countries to work as engineers in other signatory countries.

In many professions there are barriers to the recognition of qualifications elsewhere and this prevents opportunities to work in other countries. As engineers you are especially privileged and I am sure many of you, probably within the first 5 years of your professional life, will take advantage of this “passport” to travel. For our kiwi students you will follow in the footsteps of thousands of other kiwi engineers who have expanded their experience, both professional and personal, through overseas travel before bringing their skills back to New Zealand to the benefit of your own country.

You have chosen to study in a discipline that offers tremendous professional opportunities both locally and abroad. The first step in taking advantage of those opportunities is the successful completion of your studies. Take your studies seriously, work hard, push yourself beyond your pre-conceived limits and you will reap the benefits for many years to come.

Daniel Nilsson

1 Departmental Regulations Overview

This booklet outlines the Departmental rules and regulations for students enrolled in the Civil and Natural Resources Engineering Programmes. It is a supplement to the wider University of Canterbury regulations.

2 Directory – 2024

2.1 Department (Levels 3 and 4, Civil/Mech Building)

These people are primarily involved in managing the undergraduate programmes within the Department of Civil and Natural Resources Engineering.

For administrative enquiries go to the Undergraduate Administrator first.

For academic queries with respect to your year of study, the appropriate Year Director is your point of contact.

Head of Department:	Daniel Nilsson (Room E427) Email: daniel.nilsson@canterbury.ac.nz
Undergraduate Administrator:	Catherine O'Shaughnessy (Room E424) Email: catherine.oshaughnessy@canterbury.ac.nz
Administrator:	Lourdes D'Coutho (Room E425) Email: lourdes.dcoutho@canterbury.ac.nz
Director of Undergraduate Studies:	Chris McGann (Room E445) Email: christopher.mcgann@canterbury.ac.nz
Second Year Directors:	Mark Stringer (Room E436) Giuseppe Loporcaro (Room E311) Email: civil-2ndyear-help@canterbury.ac.nz
Third Year Director:	Markus Pahlow (Room E418) Simone Larcher (Room E446A) Email: civil-3rdyear-help@canterbury.ac.nz
Fourth Year Director:	Craig McConnochie (Room E326) Email: civil-4thyear-help@canterbury.ac.nz
Practical Work Director:	Robin Lee (Room E441) Email: robin.lee@canterbury.ac.nz

2.2 Other Staff Contacts

The following staff can provide support in the following specific areas:

Book purchases:	Catherine O'Shaughnessy
Computer Laboratory:	Olive Dalton
Safety:	David MacPherson
Justice of Peace:	Siale Faitotonu, Room E112A

Additional department information is available online:

<https://www.canterbury.ac.nz/engineering/schools/cnre/>

2.3 Student Liaison Committees

The Department of Civil and Natural Resources Engineering has established a student liaison committee (class reps) for each of the professional year cohorts. These committees are facilitated by the Second, Third or Fourth Year Directors and they provide an ideal forum for feedback from students to the department on the courses they are undertaking, and from the department to students on a range of issues. This line of communication is particularly important when you are uncomfortable with approaching the Course Coordinator directly with your concerns.

Each cohort will elect a small group of students to represent them on the liaison committee, or representatives will be selected from volunteers. The contact details for your liaison committee members will be listed on the Learn page for your year group. The format of the liaison committee for each professional year may differ. If interested, contact the appropriate Year Director.

3 Bachelor of Engineering (Honours)

3.1 Introduction

Upon successful completion of First Year Engineering studies, all students are enrolled in the BE(Hons) programme comprised of three professional years of study (Second, Third and Fourth Year).

The Department of Civil and Natural Resources Engineering manages two separate degree programmes: BE(Hons) Civil Engineering and BE(Hons) Natural Resources Engineering.

3.2 Minor programmes within BE(Hons) Civil Engineering

There are two Minor programmes under the BE(Hons) Civil Engineering degree: the Minor in Structural Engineering and the Minor in Water and Environmental Systems.

These Minors do not require additional coursework beyond that of the BE(Hons) Civil Engineering degree, but instead require the selection of specific Fourth Year papers (and potentially Third Year electives). The Minors allow students the opportunity to get official recognition for focused study in either Structural Engineering or Water and Environmental Systems Engineering.

The two Minors consist of 75 points in the Fourth Year (45 points of 400-level elective courses and a 30-point ENCN493 Project with a topic relevant to each Minor). See Section 3.5 for course details. If you are interested in taking one of these Minors, you need to ensure that you allocate to an ENCN493 project that is appropriate for your preferred Minor. ENCN493 allocation occurs in your Third Year, prior to commencing Fourth Year studies. Most (but not all) of the projects relevant to each Minor are indicated as such in the project allocation list, but you should confirm with your potential project supervisor.

3.3 Second Year

All of the courses listed are compulsory for BE(Hons) Civil Engineering and BE(Hons) Natural Resources Engineering students.

Course		Semester Held
EMTH210	Engineering Mathematics 2	S1
ENCI199	Health and Safety on the Worksite	One day course
ENCN201	Communication Skills Portfolio 1	Full year
ENCN205	Applied Data Analysis for Civil and Natural Systems	S2
ENCN213	Structural Design Studio	S2
ENCN221	Engineering Materials	S1
ENCN231	Solid Mechanics	S1
ENCN242	Fluid Mechanics and Hydrology	S2
ENCN253	Soil Mechanics	S2
ENCN281	Environmental Engineering	S1
ENGR200	Engineering Work Experience	Full year

Each course has an equal weighting of 15 points except for ENCN201, ENCI199, and ENGR200, which are zero-point programme requirements. See the UC Course Information System for further information about course content: <https://www.canterbury.ac.nz/study/qualifications-and-courses/>.

All Second Year Civil and Natural Resources Engineering (CNRE) students are required to attend the Second Year Camp for ENCN281, held in the first term break (between Terms 1 and 2). Please see the timetable for exact dates.

ENGR200 is the course code that allows students to receive credit for the non-coursework requirements of the BE(Hons), which are primarily comprised of engineering work experience. Students should enrol in this zero-fees course each year until the engineering work experience requirement has been completed.

NOTE: Completion of all Second Year requirements, including ENCI199, is a prerequisite for all 400-level engineering papers.

NOTE: ENCI199 is a requirement for entry into any of the Third or Fourth Year labs. If this course is not completed in the Second Year it must be completed before the start of any Third Year labs, otherwise students may not be allowed into the lab spaces. Sessions are typically available in the weeks immediately before the start of S1 to accommodate this. The cost of ENCI199 is included in the fees for Second Year, but if further attempts are necessary, further fees will be required. Please contact the undergraduate administrator with any questions about ENCI199.

3.4 Third Year

3.4.1 Civil Engineering

The Third Year for Civil Engineering students consists of nine compulsory courses and one elective. The compulsory courses consist of:

Course		Semester Held	Prerequisite/ Co-requisite
ENCN301	Communications Skills Portfolio 2	Full year	ENCN201
ENCN304	Deterministic Mathematical Methods	S1	EMTH210
ENCI335	Structural Analysis and Systems 1	S1	ENCN231 EMTH210
ENCN353	Geotechnical Engineering	S1	ENCN253
ENCN342	Hydraulics and Applied Hydrology	S2	ENCN242
ENCN361	Transportation Engineering	S1	EMTH210 ENCN205
ENCN371	Project and Infrastructure Management	S2	
ENCN375	Systems Engineering for a Changing Climate	S2	ENCN201
ENGR200	Engineering Work Experience	Full year	

Students must also take one of the following elective courses in S2:

Course		Semester Held	Prerequisite/ Co-requisite
ENCI336	Behaviour and Design of Structures 1	S2	ENCN213 ENCN221 ENCN231
ENCN347	Stormwater Systems Engineering	S2	ENCN242 ENCN281

Each course has an equal weighting of 15 points except for ENCN301 and ENGR200, which are zero-point programme requirements.

See the UC Course Information System for further information about course content: <https://www.canterbury.ac.nz/study/qualifications-and-courses/>.

NOTE: ENCI336 is a prerequisite for all 400-level structural engineering electives. Students who wish to take any of these electives or who wish to take the Minor in Structural Engineering must choose ENCI336 in Third Year.

3.4.2 Natural Resources Engineering

The Third Year for Natural Resources Engineering students consists of the compulsory courses as listed below:

Course		Semester Held	Prerequisite/ Co-requisite
ENCN301	Communications Skills Portfolio 2	Full year	ENCN201
ENCN304	Deterministic Mathematical Methods	S1	EMTH210
ENNR320	Integrated Catchment Analysis	S1	ENCN242
ENCN353	Geotechnical Engineering	S1	ENCN253
ENCN342	Hydraulics and Applied Hydrology	S2	ENCN242
ENCN347	Stormwater Systems Engineering	S2	ENCN242 ENCN281
ENCN361	Transportation Engineering	S1	EMTH210 ENCN205
ENCN371	Project and Infrastructure Management	S2	
ENCN375	Sustainable Engineering for a Changing Climate	S2	ENCN201
ENGR200	Engineering Work Experience	Full year	

Each course has an equal weighting of 15 points except for ENCN301 and ENGR200, which are zero-point programme requirements. All Third Year Natural Resources students are required to attend the Natural Resources Engineering Field Trip, held in the final term break (between Terms 3-4).

See the UC Course Information System for further information about course content: <https://www.canterbury.ac.nz/study/qualifications-and-courses/>.

3.5 Fourth Year

The final year of the degree consists of a mix of elective courses in the first semester, followed by a final semester where students will apply the knowledge and skills acquired in the program in compulsory integrated design and research projects.

3.5.1 Compulsory Fourth Year Courses

All CNRE students must take two compulsory 30-point courses in S2:

- ENCN493 Project
- ENCI/ENNR413 Integrated Engineering Design

In addition to the previously stated prerequisites for all 400-level CNRE courses, prior to taking ENCN493, students must pass ENCN301. Prior to taking ENCI/ENNR413, students must pass ENCN301 and ENCN371.

3.5.2 Civil Engineering Electives

Students must take 60 points of 400-level electives in S1. The list of available courses available for Civil Engineering students is provided below:

Course		Prerequisite/ Co-requisite
ENCI436	Behaviour and Design of Structures 2	ENCI335/336, ENCI438
ENCI437	Structural Analysis and Systems 2	ENCI335/336
ENCI438	Introduction to Structural Earthquake Engineering	ENCI335/336
ENCN401	Engineering in Developing Communities	
ENCN405	Ecologically Engineered Systems	
ENCN412	Traffic Engineering	ENCN304, ENCN361
ENCN415	Pavement Engineering	
ENCN423	Sustainable Energy Systems	ENCN375
ENCN441	Fluid Mechanics of Environmental Systems	ENCN304, ENCN342
ENCN442	Integrated Surface Water and Groundwater Engineering	ENCN342
ENCN446	Fluid Mechanics of Built Systems	ENCN304, ENCN342
ENCN452	Advanced Geotechnical Engineering	ENCN353
ENCN454	Introduction to Geotechnical Earthquake Engineering	ENCN353
ENCN482	Site Assessment and Remediation	ENCN281
ENGR403	Fire Engineering	DoS Approval
ENGR409	Design of Drinking Water and Wastewater Treatment Systems	ENCN281

See the UC Course Information System for further information about course content: <https://www.canterbury.ac.nz/study/qualifications-and-courses/>.

With approval from the Fourth Year Director, students may substitute one listed course where 1) student GPA > 5.0 over the professional years: substitute with one approved 400-level course from a different degree that is closely related to your programme, or 2) student GPA > 6.0 over the professional years: substitute with one approved 600-level course. The entry into this course will be subjected to departmental approval and also the approval of the Course Coordinator. Note that students who take a postgraduate course as part of their BE(Hons) are not permitted to take the same, or a similar, paper as part of a subsequent postgraduate degree.

NOTE: Students may not enrol for any 400-level CNRE courses until they have completed all the Second Year requirements, including ENCN201 and ENCI199.

3.5.3 Civil Engineering - Minor in Structural Engineering

Students taking the Minor in Structural Engineering must complete:

Course		Prerequisite/ Co-requisite
ENCI436	Behaviour and Design of Structures 2	ENCI335/336, ENCI438
ENCI438	Introduction to Structural Earthquake Engineering	ENCI335/336

along with one further 15-point 400-level elective from the list of Civil Engineering electives in Section 3.5.2.

Students taking the Minor in Structural Engineering must also allocate to an ENCN493 Project topic with a structural engineering focus as approved by the Director of Studies. Most (but not all) of the projects relevant to this Minor are indicated as such in the project allocation list, but should be confirmed with potential project supervisors. The Minor in Structural Engineering will be awarded upon completion of all other normal requirements of the BE(Hons) Civil Engineering.

3.5.4 Civil Engineering - Minor in Water and Environmental Systems

Students taking this minor must complete three courses from the list below along with one further 15-point 400-level elective from the list of Civil Engineering electives in Section 3.5.2.

Course		Prerequisite/ Co-requisite
ENCN405	Ecologically Engineered Systems	
ENCN441	Fluid Mechanics of Environmental Systems	ENCN304, ENCN342
ENCN442	Integrated Surface Water and Groundwater Engineering	ENCN342
ENCN446	Fluid Mechanics of Built Systems	ENCN304, ENCN342
ENCN482	Site Assessment and Remediation	ENCN281
ENGR409	Design of Drinking Water and Wastewater Treatment Systems	ENCN281

or an appropriate course approved by the Director of Studies.

Students taking the Minor in Water and Environmental Systems Engineering must also allocate to an ENCN493 Project topic with a water and environmental systems engineering focus as approved by the Director of Studies. Most (but not all) of the projects relevant to this Minor are indicated as such in the project allocation list, but should be confirmed with potential project supervisors. The Minor in Water and Environmental Systems Engineering will be awarded upon completion of all other normal requirements of the BE(Hons) Civil Engineering.

3.5.5 Natural Resources Engineering

Students must take 60 points of 400-level electives in S1. The list of courses available for Natural Resources Engineering students is provided below:

Course		Prerequisite/ Co-requisite
ENCN401	Engineering in Developing Communities	
ENCN405	Ecologically Engineered Systems	
ENCN412	Traffic Engineering	ENCN304, ENCN361
ENCN415	Pavement Engineering	
ENCN423	Sustainable Energy Systems	ENCN375
ENCN441	Fluid Mechanics of Environmental Systems	ENCN304, ENCN342
ENCN442	Integrated Surface Water and Groundwater Engineering	ENCN342
ENCN446	Fluid Mechanics of Built Systems	ENCN304, ENCN342
ENCN452	Advanced Geotechnical Engineering	ENCN353
ENCN454	Introduction to Geotechnical Earthquake Engineering	ENCN353
ENCN482	Site Assessment and Remediation	ENCN281
ENGR403	Fire Engineering	DoS Approval
ENGR409	Design of Drinking Water and Wastewater Treatment Systems	ENCN409

See the UC Course Information System for further information about course content: <https://www.canterbury.ac.nz/study/qualifications-and-courses/>.

With approval from the Fourth Year Director, students may substitute one listed course where 1) student GPA > 5.0 over the professional years: substitute with one approved 400 level course from a different degree that is closely related to your programme, or 2) student GPA > 6.0 over the professional years: substitute with one approved 600 level course. The entry into this course will be subjected to departmental approval and also the approval of the Course Coordinator. Note that students who take a postgraduate course as part of their BE(Hons) are not permitted to take the same, or a similar, paper as part of a subsequent postgraduate degree.

NOTE: Students may not enrol for any 400-level CNRE courses until they have completed all the Second Year requirements, including ENCN201 and ENCI199.

4 Departmental Policies and Procedures

4.1 Overview

The University of Canterbury has a range of formal regulations printed in the Calendar. These regulations range from those associated with assessment and enrolment to specific regulations for the BE(Hons). The Calendar is the definitive source of information regarding these University wide regulations, and you are encouraged to familiarise yourself with the regulations that are particularly relevant to your programme of study.

The Calendar can be found at <http://www.canterbury.ac.nz/regulations/>. The UC Policy Library provides further policies and procedures for a range of topics <https://www.canterbury.ac.nz/about/governance/ucpolicy/student/>. It is important that you understand these policies, procedures, and regulations of the BE(Hons) and the University of Canterbury.

The Department of Civil and Natural Resources Engineering follows all formal UC policies and regulations. The following sections of this document provide some commentary on the UC academic policies and regulations as relevant to the Department, but this document does not supersede any UC policy or regulation.

4.2 Teaching Days

The Department of Civil and Natural Resources Engineering may use all official University of Canterbury teaching days and times for the teaching and assessment of its courses, and students enrolled in the department's courses must expect to have course commitments on these days.

Students who choose to miss timetabled course activities, for reasons other than those outside their control, must take responsibility for the consequences of their decision. This means that they are not eligible for special consideration or alternative assessments, and will fail any assessments that they miss.

Students who are unable to meet assessment requirements due to events outside their control (e.g. illness) may, for major items of assessment, apply for Special Consideration (see Section 4.5), or for minor items of assessment, approach the Course Coordinator of the course involved to make alternative arrangements (see also Section 4.5).

4.3 Grades and Assessment

Course grades will be assigned based on students' ability to meet the objectives of the course to an appropriate academic standard. The Course Coordinator is responsible for converting raw coursework and exam marks into final grades. Some academics will provide coursework marks on Learn and others will opt to return your assessment with the mark clearly shown. Students are responsible for checking that the marks have been assigned accurately before the final examination.

Each Course Coordinator is responsible for judging the distribution of grades for their course. The grades and distribution are reviewed by other lecturers teaching that course as well as the Department and Faculty examination committees. Thus, a raw mark of 50% in a course is not a guarantee of a pass, nor is it necessarily equivalent to a C- grade. Note that in some courses, a pass in the final exam is required to pass the course, regardless of the internal assessment marks. This will be stated in the relevant course outline. The Faculty of Engineering provides reference GPA values for each course to ensure that no systemic biases are present in the final grades.

Students will receive notification of their official grades from the University, not the Department or the lecturer. Students cannot discuss an examination with their lecturer until after they receive notification of their official grade. At no time must a student approach an academic staff member with the purpose of discussing the marking of the final examination and persuading the academic concerned to change their grade. This is viewed very seriously within the Department, and students approaching a staff member with this intent is in breach of the University regulations and serious cases will be referred to the Proctor for disciplinary action.

4.3.1 Exchange Programme Grades

The Department has a strong international exchange program and we encourage students to take part in this experience as part of their degree. Students who embark on an international exchange will travel during the elective semester (Semester 1) of their final year. Note that the grades attained overseas will be converted to a single University of Canterbury grade worth 60 points and this will be used in your honours calculation. Students who fail courses, or take unapproved courses, during their exchange will end up with less than 60 points credit for the exchange semester and they will need to take additional subject(s) to satisfy the degree credit requirements.

4.4 Appealing Decisions

The Department supports the right of students to appeal academic decisions on reasonable grounds supported by evidence. More information on the options and procedures is available at <https://www.canterbury.ac.nz/study/examinations/result-dates-and-appeals/>. It is important to note that the Department has a strict process for appealing academic decisions, in line with the engineering profession. For applications associated with the examination mark or final course grade, students must follow the formal UC process as detailed at the link above. In the case of an

internal assessment item (e.g. assignment or report), students must follow the process laid out in Figure 1, starting with a discussion with the Course Coordinator. In most instances for internal assessment, a discussion with the Course Coordinator is sufficient to resolve matters. In rare cases where the student believes they have a strong case for an appeal, the student may escalate the case for the Year Director of Undergraduate Studies to consider.

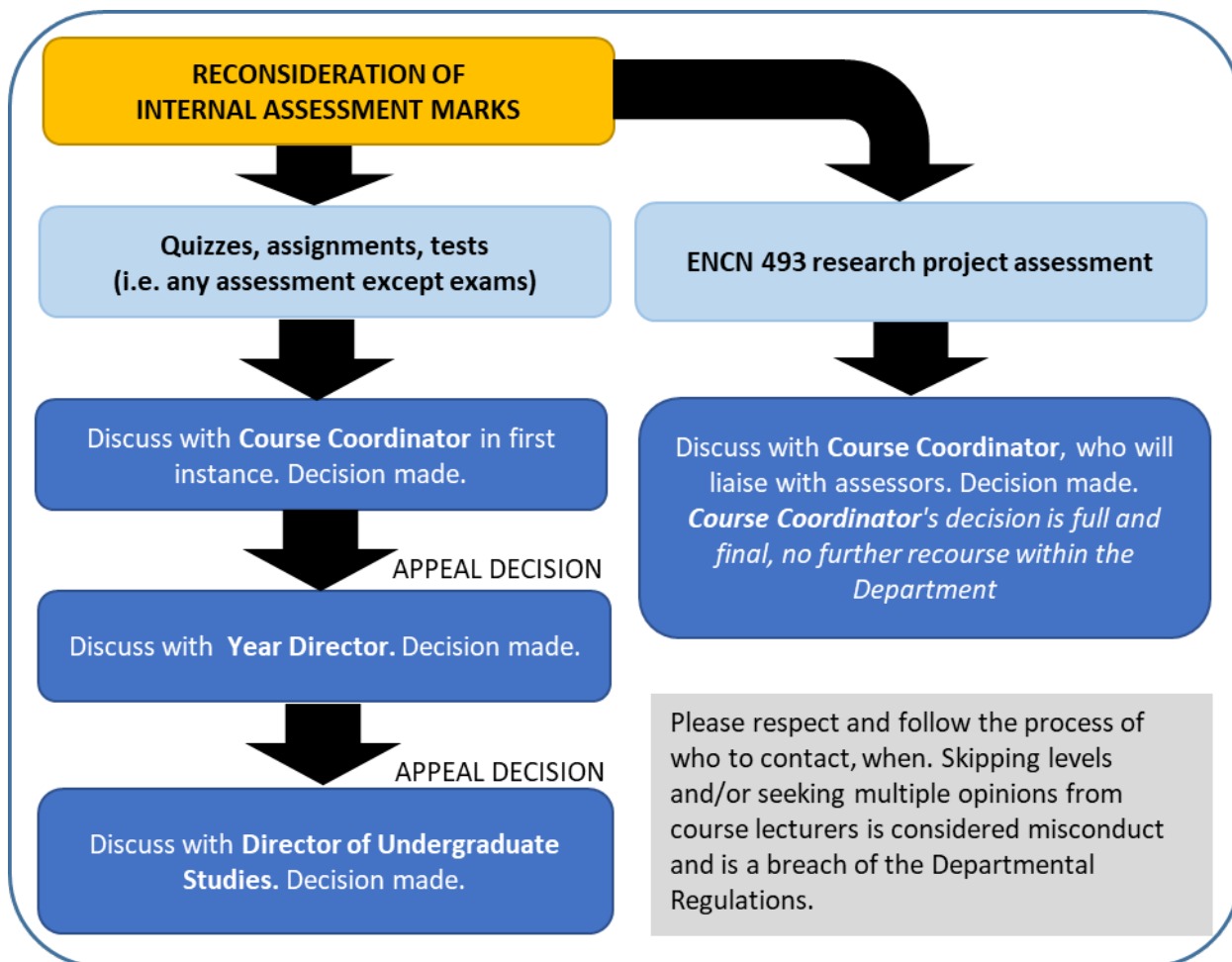


Figure 1: Departmental process for reconsideration of internal assessment marks

It is important that students approach appeals in a professional manner and frivolous escalation of their case or “shopping” for a decision from multiple academics will be viewed poorly by the Department. Once a decision has been made, the only recourse is for the student to escalate the case to the next level.

Students that intentionally undermine the academic appeals process through dishonesty, deliberate omission/exaggeration of facts, distorting/altering/fabricating email correspondences are in breach of University regulations and will be treated seriously by the Department. These students will be referred to the Proctor and the most severe cases may result in a permanent note of dishonesty entered into their transcript through to exclusion from the programme.

4.5 Extensions and Special Consideration

The Departmental process for handling extensions for minor and major internal assessments is summarised in Figure 2. When a student is unable to meet an internal assessment deadline through impaired performance, including acute illness or injury or bereavement or any other critical and unforeseen circumstance, an extension should be requested in advance of the deadline (or as soon as is possible if the circumstances prevent this). If multiple courses are affected, it is a good idea to contact your Year Director in addition to your Course Coordinators.

Granting of extensions of time for submitting assessed work, and any penalties imposed for the late submission of work, are determined on an individual course basis by the academic(s) concerned. If it is not stated in the course outline or assessment paper, the penalty for late submission without an approved extension will be 20% per day, applied to the marks available for the coursework assignment.

If a piece of assessment is unable to be completed or a test/examination unable to be sat due to unforeseeable circumstances (i.e. not just an extension of time required), see the following section on Special Consideration. Note that Special Consideration and special assessments are not available for minor coursework unless specifically stated in an individual course outline.

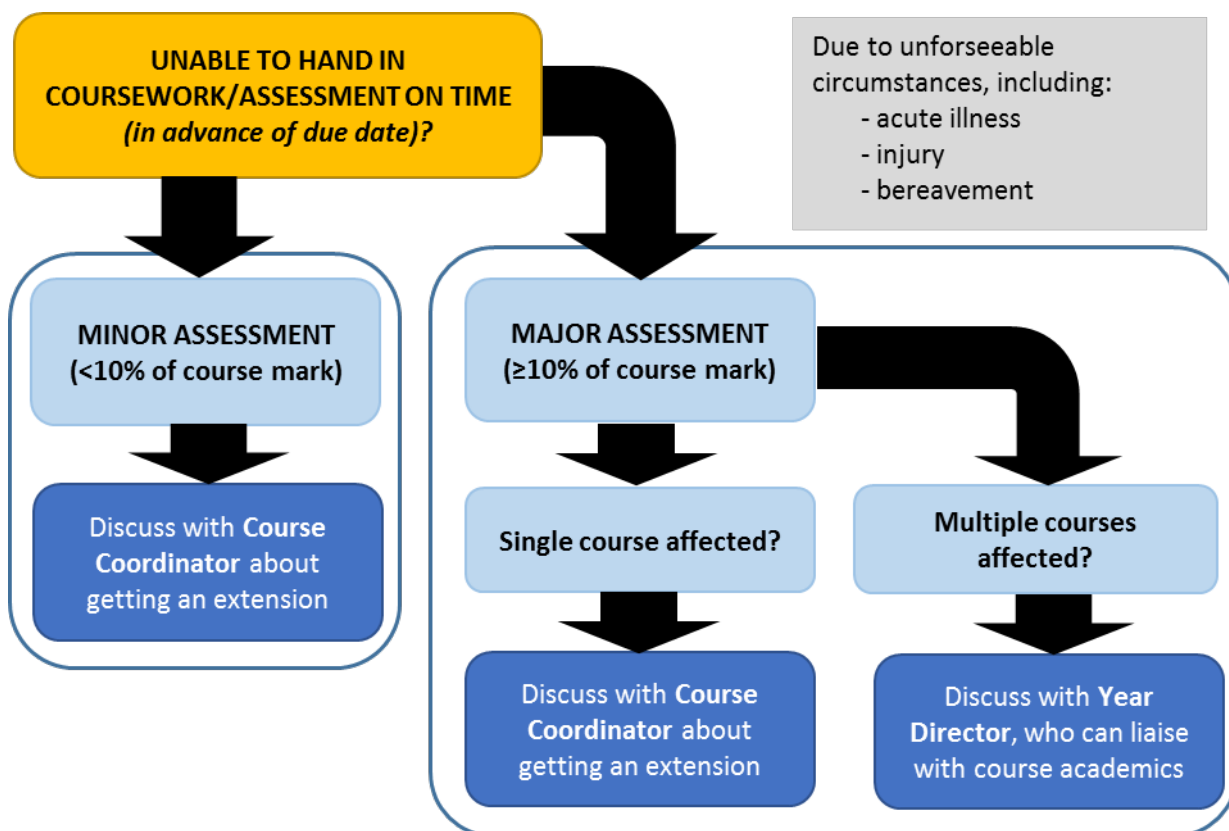


Figure 2: Departmental process for requesting extensions to minor and major internal assessment

4.5.1 Special Consideration

A student who considers that their performance in completing a major ($\geq 10\%$) item of course assessment (including examinations) has been impaired by acute illness, injury, bereavement, or any other unforeseen circumstance may apply for Special Consideration for the work concerned. Credit for missed tests, exams, and major coursework cannot be given otherwise. All applications must be submitted within five working days of the assessment due date. Please take time to familiarise yourself with the University regulations and procedures regarding Special Consideration at the following links:

- <https://www.canterbury.ac.nz/about/governance/ucpolicy/student/special-consideration-policy-and-procedures/>
- <https://www.canterbury.ac.nz/regulations/general-regulations/special-consideration-regulations/>

All alternative arrangements and planned actions for approved Special Consideration applications should be listed in the course outline for each assessment item. Note that it is possible that no alternative arrangements can be made (for example, missing a major project presentation), or circumstances may only allow for an alternative assessment to be taken to award a Pass/Fail grade in the course based on the student's understanding of the key learning outcomes. In developing these academic remedies, the Department has endeavoured to find the best solution that does not compromise the integrity of the assessment or the course.

Pre-booked holidays, or engagement in social, sporting, cultural, or professional activities are not grounds for Special Consideration. This includes family gatherings unless there are extraordinary circumstances, to be considered at the discretion of the Director of Undergraduate Studies. The Department expects students to prioritise their studies above all extracurricular activities. Special arrangements may be made for national or international level sporting or cultural commitments, which are covered at the end of this section.

It is important to understand that special considerations can only take account of impaired performance, not impaired learning. Therefore, longer term challenges including chronic health issues are not eligible for Special Consideration. The Department is committed to helping you succeed and believe that we can best help you by sitting down and discussing your situation to find the best way forward for your individual circumstances. If you are facing long term challenges please contact your Year Director or the Director of Undergraduate Studies.

4.5.2 Student Accessibility Service

Any student with a temporary or permanent disability that affects their ability to study is eligible to register with the Student Accessibility Service (SAS) at the University. SAS can assist with development of a specific learning support plan or provide other specialist resources as applicable. Further information and how to register can be found at <https://www.canterbury.ac.nz/accessibility/>

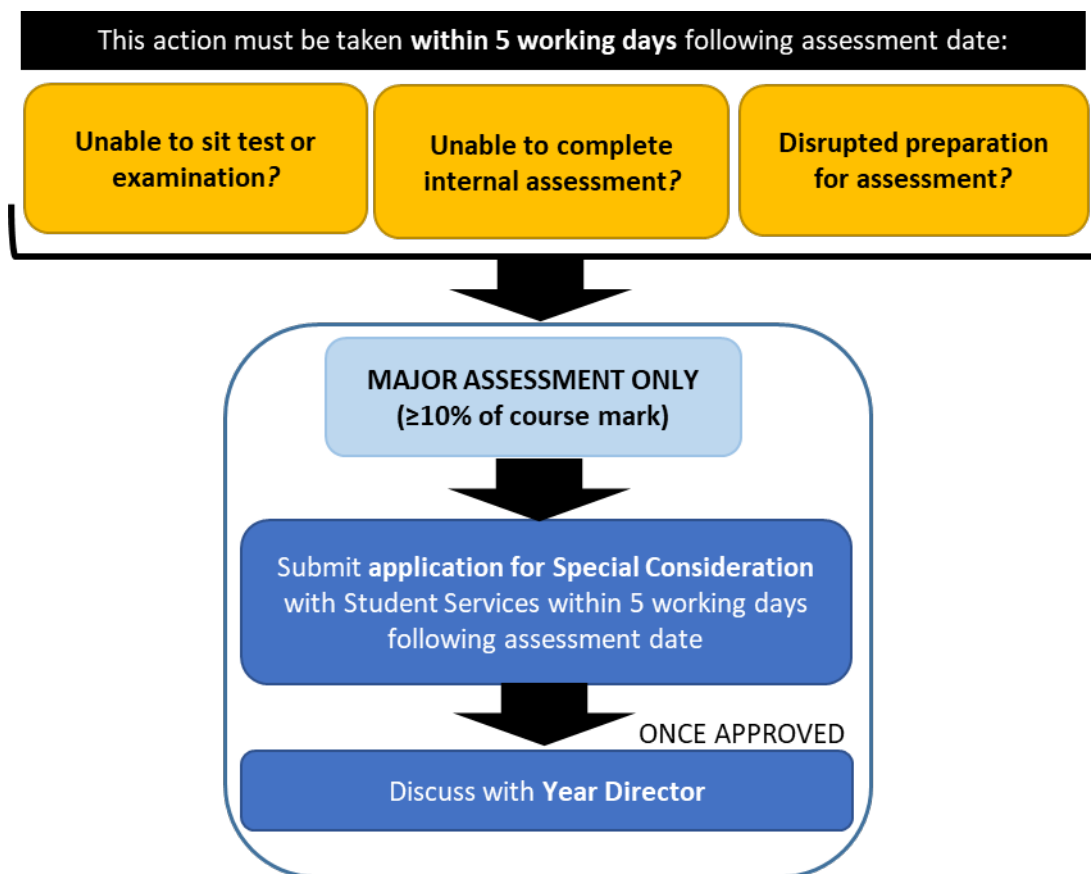


Figure 3: Process for Special Considerations application

4.5.3 Sporting and Cultural Commitments

If you are involved in sport, or cultural, activities at national or international level, please contact your Year Director as early as possible (at latest at the start of the semester for when the commitment is scheduled) to discuss such a situation. Even if you are unsure whether you will be attending the activity, you need to notify the Year Director and plan for your absence.

Students will need to complete a departmental application for special arrangements due to sporting/cultural commitments (contact the Undergraduate Administrator). If this is approved by the Director of Undergraduate Studies, arrangements will be made that confirm how coursework and assessments will be handled for the period that you will be away.

4.6 Course Failures and Repeating Students

Students who have failed any Second Year, Third Year, or compulsory Fourth Year courses must retake these courses (Figure 4). A student who fails the same course twice will require formal approval from the Dean to get approval for a third and final attempt at the course. Students may be recommended for exclusion from the BE(Hons) at this time, and will be excluded from the BE(Hons) if not successful on the third attempt in any course (Figure 5).

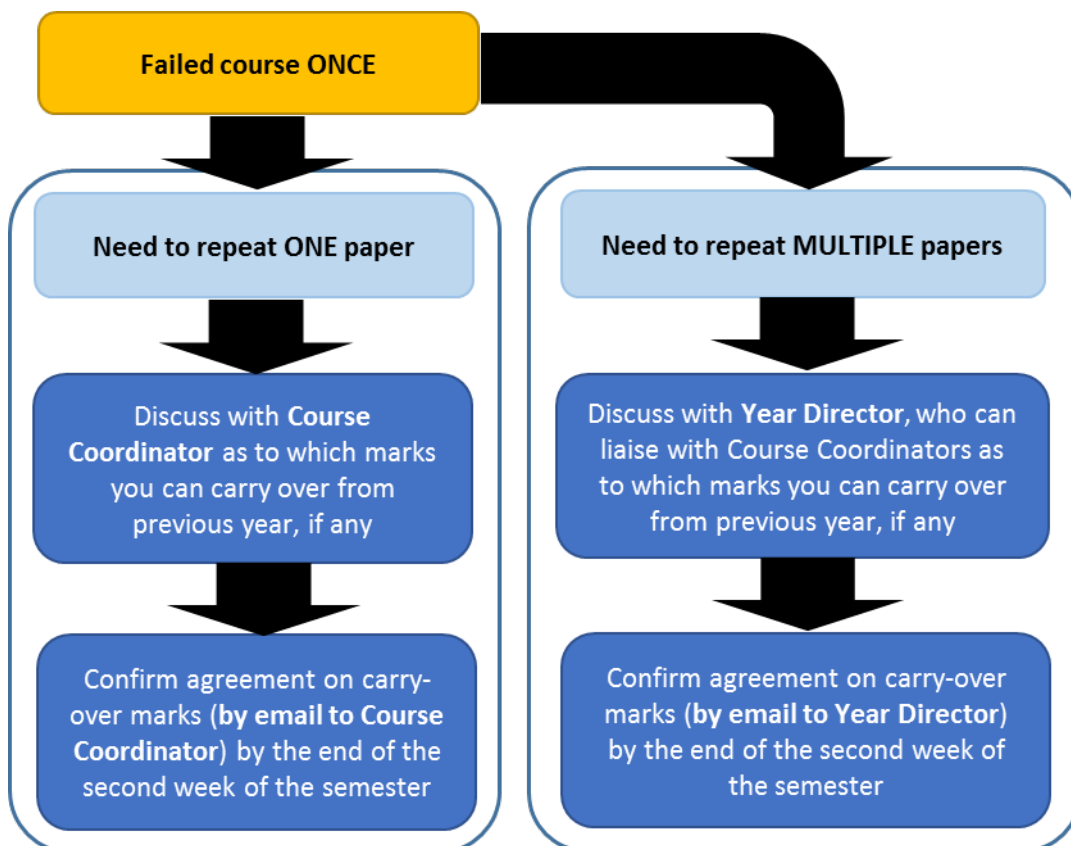


Figure 4: Departmental process for repeating students – first failure of paper

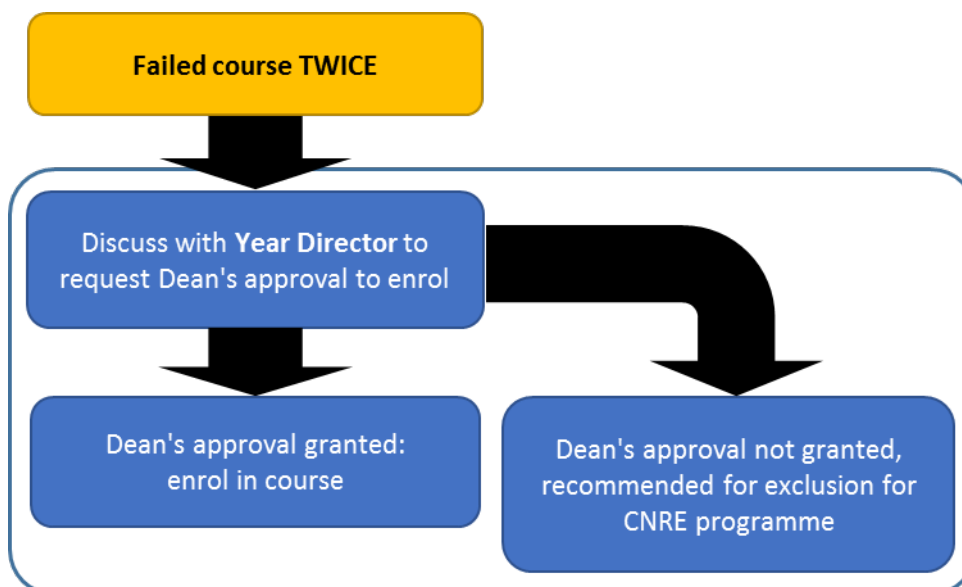


Figure 5: Departmental process for repeating students – second failure of paper

Students who fail a Fourth Year elective course need not repeat the same course, but must successfully pass 60 points of approved 400-level electives in order to meet the coursework requirements of the BE(Hons). Students who fail one of the Third Year electives (ENCI336/ENCN347) similarly do not need to repeat the same course, but will need to successfully complete one of these courses. In all cases, the unsuccessful first attempt at a course will be used in the determination of class of Honours.

Repeating courses creates a number of largely unavoidable difficulties:

- Timetable conflicts invariably occur for students who take courses from two separate years. When this happens, a student must make a choice about which lectures to attend and then obtain class notes from a friend for missed lectures or rely on lecture recordings (if available). Priority should be given to passing the earlier course(s).
- Courses often form a prerequisite for a higher level course. If you fail a course, this will prevent you from taking a higher level course until you have passed all of its prerequisites.
- Failure of one course will always result in at least one extra semester of study, and may require an additional year of study depending on prerequisites and other circumstances.
- Students cannot enrol in any 400-level engineering courses until they have completed all Second Year requirements, including ENCN201 and ENCI199.

Students who are required to enrol for failed courses are advised not to enrol in too many new courses. If one or more courses have been failed, then it is most likely that graduation will require an extra full year of study. Such students may achieve the best outcomes by enrolling only in enough courses to allow classification as a full-time student (course weighting of 0.8 EFTs).

When a course is repeated, there may be opportunity for some of the assessment marks for that course from the previous year to be carried over. Each Course Coordinator will have different rules about which marks a repeating student can carry over from one year to the next. This will be in the course outline distributed at the start of the course. If you do not receive this information, please ask for it. You must reach an agreement (preferably by email) with the Course Coordinator on which marks you will carry-over by the end of the second week of the semester. It is your responsibility to check the posted marks and that your marks have been carried over appropriately.

4.7 Enrolment and Course Selection

Note that it is the student's responsibility to enrol in the correct courses in their degree and a student will not be allowed to graduate until all the courses in their degree program have been completed. Withdrawal from courses must be completed by the official due dates in all but the most exceptional circumstances. For more information on this see: <http://www.canterbury.ac.nz/study/keydates/course-dates/>

Students wishing to change their degree program (e.g. changing from Civil to Natural Resources) must apply formally through the Faculty of Engineering office and gain approval from the Executive Dean of Engineering (or delegate) prior to enrolling in subjects outside their degree. This approval must be received in writing.

4.8 Professional Conduct

Engineering is a profession and consequently Civil and Natural Resources engineers are expected to behave in a professional manner in the workplace and to perform their work in an ethical and honest way. The Department of Civil and Natural Resources Engineering firmly expects all students to uphold generally accepted standards of behaviour befitting a qualified engineer throughout their course of study.

Any behaviour that may be offensive to staff and/or other students is considered unacceptable. This includes a range of behaviours, for example being disruptive by talking loudly or excessively in class, entering late, using departmental computers to view pornographic material, bullying or intimidation of other students, and any drunkenness or intoxication on University premises.

4.8.1 Dishonest Practice and Plagiarism

Dishonest practice is unacceptable. New students will be asked in the first week of lectures to sign a declaration to confirm that they have read and understood the policy on dishonest behaviour and return of marked work. The University's interpretation of what constitutes dishonest practice includes the following:

- **Plagiarism** (including self-plagiarism), being the presentation of any material (text, data, figures, on any medium including computer files) from any source without clear and proper acknowledgement of the source of that material,
- **Collusion**, being work performed wholly or partially in conjunction with another others, but submitted as if it had been completed by the named author alone (or joint authors if a group item of work). *Note that this interpretation of the dishonest practice of collusion is not intended to discourage students from having discussions with each other about how to approach a particular assigned task, and incorporating general ideas coming out of such discussions into their own individual submissions,*
- **Copying**, being the use of material (in any medium) produced by others, with or without their knowledge/approval, including websites providing working and answers, large language models (e.g. ChatGPT), or other similar sources.
- **Ghost writing**, being the use of another party (with or without any form of payment) to prepare all or part of an item of work submitted for assessment, including websites that provide working and answers,
- **Breach of instructions**, being the deliberate flouting of Departmental protocol for resolving disputes or reconsideration of marks (including seeking decisions from multiple Departmental staff in order to obtain a favourable decision, going against the protocol shown in Section 4.4),
- **Deliberate misrepresentation**, being the deliberate lying or distortion of facts to obtain decisions.

Under the University Regulations, evidence of any of these or other forms of dishonest practice by any student(s) represents grounds for disciplinary action, and may result in penalties ranging from denial of credit for the assessment item in question to exclusion from the BE(Hons) or even the University.

Departmental Discipline Process

It is in everyone's best interest to encourage a professional attitude towards study and learning in our Department. Violations of standards of behaviour will be dealt with as prescribed by the University Discipline Regulations, which are available online at <https://www.canterbury.ac.nz/regulations/general-regulations/discipline-regulations/>

The Departmental approach to potential dishonest practice by students will seek to first resolve the issue with the Course Coordinator. If the situation cannot be resolved to the satisfaction of all parties at this stage, it will be escalated first to the Departmental Proctor and then to the University Proctor as necessary. Your grade(s) will be withheld during this process, though please note that this is not a disciplinary action nor does it necessarily indicate the belief of guilt in your actions. It is merely standard procedure during a disciplinary investigation. Where evidence indicates that a disciplinary action is necessary, penalties will be applied and your name will be recorded on the Departmental discipline register. This register is maintained by the Departmental Proctor and is only used in disciplinary processes – your future Course Coordinators will not have access to this register.

Assessments for Remote Teaching and Learning

With the inclusion of remote learning techniques, some assessments may be run under *open book* or *open notes* conditions. This means that you can use whatever resources you have on hand to complete your answers independently. Some courses may provide lists of specifically allowed items, but in general *open book* or *open notes* means that you can use your textbook, lecture notes, tutorial notes, and study notes. Online references may also be allowed, but only if explicitly stated.

Note that *open book* or *open notes* conditions for an assessment do not allow students to contact others during the assessment, nor can students use websites or other tools that provide working and answers to posted questions (e.g. Chegg) or large language model-based tools (e.g. ChatGPT).

4.9 Other General Items

4.9.1 Student Notices by Email

The Department communicates with all students via email as stated in the University Policy and Enrolment agreement. It is the student's responsibility to check their email.

4.9.2 Student Support Services

At different times during your degree, you may find yourself in situations that are difficult to deal with. These can range from issues arising from financial hardship, difficulties integrating within the student cohort, academic anxiety as well as a range of personal issues which includes mental health.

The University offers a number of support services for students, which are described on the University webpages. (<https://www.canterbury.ac.nz/support/>). In many cases, the Student Care team will be your first point of call. They will be able to discuss the problems which you are facing, and to suggest some appropriate options and ways forwards. The Student Care service is free for all students.

If you find yourself in a critical situation, or are concerned about the welfare of another student, immediately contact security on 6111 (internal) or 0800 823 637.

4.9.3 Calculators in Tests and Examinations

Test and exams for all courses (unless specified by the Course Coordinator) are restricted to only calculators that have been issued with a UC approval sticker from the Information Desk (Te Pātaka, Puaka – James Hight, Level 2).

There is a list of approved calculator makes and models available via <https://www.canterbury.ac.nz/study/examinations/exam-instructions/> (see dropdown section on ‘Calculator checks and use in exams’).

4.9.4 Employment within the Department

Undergraduate students with the right skills may be offered employment as a Teaching Assistant in their Fourth Year of study.

Before undertaking any work, a student must have an employment contract. If not, payment to you may not be made. Ask your Course Coordinator how to arrange a contract. Timesheets are required to be completed online. You will be given instructions. If there are any problems with your contract, please talk to the Departmental Administrator.

5 Health and Safety

Students working or studying in any Faculty of Engineering laboratory must always wear appropriate steel-capped footwear (students must provide their own steel-caps). Individual laboratories may also require students to wear hi-vis vests, laboratory coats, safety glasses and/or hearing protection (provided to students by laboratory staff). Laboratory-specific inductions are required prior to working in each laboratory. Jandals or light canvas shoes are not acceptable at any time.

Fourth Year research students (i.e. ENCN493) undertaking laboratory experiments must complete a laboratory-specific safety induction prior to starting experiments. Fourth Year research students undertaking field work must complete an approved Field Activity Plan prior to starting any field work.

“Going Home Uninjured”

- Our objective is to ensure that all students and staff go home safely.
- As professionals, you will be involved in workplace safety at some stage.
- You are responsible for your own safety.
- The College of Engineering has 4 simple rules.

Cardinal Rules



Appropriate Personal Protective Equipment must be worn at all times.



Do not override, remove or interfere with any safety equipment, including guards or shields.



All injuries and incidents must be reported.



Everyone working in a laboratory or workshop must have authorisation of the area manager.