

Mechanical Engineering

Coursework and assessment guidelines

Lateness penalties

There are severe penalties for handing work in late; often 20% of available marks are deducted for each day late. Some lecturers will not accept any late work for marking. Refer to the individual course handouts for information.

Academic integrity

Students are required to familiarise themselves with the University Regulations and Policy on Academic Integrity.

Although there are benefits to be derived from working with others, all work submitted for assessment must be essentially each student's own work. The only exception is where a lecturer has specified that work should be completed in a group. The Department regards any dishonest practice as a serious offence and will take appropriate action as prescribed by the University Regulations.

Statement Regarding Dishonest Practice (in connection with work submitted for assessment)

The University's interpretation of what constitutes dishonest practice includes the following:

1. **Plagiarism**, being the presentation of any material (text, data or figures, on any medium, including computer files) from any other source without clear and proper acknowledgement of the source of that material.
2. **Collusion***, being work performed in whole or in part in conjunction with another person or persons, but submitted as if it had been completed by the named author alone (or joint authors if a group item of work).
3. **Copying**, being the use of material (in any medium, including computer files) produced by another person or persons, with or without their knowledge and approval.
4. **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.

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 item of work in question to exclusion from the University.

*This interpretation of the dishonest practice of collusion is not intended to discourage students from having discussion 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.

Students with disabilities or temporary impairments

Practical support for you and your studies, including tests and examinations, is managed through the Disabilities Resource Service.

Departmental assessment policies

1. Impaired performance or missed assessment due to illness or critical circumstances

Special Consideration is available to students who (a) miss assessment or (b) are moderately or severely impaired in completing assessment worth more than 10% of course marks.

Applications must be submitted within 5 working days of the assessment due date. Students should also contact their course coordinator as soon as possible. If the assessment is a final examination, students should contact the Examination Coordinator.

2. Missing assessment due to representative sports and cultural events

The Department will aim to arrange for alternative assessment for students who anticipate missing a major item of assessment due to absence as a direct result of their selection for sporting, cultural, or artistic representation for their country. All requests are considered on a case-by-case basis by course coordinators in consultation with the Undergraduate Director of Studies, who has veto power.

All requests should:

- be made directly to course coordinators
- be made at least two weeks before the absence or due date,
- include sufficient evidence to enable a fair judgement of the request's merit.

3. Assessment and religious observances

Students should refer to the section on Religious Observances in the Special Consideration Policy.

4. Extension of deadlines for assessed work or alternate test dates

Students requesting extensions on deadlines or to sit tests on alternate dates for reasons other than those covered in A, B and C above should read this section carefully. Students are reminded that they are expected to be available for assessment from the beginning of the semester until the end of the relevant final examination period. This may include evening tests. Students booking travel before the end of the second week of the semester, when assessment dates are confirmed, risk losing marks on assessment.

All requests should be:

- made directly to course coordinators,
- made at least two weeks before the absence or due date,
- include sufficient evidence to enable a fair judgement of the request's merit.

Students should not count on their request being approved. If the request is not approved, a mark of zero will be recorded for the missed assessment or the usual late penalty will be applied to work turned in after the due date.

Department procedure for failed courses

Students who fail courses should (1) read the formal advice letter that they receive from the Department or College and (2) contact their Professional Year Director of Studies as soon as possible to plan an enrolment pathway to complete their degree.

Students' should note the points below and that their enrolment must be approved by the Department.

- Students will be required to reenrol in a failed course and pass it in a subsequent year.
- Students typically enroll in a combination of courses from two professional years (split year enrolment) in order to complete their degree.
- Pre-requisite requirements and timetable clashes can severely limit the courses approved for subsequent enrolments.
- Students who fail courses are not allowed to enroll in more than 60 points in one semester.
- The time to complete the degree is typically extended by at least one semester after failing a course.
- The time to complete the degree can affect the class of honours for which a student is eligible.
- Students who fail courses have their progress reviewed by Faculty in subsequent semesters. Students who continue to make unsatisfactory progress towards completing the degree may be excluded from the Faculty in extreme cases.