

Academic Policies for Undergraduate Courses

Information for Students

1. Introduction

This document provides information for students on the standard academic policies for all undergraduate courses taught by the Department of Management, Marketing and Entrepreneurship. Any variation from these policies will be explicitly stated in the course outlines. This document supplements the University Calendar, which provides the definitive regulations for the University.

2. Course Grades

2.1 Interpretation of Grades

A student's grade for a course will depend on the combination of marks over all pieces of assessment. The following table provides an interpretation of grades.

A+, A, A-	These grades are awarded for outstanding work. Some criteria which may be taken into account: originality, quality of organisation, appropriateness of readings, clarity of argument, indication of the range of perspectives, correctness of computation, match of presentation and data, high level of analysis, all important elements are included.
B+, B, B-	These grades represent a good quality of work. Some criteria: a clear organisation of information, following a standard format for the discipline area, an indication of knowledge of the literature, reasonable level of knowledge of specific computer software, adequate presentation of data, most important elements are included.
C+, C	These grades indicate a minimum standard such as: understanding of both the context and techniques of an area of knowledge, limited view of different perspectives, cursory knowledge of computer software, superficial organisation, sufficient presentation standard, only essential elements are included.
C-	The work met the minimum standards for the course but failed to show a sufficient level understanding for the material to be used as a basis for further study. This grade is a restricted pass which means that the course cannot be used as a prerequisite. This grade is not applicable for 300-level courses.
D, E	The student failed to meet the minimum requirements of the course.

2.2 Marks to Grades Conversion

To ensure the assessment marks are combined in a consistent and fair manner, the marks for individual assessments may be standardised in some courses. The standardised mark for a piece of assessment will depend on the following factors:

1. The original mark
2. The mean and spread of marks for the class.
3. The relative position of the original mark in the class.

Details of how the standardised mark is calculated are described in a separate document '*Department of Management, Marketing and Entrepreneurship: Standardising Assignment, Test and Exam Marks*' which is available on the web under:

<http://www.canterbury.ac.nz/business/department-of-management-marketing-and-entrepreneurship/>

To determine the course grade from the combined mark, a lecturer evaluates the standard that has been met by the student. To ensure consistency, grade cut-off points are used. The table below is provided as a guideline to students; however, the actual cut-off points can vary from course to course.

A+	=	90 – 100	C+	=	60 – 64
A	=	85 – 89	C	=	50 – 59
A-	=	80 – 84	D	=	40 – 49
B+	=	75 – 79	E	=	0 – 39
B	=	70 – 74	R	=	Restricted Pass*
B-	=	65 – 69			

*The R (restricted pass) grade is not applicable for 300-level courses.
The R grade is equivalent to a pass for all purposes except as a prerequisite.

2.3 Final Grades

Any grades given by lecturers ARE NOT OFFICIAL. Registry will mail the grades for all courses to individual students.

3. Requirements for Assessment

3.1 Policy on Late Assignments

Assignments are due on the date stated. Department policy is not to allow extensions. Where the policy for specific course differs, the course outline will provide information.

A heavy workload is not considered grounds for an extension.

3.2 Dishonest Practice

The University of Canterbury considers cheating and plagiarism to be serious acts of dishonesty. All assessed work must be your own individual work unless specifically stated otherwise in the assessment guidelines. Material quoted from any other source must be clearly acknowledged. You must not copy the work of another person (student or published work) without acknowledgment in any assessment including examinations, tests and assignments. Any person who is found to have copied someone else's work, or to have allowed their work to be copied, will receive a fail grade for that piece of assessment and may face disciplinary action which may lead to a fine, community service or exclusion from the university.

4. Aegrotat Consideration

For information regarding late submissions and extensions, see section 3.1.

4.1 Aegrotats

If factors beyond your control (such as illness or family bereavement) prevent you from completing some item of course work or severely impair your performance, then you may be eligible for aegrotat consideration. This does not apply to all assessments in all courses, so check the course outline or talk to the lecturer for any specific exclusions.

Aegrotat procedures are documented in the Special Considerations Regulations in the University Calendar. Applications must be made within seven days of the test date or the assignment due date. Supporting evidence, such as a medical certificate, is required. If in doubt, talk to one of your lecturers.

Normally the Department does not provide special assessment in terms of Special Consideration Regulation 8(d).

5. Reconsideration of Grades

For information on reconsideration of grades in major tests or other major work, Regulation 4(b) of the Taught and Project Course Regulations in the University Calendar.

For information on reconsideration of a final grade, see Regulation 8 of the Taught and Project Course Regulations in the University Calendar.

6. Provisions for Students with Disabilities

The Department will, wherever possible, make appropriate arrangements for students with disabilities. Students with disabilities should see the Course Coordinator as early as possible. Students with disabilities should consult with the Disabilities coordinator for guidance and assistance.

7. Workload

The Department follows the Faculty of Commerce work-load guidelines. The total workload for an average student, for background reading, lectures, tutorials, assignments and revision, is normally expected to be 10 hours per point over the duration of the course. The average workload per week for a course will also depend on the period the course is taught over. For a full-year course, this equates to 1 hour per week for every 3 points. Double this for a course taught over one semester.

Summer school courses are taught over a very short period. For most courses, doubling the single semester workload provides an adequate estimate of the workload.

8. Return of Tests and Assignments

It is the normal practice of the department to return test scripts and assignments by handing them out in lectures or tutorials. Uncollected scripts will normally be available from the College of Business and Law office.

9. Access to Past Papers

Copies of past final exam papers will normally be accessible from the library web pages.

10. General Appeals

Concerns about the course should first be directed to the lecturers or course coordinator. However, the Head of the Department may be approached, if the issue is not resolved. If you are concerned about anonymity, the Class Representative or the Students' Association can be used to voice your concerns.

Last updated: January 2018