

## General Course Information for 2024

The following is general information that applies to all courses administered by the School of Physical and Chemical Sciences (SPCS) relating to PHYSICS & ASTRONOMY. Course specific details will be found in Course Outlines for the individual courses, accessible either in [LEARN](#) or the [Course Information System](#).

### Lecture Times and Venues

Lecture times and venues can be found from the [Course Information System](#) of the University of Canterbury by entering the course code.

### Grievances

Your class will appoint a class representative. Their contact details will be posted on the course [LEARN](#) page and are also available online via [UCSA](#)'s Class Rep site. Please take the opportunity to improve our services to you, by talking to your lecturer, your class representative or an Academic Liaison representative about any issues, concerns or recommendations that you might have.

[Assoc Prof Michael Albrow](#) is in charge of liaison with students enrolled in physics and astronomy courses. Michael is based in Room 616, Level 6 of the West Building and can be contacted by phone on 369 5189 or via email:- [michael.albrow@canterbury.ac.nz](mailto:michael.albrow@canterbury.ac.nz).

Should there still be unresolved matters please approach the Head of School, Rudi Marquez, by emailing [rudi.marquez@canterbury.ac.nz](mailto:rudi.marquez@canterbury.ac.nz) or by phoning:- 369 0162.

### Dishonest Practice (online information [Academic Integrity](#))

Plagiarism, collusion, copying and ghost writing are unacceptable and dishonest practices.

- Plagiarism is the presentation of any material (text, data, figures or drawings, on any medium including computer files) from any other source (including other students) without clear and adequate acknowledgement of the source.
- Collusion is the presentation of work performed in conjunction with another person or persons, but submitted as if it has been completed only by the named author(s).
- Copying is the use of material (in any medium, including computer files) produced by another person(s) with or without their knowledge and approval.
- Ghost writing is the use of another person(s) (with or without payment) to prepare all or part of an item submitted for assessment.

Do not engage in dishonest practices. The School reserves the right to refer dishonest practices to the [University Proctor](#) and where appropriate to **not mark the work or award a mark of zero**.

## **Calculators** (online information [Exam instructions | Study | University of Canterbury](#))

All calculators used in physics and astronomy exams or tests are required to be of an approved type, i.e. one that cannot store information. For example a Casio FX82 is approved. View a full list of approved calculators [Calculators-approved.pdf \(canterbury.ac.nz\)](#).

In order to be allowed into an exam or test any calculator must have been checked and bear an official sticker. Instructions for the calculator check procedure are available [here](#).

## **Students with Disabilities**

Contact the [Student Accessibility Service | Te Ratonga Whaikaha | University of Canterbury](#). General Enquiries to Room 125 Ground floor, Forestry building. Phone: 369 3334 or ext 93334 and/or email: [sas@canterbury.ac.nz](mailto:sas@canterbury.ac.nz).

## **Workload**

Success at university study requires study outside of set lecture hours. A standard 15 point course represents 150 hours of student work. As a general guide, the average student is responsible for approximately:

- one hour of additional study for each timetabled hour at 100- level,
- two hours of additional study for each timetabled hour at 200- level,
- three hours of additional study for each timetabled hour at 300-level,
- four hours of additional study for each timetabled hour at 400-level.

At times some students will need more than these hours to grasp difficult concepts.

## **Late Work**

Students should check with the Course Coordinator whether or not late work is accepted and what penalties may apply. Requests for submitting work late should be accompanied with a detailed explanation of why the work is late. This must be done in advance of the due date. Where an **extension** is granted by the Course Coordinator no application to the Examinations Office is required.

## **Absence from Tests**

In rare cases a student will not be able to sit a test. In such cases, the student should consult with the Course Coordinator to arrange alternative procedures. This must be done well in advance of the set date for the test. Where a student is prevented by unforeseen circumstances from sitting the test they may apply for Special Consideration (see following).

## **Special Consideration (formerly known as Aegrotat Applications)**

Special Consideration for tests or exams (worth 10% or more) is for students who have covered the work of a course but have been prevented from demonstrating their knowledge or skills at the time of the test or exam due to unforeseen circumstances. This may be because the student has not sat the test/exam or has sat the test/exam but with **impaired performance**. Applications under this category must be submitted **within five working days** of the test/exam date and should be submitted via the Examinations Office website [Special Consideration | University of Canterbury](#).

Matters relating to the following are also covered by that website:-

- **Late Discontinuation**  
Students prevented by extenuating circumstances from completing the course after the final date for withdrawing, may apply for special consideration for **late discontinuation** of the course. Applications must be submitted to the Examinations Office within five days of the end of the main examination period for the semester.
- **Matters relating to Covid-19**
- Reviewing or Appealing a Decision
- Wellbeing

**Note** that you may be required to sit a special exam or your grade may not be changed if there is insufficient evidence of your performance from other invigilated assessment items in the course.

**Special consideration is NOT available for:**

- essays, assignments or quizzes (see below);
- missed lectures during the semester;
- experiencing examination anxiety;
- having several examinations or assessments close together;
- known impairment, such as chronic illness (medical or psychological), injury or disability unless medical evidence confirms that the circumstances were exacerbated, despite appropriate management, at the time of assessment;
- mistaking the date or time of an examination;
- failing to turn up to an examination or test because of sleeping in;
- where applications are repeatedly made for the same or similar reason, then the application may be declined on the grounds that the reason is not unexpected;
- where the application is made at the time of the assessment but the supporting documentation is received significantly after this date or after the date results are released; or
- the application is made following the release of results (unless under exceptional circumstances).

## **Extensions for Essays/Assignments/Quizzes**

A special consideration application is not the process to apply for an extension of time to complete an essay, assignment or quiz. You must contact the Course Supervisor, with your supporting documentation, and apply for an extension of time to complete the assessment.

## **Technical Problems with Online test/exams**

Whilst most tests/exams will be conducted on campus, should you have to take an online test/exam and you experience a technical problem (such as not being able to access digital technology or you experience a problem during an online assessment) please contact the **IT Help Desk** (0508 UC IT HELP (0508 824 843) or +64 3 369 5000) to notify them of any issues and to discuss an appropriate resolution.

## Marks and Grades

The SPCS follows the University of Canterbury common grading scale adopted in 2012. This applies to all preparatory, undergraduate, graduate and postgraduate courses across all colleges as shown in the table below.

A pass is 50 marks and over.

GRADE	GPA VALUE	MARKS
A+	9	90-100
A	8	85-89.9
A-	7	80-84.9
B+	6	75-79.9
B	5	70-74.9
B-	4	65-69.9
C+	3	60-64.9
C	2	55-59.9
C-	1	50-54.9
D	0	40-49.9
E	-1	0-39.9

NON-NUMERICAL GRADE	GPA VALUE	DEFINITION
P	n/a	Pass
F	n/a	Fail
S	n/a	Special pass
R	1	Restricted pass #
X	-3	Dishonesty
I	n/a	Incomplete*

The School of Physical and Chemical Sciences reserves the right to adjust this mark/grade conversion up or down to achieve consistency of assessment standards.

**Note** that in some courses you are required to achieve a certain standard in the course work and/or the final exam in order to obtain a passing grade. See the individual course handouts for further information.

## **Reconsideration of Assessment**

For up to four weeks after the release of results a candidate may apply to the Examination Arrangements Senior Coordinator for a Reconsideration of Grade. Full application instructions can be found here:- [Result dates and appeals | Study | University of Canterbury](#)

The reconsideration will normally consist of a re-marking and re-counting of the final exam script, together with a recount of the marks awarded for any other items of work. If you have extenuating circumstances which affected your performance in your examination, you should find out about applying for a [Special Consideration](#) – see above.

## **Appeals**

Students may appeal any decision made, see [Result dates and appeals | Study | University of Canterbury](#) for the appeals process. Note that there are time limits for each step of the appeals process.

## Access to your examination scripts

View here for full details:- [Exam scripts | Study | University of Canterbury](#).

Examination scripts are preserved by the School for six months from the date of release of results.

- Candidates may **view** their scripts at the School office within this six month period however, scripts must not be removed from the School by the candidate for three months following the release of grades.
- To obtain a copy of your examination script for up to three months from the release of results you may apply for a copy of one or more of your exam scripts. A fee is charged for each script requested and there are payment options available. After three months from the release of results and until the scripts are destroyed, original scripts will be returned to candidates free of charge.

Please note: These regulations do not apply to papers where the Head of School has been authorised by the Academic Administration Committee not to release marked scripts.