

General Course Information for 2021

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 the Information sheets for the individual courses.

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 a 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 414 of the Beatrice Tinsley Building, and can be contacted by phone on 369 5189 or via email:- 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 or by phoning:- 369 0162.

Dishonest Practice

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 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**. View online guidelines relating to [Academic Integrity](#).

Calculators (online information:- <http://www.canterbury.ac.nz/study/examinations/>)

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 [here](#).

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 Equity & Disability Service, Level 2 of the Puaka-James Hight Building (Central Library). Phone: 369 3334 or ext 93334 and/or email: eds@canterbury.ac.nz. For further information on what is offered see their website <https://www.canterbury.ac.nz/equity-disability/>.

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 well 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 assessment (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 assessment due to unforeseen circumstances. This may be because the student has not completed an assessment or sat the test/exam or has completed an assessment or sat the test/exam but with **impaired performance**. Applications under this category should be submitted within five working days of the assessment due date and should be submitted via the Examinations Office website <http://www.canterbury.ac.nz/study/special-consideration/>.

Note that you may be required to sit a special exam if there is insufficient evidence of your performance from other invigilated assessment items in the course.

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.

Special Consideration for COVID19

Full information relating to COVID19 is outlined on this link, scroll down to view:-
<https://www.canterbury.ac.nz/study/special-consideration/>

Technological 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 technological 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 School of Physical and Chemical Sciences 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.

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*

A pass is 50 marks and over.

The SPCS 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.

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](#).

How to apply:- application form [Reconsideration of final grade](#)

A Reconsideration of Grade fee is charged for each course applied for. This is refunded if your grade is changed. Find out about [Payment Options](#).

E-mail the completed form to the [Examination Arrangements Senior Co-ordinator](#). Alternatively, you may drop this into the Records, Examinations & Graduation Office, Level 0, Matariki/Registry Building.

Appeals

Students may appeal any decision made, see the [UC Calendar](#) for the appeals process. Note that there are time limits for each step of the appeals process.

Pertinent information can also be found here:-

<https://www.canterbury.ac.nz/study/examinations/result-dates-and-appeals/>

Access to your examination scripts

View here for full details:- <https://www.canterbury.ac.nz/study/examinations/exam-scripts/>

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.

E-mail the completed form to the [Examination Arrangements Senior Co-ordinator](#). Alternatively, you may drop this in to the Records, Examinations & Graduation Office, Level 0, Matariki/Registry Building.

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.