

LA TROBE UNIVERSITY
FACULTY OF EDUCATION

POLICY ON SUBMISSION OF STUDENT ASSIGNMENTS

1 SUBMISSION OF ASSIGNMENTS:

- a) In general assignments should be typed in accordance with the instructions given to the student via an assignment manual and/or specified within the Unit Outline. Students who wish to submit a handwritten assignment, should indicate to the Lecturer/Tutor, prior to submission, that a handwritten assignment is their preferred option for submission.
- b) ALL assignments MUST be submitted as instructed in the Unit Outline by the due date specified in this Outline.
- c) Under no circumstances can staff in the Faculty accept responsibility for papers slid under a staff members door, faxed, thumb tacked to lecturer's doors or bulletin boards or, in general, placed anywhere other than in an assignment box or handed directly to an individual as specified in the Unit Outline.
- d) ALL assignments MUST be accompanied by a *Statement of Authorship* form. The form must be signed and dated by the student. Forms are available from course administration offices or the Faculty website www.latrobe.edu.au/education.
- e) Assignments submitted electronically SHOULD incorporate a *Statement of Authorship* in their submission and will be deemed to have agreed to the conditions of the Statement of Authorship upon transmitting the assignment electronically.
- f) Students who submit their assignments via a postal system MUST ensure the envelope is clearly labelled with the Lecturer's Name, School name and the address of the School. The date of the postmark will be recorded as the date of submission.
- g) Facsimile copies of assignments WILL NOT BE ACCEPTED without prior approval of the lecturer/tutor.

2 ASSIGNMENT DEADLINES:

- a) Assignment deadlines MUST be issued to the student via the Unit Outline.
- b) Once an assignment deadline is set and published, it CAN NOT be changed unless ALL students are notified of such change and it is confirmed that the change DOES NOT cause hardship or disadvantage to any student.

3 ASSIGNMENT EXTENSIONS:

- a) ALL students should make sure they receive the Unit Outline (Usually in the first Lecture/Tutorial) for the Unit which outlines the due dates for assignment. Students are expected to adhere strictly to these dates.
- b) Extensions may be granted for reasons of illness or other serious personal problems. It is necessary to provide a doctor's certificate if your reason is medical. The '*Application for Extension of Assignment Submission Date*' form can be obtained from any course administration office within the Faculty of Education or it can be downloaded from the Faculty website www.latrobe.edu.au/education

- c) The 'Application for Extension of Assignment Submission Date' form must be completed and taken to the students' tutor or lecturer for approval at least **one day** before the due date for the assignment. If approved the student will keep the detached lower section of the form and attach it to the assignment when it is handed in. The unit coordinator will keep the top section of the form.
- d) An extension may be approved by the Lecturer/Tutor after the due date ONLY where a student can demonstrate extenuating circumstances that prevented the student from requesting an extension prior to the due date.
- e) If a student believes that at any stage during the unit their performance was substantially affected by illness or other problems, they are entitled to fill in and submit a 'Special Consideration' Form. Students should follow the instructions given on this form. Upon assessing the form the Lecturer/tutor will take into consideration the circumstances which may have effected the students performance and determine the appropriate outcome.
- f) Students who receive an extension MUST submit the 'late' assignment by the revised due date indicated on the 'Application for Extension of Assignment Submission Date' form.

4 PENALTIES FOR LATE ASSIGNMENTS:

Students are encouraged to avoid penalties by seeking an approved extension before the assignment due date. Unless an extension is specifically granted via the 'Application for Extension of Assignment Submission Date' form, late work will be penalised as follows:-

- a) Work submitted more that seven (7) days after the due date (either original or extended due date, as applicable) **WILL NOT BE MARKED** and an automatic fail grade for that assignment will be recorded.
- b) Week days and weekend days are included in the calculation of days late.
- c) Any assignment which is handed in late (either original or extended due date) will be penalised at the rate of 10% of the assigned mark per day, to a maximum of seven (7) days. For example, an assignment assessed as 30 marks out of a possible 40 but submitted two days late would lose 6 marks (10% of 30 x 2 days) and be awarded a mark of 24/40.

6 REMARKING OF WORK:

- a) Staff should be aware that Regulation 21.12 Examinations and Assessment provides that :-

'A student who is aggrieved by the final assessment in any subject may seek a review of the assessment in accordance with procedures determined by the Academic Board for the purpose, and published in the Course Handbook'

- b) Academic Board has determined the following policy in October 1996 (after Academic Committee consideration in July and November 1995). This policy is available at www.latrobe.edu.au/acadserv/policies/

i) Requests for advice on performance in assessment tasks should continue to be addressed to the member of lecturing staff concerned, as frequently occurs. The Head of School should be approached if a re-mark is desired and if this is denied the student should appeal to the Dean of the teaching faculty and ultimately to the University Ombudsman if necessary.

ii) In each case the appropriate University officer should investigate the situation carefully before making a decision.

iii) Academic staff must be available for consultation in the weeks after results are released.

- c) Students should follow the procedure detailed in the Reassessment of Students Written Academic Work' document available at www.latrobe.edu.au/education/policy.htm

7 UNIVERSITY POLICY REGARDING PENALTIES FOR PLAGIARISM

Plagiarism occurs when another person's written, or other, work is copied or reproduced, in whole or in part, without acknowledgement; the copying of the reports and other work of other students constitutes plagiarism, and is considered to be a form of cheating. Students should refer to their Assignment Manual to ensure that they are very clear as to the rules and regulations surrounding referencing. Any work which is submitted and found to be incorrectly referenced, may be considered plagiarism. All major assignments, theses and reports should be accompanied by a signed statement of authorship and students should be very clear that the work they are submitting is their own.

The University imposes severe penalties on students who cheat and plagiarise. Students who are identified as cheating or plagiarising may be allocated no marks for the particular piece of work involved, or may be allocated a non-compensatable fail grade in that subject. Students should consult their Student Diary and Student Handbook for further clarification of Rules and Regulations surrounding Plagiarism. Students' attention is also drawn to the following website which clearly lays out such rules and regulations with accompanying possible penalties: www.latrobe.edu.au/www/acadserv/policies/plagiarism.pdf