The Head of School, Professor Mark Jaksa is pleased to welcome new and continuing students to the School of Civil, Environmental and Mining Engineering.
This Student Handbook has been prepared to assist with some of the queries students have when joining the School, and the information was current at February 2014.

The Calendar and University website should still be used for University policies and procedures.
<table>
<thead>
<tr>
<th>Where can I get help with my enquiries?</th>
</tr>
</thead>
<tbody>
<tr>
<td>For enquiries about degree checks, enrolment, graduations, practical experience applications, timetable &amp; transfer advice contact the:</td>
</tr>
<tr>
<td>Faculty Office, Faculty of Engineering, Computer and Mathematical Sciences</td>
</tr>
<tr>
<td>For assistance with course advice, courses and workload, lecture notes, exemptions, general enquiries, or to make an appointment with the Head of School, contact the:</td>
</tr>
<tr>
<td>School Office, School of Civil, Environmental and Mining Engineering</td>
</tr>
<tr>
<td>Student Support Services:</td>
</tr>
<tr>
<td>Ask Adelaide</td>
</tr>
<tr>
<td>To access online course materials, and discussion groups, go to:</td>
</tr>
<tr>
<td>MyUni</td>
</tr>
<tr>
<td>To view enrolment details &amp; unofficial transcripts, update your personal details, view your exam schedule, change your password, add/drop classes or apply to graduate, go to:</td>
</tr>
</tbody>
</table>
Other Helpful University Student Services

Accommodation Service
Level 4, Union House
www.adelaide.edu.au/accommodation
8313 5220

Adelaide University Union
Level 4, Union House
www.auu.org.au
8313 5401

Barr Smith Library
North Terrace Campus
www.adelaide.edu.au/library/about/libraries/bsl/
8313 5759

Card Services
Level 3, Information Services Desk, Hub Central
www.adelaide.edu.au/unicard/
8313 3363

Career Services
Level 4, Hughes Building
www.adelaide.edu.au/student/careers/
8313 5123

Counselling Service
Ground Level, Horace Lamb Building
www.adelaide.edu.au/counselling_centre
8313 5663

Disability Service
Ground Level, Horace Lamb Building
www.adelaide.edu.au/disability
8313 5962

Elite Athlete Support & Info Service
www.adelaide.edu.au/eliteathletes
3131 5663

International Student Centre
Old Classics Wing
www.international.adelaide.edu.au/support/isc
8313 4828

Maths Learning Service
Level 3 East, Hub Central
www.adelaide.edu.au/mathslearning/
8313 35771

University Health Medical Centre
Ground Level, Horace Lamb Building
www.adelaideunicare.com.au
8313 5050

University Security Services
Level 4, Wills Building
www.adelaide.edu.au/security/
8313 5990

Wilto Yerlo
(For Aboriginal and Torres Strait Islander students)
Ground Floor, Hartley Building
www.adelaide.edu.au/wilto_yerlo
8313 3623

Writing Centre
Level 3, Hub Central
www.adelaide.edu.au/writingcentre
8313 3021
Staff in the School

Head of School: Professor Mark Jaksa
Deputy Head of School: Professor Martin Lambert (S1) A/Prof Emmanuel Chanda (S2)
Director of Research: Dr Mark Thyer (S1) Prof Angus Simpson (S2)
Director of Teaching: Ms Rebecca Francis
Deputy Director of Teaching: Professor Martin Lambert (S1) A/Prof Emmanuel Chanda (S2)

Year Level Coordinators & Work Experience Advisor

Level 1 Coordinator: Ms Bernadette Foley Rm N232
Level 2 Coordinator: Dr Giang Nguyen Rm N155a
Level 3 Coordinator: Dr Mohamed Ali Rm N234
Level 4 Coordinator: Dr An Deng Rm N144
Honours & Masters Projects: Ms Rebecca Francis Rm N231b
Honours Grades Coordinator: Assoc Professor Chaoshui Xu Rm N238
Postgraduate Research Coordinator: Assoc Professor Hamid Sheikh Rm N235
Deputy PG Research Coordinator: Dr Chengqing Wu Rm N236
Coursework Masters Coordinator: Dr Chengqing Wu Rm N236
Deputy Coursework Masters Coordinator: Assoc Professor Hamid Sheikh Rm N235
Practical Work Experience Advisor: Dr Noune Melkoumian (S1) Rm N150
Practical Work Experience Advisor: Dr Mohamed Ali (S2) Rm 234

Professional Staff – School Office

School Manager: Ms Melody Abbott Economou Rm N135e
Office Manager: Mrs Josie Peluso Rm N136
Health and Safety Officer: Mrs Anita Hannaford Rm NM11
Administrative Officer: Mrs Ann Smith Rm N136
Administrative Officer: Mrs Julie Ligertwood Rm N136
Administrative Officer: Mrs Cherranthi Senarratne Rm N136
Administrative Officer: Mr David Robertson Rm N136
Computing Officer: Dr Stephen Carr Rm N147

Technical Staff

Manager, Eng Services & EngTest: Mr Andrew Heathershaw Rm NM12
Supervisor Laboratories: Mr Steven Huskinson Rm NM11
Supervisor Instrumentation: Mr Ian Cates Rm NG34
Technical Officer (Laboratories): Mr Jon Ayoub Rm NG29
Technical Officer (Laboratories): Mr Gary Bowman Rm NG29
Technical Officer (Laboratories): Mr Dale Hodson Rm NG29
Technical Officer (Laboratories): Mr Brenton Howie Rm NG29
Technical Officer (Laboratories): Mr Ian Ogier Rm NG29
Technical Officer (Laboratories): Mr Adam Ryntjes Rm NG29
Technical Officer (Instrumentation): Mr Terry Cox Rm NG33
Technical Officer (Instrumentation): Mr Simon Orders Rm NG33
Technical Officer (Instrumentation): Mr Simon Golding Rm NG33

Academic / Teaching Staff

Geotechnical & Mining Engineering
Assoc Professor Emmanuel Chanda
Dr An Deng
Professor Peter Dowd
Dr James Flatt
Professor Mark Jaksa
Dr Murat Karakus
Dr Yien Lik Kuo
Dr Noune Melkoumian
Professor Iain Plimer
Mr Brendan Scott
Professor John Sturgul
Dr Abbas Taheri
Assoc Professor Chaoshui Xu

Structural & Architectural Engineering
Dr Mohamed Ali
Dr Terry Bennett
Ms Rebecca Francis
Professor Michael Griffith
Dr Alex Ching-Tai Ng
Dr Togay Ozbakraloglu
Assoc Professor Hamid Sheikh
Dr Phillip Visintin
Emeritus Professor Robert Warner
Dr Craig Willis
Dr Chengqing Wu

Cont…
Academic / Teaching Staff cont..

Water & Environmental Engineering
Professor John Crowther
A/Prof Trevor Daniell (Honorary Research Fellow)
Professor Graeme Dandy
Ms Bernadette Foley
Professor Dmitri Kavetski
Professor Martin Lambert
Mr Michael Leonard
Professor Holger Maier
Ms Angela Marchi
Professor Angus Simpson
Dr Mark Thyer
Professor David Walker
Dr Seth Westra
Dr Aaron Zecchin
Answers to Frequently Asked Questions

Access After Hours for Final Year & Masters Students – Who do I see?
See the School Office staff, N136, Level 1, Engineering North
(To access the Honours or Masters Computing/Study Rooms)

Assignments – Where are they handed in?
Look for the relevant box in front of the School Office, N136, Level 1, Engineering North
Room N142a has been set up for the return of assignments

Binding – I want to bind a report, where do I go?
Hub Central (outside The General convenience store. Binding materials available to purchase from The General store)
Image & Copy Centre, Lvl 1, Hughes Building or visit http://www.adelaide.edu.au/icc/

Calculation Pads – Where can I get them?
Unibooks, Union Building

Cats Suites – Where are they located?
The Computer Aided Teaching Suite (CATS) is a computing facility provided for undergraduates and masters by coursework students taking subjects run by the Faculty of Engineering, Computer and Mathematical Sciences.

All suites are opened 24/7 during normal University teaching periods and semester breaks. They are located on several levels in Ingkarni Wardli (previously known as Innova21) building and Level 1 of the Engineering Maths building.

Students have access to over 450 computers, as well as printing, plotting, scanning, CD/DVD burning & writing facilities. In addition to this, students have access to MS Office and many engineering related applications.

Course Planner – Where is it?
The University Course Planner is located on the University website under the Students tab:
https://access.adelaide.edu.au/courses/search.asp

Course Advice – How can I contact a course advisor?
Go to http://www.ecms.adelaide.edu.au/civeng/ and click on the “Student Enquiries Form”, fill out the form and submit.

ECMS Faculty Office – Where are they located and how can I contact them?
Student Services, Faculty Office, Level 1, Ingkarni Wardli, ecms_office@adelaide.edu.au (08) 8313 4148
Opening hours: Mon, Tues, Thurs, Fri: 8:45am – 4.45pm, Wed: 11:00am – 4:45pm

Engineers Australia – I want to join what is their web address?

Enrolment Amendments and timetable clashes – Where do I find the form?
Download the form at http://www.ecms.adelaide.edu.au/current-students/enrolment/timetable-clash.html and electronically lodge the form.
Exam Papers from previous years – Where can I find them?
Your course lecturer will make these available on MyUni.

Exam Results – Where are they posted?
They are posted on ACCESS Adelaide http://www.adelaide.edu.au/access/
Do not ring the Office to ask for the exam timetable or the results as the University does not allow staff to pass on this information. It is the student’s responsibility to view it themselves.

Exemptions – Where do I obtain the form and hand it in?
Drop it into the School Office, N136, Level 1, Engineering North (between 10:00am – 3pm, Mon–Fri)

Lecturers – How do I contact them and what are their consulting hours?
Find their contact details on the University website http://www.adelaide.edu.au/. Their consulting times will be posted on their door.

Lecture Notes – Where can I purchase them?
Your course lecturer will tell you if the notes are available to download from MyUni or available to purchase at the Image & Copy Centre, Level 1, Hughes Building. Students can purchase lecture notes through the new On-line shop just log-in to Unified on the University’s website. Once your lecture notes are purchased take your receipt to Image and Copy Centre to collect your notes.

Lecture Theatres, Laboratories – Where are they?
See website for maps: http://www.adelaide.edu.au/campuses/

Photocopying– Where can I photocopy material?
The Image and Copy Centre, Lvl 1, Hughes Building
Union Resource Centre on Lvl 4, Union House
Barr Smith Library.

Practical Experience Form – Where do I find it?

Practical Experience Information – Who do I see if I have questions?
Contact the ECMS Faculty Office (see page 3).

Practical Experience ‘UG Work Experience Directory’ – Where can I find it?
Download from the Civil, Environmental & Mining Engineering website under current students (see Quicklinks) www.ecms.adelaide.edu.au/civeng/

Problems with a particular course – What do I do?
First discuss your problems with the Course Lecturer.
If you are not satisfied with the resolution, contact the Director of Teaching, Ms Rebecca Francis Rebecca.francis@adelaide.edu.au to set out your concerns or make an appointment.

Problems with study i.e. hand-up date clashes – Who do I see?
See your Year Level Coordinator (listed page 3).
Reports for Final Year students only – Where do I obtain previous final year reports?
See the School Office staff, N136, Level 1, Engineering North (10am – 3pm, Mon–Fri)

Student Forms – What forms are available and where do I find them

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timetable Clash Resolution form</td>
<td>Unit Overload Request form</td>
</tr>
<tr>
<td>Course Full Resolution form</td>
<td>Application to Complete Honours Over Two Years form</td>
</tr>
<tr>
<td>Refunds, Remission and Re-Credits forms</td>
<td>forms for Postgraduate Research Students</td>
</tr>
<tr>
<td>Audit Study Application form – (What is Audit Study?)</td>
<td>Degree Check form; Exemption From Attendance form</td>
</tr>
</tbody>
</table>

Student Lockers – Where can I hire a locker?
Short term lockers are available in Hub Central on both Level 3 and 4.
Adelaide University Union reception, Level 4, Union House, $20 AUU members, $30 non-members

Student Representatives – Who are they?
See notices posted around the School, and on the School website.
Guidelines for Student Behaviour

School Guidelines

1. All students in the School are expected to conduct themselves in a professional manner at all times when in the University or working elsewhere with staff or other students.
2. Students are expected to:
   (a) show respect to staff and their fellow students
   (b) not use crude or offensive language; and
   (c) dress in a tidy and reasonable manner.
3. The University has policies that oppose discrimination against staff or students on the grounds of race, gender, sexuality, disability, marital status, religion, age or other grounds. The School fully supports these anti-discrimination policies.
4. The School fully supports the University’s Fair Treatment Policy and undertakes to draw this policy to the attention of all students at the start of the year.

Actions to be Taken for Inappropriate Behaviour

1. In the first instance, the student will be reprimanded by the Head of School and a warning will be given.
2. If the incident or inappropriate behaviour occurs again, then one, or all, of the following penalties will be imposed:
   (a) after hours access will be denied for a period of 2 weeks and/or;
   (b) computer access will be disabled for a period of 2 weeks and/or
   (c) use of Laboratory equipment will be denied for a period of 2 weeks.
3. If the incident or inappropriate behaviour continues then the student could be denied use of all of the above indefinitely.

Fair Treatment Policy

The University of Adelaide Fair Treatment Policy can be viewed online at:
http://www.adelaide.edu.au/hr/equity/fair_treatment/

This policy sets out behavioural standards required by all members of the University community in their interactions with other members of the University community and the public whilst undertaking University activities.

Under the Policy unfair treatment includes:

- Harassment, bullying and vilification
- Racial discrimination
- Sexual harassment
- Discrimination on grounds of age, marital status, pregnancy, sexuality or race
- Discrimination on grounds of religion, political opinion, criminal record or trade union activity
- Discrimination on grounds of family responsibilities
- Victimisation
- Vilification

If you have any concerns involving your treatment at the University you should contact either Dr Noune Melkoumian or Ms Melody Abbott-Economou in the School of Civil, Environmental and Mining Engineering. Any conversations will be treated with the strictest confidence.
Plagiarism

The University regards all plagiarism as unacceptable. View the full University of Adelaide Plagiarism Policy and guidelines at:

This policy sets out the obligations of coursework students when undertaking assessment tasks, including examinations, particularly the obligation of academic honesty.

The policy supports the following Graduate Attribute: "An awareness of ethical, social and cultural issues within a global context and their importance in the exercise of professional skills and responsibilities".

Plagiarism Policy Principles

Plagiarism, collusion and other forms of cheating are expressly forbidden under the University’s Rules for Assessment which state that:

i) No student will submit for assessment any piece of work that is not entirely the student's own, except where either:
   • the use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged, or;
   • the assessor has given prior permission for joint or collaborative work to be submitted.

ii) No student will submit as if they were genuine any data or results of laboratory, field or other work that are fabricated or falsified.

iii) No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study and assessment schemes.

iv) No student will submit the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes.

The School of Civil, Environmental and Mining Engineering will uphold this Policy and action will be taken in any instance where there is reason to believe that Plagiarism, Collusion or Related Forms of Cheating has occurred. Strong penalties will apply.
Emergency Procedures

In an Emergency ring 8313 5444 (Security), or ring 000 (Police, Fire, Ambulance) if the situation is life threatening.

IN AN EMERGENCY
SECURITY – FIRE – MEDICAL – CHEMICAL
RING 8313 5444 or (Internal – Ext 35444)
RING (0) 000 FOR AMBULANCE
Provide Emergency Services with the following:

TYPE OF EMERGENCY
BUILDING NAME
FLOOR NUMBER
ROOM NUMBER
NAME
TELEPHONE NUMBER

1. Sound the alarm:
   Notify a Floor Warden or Activate a Break Glass Alarm, located in the corridors, ONLY IF THE SITUATION IS OUT OF CONTROL (eg a fire and it has not triggered the alarm). This alarm will activate the emergency warning system and notify the Fire Brigade. Notify Security on 8313 5444, informing them of your actions and providing them with the information mentioned above. If an Ambulance is needed call (0) 000.

2. Emergency Warning System:
   ALERT TONE (BEEP...BEEP):
   3. Standby and await further instructions. Do not evacuate.
   EVACUATION TONE (WHOOP, WHOOP):
   4. Evacuate immediately via the nearest exit and proceed to the assembly area as shown below. Follow the directions of the Floor Wardens. Do not use the lifts and take personal valuables with you. Do not re-enter the building until given the all-clear by the Chief Warden

Figure 1: Emergency Evacuation Routes from Engineering North and Engineering Annex Buildings
Emergency Procedures continued

In the event of a ‘Lockdown’ Emergency you should follow any directions from your Supervisor (Lecturer/Tutor). You should immediately obey any instructions from the Fire Wardens.

School Health Safety and Wellbeing

This School is very conscious of Health Safety and Wellbeing issues. We attempt to have a safe, healthy environment in which staff can work, and students can learn.

We ask your assistance in maintaining this environment. If you have an accident or near accident please inform your Supervisor, Area Supervisor or the Health & Safety Officer, to ensure that action is taken as needed.

Health and safety requirements apply when you are on field trips and the relevant lecturer will outline these requirements prior to the excursion.

School Health, Safety and Wellbeing Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School:</td>
<td>Professor Mark Jaksa</td>
<td>N136</td>
</tr>
<tr>
<td>School Manager:</td>
<td>Ms Melody Abbott-Economou</td>
<td>N135e</td>
</tr>
<tr>
<td>Health &amp; Safety Officer:</td>
<td>Mrs Anita Hannaford</td>
<td>NM11</td>
</tr>
<tr>
<td>Health &amp; Safety Representative:</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Engineering Services &amp; EngTest Manager:</td>
<td>Mr Andrew Heathershaw</td>
<td>NM12</td>
</tr>
<tr>
<td>Trained First-Aid Officers:</td>
<td>Mr Ian Ogier (OFA)</td>
<td>NG29 (Chapman Lab)</td>
</tr>
<tr>
<td></td>
<td>Mr Terry Cox (OFA)</td>
<td>NG33b (Instrumentation Lab)</td>
</tr>
<tr>
<td></td>
<td>Mr Adam Ryntjes</td>
<td>ALG02 (Engineering Annex)</td>
</tr>
<tr>
<td></td>
<td>Dr Phillip Visintin</td>
<td>N239</td>
</tr>
<tr>
<td></td>
<td>Mr Christopher Stokes</td>
<td>N221</td>
</tr>
<tr>
<td></td>
<td>Mr Dale Hodson</td>
<td>NG29 (Chapman Lab)</td>
</tr>
<tr>
<td></td>
<td>Mr Kevin Farries</td>
<td>N129</td>
</tr>
<tr>
<td>Mental Health First Aider:</td>
<td>Mr Terry Cox</td>
<td>NG33b</td>
</tr>
</tbody>
</table>
General Information for Students

Important University Dates
The important dates during the Academic Year, e.g. Examination and Replacement/Additional Assessment (R/AA) periods are available on the University website: http://www.adelaide.edu.au/student/dates/critical/2014/

School Office – Opening Times
The School Office counter will be open from 10am to 3pm, Monday to Friday, for access to Final Year Reports, and other enquiries. Students will not be allowed into the School Office at any time.

School Committee
This Committee comprises all the academic staff, representatives of the professional staff, an undergraduate representative (normally 4th year), a postgraduate representative and the Executive Dean. Matters discussed at meetings include issues concerning programs and the general management of the School. Meetings are normally bimonthly, or as issues arise.

Undergraduate Student Liaison Committee
This Committee meets once or twice per semester and comprises the Head of School, program Coordinators, the School Manager, and elected representatives from each undergraduate year level. The Committee discusses problems with courses, facilities, etc. See under ‘Student Representatives’ for details of elections.

Student Notice Boards in Engineering North
School Notices 1st Floor corridor, opposite Room N151
Job Opportunities for students 1st Floor opposite, Room N156

Email
Email will be used extensively during the year to inform students of social events and to pass on information. If your email is not working you should consult Ask Adelaide (contact details listed on pg 1). Also ensure your mailbox is regularly cleared and old messages deleted. It is assumed that you will have received any email that is sent to your email address.

Computing Facilities: Rules for Student Use
The University Rules regarding Computing Facilities on http://www.adelaide.edu.au/policies/2783/ see Appendix A. This Policy will be strictly applied.

Graduate Attributes
Information on Graduate Attributes may be found on http://www.adelaide.edu.au/graduatecentre/handbook/10-graduate-attributes/

University services available to students
See page 2 for other helpful services available to students.

Women in Innovation and Technology (WIT)
This program is open to 3rd and 4th Year female students and is a fully-funded program supported by the Faculty. It provides career support, industry networking and professional development workshops for selected students in non-traditional industries such as IT, Engineering, Science and Innovation.

For more information on how to apply see website: www.wit-sa.org/programs/wit-mentoring-program.
Careers Service for Students

Careers Service Goals

The goal of the Careers Service is to assist students to fulfil their career potential.

The service aims to assist students to gain an understanding of their personal qualities, skills and values as well as knowledge of the labour market, industry sectors and employers.

The service can also help students and graduates of the University to develop and implement realistic career plans and understand the process of career choices. The Careers Service markets the University’s graduates to employers.

Services for Students

- **Career Hub** – Search for jobs, Graduate Programs, vacation work, volunteer work and program-related opportunity and more…
- **Career Events** – Speak directly to graduate employers and learn new skills at Careers Service events.
- **Career Advice** – Career planning and advice - book an appointment
- **Resume Club** – Workshop and resume checking - Fridays from 2.30 - 4.00pm
- **Workshops, Online Learning & Resources** – Book into a workshop, find modules to work at your own pace, industry info and other resources
- **Going Global** – Read country-specific career information and search for world-wide job openings with Going Global

Careers Service Contacts


In person:  Level 4, Hughes Building, North Terrace Campus

Phone:  8313 5123
Information for Undergraduates

Telephone Messages
The School Office will take a telephone message for a student ONLY if it is extremely urgent. Messages will not be taken for social events.

Class Details (Course Planner)
The Course Planner is available online at the University of Adelaide homepage, under the Current Students tab, or via ACCESS Adelaide. Visit: https://access.adelaide.edu.au/courses/search.asp

Practical Work Experience
A total of twelve weeks’ practical experience is required to qualify for an engineering degree, and this should be undertaken during the University vacations and normally completed before beginning the work of Level 4 of the program.

Practical experience application forms and Student placement agreement for insurance purposes forms are available from the Faculty of Engineering, Computer and Mathematical Sciences website: http://www.ecms.adelaide.edu.au/current-students/practical-experience/

- **Unpaid Work Experience**: If Practical Experience is to be unpaid, introduction letters for employers are available from the Faculty Office. In such cases the student represents the University of Adelaide and is therefore covered for worker’s compensation and public liability by the University insurer. The Student placement agreement for insurance form must be approved by the Head of School or his nominee before the work commences and then returned to the Faculty of Engineering, Computer and Mathematical Sciences. A copy should be taken for the host organisation.

- **Paid Practical Experience**: When the student is undertaking paid Practical Experience he/she is covered by the employer’s insurer. The employer is advised to remind their insurer that a student is working on the premises.

Guidelines for Coursework Submissions
The "Guidelines for Coursework Submissions" document provides guidance on the presentation, format and layout of tutorial submissions, laboratory reports, technical reports, design calculations, and much more. There is also a section devoted to examinations that outlines a number of suggestions relating to examination preparation and sitting for exams.

Reference Material within the School for use by Final Year Students
A small reference library is located in the School Office to assist final year students with their design projects. Reference material must be booked out before it is taken from the office.

Booklist
The 2014 Booklist is attached as Appendix B.

Lecture Notes
Your course lecturer will tell you if the notes are available to download from MyUni or available to purchase at the Image & Copy Centre, Level 1, Hughes Building. Students can now purchase lecture notes through the new On-line shop just log-in to Unified on the University’s website. Once your lecture notes are purchased take your receipt to Image and Copy Centre to collect your notes.
Laboratory Work / Site Visits

Prior to entering the Laboratories (or attending fieldtrips/site visits) students are required to have completed the online ‘HSW Induction Confirmation and Agreement to Laboratory Rules’ online quiz. Details of the quiz will be available from the relevant MyUni courses.

Students that have Laboratory based projects need to do the “Chemical & Hazard Management” courses.

Students are required to be dressed appropriately, and be wearing fully enclosed shoes when working in the Laboratories. If you arrive inappropriately dressed you will be turned away, and given a ‘0’ Fail for the practical.

The door to the Laboratories will be kept locked, and will be opened 10 minutes before the commencement of the practical, and for 10 minutes after commencement of the practical.

No food or drink (except water) is allowed in the Laboratories.

Some site visits will require students to provide their own steel capped boots, and details will be provided by the relevant lecturer.

Student Representatives

In order to achieve representative governance of the School, everyone involved needs to have a representative who can alert the School about any problems or difficulties, and put forward suggestions regarding the course content, teaching methods, working areas, facilities available, etc., to improve the learning environment.

Undergraduate student representatives for each year level are elected by the Student Body to facilitate this dialogue, (one from the BE(Civil & Structural), one from the BE(Civil & Environmental), one from the BE(Mining) and one from the BE(Architectural). A final year international student is also asked to act as a representative for the international students. These representatives meet with the Head of School and Program Coordinators two to three times per year.

The process of nominations and voting will be available online. Students will be notified by email when nominations open.

University Calendar

All students should be aware of the University Calendar which gives details of courses taught in all Schools. We will not attempt to duplicate this information as it is readily available to you via the University website: http://www.adelaide.edu.au/calendar/

Grade Descriptions for Assessment

The School has adopted general grade descriptions for assessment. A list of the descriptors is at Appendix C. These will be used in course documentation to assist students to understand the level of competency expected/achieved.

Assessment of Projects – Cover Sheet Required

All projects handed in for assessment, e.g. Engineering Planning & Design projects, or Final Year Research projects, need to have an Assessment Cover Sheet attached. See Appendix D. The sheet is also available on the School website.

Student Experience of Learning and Teaching (eSELT) Survey

The University requires Schools to hold eSELT Surveys in the first year of all new courses and thereafter every two years. Program specific eSELT Surveys are also held at various times. Students are asked to treat the eSELT Surveys sensibly, and give informative, constructive comments which can be used to improve the course if necessary.
Examinations
Examinations are held at the end of semester one (June) and the end of semester two (November) each year. In 2014, Replacement/Additional Assessment (formerly supplementary) Examinations will be held two weeks after the Primary examinations in semester one and two weeks after the Primary examinations in semester two. Students are expected to be in Australia to sit a Primary Examination.

The Primary and Replacement/Additional Assessment Examination timetables will be available online. It is the student’s responsibility to find out when and where an examination is to be held (see exams website), and whether they have been granted a Replacement/Additional Assessment Examination (via Access Adelaide). None of this information will be given out by the office staff via phone, email or fax.

Students who fail to attend an examination because they misread the timetable or accept incorrect information on the timetable from another person, are not entitled to sit the examination at another time, and are not entitled to any other concession.

Past Examination Papers
Contact course lecturer for previous examination papers.

Replacement/Additional Assessment (formerly supplementary) Examinations
If you wish to apply for a Medical or Compassionate Replacement/Additional Assessment Examination, you should obtain the relevant form and lodge it with the Faculty Office. Download form:

Students are expected to be in Australia to sit a Replacement/Additional Assessment Examination.

Viewing Your Exam Paper
Students who are sitting a Replacement/Additional Assessment Examination will be able to view their exam paper after the primary examination by lodging an ‘Application to “View an Examination Script” form from the School’s website or from the School Office Student counter. The form must be lodged at the School Office within one week of the publication of the provisional results. There will be a set day for viewing of the exam papers and students will be notified by the School Office via email.

All other students wishing to view their exam paper should contact their course lecturer within one week of the publication of the provisional results.

If you are unhappy with the mark given please refer to the ‘Appeal Procedure’ in this Handbook.

Grading Scheme
The grades used by this School are:

| Result Pending | An interim result | (RP) |
| 85% and over   | High Distinction  | (HD) |
| 75-84%         | Distinction       | (D)  |
| 65-74%         | Credit            | (C)  |
| 50-64%         | Pass              | (P)  |
| 0-49%          | Fail              | (F)  |
| Fail No Submission | No work submitted for assessment | (FNS) |

Anyone who does not complete the required components of a course will receive a mark of 0 F.

If the Board of Examiners have awarded Replacement/Additional Assessment (formerly supplementary) Examinations the relevant classification will be shown on the transcript. The classifications are:

US = Additional Assessment or Task
UR = Replacement exam on Medical, Compassionate or extenuating circumstances

Plagiarism, Collusion and Related Forms of Cheating
See page 9.
Honours Selection – Level 4

In order to be selected for Honours, students will need to obtain a weighted average of 60% for courses in Levels 2 and 3. The relative weightings of Levels 2 and 3 courses will be factors of 2 and 3 respectively. The grade for courses that have been repeated (and passed on the second or subsequent attempt) shall be considered as '50'.

Students who are not selected for Honours will be required to complete two additional final year electives instead of undertaking the Final Year Research Project.

Honours Assessment

The Final Grade of Honours is decided by the School’s Board of Examiners using student marks and published guidelines. Once decided, the Honours Grade are final.

Appeal Procedures

School Policy with regard to Assessment for 1st, 2nd, 3rd and Final Year students

The Procedure is first to discuss the assessment with the lecturer in charge of the course. If you are still dissatisfied you should obtain a copy of the form ‘Application for a Remark’ from the School Office in order to appeal to the Head of School, who will get the work reassessed by an independent examiner. If you are still unhappy then there are further, more formal University procedures that can be utilised.

The following are the ground rules for appeal to the Head of School.

1. The only mark that can be appealed against is the final mark for the course that is on the official transcript. An appeal cannot be made on every small piece of assessed work.

2. Any appeal to the Head of School must be made within 7 days of publication of the provisional results. This will allow students time to approach the lecturer in charge who should be able to provide an answer within this period. If the lecturer in charge delays supply of an answer then there is probably sufficient justification for an appeal to the Head of School.

Any appeal outside the 7 days will not be considered. The formal University procedures must then be utilised.

3. When a reassessment is carried out and there is a difference between the original and reassessed marks, then the Head of School will decide the mark to be awarded. Depending upon the reason for the difference, the mark awarded may stay the same, be increased, or be reduced. There is no guarantee that an appeal will result in the received mark being higher than the original mark.
Information for Postgraduates

Further information for postgraduate students is available at: 
www.adelaide.edu.au/student/postgrad

General
If you are joining us for the first time you will be given a Checklist by the Office Manager. This will assist you to become familiar with the University, the School and the various facilities that are available to you.

If you are a research postgraduate you will be expected to undertake the Postgraduate Structured Program. Details of this can be obtained from the Postgraduate Coordinator.

Postgraduate Student ‘Buddy’ Program
Each Postgraduate student studying in the School will be paired with an established student, or ‘buddy’, who can act as a point of contact for advice and guidance on a range of issues.

Information regarding your buddy will be provided for you at your induction, or you can discuss with the Postgraduate Coordinator.

Code of Practice
The code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees can be found at: 
https://www.adelaide.edu.au/graduatecentre/handbook/06-conduct-research/

Facilities
The School will provide all full time Research Postgraduates with a chair and desk for their exclusive use. Part time Research Postgraduates will be expected to share the part time desks.

Masters by Coursework postgraduates will be provided with a room where they can study and have access to computers.

Computing Facilities
The University Rules regarding the use of Computing Facilities are available online at: 
http://www.adelaide.edu.au/policies/2783/

Installation of Demonstration Software Policy
This Policy will apply to Trial software (shareware but not free software) to be purchased after a period of free use:

1. Postgraduate to obtain agreement from the supervisor to trial/test the software package with an indication of cost.
2. Postgraduate to submit a request to the Computing Officer for the installation of the software
3. Computing Officer to trial the software on a stand-alone machine.
4. Installation by Computing Officer on the user’s machine.

Mail
The mail is firstly deposited in the Mail Room, N149. Any Postgraduates who visit the Mail Room during the day should check to see if there is mail in the tray, and if so take it to the appropriate Room.

Photographs
Please see the School Office to arrange for your photograph to be taken so that it can be displayed on the Postgraduate photograph board situated near the School Office.
Postgraduate Liaison Committee and Postgraduate Advisory Committee

There are two Postgraduate Committees within the School, both of which are chaired by the Postgraduate Coordinator.

The Postgraduate Liaison Committee meets informally, two or three times per year, to make recommendations to the School on policy and procedures regarding postgraduate study within the School. The Postgraduates have elected representatives who serve on the Postgraduate Liaison Committee, and they meet with the Head of School and Postgraduate Adviser. The Postgraduate representatives are also members of the School Committee.

The Postgraduate Confirmation Committee meets after an upgrade or confirmation seminar. This Committee comprises the Postgraduate Coordinator, four academic staff, and the academic supervisor, as appropriate.

Internet Usage (Under review)

Postgraduates are allowed 100 MB per week download from the internet for research work purposes. If the limit is exceeded and is not research work related, the postgraduate’s supervisor is informed. The Head of School receives quarterly reports on internet use within the School.

Inter Library Loans – School Procedure

The Barr Smith Library has WEB Access (Request a doc) for inter-library loans. See the School Manager regarding the project number.

The School will pay for appropriate inter library loans requested via ‘Request a doc’, which currently cost approximately $15 per item. If you charge anything else, e.g. Fast Track or Overseas Journal, you will need to obtain your supervisor’s approval, as these charges will be debited against your supervisor’s research fund.

The Barr Smith Library provide monthly reports on inter library requests which show who has requested publications. The Administration will use this list to identify who has requested a publication costing more than $15.00, and these amounts will be charged to the relevant supervisor’s research fund.

Conduct in Laboratories

The University and the School have Occupational Health & Safety Policies governing working in Laboratories and on site. Prior to entering the Laboratory, coursework postgraduate students are required to have completed the online ‘HSW Induction Confirmation and Agreement to Laboratory Rules’ online quiz. Details of the quiz will be available from the relevant MyUni course. Alternatively, students are required to have a formal induction with the Health and Safety Officer. Postgraduates that are undertaking Laboratory based research projects will also be required to undertake a tailored Laboratory induction.

No food or drink (except water) is allowed in the Laboratories.

Students that have Laboratory based projects need to do the Chemical & Hazard Management courses.

You should be dressed appropriately, and be wearing fully enclosed shoes when working in the Laboratories. Some field trips and/or site visits may require students to provide their own steel capped boots.

Postgraduate Student Travel

Research postgraduates who will be attending conferences in Australia or overseas need to complete the ‘Request for Approval of Travel’ form, (available on MyUni), before travelling. This form should include the dates, destination, expected cost, account code to be charged, and have supporting documentation, e.g. Conference Registration form. You should also refer to the Graduate Centre website under Policies, and read through the Policy: ‘Travel Insurance – Postgraduate Students’. Consult your supervisor regarding opportunities to attend and present at conferences.
Production of Thesis
When printing your thesis for submission please speak with the Computing Officer.

Guidelines for Use of Photocopying/Printing Facilities by Postgraduate Students

1. **Access to facilities**

   **General photocopying/printing**
   Access to a printer/copier will be by PIN number only. The Computing Officer will allocate the PIN and will monitor usage of printing/copying on a regular basis.

   **Special photocopying:**
   The office photocopiers may be used for some purposes (e.g. A3 pages), but it is essential that postgraduates check with the office staff before using the machines.

   **Colour printing:**
   Access to the colour printer will be granted on an ‘as needed’ basis, see below. To obtain access the postgraduate’s supervisor is required to advise the Computing Officer by email. The Computing Officer will liaise with the postgraduate to arrange the printing.

   **A3 printing:**
   Direct access to the A3 printer will be granted on an ‘as needed’ basis. To obtain access the postgraduate’s supervisor is required to advise the computing officer by email.

   24 hour access is available to postgraduates for photocopying and printing. Access to other facilities is restricted to office hours.

2. **Appropriate use of facilities**

   Postgraduate students should use all facilities appropriately, however, due to the relative cost and accessibility of the colour photocopier and A3 printer the following guidelines are provided:

   The **colour photocopier and A3 printer** is for professional use only, specifically for:

   - upgrade reports
   - publications
   - industry reports (or for external parties)
   - thesis
   - Only one draft copy to be printed
   - Only relevant (colour) pages to be printed (not entire document).

3. **Photocopying/Printing annual limit**

   - Masters by Coursework students will be limited to 900 prints per semester for printing only on the School printer, i.e. no photocopying access.
   - Masters by Coursework Postgraduates may also use the CATs suite.
   - Masters by Research and PhD students will be granted 6000 prints per annum for printing plus 2000 copies per annum for photocopying.
   - The Computing Officer will liaise with the postgraduate representatives when postgraduates appear to be exceeding the printing limit.
   - This limit is a guideline and is dependent on the research being undertaken by individual students. If there is a special requirement above the given limit, the postgraduate should speak with their supervisor regarding funds for the additional use, and the School Manager should be informed of the relevant fund to be used.

**When You Leave or Intermit**

When postgraduates complete their degree, they should complete an **exit form** available from the School office. They should ensure that all their research paperwork and books are removed from their workspace as soon as possible after production of their thesis. This is to enable the desk/office to be allocated to an incoming postgraduate. The School takes no responsibility for storing research paperwork or books on behalf of a postgraduate who is not on campus.

You should also leave a copy of your thesis on a CD.
Appendix A

IT Acceptable Use and Security Policy

View online at http://www.adelaide.edu.au/policies/2783/

Overview
Scope and Application
Policy Principles

1. Acceptable and Unacceptable Use of IT Facilities
2. Access and Accounts
3. Security of IT Facilities
4. User Responsibilities
5. User Responsibilities and Monitoring of IT Facilities
6. Consequences of Non Compliance

Definitions

Overview

The University of Adelaide seeks to provide its staff, students, titleholders and visitors with secure and timely access to IT equipment and the online services and resources necessary for undertaking their work and study. Consequently the University is highly reliant on information that is gathered, stored, processed and delivered by computers and their associated communications facilities. The purpose of this Policy is to give a clear statement to all users of University IT facilities and services of their responsibilities, including what constitutes acceptable and unacceptable use; to manage the provision and modification of access to online services; and to express the commitment of the University to providing and maintaining a secure, effective and reliable IT infrastructure to support the University's operations.

Scope and Application

This Policy applies to all users of University IT facilities and services, whether the facilities are managed by Technology Services (TS), by other organisational units within the University, or by third-party providers, and whether the user is an account holder or not (for instance, a user of the public terminals in the University Libraries).

Policy Principles

1. Acceptable and Unacceptable Use of IT Facilities and Services

   a) University IT facilities and services are provided for use in the academic, administrative, commercial and community activities of the University. Some reasonable non-commercial personal use may be allowed, but as a privilege and not a right, and if that privilege is abused it will be treated as a breach of this Policy.

   b) Use of University IT facilities and services must not jeopardise the fair, safe and productive IT environment of the University community, nor the University's operations, assets and reputation.

   c) University IT facilities and services must not be used unlawfully or for an unlawful purpose.

   d) Specific user responsibilities are set out in section 4 of this Policy.

2. Access and Accounts

   a) All University staff and titleholders are entitled to access to University IT facilities and services, at a level appropriate to their position and role, via a unique password protected account.
b) All University students are entitled to access to University IT facilities and services, at a level appropriate to their enrolment, via a unique password protected account.

c) Some IT facilities provided for public community use do not require a unique account to enable access.

d) Visitors to the University may be provided with access to University IT facilities and services where the use of those facilities and services is necessary for them to undertake their role within the University. Visitor access via a unique password protected account must be authorised on a case-by-case basis by the Head of the School or Branch where the visitor will be working.

e) The University may provide access to University IT facilities and services to approved third parties. Access for personnel or students of an approved third party must be authorised in accordance with procedures agreed between the University and that third party.

f) The University may impose quotas on the use of University IT facilities and services (including print, file storage, email and internet download) and will revise them as necessary. Where quotas exist, account holders are expected to comply with them. If an account holder exceeds any of their quotas, they may be personally charged for the cost of their use and/or temporarily prevented from using the affected IT facility.

g) When account holders no longer have a relationship with the University or are no longer authorised to have access to University IT facilities and services, their accounts will be disabled for a set period, and then deleted.

h) Account holders may have their IT access suspended immediately where there is a suspected breach of University policy.

i) Account holders who have multiple relationships with the University (such as an account holder who is both student and staff member) who cease only one of their relationships will only have the access related to the terminating relationship removed.

3. Security of IT Facilities and Services

a) The University will take all reasonable steps to protect its IT facilities and services from unauthorised and unacceptable use.

b) Heads of School and Branch Heads are responsible for the implementation and management of this Policy in relation to IT facilities managed by their area.

c) To preserve the University's standard operating environment and ensure compliance with licensing obligations, users of University IT facilities and services may only modify the standard configuration of any of the University's IT facilities and services, after first gaining approval from TS. Users must never install or use unlicensed or malicious software on University IT facilities and must not connect unapproved networking devices to the University's IT infrastructure.

d) Users of University IT facilities and services must not circumvent the University's authorised internet connections or subvert its IT security measures.

e) All University IT hardware, especially portable devices, must be kept secured at all times against damage, misuse, loss or theft. In addition, hardware and software containing sensitive information or data must be protected with appropriate security measures such as passwords and encryption.

f) University IT hardware that becomes obsolete must be disposed of in a manner that renders any information illegible and irretrievable at the time of disposal.

g) All account holders must;
i. not use their access to University IT facilities and services to gain any inappropriate personal, academic or other advantage,

ii. not manipulate University data without authorisation, and

iii. maintain the confidentiality of any personal or confidential information accessed via University IT facilities and services.

4. User Responsibilities

a) It is a condition of use of University IT facilities and services that this Policy, particularly the principles of acceptable and unacceptable use, and its associated Procedures must be complied with. A summary of key policy obligations is contained in the IT Do's and Don'ts. Account holders are also expected to adhere to the University's IT Best Practice Standards.

b) All account holders are responsible for all activity initiated from their account, must only access University IT facilities and services using their own account, and must ensure that their passwords are securely stored.

c) Users of University IT facilities or services provided by a third-party provider on the University's behalf must comply with any terms and conditions issued by that third-party provider.

d) Users of University IT facilities and services must not create, send, store, upload, access, use, solicit, publish or link to:

   i. Offensive, obscene, profane or indecent images or material (other than for properly authorised, supervised and lawful education or research purposes, in which case an appropriate warning must be given).

   ii. Material likely to cause annoyance, inconvenience or distress to some individuals or cultures.

   iii. Discriminating or sexually harassing material or messages that create an intimidating or hostile work or study environment for others.

   iv. Defamatory material or material that makes misrepresentations or could otherwise be construed as misleading.

   v. Material that infringes the intellectual property (including copyright) of another person or organisation.

   vi. Malicious software such as viruses, worms or address-harvesting software.

e) University IT facilities and services must not be used in the conduct of personal business or unauthorised commercial activities.

f) University IT facilities and services must not be used for any illegal activity such as sending chain letters, breaching the SPAM Act 2003, or attacking other computer systems.

g) Staff must include the appropriate sections of the University's official signature and disclaimer on all email messages sent.

h) Electronic materials must never be forwarded without the express or implied permission of the material's creator.

i) Peer-to-peer software must only be used for lawful purposes authorised by Branch Heads or Heads of School.
j) Any observed security weakness in, or threat to, University IT facilities and services and any known or suspected breach of this Policy and its associated Procedures must be reported as soon as practicable to the Technology Service Desk.

k) Where use of University IT facilities and services would ordinarily breach this Policy, but the use forms a legitimate part of the user's employment, education or research at the University, an exemption may be granted from compliance with this Policy by the Chief Information Officer, Technology Services, or the Vice-President (Services and Resources).

5. University Responsibilities and Monitoring of IT Facilities

a) The University will manage account holders' accounts, maintain a secure IT environment and keep users of University IT facilities and services informed of their user responsibilities and expected best practice standards.

b) The University reserves the right to investigate any and all aspects of its electronic information systems if it is suspected that any user of University IT facilities and services is acting unlawfully or violating this Policy or any other University Policy.

c) The University reserves the right to monitor, log, collect and analyse the activities of account holders in their usage of IT facilities and services.

d) ITS may take any action it considers necessary to remedy immediate threats to the IT infrastructure or security, including suspending authorised accounts and/or disconnecting or disabling relevant IT facilities or other equipment, with or without prior notice.

e) The University reserves the right to carry out security audits on University IT facilities and services.

f) The University reserves the right to block or filter any network traffic that potentially breaches this policy or is potentially illegal.

6. Consequences of non compliance

a) Minor breaches of this Policy will be addressed by sending emails to users requesting that they desist from the breaching behaviour, as specified in the IT Security Procedures.

b) Ongoing or serious breaches of this Policy or related IT Policies by staff or students will be addressed by the relevant disciplinary procedures. Breaches by titleholders will be addressed under the Conferral of Honorary Roles Policy. Where breaches are committed by visitor account holders, appropriate action may be taken as determined by the relevant Head of School or Branch Head.

c) If a breach of this Policy, including Procedures, appears to constitute an offence under State or Commonwealth law, the University may (and in some cases is obliged to) refer the suspected breach to the appropriate law enforcement agencies.

d) Accounts may be suspended upon approval by the appropriate delegation holder.
## Delegations of Authority

<table>
<thead>
<tr>
<th>Key</th>
<th>Authority Category</th>
<th>Authority</th>
<th>Delegation Holder</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to approve exceptions to this Policy</td>
<td>Vice President Services &amp; Resources</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to grant visitor access to the University IT facilities and services</td>
<td>Chief Information Officer, Technology Services</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to authorise the creation of generic, casual, and external visitor accounts</td>
<td>Executive Managers Heads of Schools Branch Heads</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to authorise a change to the level of access for staff, titleholder or visitor account</td>
<td>Executive Managers Heads of Schools Branch Heads</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to authorise all-student emails</td>
<td>VC &amp; President or DVC &amp; VP (Academic)</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to authorise all-staff emails</td>
<td>VC &amp; President, DVCs and VPs Director, Human Resources</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to request examination of an account holder’s use of IT Facilities</td>
<td>Executive Managers Heads of Schools Branch Heads</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to approve Peer to Peer software for lawful purposes</td>
<td>Executive Managers Heads of Schools Branch Heads</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to order the immediate suspension or termination of a staff, title-holder or visitor account</td>
<td>VC &amp; President, DVCs and VPs Director, Human Resources</td>
<td>If account holder is also a student, approval of General Manager, Student Services is also required</td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to order the immediate suspension or termination of a student account</td>
<td>DVCs and VPs General Manager, Student Services</td>
<td>If account holder is also a staff member or title-holder, approval of Director, Human Resources is also required</td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to immediately suspend or disconnect any account or IT Facility based on an immediate threat to the University’s IT infrastructure or security</td>
<td>Executive Managers Chief Information Officer, Technology Services Manager, Production Services, ITS Team Leader, IT Risk Management, ITS</td>
<td></td>
</tr>
<tr>
<td>Services and Resources</td>
<td>Information Technology</td>
<td>Authority to approve changes to the stand alone procedures related to this Policy.</td>
<td>Vice President (Services &amp; Resources)</td>
<td></td>
</tr>
</tbody>
</table>
**GLOSSARY:**

**Account holder** means a person who has been provided with a password protected account by the University to access University IT facilities and services.

**Executive Managers** means the Deputy Vice-Chancellors, Vice President(s), Pro Vice-Chancellors, Executive Deans, Director Human Resources or a person acting in these positions as defined in the University of Adelaide Enterprise Agreement 2010-2013.

**University IT facilities and services** means any:

(a) computing or communications device or infrastructure

(b) computer or communications program or software

(c) service that provides access to the internet or information in electronic format

(d) computer network, website or online forum, including social media

that is owned, managed, hosted or provided by the University (or a third-party provider on the University's behalf).
## BOOKS REQUIRED FOR COURSES TAUGHT BY THE SCHOOL OF CIVIL, ENVIRONMENTAL AND MINING ENGINEERING

### UNDERGRADUATE AND MASTERS BY COURSEWORK COURSES

<table>
<thead>
<tr>
<th>YEAR COURSE</th>
<th>BOOK TITLE</th>
<th>AUTHOR</th>
<th>Required Reading</th>
<th>Recom Reading</th>
<th>Course Textbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Engineering Planning and Design IA</td>
<td>Economics, Planning and Design</td>
<td>McTaggart, Findlay, Parkinson</td>
<td>x</td>
<td></td>
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<tr>
<td>1</td>
<td>Introduction to Mining Engineering IA</td>
<td>Introductory Mining Engineering</td>
<td>Howard, Hartman, Mutmansky</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Engineering Modelling &amp; Analysis IA</td>
<td>Engineering Modelling &amp; Analysis</td>
<td>Walker, Leonard, Matcalf</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2</td>
<td>Construction Management &amp; Surveying</td>
<td>Construction Methods and Management</td>
<td>Nunnally</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Engineering Modelling and Analysis IIA</td>
<td>Engineering Modelling &amp; Analysis</td>
<td>Walker, Leonard, Matcalf, Lambert</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2</td>
<td>Geotechnical Engineering IIA</td>
<td>ONE of the following 3 books: Soil Mechanics</td>
<td>R Craig</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2</td>
<td>Geotechnical Engineering IIA</td>
<td>An Introduction to Geotechnical Engineering</td>
<td>Holtz, Kovacs, Shea</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Strength of Materials IIA</td>
<td>Mechanics of Materials 8th Edition in S1 units</td>
<td>RC Hibbeler</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Water Engineering IIA</td>
<td>Engineering Fluid Mechanics 10th edition</td>
<td>Elder et al</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2</td>
<td>Water Engineering IIA</td>
<td>Lecture Notes: Water Distribution Systems Engineering Book Notes by Prof Angus Simpson (available from Image &amp; Copy or MyUni)</td>
<td>Simpson</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Water Engineering IIA</td>
<td>Flow in Open Channels (Subramanya textbook also used in 3rd year)</td>
<td>K Subramanya</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Geotechnical Engineering Design III</td>
<td>Soil Mechanics</td>
<td>R Craig</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>3</td>
<td>Geotechnical Engineering Design III</td>
<td>The Engineering of Foundations</td>
<td>R Salgado</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Geotechnical Engineering Design III</td>
<td>Foundation Analysis &amp; Design</td>
<td>J Bowles</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Resource Estimation</td>
<td>Applied Mineral Inventory Estimation</td>
<td>Sinclair, Garston, Blackwell</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Rock Breakage</td>
<td>Drilling and Blasting of Rocks</td>
<td>CL Jimeno, EL Jimeno, F Carcado</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Mining Geomechanics</td>
<td>Rock Mechanics for Underground Mining</td>
<td>BH Brady and ET Brown</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Mining Geomechanics</td>
<td>Discontinuities Analysis for Rock Engineering</td>
<td>SO Priest</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Structural Design II - Concrete</td>
<td>Concrete Structures</td>
<td>Warner</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Structural Design II - Concrete</td>
<td>Australian Standards for Civil Engineering Students Part 2: Structural Eng</td>
<td>HB</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Structural Design II - Steel</td>
<td>Australian Standards for Civil Engineering Students Part 2: Structural Eng</td>
<td>HB</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Structural Mechanics IIIA</td>
<td>Structural Analysis (8th Edition, SI units)</td>
<td>RC Hibbeler</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>3</td>
<td>Water Engineering &amp; Design III S2</td>
<td>Engineering Fluid Mechanics 10th edition</td>
<td>Elder et al</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>3</td>
<td>Water Engineering &amp; Design III S2</td>
<td>Lecture Notes: Water Distribution Systems Engineering Book Notes by Prof Angus Simpson (available from Image &amp; Copy or MyUni)</td>
<td>Simpson</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>3</td>
<td>Water Engineering &amp; Design III S2</td>
<td>Flow in Open Channels</td>
<td>K Subramanya</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>Engineering Management and Planning IIIA</td>
<td>Effective Teambuilding*</td>
<td>J. Adair</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>Engineering Management and Planning IIIA</td>
<td>The Mind Map Book*</td>
<td>T. Buzan</td>
<td>x</td>
<td>x</td>
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<tr>
<td>4</td>
<td>Environmental Engineering and Design 4A</td>
<td>Modeling the Environment (2nd Edition)</td>
<td>A Ford</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

### FINAL YEAR AND MASTERS BY COURSEWORK

**NOTE:** Some of the following courses may not be available in 2013

| 4 & 7 | Water Distribution Systems & Design | Lecture Notes: Water Distribution Systems Engineering Book Notes by Prof Angus Simpson (available from Image & Copy or MyUni) | Simpson | x | x |
| 4 & 7 | Engineering Management IV | Construction Management Principles | Pitcher | x | |
| 4 & 7 | Engineering Management IV | See books for Engineering Management & Planning | |
| 4 & 7 | Waste Management Analysis and Design | Introduction to Environmental Engineering & Science | Masters | x | |
| 4 & 7 | Waste Management Analysis and Design | Principles of Surface Water Quality Modelling and Control | Thomann & Mueller | x | |
| 4 & 7 | Water Resources Optimisation & Modelling | Water Resources Syst Planning & Mgmt: an intro to methods, models & appl | Louches and van Beek | x | |

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Appendix B – 2014 Booklist
## Appendix C

### Generic Grade Descriptors

<table>
<thead>
<tr>
<th></th>
<th>High Distinction</th>
<th>Distinction</th>
<th>Credit</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Description</strong></td>
<td>Outstanding or exceptional work in terms of understanding, interpretation and presentation.</td>
<td>A very high standard of work which demonstrates originality and insight.</td>
<td>Demonstrates a high level of understanding and presentation, and a degree of originality and insight.</td>
<td>Satisfies the minimum requirements.</td>
<td>Fails to satisfy the minimum requirements.</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>Strong evidence of independent reading beyond core texts and materials.</td>
<td>Evidence of reading beyond core texts.</td>
<td>Thorough understanding of core texts and materials.</td>
<td>Evidence of having read core texts and materials.</td>
<td>Very little evidence of having read core texts and materials.</td>
</tr>
<tr>
<td><strong>Knowledge of Topic</strong></td>
<td>Demonstrates insight, awareness and understanding of deeper and more subtle aspects of the topic.</td>
<td>Evidence of an awareness and understanding of deeper and more subtle aspects of the topic.</td>
<td>Sound knowledge of the principles and concepts.</td>
<td>Knowledge of principles and concepts at least adequate to communicate intelligently in the topic and to serve as a basis for further study.</td>
<td>Scant knowledge of the principles and concepts.</td>
</tr>
<tr>
<td><strong>Articulation of Argument</strong></td>
<td>Demonstrates imagination or flair. Demonstrates originality and independent thought.</td>
<td>Evidence of imagination or flair. Evidence of originality and independent thought.</td>
<td>Well-reasoned argument based on broad evidence.</td>
<td>Sound argument based on broad evidence.</td>
<td>No evidence of ability to construct coherent argument.</td>
</tr>
<tr>
<td><strong>Analytical and Evaluative Skills</strong></td>
<td>Highly developed analytical and evaluative skills.</td>
<td>Clear evidence of analytical and evaluative skills.</td>
<td>Evidence of analytical and evaluative skills.</td>
<td>Some evidence of analytical and evaluative skills.</td>
<td>No evidence of analytical and evaluative skills.</td>
</tr>
<tr>
<td><strong>Problem-solving</strong></td>
<td>Ability to solve very complex problems.</td>
<td>Ability to solve non-routine problems.</td>
<td>Ability to use and apply fundamental concepts and skills.</td>
<td>Adequate problem-solving skills.</td>
<td>No evidence of problem-solving skills.</td>
</tr>
</tbody>
</table>
Appendix D

Assessment Cover Sheet

<table>
<thead>
<tr>
<th>Family Name(s)*</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>*ENSURE FAMILY NAME IS RECORDED IN THE FIRST BOX</td>
<td></td>
</tr>
<tr>
<td>First Name(s)</td>
<td></td>
</tr>
<tr>
<td>Student ID Number(s)</td>
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</tr>
<tr>
<td>Assessment Title</td>
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<tr>
<td>Course</td>
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<tr>
<td>Lecturer</td>
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<tr>
<td>Date Submitted</td>
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</tr>
<tr>
<td>OFFICE USE ONLY</td>
<td></td>
</tr>
<tr>
<td>Date Received</td>
<td></td>
</tr>
</tbody>
</table>

KEEP A COPY OF YOUR WORK
Please be sure to make and keep a copy of your work. If you have submitted assessment work electronically, make sure you have a backup copy.

PLAGIARISM AND COLLUSION

*Plagiarism*: using another person’s ideas, designs, words or works without appropriate acknowledgement.

*Collusion*: another person assisting in the production of an assessment submission without the express requirement, or consent or knowledge of the assessor.

CONSEQUENCES OF PLAGIARISM AND COLLUSION
The penalties associated with plagiarism and collusion are designed to impose sanctions on offenders that reflect the seriousness of the University’s commitment to academic integrity. Penalties may include: the requirement to revise and resubmit assessment work, receiving a result of zero for the assessment work, failing the course, expulsion and/or receiving a financial penalty.

Declaration

I declare that all material in this assessment is my own work except where there is clear acknowledgement and reference to the work of others. I have read the University Policy Statement on Plagiarism, Collusion and Related Forms of Cheating ([http://www.adelaide.edu.au/clpd/plagiarism/students/](http://www.adelaide.edu.au/clpd/plagiarism/students/)).

I give permission for my assessment work to be reproduced and submitted to other academic staff for the purposes of assessment and to be copied, submitted and retained in a form suitable for electronic checking of plagiarism.

Signed........................................... Date .......................
Appendix E
