SCHOOL OF CIVIL, ENVIRONMENTAL & MINING ENGINEERING

Student Handbook 2015

www.ecms.adelaide.edu.au/civeng/
The Head of School, Professor Martin Lambert, is pleased to welcome new and continuing students to the School of Civil, Environmental and Mining Engineering.
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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 2015.

The Calendar and University website should still be used for University policies and procedures.
1. About the School

(CEME) has a long history of graduating skilled and highly professional civil engineers able to contribute in many different fields. At all program levels, our excellent teachers and researchers emphasise a deep understanding of current best practice, examine current engineering challenges, and guide the development of creative and critical thinking in a dynamic learning environment. We invite you to join us.

2. Degree Programs

Accredited by Engineers Australia, an undergraduate degree from the School of CEME will prepare you for a role in a challenging and fulfilling profession, equipping you with knowledge and skills that are much in demand. The School offers the following Programs:

Honours Bachelor

- Bachelor of Engineering (Honours)(Civil & Structural)
- Bachelor of Engineering (Honours)(Civil and Architectural)
- Bachelor of Engineering (Honours)(Civil and Environmental)
- Bachelor of Engineering (Honours)(Civil, Structural and Environmental)
- Bachelor of Engineering (Honours)(Mining)

Masters by Coursework

- Master of Engineering (Civil & Structural)
- Master of Engineering (Civil and Environmental)
- Master of Engineering (Mining)

Double Degree

- Bachelor of Engineering (Honours)(Civil and Environmental) with Bachelor of Finance
- Bachelor of Engineering (Honours)(Civil and Environmental) with Bachelor of Mathematical and Computer Sciences
- Bachelor of Engineering (Honours)(Civil and Environmental) with Bachelor of Science
- Bachelor of Engineering (Honours)(Civil and Structural) with Bachelor of Finance
- Bachelor of Engineering (Honours)(Civil and Structural) with Bachelor of Mathematical and Computer Sciences
- Bachelor of Engineering (Honours)(Civil and Structural) with Bachelor of Science
- Bachelor of Engineering (Honours)(Mining) with Bachelor of Mathematical and Computer Sciences
- Bachelor of Engineering (Honours)(Mining) with Bachelor of Science

Combined Degree

- Bachelor of Engineering (Honours)(Civil and Environmental) and Bachelor of Arts
- Bachelor of Engineering (Honours)(Civil and Structural) and Bachelor of Arts

Graduate Diploma

- Graduate Diploma in Engineering (Civil & Environmental)
- Graduate Diploma in Engineering (Civil & Structural)
- Graduate Diploma in Engineering (Mining)
3. Staff in the School

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Professor Martin Lambert</td>
<td></td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Professor Dmitri Kavetski</td>
<td></td>
</tr>
<tr>
<td>Director of Research</td>
<td>Dr Mark Thyer</td>
<td></td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Assoc Prof Emmanuel Chanda</td>
<td></td>
</tr>
<tr>
<td>Deputy Director of Teaching</td>
<td>Ms Bernadette (Bernie) Foley</td>
<td></td>
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<thead>
<tr>
<th>Year Level Coordinators</th>
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</thead>
<tbody>
<tr>
<td>Level 1 Coordinator</td>
<td>Ms Bernadette (Bernie) Foley</td>
<td>N231(e)</td>
</tr>
<tr>
<td>Level 2 Coordinator</td>
<td>Dr An Deng</td>
<td>N144</td>
</tr>
<tr>
<td>Level 3 Coordinator</td>
<td>Dr Mohamed Ali</td>
<td>N234</td>
</tr>
<tr>
<td>Level 4 Coordinator</td>
<td>Mr Brendan Scott</td>
<td>N141</td>
</tr>
<tr>
<td>Honours</td>
<td>Dr Michael Leonard</td>
<td>N231(f)</td>
</tr>
<tr>
<td>Honours Masters Projects</td>
<td>Dr Noune Melkoumian</td>
<td>N150</td>
</tr>
<tr>
<td>Honours Grades Coordinator</td>
<td>Assoc Prof Chaoshui Xu</td>
<td>N238</td>
</tr>
<tr>
<td>Postgraduate Research Coordinator</td>
<td>Dr Terry Bennett</td>
<td>N240</td>
</tr>
<tr>
<td>Deputy PG Research Coordinator</td>
<td>Dr Mohamed Ali</td>
<td>N234</td>
</tr>
<tr>
<td>Coursework Masters Coordinator</td>
<td>Dr Noune Melkoumian</td>
<td>N150</td>
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<table>
<thead>
<tr>
<th>Program Coordinators</th>
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</thead>
<tbody>
<tr>
<td>BE (Civil &amp; Structural)</td>
<td>Dr Phillip Visintin</td>
<td>N239</td>
</tr>
<tr>
<td>BE (Civil &amp; Environmental)</td>
<td>Dr Aaron Zecchin</td>
<td>N108</td>
</tr>
<tr>
<td>BE (Civil &amp; Architectural)</td>
<td>Ms Rebecca (Bec) Francis</td>
<td>N231(b)</td>
</tr>
<tr>
<td>BE (Mining)</td>
<td>Dr Abbas Taheri</td>
<td>N155</td>
</tr>
<tr>
<td>ME (Civil &amp; Structural, Civil &amp; Env)</td>
<td>Assoc Prof Chengqing Wu (S1)</td>
<td>N236</td>
</tr>
<tr>
<td></td>
<td>Assoc Prof Hamid Sheikh (S2)</td>
<td>N235</td>
</tr>
<tr>
<td>ME (Mining)</td>
<td>Dr Noune Melkoumian</td>
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<tr>
<td>M.Geostats</td>
<td>Assoc Prof Chaoshui Xu</td>
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<th>Work Experience Advisor</th>
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<tbody>
<tr>
<td>Practical Work Experience Advisor</td>
<td>Dr Noune Melkoumian</td>
<td>N150</td>
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</table>

<table>
<thead>
<tr>
<th>Professional Staff – School Office</th>
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</tr>
</thead>
<tbody>
<tr>
<td>School Manager</td>
<td>Mr David Robertson</td>
<td>N135e</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Mrs Josie Peluso</td>
<td>N136</td>
</tr>
<tr>
<td>Health and Safety Officer</td>
<td>Mr Xin Li</td>
<td>N11</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Mrs Ann Smith</td>
<td>N136</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Mrs Julie Ligertwood</td>
<td>N136</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Mrs Cherranthi Senarratne</td>
<td>N136</td>
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<table>
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<tr>
<th>Technical Staff</th>
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</thead>
<tbody>
<tr>
<td>Manager, Eng Services &amp; EngTest</td>
<td>Mr Andrew Heathershaw</td>
<td>N12</td>
</tr>
<tr>
<td>Supervisor Laboratories</td>
<td>Mr Steven Huskinson</td>
<td>N11</td>
</tr>
<tr>
<td>Supervisor Instrumentation</td>
<td>Mr Ian Cates</td>
<td>N34</td>
</tr>
<tr>
<td>Technical Officer (Laboratories)</td>
<td>Mr Jon Ayoub</td>
<td>N29</td>
</tr>
<tr>
<td>Technical Officer (Laboratories)</td>
<td>Mr Gary Bowman</td>
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</tr>
<tr>
<td>Technical Officer (Laboratories)</td>
<td>Mr Dale Hodson</td>
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</tr>
<tr>
<td>Technical Officer (Laboratories)</td>
<td>Mr Brenton Howie</td>
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<tr>
<td>Technical Officer (Laboratories)</td>
<td>Mr Ian Ogier</td>
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<tr>
<td>Technical Officer (Laboratories)</td>
<td>Mr Adam Rynbjerg</td>
<td>N29</td>
</tr>
<tr>
<td>Technical Officer (Laboratories)</td>
<td>Ms Anita Hannaford</td>
<td>N29</td>
</tr>
<tr>
<td>Technical Officer (Instrumentation)</td>
<td>Mr Terry Cox</td>
<td>N33</td>
</tr>
<tr>
<td>Technical Officer (Instrumentation)</td>
<td>Mr Simon Golding</td>
<td>N33</td>
</tr>
<tr>
<td>Technical Officer (Instrumentation)</td>
<td>Mr Thomas Stanef</td>
<td>N33</td>
</tr>
</tbody>
</table>
Teaching and Research Staff

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

Structural & Architectural Engineering
Dr Mohamed Ali
Dr Terry Bennett
Ms Rebecca (Bec) Francis
Professor Michael Griffith
Dr Alex Ching-Tai Ng
Dr Togay Ozbakkaloglu
Assoc Professor Hamid Sheikh
Dr Phillip Visintin
Emeritus Professor Robert Warner
Assoc Prof Chengqing Wu

Water & Environmental Engineering
Professor John Crowther
A/Prof Trevor Daniell (Honorary Research Fellow)
Emeritus Professor Graeme Dandy
Ms Bernadette (Bernie) Foley
Professor Dmitri Kavetski
Professor Martin Lambert
Mr Michael Leonard
Professor Holger Maier
Ms Angela Marchi
Professor Angus Simpson
Dr Mark Thyer
Dr Seth Westra
Dr Aaron Zecchin
### 4. Where can I get help with my enquiries?

<table>
<thead>
<tr>
<th>For enquiries about degree checks, enrolment, graduations, practical experience applications, timetable &amp; transfer advice contact the:</th>
</tr>
</thead>
</table>
| **Faculty Office,**  
Faculty of Engineering, Computer and Mathematical Sciences  
Level 1, Ingkarni Wardli  
ecms_office@adelaide.edu.au  
(08) 8313 4148  
www.ecms.adelaide.edu.au |

<table>
<thead>
<tr>
<th>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:</th>
</tr>
</thead>
</table>
| **School Office,**  
School of Civil, Environmental and Mining Engineering  
N136, Level 1, Engineering Nth  
enquiries@civeng.adelaide.edu.au  
(08) 8313 5451  
www.ecms.adelaide.edu.au/civeng |

<table>
<thead>
<tr>
<th>Student Support Services:</th>
</tr>
</thead>
</table>
| **Ask Adelaide**  
Level 3, Hub Central  
face to face enquiries to HUB Central info desk  
(08) 8313 5208 or 1800 061 459 (toll free)  
www.adelaide.edu.au/student |

<table>
<thead>
<tr>
<th>To access online course materials, and discussion groups, go to:</th>
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</table>
| **MyUni**  
https://myuni.adelaide.edu.au/webapps/portal/frameset.jsp |

<table>
<thead>
<tr>
<th>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:</th>
</tr>
</thead>
</table>
| **Access Adelaide**  
http://www.adelaide.edu.au/access/ |
5. Health, Safety & Wellbeing (HSW)

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:

<table>
<thead>
<tr>
<th>TYPE OF EMERGENCY</th>
<th>BUILDING NAME</th>
<th>FLOOR NUMBER</th>
<th>ROOM NUMBER</th>
<th>NAME</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

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.

![Emergency Evacuation Routes from Engineering North and Engineering Annex Buildings](image-url)
**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 make every effort to build a safe and healthy environment to improve staff work productivity and student learning experience.

We ask your assistance in maintaining this environment. If you have an **incident** or a **near miss incident** or see a **potential hazard**, 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>
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</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Professor Martin Lambert</td>
<td>N136</td>
</tr>
<tr>
<td>School Manager</td>
<td>Mr David Robertson</td>
<td>N135e</td>
</tr>
<tr>
<td>Health &amp; Safety Officer</td>
<td>Mr Xin Li</td>
<td>NM11</td>
</tr>
<tr>
<td>Health &amp; Safety Representative</td>
<td>Mr Terry Cox</td>
<td>NG33</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</td>
</tr>
<tr>
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<td></td>
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<tr>
<td></td>
<td>Mr Terry Cox (OFA)</td>
<td>NG33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Instrumentation Lab</td>
</tr>
<tr>
<td></td>
<td>Mr Adam Ryntjes</td>
<td>ALG02</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineering Annex</td>
</tr>
<tr>
<td></td>
<td>Dr Murat Karakus</td>
<td>N151</td>
</tr>
<tr>
<td></td>
<td>Mr Dale Hodson</td>
<td>NG29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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>NG33</td>
</tr>
</tbody>
</table>

**More Information**

University of Adelaide Health Safety and Wellbeing Policies and Procedures
http://www.adelaide.edu.au/hr/hsw/handbook/
6. Information for Undergraduates

Telephone Messages
The School Office will take a telephone message for a student **ONLY** if it is extremely urgent.

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](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 Level 4 of the program.

Practical Experience Application forms and Student Placement Agreement forms for insurance purposes are available from the Faculty of Engineering, Computer and Mathematical Sciences website: [http://www.ecms.adelaide.edu.au/current-students/practical-experience/](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 they are covered by the employer's insurer. The employer is advised to remind their insurer that a student is working on the premises.

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 field trips/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 are required to attend a tailored laboratory induction and will need to do the Chemical and 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(Civil & 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 advised to students by email.

**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/](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 B. These will be used in course documentation to assist students to understand the level of competency expected/achieved.

**Assessment of Submitted Material – Cover Sheet Required**

All submitted material handed in for assessment, e.g. Assignments, Engineering Planning & Design projects, Final Year Research projects etc, 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 at the end of semester two (November) each year. In 2015, 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 about 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.
Small Group Discovery Experience (SGDE)

Each student will be required to participate in a Small Group Discovery Experience in Level 1 and Level 2. The SGDE involves students collaborating within groups under the guidance of an experienced academic. Within the School, the SGDE is undertaken in the following courses:

- C&ENVENG 1008 Engineering Planning and Design IA or C&ENVENG 1013 Introduction to Architectural Engineering for Level 1 students; and
- C&ENVENG 2070 Engineering Modelling and Analysis IIA or DESST 1506 Design Studio II for Level 2 students.

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: www.adelaide.edu.au/student/exams/Medical_Compassionate_Application_Form_-_16_May_2014.pdf

Students are expected to be in Adelaide 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Result Pending</td>
<td>An interim result (RP)</td>
</tr>
<tr>
<td>85% and over</td>
<td>High Distinction (HD)</td>
</tr>
<tr>
<td>75-84%</td>
<td>Distinction (D)</td>
</tr>
<tr>
<td>65-74%</td>
<td>Credit (C)</td>
</tr>
<tr>
<td>50-64%</td>
<td>Pass (P)</td>
</tr>
<tr>
<td>0-49%</td>
<td>Fail (F)</td>
</tr>
<tr>
<td>Fail No Submission</td>
<td>No work submitted for assessment (FNS)</td>
</tr>
</tbody>
</table>

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 section 9.

Honours Assessment

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

School process 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.
7. 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.

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 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 delivered to the School Office and then sorted into the PG mail boxes in Room N149. Postgraduates should check their mail boxes regularly.

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.

**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. **Research Postgraduate students** are required to have a formal induction with the Health and Safety Officer.

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

Students that have Laboratory based projects are required to attend a tailored laboratory induction and will 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 Travel and Entertainment Policy and procedures under University policies and procedures. Consult your supervisor regarding opportunities to attend and present at conferences.

**Printing and Photocopying**

- If you are a Postgraduate Research student, you will be able to print your documents using the School printers setup on your computer by IT staff. You will also be given an access code to the photocopy machine(s) setup for PG students in the School.
- The University provides assistance with printing of and final production of your Thesis. For details of how this works please contact the Adelaide Graduate Centre [http://www.adelaide.edu.au/graduatecentre/](http://www.adelaide.edu.au/graduatecentre/).
- If you are a Postgraduate Coursework (Masters) student you are limited to 900 prints (fixed) per semester for printing within the facilities provided by the School. Your printing should be activated when you commence your program.

**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.
8. Guidelines for Student Behaviour

6.1 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.

6.2 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.

6.3 Behaviour and Conduct Policy

The University of Adelaide Behaviour and Conduct Policy can be viewed online at: http://www.adelaide.edu.au/policies/3863/

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 in the School of Civil, Environmental and Mining Engineering. Any conversations will be treated with the strictest confidence.
9. Plagiarism

The University regards all plagiarism as unacceptable.


Policy Principles

1. Plagiarism, collusion and other forms of cheating are expressly forbidden under the University’s Rules for Assessment, which state:
   1. No student will submit for assessment any piece of work that is not entirely the student’s own, except where:
      - The use of the words or ideas of others is appropriate and duly acknowledged, or
      - The assessor has given prior permission for joint or collaborative work to be submitted.
   2. No student will submit as if they were genuine any work that is fabricated or falsified.
   3. 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 or assessment schemes.
   4. No student will submit the same piece of work for assessment in two different assignments, except in accordance with approved study and assessment schemes.


3. The University regards all plagiarism as unacceptable. At the very least unintentional plagiarism is a lowering of the standards of academic integrity and an impediment to student learning. Where plagiarism is intentional and/or systematic, it is cheating.

4. In order to maintain high standards of academic integrity it is the obligation of every member of the University to know and respect the rules concerning plagiarism, and to seek and foster a learning environment that encourages the development of academic skills that are appropriate for each discipline.

5. Plagiarism is always unacceptable but can occur as a result of inadequate understanding of the procedures of appropriate referencing or because of a lack of skills in academic writing.

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.
10. 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:

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 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.

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. 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

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

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

The program is currently undergoing an expansion so please contact the Women in Innovation and Technology group for more information: www.wit-sa.org/programs/wit-mentoring-program
11. 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?
Your lecturer will advise the submission format for each assignment. Some assignments will need to be submitted electronically through MyUni and others will need to be submitted physically, in hard copy format. Hardcopy submissions are to be made via the relevant course submission box in front of the School Office, N136, Level 1, Engineering North. For courses delivered by other Schools (e.g. Maths) the location of the submission boxes will be within their School.

Room N142a, Level 1 Engineering North, 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 https://ecms.adelaide.edu.au/current-students/enrolment/forms/ and electronically lodge the form.

Exam Papers from previous years – Where can I find them?
Check with your lecturer.

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, Assoc Professor Emmanuel Chanda emmanuel.chanda@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 (refer to Section 3, Staff in the School).

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


<table>
<thead>
<tr>
<th>Form</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.
<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Service</td>
<td>Level 4, Union House</td>
<td>8313 5220</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/accommodation">www.adelaide.edu.au/accommodation</a></td>
<td></td>
</tr>
<tr>
<td>Adelaide University Union</td>
<td>Level 4, Union House</td>
<td>8313 5401</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.auu.org.au">www.auu.org.au</a></td>
<td></td>
</tr>
<tr>
<td>Barr Smith Library</td>
<td>North Terrace Campus</td>
<td>8313 5759</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/library/about/libraries/bsl/">www.adelaide.edu.au/library/about/libraries/bsl/</a></td>
<td></td>
</tr>
<tr>
<td>Card Services</td>
<td>Level 3, Information Services Desk, Hub Central</td>
<td>8313 3363</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/unicard/">www.adelaide.edu.au/unicard/</a></td>
<td></td>
</tr>
<tr>
<td>Career Services</td>
<td>Level 4, Hughes Building</td>
<td>8313 5123</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/student/careers/">www.adelaide.edu.au/student/careers/</a></td>
<td></td>
</tr>
<tr>
<td>Counselling Service</td>
<td>Ground Level, Horace Lamb Building</td>
<td>8313 5663</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/counselling_centre">www.adelaide.edu.au/counselling_centre</a></td>
<td></td>
</tr>
<tr>
<td>Disability Service</td>
<td>Ground Level, Horace Lamb Building</td>
<td>8313 5962</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/disability">www.adelaide.edu.au/disability</a></td>
<td></td>
</tr>
<tr>
<td>Elite Athlete Support &amp; Info Service</td>
<td></td>
<td>3131 5663</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/eliteathletes">www.adelaide.edu.au/eliteathletes</a></td>
<td></td>
</tr>
<tr>
<td>International Student Centre</td>
<td>Old Classics Wing</td>
<td>8313 4828</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.international.adelaide.edu.au/support/isc">www.international.adelaide.edu.au/support/isc</a></td>
<td></td>
</tr>
<tr>
<td>Maths Learning Service</td>
<td>Level 3 East, Hub Central</td>
<td>8313 35771</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/mathslearning/">www.adelaide.edu.au/mathslearning/</a></td>
<td></td>
</tr>
<tr>
<td>University Health Medical Centre</td>
<td>Ground Level, Horace Lamb Building</td>
<td>8313 5050</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaideunicare.com.au">www.adelaideunicare.com.au</a></td>
<td></td>
</tr>
<tr>
<td>University Security Services</td>
<td>Level 4, Wills Building</td>
<td>8313 5990</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/security/">www.adelaide.edu.au/security/</a></td>
<td></td>
</tr>
<tr>
<td>Wilto Yerlo</td>
<td>(For Aboriginal and Torres Strait Islander students)</td>
<td>8313 3623</td>
</tr>
<tr>
<td></td>
<td>Ground Floor, Hartley Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/wilto_yerlo">www.adelaide.edu.au/wilto_yerlo</a></td>
<td></td>
</tr>
<tr>
<td>Writing Centre</td>
<td>Level 3, Hub Central</td>
<td>8313 3021</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.adelaide.edu.au/writingcentre">www.adelaide.edu.au/writingcentre</a></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A

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
## Appendix B

### 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 of principles and concepts.</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.</td>
<td>Evidence of imagination or flair.</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 C

## Assessment Cover Sheet

<table>
<thead>
<tr>
<th>Family Name(s)*</th>
<th></th>
</tr>
</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>
<td></td>
</tr>
<tr>
<td>Assessment Title</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
</tr>
<tr>
<td>Date Submitted</td>
<td></td>
</tr>
</tbody>
</table>

**OFFICE USE ONLY**

| Date Received |  |

**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/).

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 ……………………….
Signed………………………………………………… Date ……………………….
Signed………………………………………………… Date ……………………….
Signed………………………………………………… Date ……………………….