

# MEMORANDUM

**TO:** Semester 2 2017 Teaching Staff  
**FROM:** Roy Ridgway  
**DATE:** 3rd July 2017

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Dear All,

Please see below for Housekeeping Matters, Semester 2 2017.

## **START OF SEMESTER DOCUMENTS**

### **Student Staff Liaison Committee (SSLC)**

1) **SSLC registration will be conducted on line:**

- Please **do not email** the link to students
  - Please place the link on your LMS **after you first lecture** then remove link when you have enough reps and please inform students that we have enough reps for your subject
  - If you prefer to control the process I can provide some slips of paper with the following link to provide only to the SSLC volunteers:
  - [https://MathsandStatsUoM.formstack.com/forms/sslc\\_registration\\_form](https://MathsandStatsUoM.formstack.com/forms/sslc_registration_form)
- 2) SSLC meeting will be on Tuesday August 8th (Week 3)
  - 3) SSLC Survey conducted week 4 – 14th - 21st August
  - 4) Results Collated week 5 – 21<sup>st</sup> March – 25<sup>th</sup> August
  - 5) SSLC representatives and Lecturers discuss result with class within week 6

### **ACADEMIC MISCONDUCT INFORMATION & PLAGIARISM DECLARATIONS**

University policy requires students to complete **ONE** Plagiarism Declaration in each Mathematics and Statistics subject they undertake.

**From Semester 2, 2017 Subject Coordinators have the option to have **Declarations completed online** through the subject's LMS website.**

It is hoped that online Declarations will significantly reduce paper usage, save staff time and remove the need to store hardcopy forms. The hard copy Plagiarism Forms will be withdrawn from general circulation; none will be on display in the Maths Stats Learning Centre or available from the General Office. Lecturers who choose to continue with the paper forms will need to make the Plagiarism Form (pdf) available for download from their subject LMS site.

#### **To make the online Declaration available to students:**

**For existing subjects**, an LMS menu item named "Plagiarism Declaration" and an LMS test containing the Declaration itself have already been added. However, Subject (or Tutorial) Coordinators will need to deploy the Declaration prior to the LMS site going live at the start of semester. To adopt online Declarations in your subject you

simply activate the menu link and deploy the test --- a two-minute task. A link to a short instructional video will be circulated.

**For new subjects**, the Subject (or Tutorial) Coordinator will need to set up the LMS menu item linking to the Declaration and import the LMS test containing the Declaration itself prior to deploying. A link to a short instructional video will be circulated.

It's a good idea to remind students in the first lecture about the requirement to complete a Declaration prior to submitting the first item of continuous assessment. Students should also be informed that University policy requires them to complete a Declaration in each Mathematics and Statistics subject, and that sanctions apply for breaches of University policy.

Please also point out that further information regarding academic misconduct and plagiarism is available at:

<http://academichonesty.unimelb.edu.au/>

One week after the first assessment, Subject/Tutorial Coordinators should email all students who have not yet completed the form with another reminder (this can be done easily through filtering the Gradebook records). If necessary, a second email reminder can be sent a couple of weeks later.

## **Other Information**

### **EMERGENCY PROCEDURES**

Please be aware of evacuation procedures. You should ensure that lecture theatres/rooms are not filled beyond seating capacity (safety regulations apply). Students should not sit in aisles or in front of exit doors. **You should also make all students aware of emergency preparedness procedures at the start of semester.** This includes exit doors, the nearest exit route out of the building and the outside assembly point.

*Please Note: We are currently updating the fire alarm system and it should be operational in the first few weeks of semester 2. We will send out more information when it becomes operational.*

In the meantime, please note the following:

**UPON HEARING THE ALARM SIGNAL or WHEN NOTIFIED OF AN EMERGENCY:**  
You should maintain control of the class, and take direction from the Floor Warden if they are present.

Students should be directed to:

- Stand fast and push chairs, large bags, etc under desks or benches.
- Turn off electrical devices that are not safe to be left unattended.

- In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.

These procedures are essential in an after hours situation (e.g. outside 8:30am to 5:30pm Monday to Friday) when the normal support of the building emergency team will not be available.

In an after hours situation, you should ensure that on leaving the building, the evacuated persons stay together as a group until contacted by the emergency services - Fire Brigade or Police - or by the University Security service.

This is necessary to account for all persons in the building at the time.

## **EXAMINATIONS/ASSESSMENT POLICY**

Important policies to note include:

### **Assessment and Results (Examinations) Policy:**

<https://policy.unimelb.edu.au/MPF1326>

### **See Also Examination Rules (section 5.23):**

<https://policy.unimelb.edu.au/MPF1326>

Note: Sometimes exam details have to be changed. It is the responsibility of students to check this site for any amendments to the timetable. <https://sis.unimelb.edu.au/cgi-bin/exam-search.pl>

Section 12.5, *Additional Assessment*, of the Assessment Policy states that ‘*Students must be available to perform additional assessment at short notice until the end of the supplementary examination period*’. See <https://policy.unimelb.edu.au/MPF1326>

### **Special Consideration:**

Students granted a special examination following a Special Consideration application for a final exam must choose whether to attend the special examination, regardless of whether they have received the mark for the first exam or not. If the student chooses to attend the special examination, **the mark from the special examination will supersede the mark from the first examination** (even if the mark in the first examination is higher than the mark in the second examination).

Further information regarding Special Consideration procedures is available here:

<https://policy.unimelb.edu.au/MPF1326#section-4.31>

## **STUDENT IT AND E-LEARNING SUPPORT INFORMATION**

The details about the computer labs in Peter Hall can be found here:

[http://www.ms.unimelb.edu.au/~ahlabman/index.php?page\\_ref\\_id=291](http://www.ms.unimelb.edu.au/~ahlabman/index.php?page_ref_id=291)

The StudentIT website also has information regarding computer setup with specific Mathematics and Statistical programs on computers across the University. Visit the StudentIT web site <http://studentit.unimelb.edu.au/> and select the “Find computers” option,

click on “Apps and Goodies”, and then select “Maths & Statistics”.

## **PRINTING ARRANGEMENTS FOR PETER HALL BUILDING**

Students must use **UNICARD** to print documents. The UNICARD printer is located near the G70 computer lab. Please note: there is not a money uploader in the Peter Hall Building.

For more information about printing at the University and for locations of UNICARD uploaders direct students to Student IT Support: <http://studentit.unimelb.edu.au/>

## **SUBJECT OBJECTIVES & DETAILS OF ASSESSMENT**

Schools are required to give students a written breakdown of assessment requirements within two weeks of the commencement of a subject. This information should be posted on the subject web page and School noticeboards.

This information should include an indication of:

- The components of assessment;
- The length or extent of each component of assessment;
- The approximate date that each component of assessment is to be performed or submitted;
- The mechanism for allowing an extension beyond the date of submission;
- The proportion of marks or relative value to be given to each component of assessment; and
- If deemed appropriate, a standard deduction of marks for work submitted late.

Students need to know the objectives of the subject(s) you are teaching this semester for efficient learning. Reminding them periodically during the semester helps to set current material in context and is widely appreciated.

## **GENERIC SKILLS STATEMENT**

All subjects are required to have a generic skills statement published on the subject homepage. An example of such a statement is published here for your reference:

### **Generic Skills**

In addition to learning specific technical skills that will assist you in your future careers in science, engineering, commerce, education or elsewhere, you will have the opportunity to develop, in this subject, generic skills that will assist you in whatever your future career path:

- You will develop problem-solving skills (especially through tutorial exercises) including engaging with unfamiliar problems, and identifying relevant strategies.
- You will develop analytical skills - the ability to construct and express logical arguments and to work in abstract or general terms to increase the clarity and efficiency of the analysis.
- Through tutorials and other interactions with fellow students, you will develop the ability to work in a team. The department distinguishes between ethical collaboration, which is strongly encouraged, and plagiarism, which is prohibited.

In first-year mathematics and statistics subjects, students are given relatively structured assessment schedules, but ones that still require students to manage their time, balance competing commitments and meet regular deadlines. This aids in the transition from school to tertiary learning.