School of Technology, Environments and Design

Discipline of Information and Communication Technology

Unit Outline

KIT708 ICT Systems Strategy and Management

Semester 2, 2018
Sandy Bay Campus, Hobart
Newnham Campus, Launceston

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UNIT OVERVIEW

Introduction

This unit provides students with an understanding of the management issues surrounding information technology (IT), the knowledge of management functions and responsibilities necessary for IT managers, and the knowledge to apply IT management principles in the organisational environment. Students will gain an understanding of how to strategically manage and govern the ICT function in business organisations. It builds on themes relating to managing ICT as an organisational resource and discusses ICT function from strategy and governance perspectives. The unit also emphasises the relationship between theoretical knowledge and its practical application using a real organisation.

Prerequisites

None

Unit Weight

12.5% of one academic year

Learning expectations

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University’s Code of Conduct for Teaching and Learning states:

*Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.*

Attendance/performance requirements and teaching and learning strategies

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

In this unit, your engagement will be monitored in the following way:

1. Completion of Tasks 1 and 2 for Module 1
2. Completion of Tasks 1 and 2 for Module 2

If you do not demonstrate evidence of having engaged with this unit by completing these two activities by Week 4 of semester, your enrolment may be cancelled or you may be withdrawn from the unit.

Communication

News and announcements will be posted to MyLO News, and students will be expected to be aware of the content of such posts within 48 hours of them being posted.

Teaching Pattern

2 Hour Interactive Lecture
1 Hour Workshop

Unit Content

<table>
<thead>
<tr>
<th>Semester Week</th>
<th>Core Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>To introduce the students to the unit and the concepts involved in Problem Based Learning. This session will include the theory</td>
</tr>
<tr>
<td>1</td>
<td>Intro to the unit and PBL</td>
<td>of PB, how to work effectively in a team/group and conflict resolution. The assessment for this unit will also be explored and as it is highly integrated students need a clear understanding of what will be required from them. Students will be allocated to their groups during this session.</td>
</tr>
<tr>
<td>2</td>
<td>Workshop 1: Management of people</td>
<td>Explore aspects of managing people in the context of an organisation. Students will explore management practices along with current issues such as EBAs, Awards focusing on work conditions.</td>
</tr>
<tr>
<td>3</td>
<td>Workshop 2: Information Systems</td>
<td>To understand the role of information systems in an organisation taking into account people, organisation and technology.</td>
</tr>
<tr>
<td>4</td>
<td>Workshop 3: ICT Management</td>
<td>Explore the roles and responsibilities of an ICT manager and how this relates to managing essential and new technologies ICT governance processes organising and managing the ICT function (including the role of the CIO), legal and ethical concerns of ICT.</td>
</tr>
<tr>
<td>5</td>
<td>Workshop 4: Acquisition and provision</td>
<td>Understand issue dealing with the acquisition of technology, ICT provisioning including outsourcing.</td>
</tr>
<tr>
<td>6</td>
<td>Workshop 5: Tool and techniques for strategic planning</td>
<td>Explore and evaluate the tools and techniques available to prepare for strategic planning including SWOT, Scenario analysis,</td>
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<tr>
<td></td>
<td>Workshop 6: Benefits Management</td>
<td>Gap analysis and Porters five forces model.</td>
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<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>To evaluating ICT portfolio management from a Benefits Management view point and explore strategy from three perspectives: end, ways and means.</td>
<td></td>
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<tr>
<td></td>
<td>Workshops 7: ICT Strategy</td>
<td>To understand the alignment between business strategy and ICT strategy in the context of ICT management</td>
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<tr>
<td></td>
<td>Workshops 8: Change management</td>
<td>To understand the principles of planned and emergent change and how they are apply to the application of technochange.</td>
</tr>
<tr>
<td>9</td>
<td>Workshops 8: Change management</td>
<td>Self paced group work to provide a solution for the organisational problem presented in this unit.</td>
</tr>
<tr>
<td></td>
<td>Success in completion of this unit supports your development of course learning outcomes, which describe what a</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>10</td>
<td>Self-Study: Solve Problem</td>
<td>Successful completion of this unit supports your development of course learning outcomes, which describe what a</td>
</tr>
<tr>
<td></td>
<td>Self paced group work to provide a solution for the organisational problem presented in this unit.</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>11</td>
<td>Self-Study: Solve Problem</td>
<td>Successful completion of this unit supports your development of course learning outcomes, which describe what a</td>
</tr>
<tr>
<td></td>
<td>Self paced group work to provide a solution for the organisational problem presented in this unit.</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>12</td>
<td>Workshop 9: Solve Problem</td>
<td>Actively work in groups to provide a solution for the organisational problem.</td>
</tr>
<tr>
<td>13</td>
<td>Workshop 10: Solve Problem</td>
<td>Actively work in groups to provide a solution for the organisational problem.</td>
</tr>
</tbody>
</table>

For more information see the section titled 'Content' on the unit website.

**Learning Outcomes**

On successful completion of this unit, you will be able to:

Students should be ICT professionals with the attitudes, abilities and skills to:

1. Demonstrate knowledge of ICT management and governance practices as related to technology, people and organisations;
2. Evaluate and analyse the acquisition and provision of ICT for an organisation;
3. Demonstrate the ability to strategically plan for ICT and how that supports business future needs and objectives;
4. Be an effective team member.

**Generic graduate attributes**

Successful completion of this unit supports your development of course learning outcomes, which describe what a
graduate of a course knows, understands and is able to do. The course learning outcomes for all the ICT degrees can be found via: http://www.utas.edu.au/ict/new-courses. Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania’s Graduate Quality Statement.

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire subject and multidisciplinary knowledge and skills and develop creative and critical literacies and skills of inquiry. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability. Through respect for diversity and by working in individual and collaborative ways, our graduates reflect the values of the University of Tasmania.

Knowledge

- use a wide range of academic skills (research, analysis, synthesis etc) to problem-solve an ICT-related issue;
- understand the limitation of, and have the capacity to evaluate, their current knowledge;
- develop a broad knowledge base and respect the contribution of other disciplines or professional areas relating to ICT;
- identify, evaluate and implement personal learning strategies;
- learn both independently and cooperatively;
- learn new skills and apply learning to new and unexpected situations; and
- recognise opportunities.

Communication Skills

- demonstrate oral, written, numerical and graphic communication;
- use the medium and form of communication appropriate for a given situation;
- present well-reasoned arguments, using technology as appropriate;
- access, organise and present information, particularly through technology-based activity; and
- listen to and evaluate the views of others.

Problem-solving Skills

- identify critical issues in the discipline or professional area;
- conceptualise problems and formulate a range of solutions;
- work effectively with others; and
- find, acquire, evaluate, manage and use relevant information in a range of media.

Global Perspective

- demonstrate an awareness of the local and global context of the ICT discipline or professional area; and
- function in a multicultural or global context

Social Responsibility

- acknowledge the social and ethical implications of their actions;
- appreciate the impact of social change;
- be committed to access and equity principles in the ICT discipline or professional area, and society in general; and
- demonstrate responsibility to the local community, and society generally.

Alterations to the unit as a result of student feedback

Reflecting on the last delivery of this unit the work submitted for peer review has been changed to the research task students are required to undertake. This change should result in a better understanding of the theoretical content of the unit. The structure of the modules has also been adapted to better align to the work tasks expected each week.
UNIT ASSESSMENT

Assessment Pattern

Internal 100%

Assessment Summary

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaders Report</td>
<td>15%</td>
<td>Thursday after leading the group</td>
</tr>
<tr>
<td>Peer Review</td>
<td>15%</td>
<td>During workshops 1 - 8</td>
</tr>
<tr>
<td>Solution</td>
<td>20%</td>
<td>Friday 11:55pm 19th October 2018</td>
</tr>
<tr>
<td>Solution - marked by the organisation</td>
<td>10%</td>
<td>Friday 11:55pm 19th October 2018</td>
</tr>
<tr>
<td>Active participation</td>
<td>20%</td>
<td>Ongoing throughout the unit</td>
</tr>
<tr>
<td>ePortfolio including Peer and Self Review</td>
<td>20%</td>
<td>Monday 24th September and Monday 22nd October 2018</td>
</tr>
</tbody>
</table>

Assessment Items

Item 1  
**Title:** Leaders Report  
**Type:** In-Semester - individual project  
**Task Length:** not applicable  
**Weighting:** 15%  
**Links to Learning Outcomes:** 1, 2, 4  
**Due:** Thursday after leading the group  
**How To submit:** Report is to be submitted to the Assignment Folder on MyLO.  
**Description:** Students will work in groups. For workshops 1 to 10 students will take turns being leader of their group. Students cannot be leader twice in a row. At the completion of the workshop the leader is to prepare a report on the workshop outcomes and submit it for marking. For more details please see the assignment specification sheet.

Item 2  
**Title:** Peer Review  
**Type:** In-Semester - learning tasks  
**Task Length:** 10 minutes  
**Weighting:** 15%  
**Links to Learning Outcomes:** 1, 2, 3, 4  
**Due:** During workshops 1 - 8  
**How To submit:** You are required to submit your research completed for each Module to the Peer Review portal. Critical Analysis of three (3) students research will be done in the Peer Review portal.  
**Description:** Students are required to complete a peer review on three (3) students each week and assess their peers research according to the provided Criterion Referenced Assessment (CRA). There will be a user guide made available for you on using the Peer Review Portal.

Item 3  
**Title:** Solution  
**Type:** In-Semester - group assignment  
**Task Length:** not applicable  
**Weighting:** 20%  
**Links to Learning Outcomes:** 1, 2, 3, 4  
**Due:** Friday 11:55pm 19th October 2018  
**How To submit:** Submit to Assignment Folder on MyLO  
**Description:** Groups are to submit their solution to the unit problem posed in workshop 1. For more details please see the assignment specification.

Item 4  
**Title:** Solution - marked by the organisation  
**Type:** In-Semester - group assignment  
**Task Length:** not applicable  
**Weighting:** 10%  
**Links to Learning Outcomes:** 1, 2, 3, 4  
**Due:** Friday 11:55pm 19th October 2018  
**How To submit:** This submission is the same as assessment item 3. The solution assignment will be also marked by the case study organisation.  
**Description:** Groups are to submit their solution to the unit problem posed in workshop 1. For more details please see the assignment specification.

Item 5  
**Title:** Active participation  
**Type:** In-Semester - learning tasks  
**Task Length:** not applicable  
**Weighting:** 20%
**Links to Learning Outcomes:** 1, 2, 3, 4  
**Due:** Ongoing throughout the unit  
**How To submit:** Participate actively in all aspects of the unit and complete the tasks allocated. Each group will be required to participate in a number of TED TalkDebates during workshops 1 to 8, submission will be the delivery of the debate during the interactive lecture.  
**Description:** Complete work prior to workshops ready to participate in group discussion and workshop activities and working actively with their group on the solution to the problem. All groups will prepare for the TED Talk Debate topic each week. As an individual you are also required to complete the weekly quizzes. For more details please see the assignment specification.

**Item 6**  
**Title:** ePortfolio including Peer and Self Review  
**Type:** In-Semester - individual project  
**Task Length:** not applicable  
**Weighting:** 20%  
**Links to Learning Outcomes:** 4  
**Due:** Monday 24th September and Monday 22nd October 2018  
**How To submit:** Peer and Self Review must be completed in workshops.ePortfolios need to be submitted to the Assignment Folder on MyLO.  
**Description:** Student are expected to gather evidence of their research and contribution during the duration of this unit. In addition students will be asked to evaluate themselves and each other. The evaluation will focus on the level of contribution made by each student. For more details please see the assignment specification.

See the 'Assessment' section in unit website for more detailed information about assessment items.

**How your Final Grade will be determined**

To pass this unit you will need to attain an overall mark of 50% and satisfactorily pass each of the intended learning outcomes for the unit. Details of each assessment item are outlined in the assessment schedule.
UNIT RESOURCES

Unit Web Site

This unit is Web Dependent: content & communication. This means that you will need to use the Web for this unit. The unit website contains unit information and resources.

MyLO is the online learning environment at the University of Tasmania. This is the system that will host the online learning materials and activities for this unit.

It is important that you are able to access and use MyLO as part of your study in this unit. To find out more about the features and functions of MyLO, and to practice using them, visit the Getting Started in MyLO unit.

For access to information about MyLO and a range of step-by-step guides in pdf, word and video format, visit the MyLO Student Support page on the University website.

The unit website is accessed from http://www.utas.edu.au/coursesonline/. You will need to use your university email pop account username and password to log on to the MyLO system. Once authenticated by the system your personalised MyLO Learning Online area will be displayed. It contains links to the websites that you have permission to access - including the website for this unit.

If you are not able to access the unit website, please contact the University IT help desk:
Entrance Level, Morris Miller Library, Sandy Bay Campus;
Entrance Level, Launceston Campus Library, Newnham Campus.
Telephone: 6226 1818 and 1300 304 903.
The 1300 number is a local call from within Tas, with the exception of mobiles.
Website: http://www.utas.edu.au/servicedesk/student/index.html

Prescribed Text

None

Readings

As per the weekly modules

Software

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the computing labs. If you intend to use software on other computers please check that the versions are compatible.
GENERAL RESOURCES

Discipline Website

Discipline of ICT, School of Technology, Environments and Design - College of Sciences and Engineering
http://www.utas.edu.au/technology-environments-design/ict

College Website

Information and Resources for College of Sciences and Engineering students are available on the College website at:
http://www.utas.edu.au/scieng

University Website

Information and Resources for 'Current Students' are available on the university website at:
http://www.utas.edu.au/students/

Help Desk

Contact the ICT Help Desk if you have any queries or problems with accessing, using, or printing from the computers in the Discipline of ICT labs.

In Hobart the Help Desk is located on level 3 in the Centenary Building, and is open from 10:00am-12:00pm, and 2:00pm-4:00pm Monday-Friday. The phone number is 6226 2929.

In Launceston the Help Desk is located near the entrance to the computing labs and is open from 10:00am-12:00pm, and 2:00pm-4:00pm Monday-Friday. The phone number is 6324 3447.

Both help desks will accept queries over the phone outside the standard opening hours.

The computer labs at the Cradle Coast Campus are maintained by ITR - please contact the University Help Desk for assistance with these computers.

Computing Facilities

The Discipline of ICT has PC labs, Mac labs, and special purpose Networking labs at the Newnham and Sandy Bay campuses. All students are provided with logins for Windows, Macintosh and Unix environments. If you have not used these facilities before please contact the ICT Help Desk. If you would like to access these facilities after hours please contact the ICT Help Desk.

In Hobart, there are 4 PC Labs, a Mac Lab, and two Networks Labs in the Centenary Building, along with other dedicated ICT labs in other buildings on campus. In Launceston, there are 3 PC Labs, two Mac Labs, and two Networks Labs in Building V.

Use of Facilities

Use of computing facilities provided by the Discipline of ICT is subject to the Discipline's Ethics Guidelines, details of which are posted at http://www.utas.edu.au/technology-environments-design/ict/current-student-resources/ethics-guidelines. Copies of the guidelines are also available in all ICT labs. The Discipline's facilities may only be used for study-related purposes, and may not be used for personal gain. Anti-social behaviour in labs such as game playing, viewing pornography, loud discussion, audio without the use of head-phones, etc is strictly prohibited in all labs at all times. Eating, drinking, and smoking is not permitted in the labs. Before being granted access to the Discipline's facilities, you will be required to sign a declaration that you have read and understand these guidelines, and that you will abide by them. Disciplinary action may be taken against students who violate the guidelines.
**Learning Strategies**

If you need assistance in preparing for study please refer to your tutor or lecturer. For additional information refer to the Learning Development website: [http://www.utas.edu.au/learndev/](http://www.utas.edu.au/learndev/)

If you will be using MyLO for the first time and would like some information on how to use MyLO refer to the following website: [http://www.utas.edu.au/coursesonline/mylo-support.htm](http://www.utas.edu.au/coursesonline/mylo-support.htm)

Some of the units you will study use videoconferencing to deliver lectures and tutorials. To enable you to get the best out of a videoconference please refer to the following guide: [http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf](http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf)

**Help resolving concerns about this unit**

In the first instance you should contact your lecturer. If the matter is not resolved then you should contact the Head of School. If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website: [http://acserv.admin.utas.edu.au/complaints_info.html](http://acserv.admin.utas.edu.au/complaints_info.html)

The Tasmanian University Union (TUU) may also be able to assist.

The School reserves the right to alter the details contained in this Unit Outline. Students will be advised of changes to the outline via their University email account and it remains the responsibility of the student to check their email for such changes.

**Occupational Health and Safety**

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University's Work Health and Safety website - [http://www.utas.edu.au/work-health-safety/](http://www.utas.edu.au/work-health-safety/)

The University recognises that hazard identification, risk assessment and controls are a critical part of everyday work. Figure 1 shows the risk management process.

Prior to commencing any laboratory and/or field activity on or off campus in this unit you are required to:

- identify hazards - find out what could cause harm
- assess risks if necessary - understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- control risks - implement the most effective control measure that is reasonably practicable in the circumstances
- review control measures to ensure they are working as planned.

A formal Risk Assessment must be completed as part of any project proposal/plan prior to commencing any practical activities. Your supervisor will assist you in identifying potential hazards and assessing risks for your project and will assist you with sign off on any documentation.

Use the Risk Assessment template contained within the UTAS Project and Task Risk Management Minimum Standard. A word version of this form is available from the UTAS WHS webpage and in MyLO. Note that risk assessments (RA) are not required for activities that are considered routine and a current Safe Work Procedure (SWP) is already in place to manage the project/task.

For additional advice and assistance see the local WHS Contact or Health and Safety Representative (HSR) within your School/Institution, and/or consult with other staff.
Figure 1. The risk management process (How to Manage Work Health and Safety Risks, Code of Practice, Safe Work Australia)
GENERAL ASSESSMENT

Approach to Learning

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University's Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfil the unit objectives. You are expected to:

- attend all scheduled teaching sessions, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in all scheduled teaching sessions
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit

You are encouraged to read the university's Code of Conduct for Teaching and Learning. Part A describes the 'Responsibility of the University to Students' and part B describes the 'Responsibilities of Students to the University'.

It is expected that students will familiarise themselves with access and use of the MyLO system operated by the University for the electronic delivery of course materials, and for various forms of communication.

It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.

It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

Student Expectations of the Unit

Students enrolled in this Unit may reasonably expect the following:

1. To be able to contact a lecturer or tutor by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
2. To be able to discuss such issues in person with the lecturer or tutor.
3. That all assignments will be marked and the marks will normally be returned within 3 weeks of due dates.
4. That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

These expectations are in addition to those specified in relevant University regulations.
Plagiarism

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others, and how to maintain academic integrity. Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University's policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student's work or using an author's words or ideas without citing the source.

"Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines. You may also find the Academic Honesty site on MyLO of some assistance.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline - Part 3 Academic Misconduct, see [http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline-December-2017.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline-December-2017.pdf).

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed."

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at: [http://www.academicintegrity.utas.edu.au](http://www.academicintegrity.utas.edu.au)

Academic misconduct

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or
b. improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in Ordinance 9: Student Discipline [http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline-December-2017.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline-December-2017.pdf) - Part 3 Academic Misconduct.

Referencing

The preferred text referencing systems for the Discipline is the Harvard system (also referred to as the author-date system). In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. The University library provides information on presentation of assignments, including referencing styles and should be referred to when completing tasks in this unit. For information on presentation of assignments, including referencing styles: [http://utas.libguides.com/referencing](http://utas.libguides.com/referencing)
It is important that you understand how to correctly refer to the work of others and maintain academic integrity. Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence. The university document on plagiarism contains information about referencing the work or ideas of others (see http://www.utas.edu.au/plagiarism/).
Submissions
The details of the submission method (paper, electronic or other) for each assignment will be supplied in a separate assignment specification sheet. All in-semester assignment submissions (including electronic submissions) are to include an Assignment Cover Sheet which includes a statement confirming that the submission is your own work. The Assignment Cover Sheet is available from the ICT Help Desk in Launceston and Hobart, and on your unit MyLo site.

Students must take responsibility for the correct submission of their assignments. Students are expected to adhere to the following procedure for submission:

- Submitted files MUST be checked by the student to ensure that correct submission of the file has been undertaken.
- Students are expected to notify the Lecturer WITHIN TWO HOURS of submission if their files have not been submitted correctly.
- Students must take responsibility for safely backing up of their own files during the academic year to ensure that no files are permanently lost.

Extensions
Assessment items will not be accepted after the due date except under the conditions stated in the Discipline policy on late assessment. http://www.utas.edu.au/__data/assets/pdf_file/0003/231960/ExtensionPolicy.pdf (PDF 100KB).

A request for an extension to the due date for an assessment task should be made in writing and submitted to the Unit Coordinator THREE (3) days before the assignment due date. Independent documentation (medical certificate, counsellor’s report, etc.) in support of the application should be attached to the form OR a current Learning Access Plan may be used as supporting documentation, as appropriate.

If you are ill on the day of an examination or have other serious circumstances which prevent you from sitting an examination, you may apply for a deferred examination (see http://www.utas.edu.au/__data/assets/pdf_file/0006/314628/Application-for-a-Deferred-Examination-1.4.pdf (PDF 290KB) for form and further details). If you are ill, you should see a doctor on the day of the examination and the doctor must return the form to the Exams Office within 3 working days of the examination. Please note that having a medical certificate does not guarantee that a deferred examination will be approved.

Students who have completed an examination(s) and who feel that they have been disadvantaged due to illness or other circumstances affecting their study may request special consideration in the marking of their examination(s) (see http://www.utas.edu.au/__data/assets/pdf_file/0019/314623/Special-Consideration.pdf (PDF 143KB) for form). Forms should be submitted directly to the relevant school, accompanied by appropriate supporting documentation, as soon as possible after the completion of the examination(s) and no more than 3 working days after completion of the student’s last examination. Granting of special consideration is at the discretion of the lecturer and school.

Review of Assessment and Appeals
1. It is expected that students will adhere to the following policy for review of any piece of continuous assessment.
   a. Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer. The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.
   b. Following this discussion, students may request a formal remark of the original submission (in accordance with Academic Senate Rule 6 - Admission, Assessment and Student Progress. This remark will be undertaken, where practicable, by an alternative assessor.
2. Students may also request a review of the final result in a unit. The request and payment must be made within 10 days from the date of the result notification. Students are referred to Academic Senate Rule 6 - Admission, Assessment and Student Progress, clause 5.12 at https://www.utas.edu.au/academic-governance/academic-senate/academic-senate-rules.

Concerns and Complaints
The University is committed to providing an environment in which any concerns and complaints will be treated seriously, impartially and resolved as quickly as possible. We are also committed to ensuring that a student may lodge a complaint without fear of disadvantage. If you have a concern, information about who to contact for assistance is available on the How to resolve a student complaint page.

It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit:
a. In the first instance, students are to approach the Lecturer or Unit Coordinator concerned and arrange a time to speak with them about their concern.

b. If an issue remains unresolved, the student should approach the Head of School and arrange a time to speak with them about their concern.

If the School's internal policy of complaints is unable to resolve an issue, students should consult Ordinance 8 Student Complaints for further direction, see http://acserv.admin.utas.edu.au/complaints_info.html

Final Grade

Passing grades will be awarded based on the AVCC guidelines:

- PP at least 50% of the overall mark but less than 60%
- CR at least 60% of the overall mark but less than 70%
- DN at least 70% of the overall mark but less than 80%
- HD at least 80% of the overall mark

In order to comply with the benchmarks set by the College of Sciences and Engineering for distribution of grades in units, both the insemester and examination marks that students obtain may be adjusted either upwards or downwards. See https://wikis.utas.edu.au/display/FSET/Policies+and+Documents for details of the College Assessment Guidelines.

Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life-planning issues, disability or illness which may affect your course of study, you are advised to raise these with the unit coordinator in the first instance.

There is a range of University-wide support services available to you including Student Learning Support (http://www.utas.edu.au/student-learning/), Student Advisers (http://www.utas.edu.au/first-year/student-advisers), Disability Services (http://www.utas.edu.au/students/disability/students), and more which can be found on the Student Support and Development page (http://www.utas.edu.au/students/support-development) of the University website.

Should you require assistance in accessing the Library, visit their website (http://www.utas.edu.au/library/study) for more information.