School of Technology, Environments and Design

Discipline of Information and Communication Technology

Unit Outline

KIT203 ICT Project Management and Modelling

Semester 1, 2018
Sandy Bay Campus, Hobart
Newnham Campus, Launceston

Unit Coordinator
Dr. Matthew Springer
E-Mail: Matthew.Springer@utas.edu.au
Phone: (03) 6324 3653
Room: V111, Newnham Campus, Launceston

Teaching Staff
Newnham Campus, Launceston:
Dr. Matthew Springer
E-Mail: Matthew.Springer@utas.edu.au
Phone: (03) 6324 3653
Room: V111

Sandy Bay Campus, Hobart:
Ying Chen
E-Mail: Ying.Chen@utas.edu.au
Phone: (03) 6226 6213
Room: Cent 461
UNIT OVERVIEW

Introduction
This unit provides both a theoretical and practical overview of project management as it relates to technology-oriented projects. Specifically, this unit will introduce project management principles, techniques and tools that can be used to guide traditional business-oriented ICT projects, as well as those adaptations that are designed to support the development of more creative ICT projects. A set of project outputs that are based on best-practice and industry standards will be developed by students, as a training tool in preparation for undertaking real ICT-oriented projects.

Prerequisites
Any 2 introductory units

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

1. Completion of the Entrepreneurship Module Quiz
2. Completion of the Understanding ICT Projects Module Quiz

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with this unit by completing these two activities by Week 4 of semester, your enrolment may be cancelled or you may be withdrawn from the unit.

If you have not completed the module quiz for its associated workshop by the due date, you will not be allowed to attend that workshop.

Communication
News and announcements will be posted to MyLO Announcements, and students will be expected to be aware of the content of such posts within 48 hours of them being posted. Important announcements may be emailed to students' University of Tasmania email address. Students will be expected to be aware of the content of such emails within 24 hours of them being posted.

If you need help, it is best to contact the unit coordinator by email: Matthew.Springer@utas.edu.au. Email comes to my phone and I can usually get back to you very quickly.

Teaching Pattern
Online Recorded Lectures: 1 hour/week (weeks 1-13)
Online Theory Modules: 2 hours/week, plus self study (weeks 1-13)
Face to Face Tutorials: 2 hours /week (weeks 2-12)

Unit Content
Module 1 Introduction and Entrepreneurship in ICT
Module 2 Understanding ICT Projects
Module 3 Project Life Cycles and Organisational Influences
Module 4 Project Management Processes
Module 5 Project Integration Management
Module 6 Project Scope Management
Module 7 Project Time Management
Module 8 Project Cost Management
Module 9 Project Quality Management
Module 10 Project Risk Management
Module 11 Agile Project Management Methodologies
Module 12 Design Thinking and Project Management
Module 13 Exam and Revision
For more information see the section titled 'Content' on the unit website.

Prior Knowledge and/or Skills
Any two Level 100 units from any discipline

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

1. Select and effectively apply processes, methodologies and tools to analyse, develop, source, integrate and manage ICT products and services;
2. Monitor the changing direction of ICT and evaluate and communicate the likely utility of emerging ICT to an individual or organisation;
3. Explain appropriate ICT to support business processes and decision making to help an organisation achieve its objectives;
4. Identify and analyse user needs and take them into consideration during the selection, creation, evaluation and administration of ICT systems; and
5. Analyse a problem, identify and define the ICT requirements, and apply knowledge of ICT principles and technical skills to develop and evaluate strengths and weaknesses of potential solutions.

You will acquire attitudes needed by an ICT professional to:

6. Be an effective team member;
7. Apply a user-centred approach when designing an ICT-based solution;
8. Communicate effectively at a professional level;
9. Respond appropriately to economic, social, legal and ethical considerations; and
10. Act in accordance with best practice and industry standards.

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**

The workshops for this unit continue to be refined to make them as engaging as possible.
UNIT ASSESSMENT

Assessment Pattern

Internal 50%, Examination 50%

Assessment Summary

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theoretical Material - Quizzes</td>
<td>5%</td>
<td>Ongoing, throughout semester (Weeks 1-12)</td>
</tr>
<tr>
<td>Workshop Tasks</td>
<td>20%</td>
<td>Ongoing throughout semester (Weeks 4-11)</td>
</tr>
<tr>
<td>Entrepreneurship Assignment</td>
<td>10%</td>
<td>Friday 17 March, 11:55pm</td>
</tr>
<tr>
<td>Identification and Analysis of an ICT Project</td>
<td>15%</td>
<td>Friday 21 April, 11:55pm</td>
</tr>
<tr>
<td>Examination</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

Assessment Items

**Item 1**

**Title:** Theoretical Material - Quizzes  
**Type:** In-Semester - test  
**Task Length:** not applicable  
**Weighting:** 5%  
**Links to Learning Outcomes:** 1, 5, 9, 10  
**Due:** Ongoing, throughout semester (Weeks 1-12)  
**How To submit:** Submit quizzes through MyLO  
**Description:** A module will have a lecture, but may also include additional PowerPoint presentations, videos and readings. You will need to complete each module to complete the associated quiz.

Attendance at the workshop is dependent upon having submitted the quiz for that week.

*Please note that Quiz 2 is due on Tuesday 10am because of the public holiday.*

Quiz 1 (Due by Monday 6 March 2017 Midday)  
Quiz 2 (Due by Tuesday 14 March 2017 10am)  
Quiz 3 (Due by Monday 20 March 2017 Midday)  
Quiz 4 (Due by Monday 27 March 2017 Midday)  
Quiz 5 (Due by Monday 3 April 2017 Midday)  
Quiz 6 (Due by Monday 10 April 2017 Midday)  
Quiz 7 (Due by Monday 17 April 2017 Midday)  
Quiz 8 (Due by Monday 24 April 2017 Midday)  
Quiz 9 (Due by Monday 1 May 2017 Midday)  
Quiz 10 (Due by Monday 8 May 2017 Midday)  
Quiz 11 (Due by Monday 15 May 2017 Midday)  
Quiz 12 (Due by Monday 22 May 2017 Midday)

**Item 2**

**Title:** Workshop Tasks  
**Type:** In-Semester - group assignment  
**Task Length:** n/a  
**Weighting:** 20%  
**Links to Learning Outcomes:** 1, 3-10  
**Due:** Ongoing throughout semester (Weeks 4-11)  
**How To submit:** Submit through the drop box on MyLO  
**Description:** Students will be formed into small teams to undertake most of the following tasks for submission. Your submission is due at the end of the relevant workshop.

Module 3 - Project Life Cycles and Organisational Influences  
Module 4 - Project Management Processes  
Module 5 - Project Integration Management  
Module 6 - Scope Management Plan  
Module 7 - Schedule Management Plan  
Module 8 - Cost Management Plan  
Module 9 - Quality Management Plan  
Module 10 - Risk Management Plan

Students will also need to submit individual peer reviews. These peer reviews WILL affect your overall
Item 3  
**Title:** Entrepreneurship Assignment  
**Type:** In-Semester - group assignment  
**Task Length:** Up to 5 minute video and associated project plan (around two pages)  
**Weighting:** 10%  
**Links to Learning Outcomes:** 2-10  
**Due:** Friday 17 March, 11:55pm  
**How To submit:** Submit through the drop box on MyLO  
**Description:** Students may choose to form small teams of up to four students, or they may work individually in this task.

You and/or your team will prepare an up-to five-minute video pitch and an associated project plan.

Full details of this assessment item are provided on the Unit's MyLO site.

You will also need to submit individual peer reviews. These peer reviews WILL affect your overall mark for this assignment. Your submissions cannot be marked without peer reviews from all members.

Item 4  
**Title:** Identification and Analysis of an ICT Project  
**Type:** In-Semester - group project  
**Task Length:** Up to 3000 words  
**Weighting:** 15%  
**Links to Learning Outcomes:** 1-10  
**Due:** Friday 21 April, 11:55pm  
**How To submit:** Submit through the drop box on MyLO  
**Description:** Students may choose to form small teams of up to four students, or they may work individually in this task.

The team or individuals will undertake a review of a real business organisation and produce a set of business process models in order to identify opportunities for ICT projects.

Full details of this assessment item are provided on the Unit's MyLO site.

Students will also need to submit individual peer reviews. These peer reviews WILL affect your overall mark for this assignment. Your submissions cannot be marked without peer reviews from all members.

Item 5  
**Title:** Examination  
**Type:** Formal Examination  
**Task Length:** 2 hours  
**Weighting:** 50%  
**Links to Learning Outcomes:** 1-10  
**Due:**  
**How To submit:**  
**Description:** 2hr closed book exam with non-programmable calculator

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

**How your Final Grade will be determined**
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

Required readings will be provided on the Unit's MyLO site

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/

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

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.uts.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

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/ and policy.

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'. http://www.utas.edu.au/__data/assets/pdf_file/0020/214661/code_conduct-teaching-and-learning1.pdf

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. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
3. That 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.

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

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 - 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
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](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](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](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](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/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.