School of Technology, Environments and Design

Discipline of Information and Communication Technology

Unit Outline

KIT101 Programming Fundamentals

Semester 1, 2018

Sandy Bay Campus, Hobart
Newnham Campus, Launceston

Unit Coordinator

Dr. James Montgomery
E-Mail: james.montgomery@utas.edu.au
Phone: (03) 6226 7294
Room: 466, Sandy Bay Campus, Hobart

Teaching Staff

Sandy Bay Campus, Hobart:
Dr. James Montgomery
E-Mail: james.montgomery@utas.edu.au
Phone: (03) 6226 7294
Room: 466

Newnham Campus, Launceston:
Dr. Winyu Chinthammit
E-Mail: Winyu.Chinthammit@utas.edu.au
Phone: (03) 6324 3975
Room: V113
UNIT OVERVIEW

Introduction

This unit will provide students with an overview of programming and its role in problem-solving, and strategies for designing solutions to programming problems with reference to the Java programming language. Beginning with the fundamental characteristics of computers and how they represent information, the unit will develop the concepts of data types, declarations (of the data a program will use), expressions (calculations), statements (actions) and text-based input and output. Building on these low-level constructs the unit will examine ways to manage the complexity in a program with control structures, block structure, methods (functions) and their parameters, culminating in the high-level organisational mechanisms of classes and objects. Students will have the opportunity to explore advanced topics such as error handling using exceptions and recursion.

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

This unit is taught through a combination of prerecorded short lectures, online notes, face-to-face lectures (including demonstrations and activities you can do on paper and your own machine) and tutorials in computer labs. The assessment is largely based on the activities you start in the labs and finish in your own time, plus two in-semester tests and an end of semester learning reflection report.

As the two tests are held during the normal lecture time, attendance on those dates is mandatory, and attending all lecture sessions is strongly recommended. If you cannot attend a face-to-face lecture then you must watch the recording later.

Learning anything, but particularly a creative and practical skill like programming, requires practice. Tutorials are your opportunity to practise, receive assistance and to work on the tasks that will form your portfolio of work. Tutors will provide assistance during tutorials on tasks prior to their first submission. Each task you submit for assessment through MyLO will then be graded by your tutor, who will either mark it as complete or assign a status indicating more needs to be done. If you need additional help to revise a previously submitted task then see any tutor during consultation times. Using tutorials for new work (before you submit it) and consultation time for revising previous incomplete submissions will keep you on track to pass and ensure tutors can provide assistance to everyone.

Only 'Completed' tasks count towards passing the unit. Often your tutor will assign the status 'Discuss', indicating you will need to spend time in the tutorial or consultation time discussing and demonstrating your work before they mark it as complete.

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

1. Attendance at tutorials in Weeks 2–4
2. Submission of all Week 1 and 2 pass-level tasks (that is, tasks 1.nPP and 2.nPP) and at least one Week 3 pass-level task (the tasks do not need to be marked as complete by Week 4, only submitted for feedback)
3. Viewing at least Section 1 of the introductory programming notes on MyLO

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

**Communication**

News and announcements will be posted to the unit's Announcements stream on MyLO, and students are expected to be aware of the content of these items within 48 hours of them being posted.

Questions on any topic that have not been answered in the descriptions in the Unit Outline or instructions on MyLO can be asked in class, during consultation times, or in the Discussion Forum on MyLO. Questions on the Discussion Forum will be responded to within the same discussion within 72 hours during semester time.

**Teaching Pattern**

**Lectures**: 2 hours/week, including information, demonstrations and time for small-group activities. Lectures will not always take the full two hours. Attendance is mandatory in weeks when the tests are scheduled. (Off-campus students must watch the live lecture recording in scheduled weeks and attend campus for tests.)

**Tutorials**: 2 hours/week, beginning in Week 2 of semester. (Off-campus students attend weekly online web conference with tutor.)

**Online prerecorded lectures**: 1-2 hours/week, depending on which topics you need to study or choose to review.

**Tutor consultation**: times listed online, where you can gain additional assistance, demonstrate your work and have tasks marked as complete.

**Unit Content**

Types, variables, problem solving and simple algorithm development, control structures (selection, repetition), arithmetic and logical operators, input and output, method calls, parameter passing, method definition, using existing classes, instantiating objects, arrays, and optional topics in exception handling and recursion.

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

**Prior Knowledge and/or Skills**

No prior programming experience is assumed.

**Learning Outcomes**

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

1. apply code reading and debugging techniques to analyse, interpret, and describe the purpose of program code, and to identify errors in syntax, logic, style or good practice;
2. describe the principles of structured programming in relation to syntactical elements of the programming language used and the process of program development;
3. construct small programs, in an object oriented programming language, that include the use and creation of objects, arrays, methods and parameter passing;
4. apply functional decomposition to algorithms, document the resulting design, and implement those designs in program code as methods;
5. write external program documentation and apply programming conventions to ensure program code exhibits good style.

You will also acquire attitudes needed by an ICT professional to:

6. take initiative and work independently;
7. communicate effectively;
8. use abstraction and computational, creative and critical thinking to problem solve.

**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](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

Based on both staff and student feedback, and observations of successful teaching practice in introductory programming units at partner institutions, the unit was substantially restructured in 2017:

1. The final written exam (3 hours, open-book, worth 60%) and two major assignments (worth 25%) have been replaced by a collection of in-semester tasks and two in-semester written tests. These tasks form a portfolio of work that demonstrates your attainment of the learning outcomes.
   - Apart from the two tests, all in-semester programming tasks are conducted in an authentic environment with access to a computer and online resources.
   - The two tests assess fundamental skills and knowledge and are not used for assigning a grade. If you do poorly you will have the opportunity to either correct your mistakes or resit a version of the test later in semester.
   - Only a subset of these in-semester tasks, representing the core learning outcomes, must be completed to a reasonable standard in order to pass.
   - The number and difficulty of portfolio tasks has been revised based on experience during the first two deliveries of this new design in 2017.

2. There are fewer hard deadlines, giving you greater freedom to learn—and demonstrate mastery of—the material at your own pace.
   - Each task is associated with a particular grade (PP, CR, DN or HD). Obtaining a grade above PP requires that you complete all tasks associated with that higher grade and those below it. Your level within a grade band is determined by the quality of a learning reflection report you submit at the end of semester.
     - Essential lecture content is prerecorded, so you can access it at the time it is relevant. Face-to-face lectures incorporate more demonstrations and activities (so bring a laptop with you if you can).
UNIT ASSESSMENT

Assessment Pattern
100% In-semester

Assessment Summary

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Tasks</td>
<td>70%</td>
<td>End of Week 13, but submit throughout semester</td>
</tr>
<tr>
<td>Test 1</td>
<td>10%</td>
<td>During Week 6 lecture</td>
</tr>
<tr>
<td>Test 2</td>
<td>10%</td>
<td>During Week 11 lecture</td>
</tr>
<tr>
<td>Learning Reflection Report</td>
<td>10%</td>
<td>9am Monday 4 June 2018 (start of study week)</td>
</tr>
<tr>
<td>HD Interview</td>
<td>-%</td>
<td>Conducted during Week 13 or Study Week</td>
</tr>
</tbody>
</table>

Assessment Items

Item 1  
**Title:** Portfolio Tasks  
**Type:** In-Semester - learning tasks  
**Task Length:** varies  
**Weighting:** 70%  
**Links to Learning Outcomes:** 1-8  
**Due:** End of Week 13, but submit throughout semester  
**How To submit:** Upload required files (source code, PDFs, images) to the task's assignment folder on MyLO  
**Description:** Throughout the semester you will work on a collection of learning tasks (categorised as PP, CR, DN or HD level), submitting these for feedback as you complete them. This component of your assessment is divided into 30% for PP tasks, 10% each for CR and DN tasks, 10% for the HD Custom Program and 10% for the HD Project. A pass mark requires only that you complete all PP-level tasks. These tasks will make up most of your learning portfolio, demonstrating your achievement of the unit's learning outcomes.

Each task has a suggested completion week and a point later in semester after which no further corrective feedback will be given via MyLO (this varies by task; see the Task Overview on MyLO), so you will need to be submitting (and revising) tasks most weeks.

Item 2  
**Title:** Test 1  
**Type:** In-Semester - test  
**Task Length:** 60 minutes  
**Weighting:** 10%  
**Links to Learning Outcomes:** 1-3,6,7  
**Due:** During Week 6 lecture  
**How To submit:**  
**Description:** A test conducted in the lecture time covering fundamental pass-level skills from the early part of the semester. The test is assessed as pass/fail, but students near to passing will have the opportunity to correct their mistakes (and discuss their corrections with their tutor), while students receiving a fail grade will have the opportunity to resit a variant of the test in Week 11.

Item 3  
**Title:** Test 2  
**Type:** In-Semester - test  
**Task Length:** 60 minutes  
**Weighting:** 10%  
**Links to Learning Outcomes:** 1-3,6,7  
**Due:** During Week 11 lecture  
**How To submit:**  
**Description:** A test conducted in the lecture time covering fundamental pass-level skills. The test is assessed as pass/fail, but students near to passing will have the opportunity to correct their mistakes (and discuss their corrections with their tutor), while students receiving a fail grade will have the opportunity to resit a variant of the test in Week 13.

Item 4  
**Title:** Learning Reflection Report  
**Type:** In-Semester - individual assignment  
**Task Length:** typically 2-4 pages  
**Weighting:** 10%  
**Links to Learning Outcomes:** 1-7  
**Due:** 9am Monday 4 June 2018 (start of study week)  
**How To submit:** Upload the complete learning reflection report template to MyLO.
**Description:** A reflection report on what you have learned in the unit using the supplied report template. The quality of this reflection determines your numerical mark within the grade for which you have qualified (based on the portfolio tasks completed). A draft should be submitted during Week 12 to receive feedback before submitting the final version.

This report **must be submitted in order to pass the unit.** The due date is a hard deadline; MyLO will not allow you to submit after that time. Failure to submit the report also results in a –1% penalty.

**Item 5**

**Title:** HD Interview

**Type:** In-Semester - individual project

**Task Length:** 20 minutes

**Weighting:** -%

**Links to Learning Outcomes:** 3-7

**Due:** Conducted during Week 13 or Study Week

**How To submit:**

**Description:** Students potentially qualifying for HD must attend a face-to-face interview with the unit coordinator to briefly discuss your learning in the unit and for you to demonstrate your HD custom program and, if also completed, HD project. Available times for both campuses will be advertised during semester.

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

**How your Final Grade will be determined**

In order to achieve a pass (or better) result, by the end of semester a student must complete, to a reasonable standard:

1. all pass-level (PP) tasks from Weeks 1 through 9; and
2. Test 1, Test 2 and the learning reflection report

To achieve a PP, CR or DN grade a student must complete, to a reasonable standard, all tasks associated with that grade and lower grades (for example, a DN requires that all PP, CR and DN tasks be completed). An HD grade requires that the student complete all PP, CR and DN tasks as well as the HD Custom Program. Completing an additional HD Project gives access to marks above 90, but is not a substitute for the custom program.

A passing student’s final mark (50–100) is determined by:

1. the grade for which they have met the minimum standard (by completing all necessary tasks), which determines the base mark (50, 60, 70 or 80);
2. the quality of the student's learning reflection report; and
3. for HD, a short interview conducted at the end of semester.

Consequently the assessment item weights given above are indicative only: the tests, PP-level tasks and submitted reflection report combine to produce a mark of at least 50%, while the CR, DN and HD tasks, and quality of the reflection report contribute toward the remaining 50%.

**Borderline grades**

Borderline CR and DN grades (60 and 70) are awarded if the learning reflection report is of high quality and at least two tasks have been completed from the relevant higher grade (CR or DN).

A borderline PP (50) is awarded if:

- Test 1, Test 2 and the learning reflection report are completed to a minimally acceptable standard;
- at least 13 PP portfolio tasks are completed during the teaching period, and demonstrate the required learning in the portfolio; and
- all other PP portfolio tasks have been submitted to MyLO and are of an adequate standard

**Failing grades**

If a student does not meet the minimum standard to pass (that is, completing all pass-level tasks, tests and the reflection report) then their final mark (0–49) will be determined based on which pass-level tasks have been completed. A student who misses a test (and the resit) or who does not submit sufficient pass-level tasks during the semester will receive an absent, deemed failed (AN) grade.
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


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.

On campus lab classes will use DrJava (http://www.drjava.org), a simple integrated development environment for Java. In order to compile and run Java programs DrJava requires the Java Development Kit (JDK): http://www.oracle.com/technetwork/java/javase/downloads/jdk8-downloads-2133151.html. We are using Java version 8. (The list of options on the JDK download page may be intimidating, but look for a match for your operating system (Mac OS X or Windows and then, if your computer is less than a few years old it is very likely 64-bit, but you should check that first.)

For additional, up-to-date installation guidance see the Software topic in the Essential Information module on the unit’s MyLO site.
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.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

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'.


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](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/).

**In programs you write:** If you are guided to a solution by a particular website, include a link to that site in the comment at the top of your program and indicate which parts of your solution are based on its content.
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](http://www.utas.edu.au/academic-governance/) page.

It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit: 


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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.