Extract from the Resolutions of the Faculty of Architecture, Design and Planning for coursework awards

Part 3: Studying and Assessment

8 Attendance

(1) Students are required to be in attendance at the correct time and place of any formal or informal examinations. Non attendance on any grounds insufficient to claim special consideration will result in the forfeiture of marks associated with the assessment. Participation in a minimum number of assessment items may be included in the requirements specified for a unit of study.

(2) Students are expected to attend a minimum of 90% of timetabled activities for a unit of study, unless granted exemption by the Dean, Head of School or professor most concerned. The Dean, Head of School or professor most concerned may determine that a student fails a unit of study because of inadequate attendance. Alternatively, at their discretion, they may set additional assessment items where attendance is lower than 90%.

9 Late submission policy

(1) It is expected that, unless an application for special consideration has been approved, students will submit all assessment for a unit of study by the due date specified. If an assessment is submitted or otherwise completed within a period of extension granted by a successful application for special consideration or an assessment adjustment determined by Disability Services, no academic penalty will be applied to that piece of assessment.

(2) If an extension is not sought, not granted, or is granted but work is submitted after the extended due date, the late submission of assessment will result in an academic penalty as follows:

(a) For non-public-presentation-based assessments, work submitted after the deadline will incur a penalty of 5% of total awardable marks for the assessment per calendar day. Work submitted 20 or more days after the deadline will not be assessed and will receive a mark of zero.

(b) For assessments involving public oral and/or visual presentations after the deadline, a penalty of 10% of total awardable marks for the assessment will be imposed per calendar day. Work completed 10 or more days after the deadline will not be assessed and will receive a mark of zero.