

Extract from the *Faculty of Architecture Guidelines for Application for Special Consideration and Extension*

3. *Minimum attendance requirements*

Students must attend all lectures and other classes required for a unit of study. Each unit has its own specific requirements for attendance, usually 90-100%, without certification for illness or misadventure. If a student does not fulfill the attendance requirements as well as other unit of study requirements, they may fail the unit.

Please note that where a Unit of Study has sessions at which attendance is mandatory non-attendance may result in academic penalty or failure of the Unit of Study as determined by the lecturer in charge. Lecturers, who determine that a student has not met attendance requirements, without documented reasons under the policy for Special Consideration, will be able to exercise the option of awarding the grade of AF (Absent Fail) for the given Unit of Study.

4. *Penalties for late submission*

It is expected that unless an application for special consideration has been approved, students will submit all assessment for a unit of study on the due date specified. If the assessment is completed or submitted within the period of extension, no academic penalty will be applied to that piece of assessment. If an extension is either 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:

For work submitted after the deadline but up to three calendar days late, a penalty of 35 per cent of the total mark awarded for the assignment will apply.

For work submitted after 3 days and less than one week after the deadline, a penalty of 50 per cent of the total mark awarded for the assignment will apply.

For work submitted more than one week late but less than two weeks after the deadline, a penalty of 55 per cent of the total mark awarded for the assignment will apply.

Work submitted more than two weeks after deadline will not be assessed (Fail).