

CPACS ASSIGNMENT PRESENTATION AND ASSESSMENT GUIDELINES 2011 – UPDATED!

IMPORTANT – RETAIN FOR REFERENCE

These guidelines have been prepared for students enrolled in postgraduate coursework units of study in the Centre for Peace and Conflict Studies. They are effective for the 2011 academic year and it is essential that you retain and refer to these guidelines in conjunction with individual unit of study course outlines. Please contact your Lecturer or the Postgraduate Coursework Coordinator if you are unclear about any of these guidelines. We hope they are helpful. If you are studying PACS distance units a separate set of guidelines will be provided.

1. ASSIGNMENT SUBMISSION AND COLLECTION

An **Assignment Cover Sheet** including signed **Plagiarism Compliance Statement** must be attached to all written work submitted, including dissertations and treatises, and students must obtain a signed **Confirmation of Submission** receipt for all assignments submitted.

Assignments should be submitted to the CPACS Administration Office, Room 119 Mackie Building, (Tel. 9351 7686, email: <arts.cpacs@sydney.edu.au>). Please note that the CPACS Office is normally open from 9 am – 5 pm, Monday through Friday. If the CPACS Office is closed, assignments may be placed in the *CPACS Assignment Submission Box* – the mail box attached to the CPACS Administration Office door. An email will be sent to confirm the receipt of your assignment and the date it was received. **Assignments may NOT be submitted by fax, nor will they be accepted if left under an office door.**

If you are unable to submit your assignment in person, you can mail your assignment to: Centre for Peace and Conflict Studies, Mackie Building K01, University of Sydney NSW 2006, to reach the Centre by the assignment due date. Assignments may in some circumstances be submitted by email, by arrangement with individual lecturers. It is your responsibility to check in advance that this is acceptable. If you are submitting an assignment by mail or email, you must still ensure that you include the cover sheet with signed plagiarism compliance statement, and that you receive confirmation of submission of your assignment from the Lecturer or Administrative Officer.

Assignments will be returned by the Lecturer, or will be held for collection in the CPACS Office. If you need to submit or collect an assignment out of normal office hours you may be able to make arrangements to do so by contacting the Administrative Officer or the Lecturer concerned. For those living outside the Sydney metropolitan area, marked assignments will be mailed to you if you provide your postal address to the Administrative Officer.

2. PRESENTATION OF ASSIGNMENTS

All assignments should be on A4 size paper with one and a half line spacing and sufficient margins to allow room for comments from the marker. Preferred font size is 12 for main text and 10 for footnotes, and preferred font style is Times New Roman. Preferred layout is justified to both margins. Handwritten assignments are normally not accepted. Pages should be numbered and a bibliography attached. Submitted assignments may be printed single-sided or double-sided (in the interests of paper conservation). Please make use of the check list on the reverse side of the cover sheet to ensure that you have included the bibliography, required documentation, spelling check, proofreading and presentation according to these guidelines. You are strongly advised to keep a secure copy of your submitted assignment (either electronically or in hardcopy) in case it should be required.

It is recommended that double quotation marks be used for quotations, with single quotation marks to be used within a quotation (e.g. “The poets whom I chose to illustrate ‘inspiration from any source’ used language to create hope.”¹). Long quotations (greater than three lines) should be indented and single spaced without the use of quotation marks. Remember: “it’s” is short for “it is” (e.g. “It’s a good example of peace journalism.”); “its” is the possessive (e.g. “The American public has shown its discontent with the war in Iraq and its impact on human rights.”). Spell out numbers under 10 (e.g. one, nine); use figures for numbers over 10 (e.g. 19, 1500).

Assignments that exceed the prescribed word limit will be penalised; writing within word limits is a virtue and a skill that is being assessed. Students are required to indicate the prescribed and actual word lengths on the Assignment Cover Sheet. The bibliography, appendices and footnote citations are not normally included in the word count.

¹ Stuart Rees, *Passion for Peace: Exercising Power Creatively* (Sydney: UNSW Press, 2003), p. 272.

3. REFERENCING

Unless otherwise indicated, all assignments should include reference to sources of information used, including complete reference details and a full bibliography, and will be penalised if they do not do so.

The recommended referencing style is the Footnote/Endnote model detailed below. Students who are familiar with the In-text Social Science referencing style may prefer to continue using this model, also described below. Other academic referencing styles will also be accepted as long as they are used consistently and contain complete reference details including author's name; date of publication; title of the article and/or book and/or journal; publisher and place of publication for books; journal volume and number for journal articles; and page numbers for journal articles and book chapters in edited volumes. Website citations should include as much detail as possible, including author, date and title of the piece if available; the name of the website and/or organisational source; the exact web address (or URL); and the date you accessed this information.

Whichever model of referencing is used, the use of discursive footnotes in order to include additional text that would otherwise not fit within the word limit is discouraged. Page numbers are required for all quotations and references to specific information obtained from a large work such as a book, book chapter or journal article. References in the bibliography are not numbered but are listed in alphabetical order by author's surname.

Reference to course readers or class notes is normally not sufficient on its own. Where possible, students should refer to the original sources of all information and references, as well as to the sources from which they have been cited (such as the course reader or class notes). If unsure of sources or reference details for information provided in class, please ask the Lecturer concerned.

Details of the footnote/endnote model:

This traditional method uses consecutively numbered citations appearing as footnotes or endnotes, and a different layout of the required information in the Bibliography. If you wish to use this method, please use footnotes rather than endnotes. A guide to this referencing

style, and useful information regarding the preparation and presentation of written pieces, can be found in the following guides available online and in the CPACS Resource Centre: Department of History Essay Writing Guide 2004 and Essay Presentation Guide Revised May 2006 (<http://sydney.edu.au/arts/history/undergrad/resources.shtml>).

Details of in-text social science model:

In the text of the paper, references should enable others to locate the section of the source utilised, or the exact location of the quotation or piece of information. Sources should be cited by referring to the author's surname, year of publication and page number for quotations, e.g. "According to human needs theory (Burton 1990, p. 35) ..." or "as described by Burton (1990) ...". Other in-text referencing styles, e.g. (Burton, 1990: 35), will be accepted as long as they are used consistently and provide all necessary information. When using the in-text social science referencing model, footnotes may be used for brief, relevant asides, or for additional reference details for newspaper articles, interviews, website references without authors (otherwise use in-text reference) or other unpublished or ephemeral material.

4. LATE PENALTIES, EXTENSIONS AND SPECIAL CONSIDERATION

Students are required to apply online in advance of the submission due date if an extension is required for any reason for all written assignments. If an emergency occurs on the submission due date then the student should contact the Lecturer as soon as possible to discuss how to go about requesting an extension or alternative assessment.

Students can apply online for **Simple Extensions** of less than five working days on the grounds of minor illness or misadventure; **Special Consideration** for serious illness or misadventure; or **Special Arrangements** for essential community commitments. For further details about the Faculty policy, and how to apply online, see the Faculty website (http://sydney.edu.au/arts/current_students/assessment_considerations.shtml).

Late submission of assignments will normally incur a penalty of 2% per work day unless an extension has been granted based on evidence of medical or other emergency grounds. Details of any extension granted should be included on the Assignment Cover Sheet and a copy of the email indicating the new assignment due date should be attached to the assignment. There is no need for students to attach any additional supporting documentation to assignments.

All work submitted more than one week after the due date, including where a simple extension has been approved, will normally incur a penalty of 10% per week except where Special Consideration has been sought and granted. Students should apply for Special Consideration if students are unable to submit work within one week of the due date, or where their study has been adversely affected during the semester due to acute or chronic ill health or other significant concerns that require the intervention of a medical or counselling professional. Students are strongly encouraged to consult with the Sydney University Postgraduate Representative Association (<http://sydney.edu.au/supra/>) or the University Counselling Service (<http://sydney.edu.au/stuserv/counselling/>) if they encounter personal or other difficulties in the pursuit of their studies. Students seeking Special Consideration should discuss this with the Postgraduate Coursework Coordinator as soon as possible. The Postgraduate Coursework Coordinator is also available to students for advice in relation to study concerns and personal planning in order to facilitate successful completion of their degree.

5. MARKING AND RE-EXAMINATION PROCEDURES

Assignments will normally be marked by the Lecturer or Lecturers for that unit of study. Students will be given specific feedback on the reasons for their mark with reference to the assessment criteria for each assignment and the general criteria listed on the reverse of the Assignment Cover Sheet. It is therefore recommended that students pay close attention to the assessment criteria provided in the course outline as well as the general criteria on the cover sheet when completing assignments. Double marking will be conducted for all assignments that are considered of less than Pass standard.

All dissertations and treatises are assessed by two markers, one being the Supervisor and the other normally being another Lecturer in the PACS postgraduate program. The second marker will be determined by the Dissertation/Treatise Units Coordinator in consultation with the Supervisor, but students may request that a particular Lecturer not mark their dissertation if they believe their work will not be assessed fairly for reasons of personal or intellectual bias.

Marks and grades for all assignments, dissertations, treatises and units of study are awarded as follows:

85-100%	High Distinction
75-84%	Distinction

65-74%	Credit
50-64%	Pass
0-49%	Fail

There are no agreed guidelines as to the distribution of marks across these grades at postgraduate level; however, students should note that a Credit or above is considered a good result. A Credit average result is required for students to upgrade from the Graduate Certificate to the Graduate Diploma, and from the Graduate Diploma to the MPACS. Students who average Distinction level results for their MPACS degree may be considered eligible to upgrade to the MLitt (PACS) degree.

Students may receive an MPACS with Merit if their results for the eight units of study (including the elective 12-15,000 word dissertation which counts for two units) average a Distinction level of 75% or more. An MPACS with Merit and a Distinction level result for the dissertation may indicate that the student's work is of high enough standard to consider entry into a higher research degree. Students may receive an MLitt (PACS) with Merit if their results for the 12 units of study including the required 25-30,000 word treatise (which counts for four units) average a High Distinction level of 85% or more.

Students who wish to query the mark they receive for an assignment or to obtain further feedback in relation to their results should first discuss this with the Lecturer concerned. If a satisfactory outcome cannot be agreed then the student may request a remark of the assignment in question or a reassessment of the final mark for the unit of study. The Lecturer will consult with the Postgraduate Coursework Coordinator in order to determine a fair procedure and outcome, including the provision of a second marker where necessary. These procedures will be documented. If the student is still unhappy with the outcome he or she may submit a written appeal to the Director of the Centre who will determine the next steps to be taken, including possible referral of the matter to the Head of School.

The University of Sydney takes plagiarism seriously. If a Lecturer suspects plagiarism, then this will be reported to the Director and discussed with the student in the first instance to determine if it is negligent or dishonest plagiarism (see definitions below). All cases of suspected dishonest plagiarism will be referred to the Head of School.

6. PLAGIARISM

The *University Plagiarism Statement* provides a definition of plagiarism

(http://sydney.edu.au/student_affairs/plagiarism_index.shtml):

Students are reminded that cheating, whether by fabrication, falsification of data, or plagiarism, is an offence subject to University disciplinary procedures. Plagiarism in oral, written or visual presentations is the presentation of the work, idea or creation of another person, without appropriate referencing, as though it is one's own. Plagiarism is not acceptable. The use of another person's work or ideas must be acknowledged. Failure to do so may result in charges of academic misconduct which carry a range of penalties including cancellation of results and exclusion from your course.

Students are responsible for ensuring that their work is kept in a secure place. It is also a disciplinary offence for students to allow their work to be plagiarised by another student. Students should be aware of their rights and responsibilities regarding the use of copyright material.

University of Sydney requirements are set out in the document *University Policy on Plagiarism* (<http://sydney.edu.au/senate/policies/Plagiarism.pdf>). Please refer to complete document at source. The following are extracts from this document:

Academic Honesty and Prohibition on Plagiarism

(1) The role of the University of Sydney is to create, preserve, transmit and apply knowledge through teaching, research, creative works and other forms of scholarship. The University is committed to academic excellence and high standards of ethical behaviour as the cornerstones of scholastic achievement and quality assurance. The University requires all students to act honestly, ethically and with integrity in their dealings with the University, its employees, members of the public and other students.

(2) The University of Sydney is opposed to and will not tolerate Plagiarism. It is the responsibility of all students to:

- a. ensure that they do not commit or collude with another person to commit Plagiarism;
- b. report possible instances of Plagiarism; and
- c. comply with this Policy and Procedure.

(3) The University will treat all identified cases of student Plagiarism seriously, in accordance with this Policy and Procedure, and with Chapter 8 of the University of Sydney By-Law 1999 (as amended) which deals with Student Discipline.

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In this Policy and Procedure:

Acknowledgement of the Source means identifying at least:

- a. the author or person who owns the Work; and
- b. the place from which the Work or part of the Work was sourced.

Legitimate Cooperation means any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students, including:

- (a) researching, writing and/or presenting joint Work;
- (b) discussion of general themes and concepts;
- (c) interpretation of assessment criteria;
- (d) informal study/discussion groups; and
- (e) strengthening and development of academic writing skills through peer assistance.

Work means ideas, findings or written and/or published material.

Plagiarism

(1) Plagiarism for the purpose of this Policy and Procedure (which applies to students enrolled in course work degrees) means presenting another person's Work as one's own Work by presenting, copying or reproducing it without Acknowledgement of the Source.

(2) Plagiarism includes presenting Work for assessment, publication, or otherwise, that includes:

- a.) sentences, paragraphs or longer extracts from published or unpublished Work (including from the Internet) without Acknowledgement of the Source; or
- b.) the Work of another person, without Acknowledgement of the Source and presented in a way that exceeds the boundaries of Legitimate Cooperation.

(3) Plagiarism can be negligent (Negligent Plagiarism) or dishonest (Dishonest Plagiarism).

Negligent Plagiarism

(1) Negligent Plagiarism means innocently, recklessly or carelessly presenting another person's Work as one's own Work without Acknowledgement of the Source.

(2) Negligent Plagiarism often arises from a student's fear of paraphrasing or writing in their own words, and/or ignorance of this Policy and Procedure. It arises from:

- a.) failure to follow appropriate referencing practices;
- b.) failure to determine or verify and acknowledge the source of the Work.

Dishonest Plagiarism

(1) Dishonest Plagiarism means knowingly presenting another person's Work as one's own Work without Acknowledgement of the Source.

(2) Alleged Plagiarism will be deemed to be alleged Dishonest Plagiarism where:

- a.) substantial proportions of a student's Work have been copied from the Work of another person, in a manner that clearly exceeds the boundaries of Legitimate Cooperation;
- b.) a student's Work contains a substantial body of copied material (including from the Internet) without Acknowledgement of the Source, and in a manner that cannot be explained as Negligent Plagiarism;
- c.) there is evidence that the student engaged another person to produce or conduct research for the Work, either partly or wholly, for payment or other consideration; or
- d.) the student has previously received a Written Warning.

Compliance Statements

All students are required to submit a signed statement of compliance with all Work submitted to the University for assessment, presentation or publication (see Plagiarism Compliance Statement included on the CPACS Assignment Cover Sheet).

7. ACADEMIC WRITING ADVICE AND STUDY SKILLS

The Faculty of Arts employs a Postgraduate Academic Writing Adviser who is available to assist research and coursework postgraduate students with the writing of theses, dissertations and coursework assignments. The Academic Writing Adviser provides one-on-one feedback on student's draft work and advice on the linguistic aspects of student writing including the organisation of ideas, referencing, grammatical and lexical usage. This service is intended to assist students in learning and improving academic writing in English, and should not be seen as a substitute for students learning to write, edit and proofread their own work. The

Academic Writing Adviser, Dr Bronwen Dyson, is located in the Department of Linguistics and can be contacted on 9351 7514 or email: <bronwen.dyson@sydney.edu.au>.

Students are also encouraged to take advantage of the courses offered by the University's Learning Centre (http://sydney.edu.au/stuserv/learning_centre/). The Learning Centre offers several programs throughout the year specifically targeted to postgraduate research and coursework students, as well as more general study skills and writing and oral presentation skills. The *Write Site* (<http://writsite.elearn.usyd.edu.au/>) is an online resource designed to support the development of academic writing competencies, primarily designed for undergraduates but may also be helpful for postgraduate students. Students who have not previously studied in English may be required or choose to undertake the unit ARTS7000 Academic Communication for Postgraduates as part of their PACS degree.

8. COURSE EVALUATIONS

CPACS believes in the importance of student feedback and peer evaluation of units of study and teaching standards. Students are requested to complete a University of Sydney Institute for Teaching and Learning (ITL) course evaluation at the conclusion of every PACS coursework unit of study. Alternative evaluation methods may also be employed by lecturers during and at the conclusion of specific units of study. The ITL course evaluation survey forms are provided by the Lecturer in class and collected by a student representative in order to ensure confidentiality. The anonymous feedback from these course evaluations is used as guidance for improving the quality and value to students of the postgraduate program in terms of course content, teaching and methods of assessment.