These guidelines have been prepared for students enrolled in postgraduate coursework units of study at the Centre for Peace and Conflict Studies. They are effective for the 2015 academic year and it is essential that you retain and refer to these guidelines in conjunction with individual unit of study outlines and the Faculty of Arts and Social Sciences (FASS) Student Administration Manual (available at http://sydney.edu.au/arts/current_students/student_admin_manual.shtml).

Please contact your Unit of Study Coordinator or Associate Professor Jake Lynch (Postgraduate Coursework Coordinator) if you are unclear about any of these guidelines.

ASSIGNMENT SUBMISSION

A signed CPACS Assignment Cover Sheet, including a signed Plagiarism Compliance Statement must be attached to all work submitted for PACS units of study, including dissertations, and it is recommended that students then obtain a signed Confirmation of Submission or electronic receipt.

Assignments for on-campus units of study should normally 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 10am-4pm, (Mon-Fri). If the CPACS Office is closed, assignments can 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 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.

Assignments for some on-campus units of study (and all units taught online) may be submitted electronically by email or via the Blackboard eLearning site for that unit. If online submission is required, this will be indicated in the unit outline. Otherwise, it is your responsibility to confirm in advance if electronic submission of assignments is acceptable. If you are unable to submit your assignment in person and online submission is not accepted, 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. If you are submitting an assignment electronically or by mail, you must still ensure that you include the cover sheet with signed plagiarism compliance statement, or equivalent online compliance statement, and that you receive confirmation of submission of your assignment from the Lecturer or Administration Office. A PDF of the assignment cover sheet can be downloaded from the CPACS website.

Assignments may be returned by the Coordinator, or hard copies may 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 CPACS Office or the Coordinator concerned. For those living outside the Sydney metropolitan area, marked assignments may be mailed to you if you provide your postal address to the CPACS Administration Office.
ASSIGNMENT PRESENTATION

All assignments should be formatted according to the following specifications:

- Setup as an A4 document (electronic submission) or printed on A4 paper (hardcopy);
- Formatted with 1.5cm line spacing and with minimum 2cm margins;
- Text justified to both margins;
- Fonts must be either Times New Roman 12pt or Arial 11pt (footnotes should be 10pt);
- Include a bibliography starting on a new page at the end of your assignment where appropriate;
- Include a title and page numbering where appropriate.

Handwritten assignments will not be accepted. Submitted assignments may be printed single-sided or double-sided (preferred where possible in the interests of paper conservation). You are strongly advised to keep a secure copy of your submitted assignment (either electronically or in hardcopy) in case it should be required.

Single quotation marks should be used for quotations, with double quotation marks to be used if necessary within a quotation (e.g. ‘The poets whom I chose to illustrate “inspiration from any source” used language to create hope’). Long quotations (more 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). If in any doubt, consult a style guide and note feedback provided by your lecturers.

It is recommended that before submitting your assessment you carefully check to ensure that you have included the bibliography, required documentation, done a spelling check, proofread your paper and formatted your assignment according to these guidelines.

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.

REFERENCING

Unless otherwise indicated, all assignments should document all sources of information used in preparing the task, including complete reference details and a full bibliography, and will be penalised if they do not do so. Consistent, accurate and complete referencing is an academic skill that is being assessed in most assignments.

As Peace and Conflict Studies is an interdisciplinary field of academic study, students may choose to use either ‘In-text’ (Social Science) or ‘Footnote’ referencing methods if the Coordinator does not specify a referencing style in the Unit of Study Outline. If the Unit of Study Coordinator specifies that students must use a specific style then students should comply with this requirement. In general, the in-text referencing style is easier to master, and students who are familiar with this system or who do not have recent experience with academic referencing are recommended to learn this method for documenting their research sources.

Whichever academic referencing style is utilised, references must include complete publication 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. If in doubt, consult a referencing guide.

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

Reference to unit 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 unit reader or class notes). If unsure of sources or reference details for information provided in class, please ask the Unit of Study Coordinator concerned.

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: 35) …’ or ‘as described by Burton (1990) …’. 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. Do not include website URLs or titles in an in-text reference; use a footnote instead if there is no author.

The recommended guide to using the in-text referencing method is the CPACS Essay Writing and Referencing Guide 2015, available on our website and in hardcopy from the Office.

Details of the footnote/endnote model:
This traditional method uses consecutively numbered citations appearing as footnotes, and a different layout of the required information in the Bibliography, and may be more appropriate if there are a significant number of primary sources, such as media articles or government reports, being cited.

The recommended 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 & Essay Presentation Guide: http://sydney.edu.au/arts/history/undergrad/resources.shtml

LATE PENALTIES, EXTENSIONS AND SPECIAL CONSIDERATION

Students are expected to respect deadlines for submission of assignments and should be familiar with the Faculty Postgraduate Late Work policy available at: http://sydney.edu.au/arts/current_students/late_work.shtml

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. However, students are allowed to request
extensions on or after the due date (within reason) for sudden illness, accident or misadventure occurring on or close to the due date.

Students who encounter unexpected, short-term problems such as illness, injury or misadventure are strongly encouraged to make use of the range of procedures in place to mitigate such difficulties, including extensions, special consideration, special arrangements, etc. The University policy on these matters can be found at:
http://sydney.edu.au/arts/current_students/special_consideration.shtml

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 (such as may be required for religious or cultural reasons). For further details about the Faculty policy, and how to apply online, see the Faculty website:
http://sydney.edu.au/arts/current_students/special_consideration.shtml#how

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.

Late assignments will not normally be accepted after the relevant written work has been marked and returned to students, except where an application for Special Consideration has been lodged. In these cases an alternative assessment task will be set.

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 they 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.

**MARKING AND RE-EXAMINATION PROCEDURES**

Assessment tasks are designed so students can demonstrate how well they have achieved a unit of study’s learning outcomes. Assignments will normally be marked by the Coordinator 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 unit 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 are assessed by two markers, normally Lecturers in the PACS postgraduate program other than the Supervisor. The markers will be determined by the Dissertation 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.

CPACS follows Academic Board and Faculty of Arts and Social Sciences guidelines in awarding grades. Marks and grades for all assignments and dissertations are awarded as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>85-100%</td>
<td>High Distinction</td>
<td>Work of an exceptional standard</td>
</tr>
<tr>
<td>75-84%</td>
<td>Distinction</td>
<td>Work of a superior standard</td>
</tr>
<tr>
<td>65-74%</td>
<td>Credit</td>
<td>Competent or highly competent work</td>
</tr>
<tr>
<td>50-64%</td>
<td>Pass</td>
<td>Work of acceptable or satisfactory standard</td>
</tr>
<tr>
<td>0-49%</td>
<td>Fail</td>
<td>Work not of an acceptable standard</td>
</tr>
</tbody>
</table>


There are no agreed guidelines as to the distribution of marks across these grades at the 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 or MPACS, and from the Graduate Diploma to the MPACS. A student with an average of 80% or higher for an MPACS degree, including a result of 80% or higher for a dissertation, may be considered eligible to apply for higher degree research such as an MPhil or PhD.

Students' assessment will be evaluated solely on the basis of students' achievement against criteria and standards specified to align with learning outcomes. Students who feel that the mark they received does not reflect the quality of the work submitted, or wish 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 submit a Departmental Appeal ([http://sydney.edu.au/arts/current_students/appeal_academic_decision.shtml](http://sydney.edu.au/arts/current_students/appeal_academic_decision.shtml)). This process should be commenced within 15 days of the marks being made available to students.

**ACADEMIC DISHONESTY AND PLAGIARISM**

Academic honesty is a core value of the University. The University requires students to act honestly, ethically and with integrity in their dealings with the University, its members, members of the public and others. The University is opposed to and will not tolerate academic dishonesty or plagiarism, and will treat all allegations of academic dishonesty or plagiarism seriously.


Under the terms and definitions of the Policy,

- “academic dishonesty” means “seeking to obtain or obtaining academic advantage (including in the assessment or publication of work) by dishonest or unfair means or knowingly assisting another student to do so.”
• “plagiarism” means “presenting another person’s work as one’s own work by presenting, copying or reproducing it without appropriate acknowledgement of the source.”

The presentation of another person’s work as one’s own without appropriate acknowledgement is regarded as plagiarism, regardless of the author’s intentions. Plagiarism can be classified as negligent (negligent plagiarism) or dishonest (dishonest plagiarism).

An examiner who suspects academic dishonesty or plagiarism by a student must report the suspicion to a nominated academic in the relevant faculty. If the nominated academic concludes that the student has engaged in dishonest plagiarism or some other sufficiently serious form of academic dishonesty, the matter may be referred to the Registrar for further disciplinary action under the terms of the Academic Dishonesty and Plagiarism Policy 2012 and Chapter 8 of the University of Sydney By-Law 1999 (as amended).

All students are required to submit a signed statement of compliance with all work submitted to the University for assessment, presentation or publication. A statement of compliance certifies that no part of the work submitted constitutes a breach of the Academic Honesty and Plagiarism Policy. Students must therefore sign the statement of compliance which is included on the CPACS Assignment Cover Sheet, or an equivalent online compliance statement which may be available for some PACS units of study.

Students should also be aware that assignments which are submitted electronically may be submitted to similarity detecting software known as Turnitin. The detection and identification of written work that may be suspected of plagiarism is an academic judgement for the unit coordinator, and similarity detecting software is one of the tools that a lecturer or marker may use to inform a decision that plagiarism has occurred. Further information about Turnitin is available at http://sydney.edu.au/arts/current_students/plagiarism_and_turnitin.shtml.

UNIT OF STUDY 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) unit evaluation at the conclusion of most PACS coursework units 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 Unit Coordinator in class and collected by a student representative in order to ensure confidentiality. The anonymous feedback from these unit of study 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.

STUDENT SUPPORT

The Learning Centre assists students to develop the generic skills, which are necessary for learning and communicating knowledge and ideas at university. Programs available at The Learning Centre include workshops in essay and thesis writing, oral communications and presentation skills, time management and other study skills, and English language and learning. Some of these workshops are specifically designed for students in postgraduate coursework programs. Further information about The Learning Centre can be found at http://sydney.edu.au/stuserv/learning_centre/
The Write Site provides online support to help students develop academic and professional writing skills. All University of Sydney staff and students who have a Unikey can access the WriteSite at http://writesite.elearn.usyd.edu.au/.

The Faculty of Arts and Social Sciences offers a postgraduate unit of study FASS7001 Academic Communication for Postgraduates which focuses on academic writing with a particular relevance for students who have not previously undertaken University study in English. The unit is designed to support International students by developing skills necessary for critical thinking, referencing, writing in different genres, and improved spoken communication. The unit is also useful for local students needing a refresher course in academic communication. It is worth 6 credit points and may be counted as an elective towards any postgraduate coursework degree in the Faculty of Arts and Social Sciences. To find out more visit: http://sydney.edu.au/arts/teaching_learning/pg_writing_support/index.shtml.

In addition to units of study on writing, the FASS Writing Hub offers drop-in sessions to assist students with their writing in a one-to-one setting. No appointment is necessary, and this service is free of charge to all FASS students and/or all students enrolled in WRIT units. For more information on topics covered in a drop-in sessions and for the current please visit: http://sydney.edu.au/arts/writing_hub/teaching/writ_undergraduate_unit.shtml

The University Library offers students free, online tutorials in library skills at sydney.edu.au/library/skills. There is one designed especially for students studying in the Humanities and Social Sciences at sydney.edu.au/library/subjects/subject.html.

Pastoral and academic support for Aboriginal and Torres Strait Islander students is provided by the STAR Team in Student Support services, a dedicated team of professional Aboriginal people able to respond to the needs of students across disciplines. The STAR team can assist with tutorial support, mentoring support, cultural and pastoral care along with a range of other services. More information can be found at: http://sydney.edu.au/current_students/student_services/indigenous_support.shtml.

Disability Services is located on Level 5, Jane Foss Russell Building G20; contact 8627 8422 or email disability.services@sydney.edu.au . For further information, visit their website at http://sydney.edu.au/stuserv/disability/ .

Counselling and Psychological Services (CAPS) is located on Level 5, Jane Foss Russell Building G20; contact 8627 8433 or email caps.admin@sydney.edu.au. For further information, visit their website at http://sydney.edu.au/current_students/counselling/ .

For full information visit http://sydney.edu.au/arts/current_students/staying_on_top.shtml