

Engineering Faculty General Stipulations for Under- and Postgraduate Modules

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1. Assessment

Assessments include all test, examinations, assignments, practical sessions, tutorials and homework where the students are required to submit work for assessment by the staff (including lecturing staff, assistants and technicians) responsible for the particular course.

The "Rules for Student Conduct at Tests and Examinations" in Part 1 of the Calendar are also applicable in the Engineering Faculty.

1.1. Own work and plagiarism

Assessments are closed-book, unless explicitly stated differently on the assessment's instruction or question paper. No printed, written or electronically/magnetically stored information may be taken into or consulted in test- or examination rooms, unless explicitly permitted in the instructions of the assessment.

All assessments must be the student's own work and must be done independently, unless the instructions for the assessment expressly state

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differently. Work that was submitted for one assessment cannot also be submitted for other assessments (e.g. parts of a report submitted for one assessment cannot also be submitted for another assessment), unless expressly permitted in the instructions for the assessment.

Plagiarism will not be tolerated and will be treated in accordance the University's policy for the prevention and handling of plagiarism (explained in the Calendar Part 1). This policy defines plagiarism as the theft and use of the ideas, material and other intellectual property of others that are passed off as one's own. Plagiarism therefore includes presenting another student's work as your own, as well as to use information created by someone else without expressly and unambiguously acknowledging the source.

1.2. Information and communication technology (ICT)

Only pocket calculators approved for by the Engineering Faculty for the first and second year students' test and examinations, i.e. the Sharp EL-W506, EL-506W and Casio FX 991, may be used during assessments, unless the instructions for the assessment explicitly gives permission to use other pocket calculators or computers.

Regarding cell phones, tablets, watches or similar devices that are capable of storing or communicating information: If students bring any such devices into an assessment venue, the devices, as well as all wristwatches (whether smart or otherwise), must be either: (a) left in the front of the venue, or (b) turned off and placed in a small non-transparent bag or envelope on the table in front of them.

During assessments students may not use or have with them any ICT devices (except as described above), irrespective of whether the devices are on or off, unless it was expressly allowed in the instructions for the assessment. Violations hereof will lead to disciplinary action.

1.3. Excuses and due dates

An "acceptable excuse" for an assessment entails a letter of excuse from the Registrar or a valid medical certificate. Medical certificates must comply with all the requirements given in Part 1 of the Calendar in the section "Absence from classes and/or tests".

A copy of the medical certificate or Registrar's letter must be handed to the relevant lecturer within seven class, test-week or examination days (according to the University's Almanac) of the relevant assessment, and the original of the medical certificate or Registrar's letter must be shown to the lecturer when the copy is given to him/her.

A zero mark will be allocated to a student for any assignment that was missed without a valid excuse and the student has no claim to another opportunity to improve that mark.

A lecturer may refuse to mark assessments that are handed in late. In such cases a zero mark will be allocated, unless the relevant lecturer made a different arrangement known before the due time for the assignment.

A part of a student's class mark (for modules using the examination system) or semester mark (for modules using the Engineering Faculty's form of flexible assessment) may be compiled from assessments during lectures, tutorials and practical sessions. These assessments may be announced in advance or given without advance notice. A zero mark will be allocated to the student that misses such assessments without a valid excuse or a written exemption from the lecturer that teaches the module. Further, requirements stated in the relevant module framework may lead to a student being awarded an "Incomplete" code for the module.

1.4. Access to marked assessments

Students will normally receive back the marked assessments for test week assessments and assessments during the semester when those marks are made known, unless the assessment is subject to external moderation or the papers should be retained for ECSA accreditation.

Students' access to the marked assessments for the assessment opportunities for flexible assessment conducted during the examination periods, i.e. Assessment 2 and Assessment 3, are handled as for first and second examination scripts, respectively (Sections 2 and 8.2.8 of the chapter Examinations of the Calendar Part 1). Key provisions are:

- Students may only see their marked scripts in the presence of the relevant lecturer(s).
- The discussion of the script(s) may only take place after the last day that has been set in the University's Almanac for the submission of final marks.
- The opportunity to discuss scripts with lecturers is not an opportunity for reassessment of the allocated examination mark.
- Students, who may write the second examination after having written the first examination, are permitted to discuss their first examination - note not the script - with the lecturers.

The lecturers may, regarding the last matter, limit discussions of the first examination to a specific time and room that have been announced to the students.

1.5. Appeals related to assessments

The procedure to appeal against a peer-assessment in group work is given in the Faculty's Assessment rules. Part 1 of the Calendar gives the procedure to appeal against examination results.

For assessments during the semester, only appeals about marking of assessments and recording of marks on marks list that are lodged with the relevant lecturer within seven days after the marked assignments or marks lists are made available to students, will be considered. The onus is on the student to inform the relevant lecture, within the seven day period, when his/her marks on the marks lists do not correspond to the marks on his/her marked assessments.

If a student does not accept the lecturer's response in the appeal process, the student can follow the general appeal process given below.

Appeals regarding assessments during the examination periods are handled in accordance with the instructions given in the relevant section of Part 1 of the Calendar. For example, the second and third main assessments in flexible assessment are handled according to Sections 8.5.10 in the 2014 version of Part 1 of the Calendar. Enquiries made directly to lectures about marks and requests for reconsidering cases close to thresholds, will not be answered.

2. Registration for modules

Unless a written exemption is granted as set out below, a student may only register for a module if he/she

- Meets the module's prerequisites, as stated in the Calendar Part 11; and
- Can attend all the module's assessment opportunities (including tests and examinations); and
- Can attend all the module's contact sessions (including lectures, tutorials and practical sessions).

Exemption from a prerequisite for a module may only be granted by the chairperson of the student's programme's home department or his/her delegate (in consultation with the module's home department's chairperson).

A lecturer for the module responsible for a module may grant a student exemption from:

- Contact sessions.
- Assessments other than main assessments, where main assessments include test week tests, examinations and the three main assessments of flexible assessments.

If a student requires an exemption mentioned above, he/she must apply for the exemption before the end of the first week of the semester's lectures. If an exemption is granted, then the student must retain a written proof (usually the faculty's "pink form"), or a copy thereof, until the module's final marks have been finalised.

3. Use of electronic media and IT

No audio, video or photographic recordings may be made by a student during a lecture, tutorial or practical unless the lecture(s) that lead(s) the contact session gave express permission in advance.

The onus is on students who want to use e-books, instead of printed textbooks, to first confirm with the lecturers of the module that there will be no assessment opportunities where only the printed textbooks will be allowed.

4. Contact sessions

Attendance of all lectures, tutorials and practical sessions are compulsory for all students, unless an explicit exception is made by the lecturer (see Section 2).

Students who disrupt contact sessions or hinder other students or staff during contact sessions may be instructed by the relevant lecturer to leave the contact session.

Food or drink (except unsweetened, unflavoured water) may not be taken to contact sessions.

5. General appeal process

The procedure for appeals related to assessments is given in the section on assessment above. The normal appeal process in the Engineering Faculty for any other matters relating to a module is explained here.

If a student believes that he/she has not been treated fairly in a module, the student personally must approach the following persons in the order given, until the matter is satisfactorily resolved:

- (a) one of the lecturers presenting the module;
- (b) the module's home department's chairman;
- (c) the Vice-dean: Teaching or the Dean of the Faculty offering the module;
- (d) the Vice-dean: Teaching or the Dean of the Engineering Faculty, if the module is not offered by the Engineering Faculty.

After a student has completed steps (a) to (d) above and is still of the opinion that the matter has still not been satisfactorily resolved, the student may approach the Ombudsman as the final level of appeal.

6. Class representatives

Each class group chooses at least one class representative. The class representatives are encouraged to discuss any problems or suggestions at any time with the lecturer involved or the departmental chairperson. Other students are encouraged to keep their class representatives informed of any problems that they want to bring to the attention of the Faculty's management.

The Dean meets usually once a semester with the class representatives of the first years, while the chairperson of each programme's home department meets once a semester with the class representatives of the programme's second, third and final year students. The class representatives further has access through the Engineering Student Council to other avenues of appeal through the student structures (such as the Academic Affairs Council).

If a student is unsure who his/her class representative is, he/she can enquire at the reception of the programme's home department.

7. Responsibilities of students with respect to group- and teamwork

Every student who works in a team is co-responsible for the following:

- Each team member must, to the best of his / her ability, contribute to the completion of the team's assignment, maintain good interpersonal relationships within the team and encouraging effective teamwork. Team members should also note that, as stated in the Faculty's Assessment Rules, a team member can be withdrawn by the lecturer from a team if he/she does not reasonably contribute to the team's work and functioning.
- Each team member must, at any time that the student feels that the group is not functioning satisfactorily, bring it to the relevant lecturer's attention (a student who fails to proactively take action in this regard, exposes himself/herself to be complicit to poor team behaviour).
- Teams must meet weekly for the duration of the project at a time and place that is acceptable to all team members, unless all group members agree otherwise. If the team cannot reach consensus in this regard, the lecturer must be approached as mediator.
- Minutes must be kept for each team meeting. The minutes must include at least the following:
 - Date, time and place of the meeting;
 - Persons present and those who submitted apologies;
 - A decision on the approval of the previous meeting's minutes, noting changes made prior to approval;
 - Reporting of work completed since last meeting, with explicit mention of each team member's contribution;
 - Description of work still to be completed, with explicit indication of what each team member's responsibilities are for each task and the target completion date;
 - The date, time and place of the next meeting.
- A copy of the minutes must be made available to each member of the team as soon as practicable after the meeting (for example by placing on a shared disk space). At the next meeting, all team members must indicate by way of their signature that the minutes correctly reflect the meeting's decisions.
- The minutes must be submitted at the end of the project, with the final submission of the assessment products, as prescribed in the assignment.
- Since all team members are jointly responsible for meeting the team's submission due dates (that is, one team member's negligence or crises will not be accepted as excuse), each team member must take all reasonable steps to ensure that the due dates are met.

- Each student must honestly and meticulously complete the peer evaluation(s) for the project, by the stated deadline(s). If a lecturer requests it, then the students must motivate their peer evaluations within the shortest reasonable time.