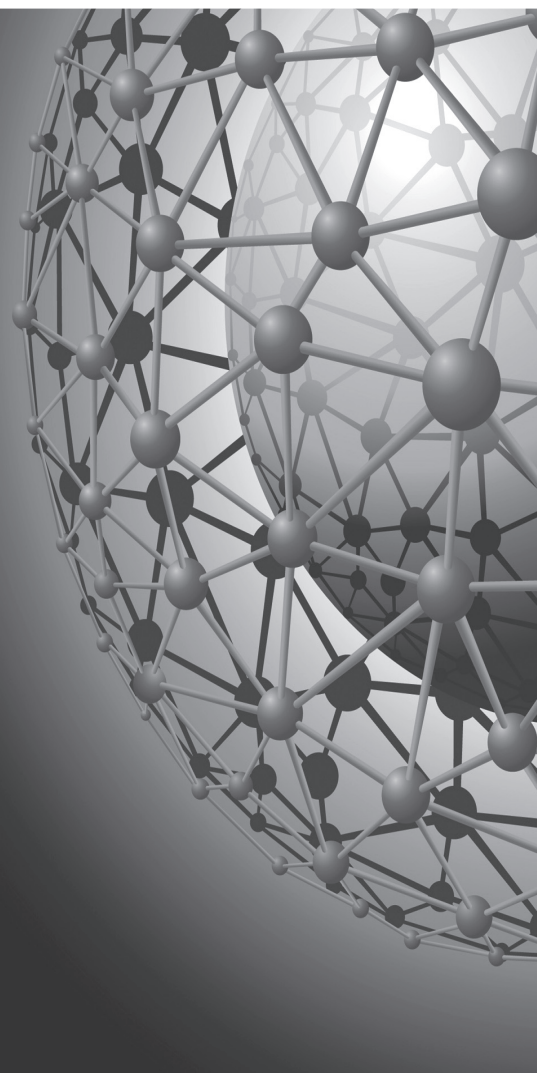


Academic information



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Important dates

Closing dates for applications for admission in 2011

| | |
|------------------------|--|
| 1 December 2010 | <p>Deadline for new students to submit Application for Admission if 2011 programme includes Summer School courses.</p> <p>Application for Admission also closes 1 December for all students applying to Optometry and to Sport and Exercise Science.</p> |
| 8 December 2010 | <p>Deadline for new students to submit Application for Admission if 2011 programme includes Semester One and Semester Two courses only.</p> <p>If you are a new student, only one Application for Admission is required. This form is due on either 1 December or 8 December, depending on whether you want to take Summer School courses as well.</p> <p>Applications received after these dates may be accepted if there are places available.</p> |

Admission and enrolment procedures

New students

For ALL students not enrolled at The University of Auckland in 2010, apply online at www.auckland.ac.nz/apply_now. If you are unable to access our website, please call 0800 61 62 63 or visit the Student Information Centre at 22 Princes Street, Auckland. This is open Monday to Friday from 8am – 6pm and Saturday 9am – 12noon during peak times.

Student Information Centre
Room 112
Level 1 (Ground Floor)
The ClockTower Building
22 Princes Street
Auckland City Campus

Phone: +64 9 923 1969

or 0800 61 62 63

Fax: +64 9 367 7104

Email: studentinfo@auckland.ac.nz

The closing date for most undergraduate Science applications is 8 December 2010.

If you want to take courses at Summer School, or wish to apply to Sport and Exercise Science or the Bachelor of Optometry, applications close 1 December 2010.

Only one application is required.

After submitting your application:

Your application will be acknowledged by email. Your application will be assessed and, if successful, you will receive an "Offer of a place in a programme". You may receive a conditional offer, but final approval will be dependent on fulfilment of the conditions of admission to the University and the programme.

During the application process, you will be given a Net ID and password, which will allow you to

access Student Services Online. Here you will be able to monitor the progress of your application and check if further documentation is required.

Once you have accepted an offer of place, you will gain access to the Enrolment module on Student Services Online. You can then proceed to enrol in courses online. Postgraduate students may need to contact their department for enrolment to be completed.

Returning students

If you are currently enrolled at The University of Auckland in 2010 and are applying for a new programme (for example MSc after completion of BSc(Hons)), you should apply using Student Services Online. Visit www.auckland.ac.nz/apply_now.

You will be able to enrol through Student Services Online, but if you would like help, please call 0800 61 62 63 or visit the Student Information Centre or the Faculty of Science Student Centre (Ground Floor, Building 301, 23 Symonds Street). Postgraduate students may need to contact their department for enrolment to be completed.

The University of Auckland will be open for enrolment from November 2010 to the end of February 2011. You are welcome to attend at any time during normal office hours to seek academic or enrolment advice or assistance in completing your enrolment.

Changing courses

Choose carefully at the beginning. It is however, possible to add and delete courses within the first two weeks of each semester, without penalty (i.e. tuition fees are refunded for deletions). After this time, you may not enrol in new courses for that semester, and if you are unable to continue a course a “withdrawal” appears on your academic record. Withdrawing from courses can be done with consultation of the Associate Dean (Academic Programmes) until the third week before the end of lectures. However, tuition fees are not refundable in these cases. The

regulations for changing courses are outlined in the latest version of The University of Auckland Calendar.

Enrolment instructions received by students will indicate how to go about adding and deleting courses once semesters have begun.



Lei Qian is currently studying for his MSc in Computer Science.

Academic year 2011

Summer School – 2011

| | |
|---|--|
| Lectures begin | Thursday 6 January |
| Deadline to withdraw from summer school courses | 1 week before the end of lectures |
| Lectures end | Friday 11 February |
| Study break/exams* | Monday 14 February - Wednesday 16 February |
| Summer School ends | Wednesday 16 February |

Semester One – 2011

| | |
|--|------------------------------------|
| Semester One begins | Monday 28 February |
| Mid-semester break/Easter | Friday 11 April - Tuesday 26 April |
| Graduation | Thursday 28 April - Friday 6 May |
| Deadline to withdraw from first semester courses | 3 weeks before the end of lectures |
| Lectures end | Saturday 4 June |
| Study break/exams* | Saturday 4 June - Monday 27 June |
| Semester One ends | Monday 27 June |
| Inter-semester break | Tuesday 28 June - Saturday 16 July |

Semester Two – 2011

| | |
|---|--|
| Semester Two begins | Monday 18 July |
| Mid-semester break | Monday 29 August - Saturday 10 September |
| Graduation | Tuesday 20 September - Thursday 22 September |
| Deadline to withdraw from second semester courses | 3 weeks before the end of lectures |
| Lectures end | Saturday 22 October |
| Study break/exams* | Saturday 22 October - Monday 14 November |
| Semester Two ends | Monday 14 November |

Semester One – 2012

| | |
|---------------------|-------------------------|
| Semester One begins | Monday 27 February 2012 |
|---------------------|-------------------------|



*Aegrotat and Compassionate Applications must be submitted within 1 week of the date that the examination affected took place.

Deadline for withdrawal from double semester courses is three weeks before the end of lectures in the second semester.

Academic programme structure

Points structure

From 2006, all courses were changed to a different points value. Students enrolled in a normal full time course of study now complete 120 points per year. The courses in most undergraduate degrees carry a value of 15 points and a normal full time enrolment is eight courses per year. A total of 360 points passed is required to complete the BSc degree.

Transition points structure

Transition regulations apply to all students who have continued enrolment during the transition period having commenced study in their programme at this university prior to the 2006 academic year. They also apply to students who commence study in an undergraduate degree in the 2006 academic year having commenced but not completed study in a different undergraduate programme at this university between 2001 and 2005.

The Transition regulations were written to ensure that students are able to complete their qualification without disadvantage in terms of duration of study or the proportion of their qualification to be completed.

Transition regulations are available in the Transition Regulations Handbook. This handbook is available from the Science Faculty Student Centre, the Short Loans Library and online at www.science.auckland.ac.nz/transition-regulations.

General Education

Courses in General Education are a distinctive feature of University of Auckland Bachelors degrees. General Education is aimed at producing graduates with flexibility, critical

thinking skills, and an appreciation and understanding of fields outside of their usual area of study. The General Education programme consists of high quality, intellectually challenging courses taught by some of the University's best teachers and researchers.

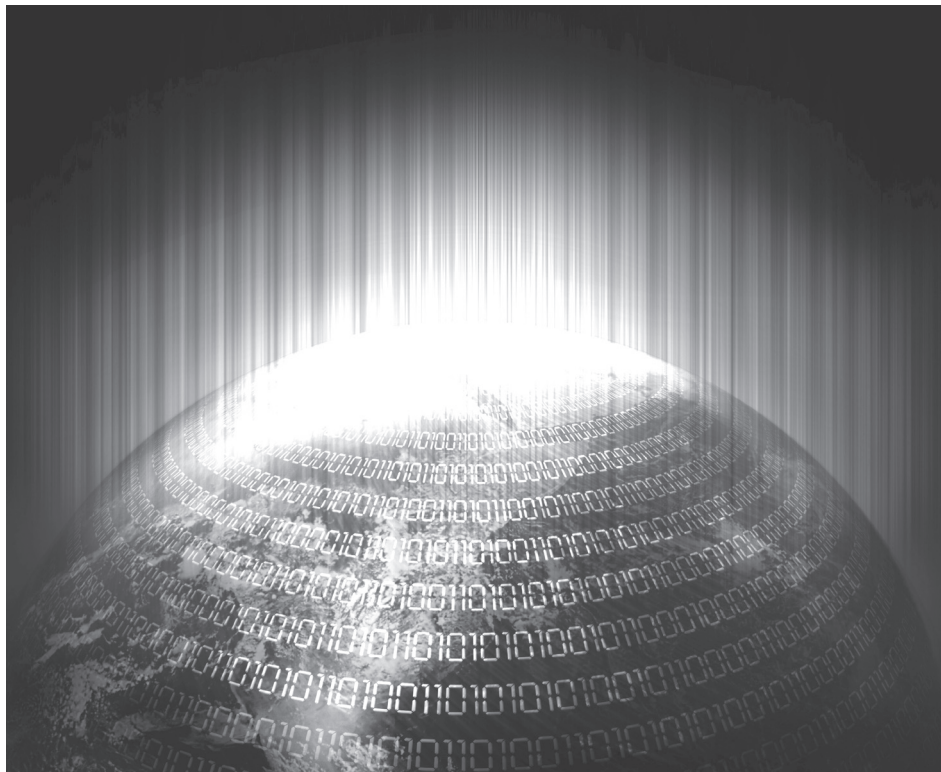
Students must take two General Education courses (30 points) in their degree. These can be taken at any time during the degree.

Students will choose General Education courses from schedules which list courses available to their particular degree. The schedules have been developed so that students will take General Education courses that allow them to explore areas of interest outside of their degree subjects. The General Education schedules are:

- A) Music, Art and Contemporary Issues
- B) Humanities and Social Sciences
- C) Business and Society
- D) Life Sciences
- E) Physical Sciences
- F) Mathematical and Information Sciences
- G) Communication
- H) Languages

The courses available to students will depend on the subjects in which they are enrolled. For example, students enrolled in a Biological Sciences course will not be able to take General Education courses from Schedule D Life Sciences.

In some cases, courses are available both as part of the General Education programme and as part of the portfolio of regular degree courses. If



students are taking a dual purpose course as part of the General Education programme, they will enrol in the G version of the course (e.g. HISTORY 103G). The classes and programme of study will be the same for all students.

For available courses and the information required for course selection, see www.auckland.ac.nz/generaleducation.

The requirement for General Education applies to students who enrol at The University of Auckland from 2006 to begin their first undergraduate degree. Students enrolled prior to 2006 are not required to include General Education as part of their degree. Special arrangements will apply to students transferring from another tertiary institution with credit.

Students are encouraged to seek advice on

General Education in their degree from the Science Student Centre.

Postgraduate programmes

From 2006, most Masters programmes became one year degrees preceded by either a one year Bachelors Honours degree or a Postgraduate Diploma.

Doctoral students

Doctoral degrees remain essentially the same in structure and duration. The structure of the PhD is now recorded on the academic transcript in new points in accordance with the 120 points system.

For named doctorates which include courses with points, the courses have been re-weighted as part of the 120 point structure.

Aegrotat and compassionate consideration

An application may be made for aegrotat or compassionate consideration, by candidates who may have been prevented from being present at an examination, or who consider that their preparation for or performance in an examination has been seriously impaired by temporary illness or injury or exceptional circumstances beyond their control. This also applies to tests, but not assignments.

Application forms are available online, at www.auckland.ac.nz/uoac/cs-aegrotat-and-compassionate-consideration, or from the relevant campus Student Health and Counselling Services and the Examinations Office.

For both aegrotat and compassionate consideration applications, if the preparation for an examination is impaired, you need to see a registered medical doctor or counsellor in the two weeks prior to the examination.

If your performance is affected or if you are unable to sit an examination, it is necessary that you see a registered medical doctor on the day of the examination.

The examination should be attempted if at all possible. Special conditions may be arranged if necessary.

The application form must be submitted to the University Health and Counselling Service within one week of the date that the examination affected took place, or if more than one examination has been affected, then within one week of the last of those examinations.

Following the decision of Senate on an application for Aegrotat or Compassionate Consideration, a student may apply for reconsideration of that decision no later than four weeks after the student is notified of Senate's decision.

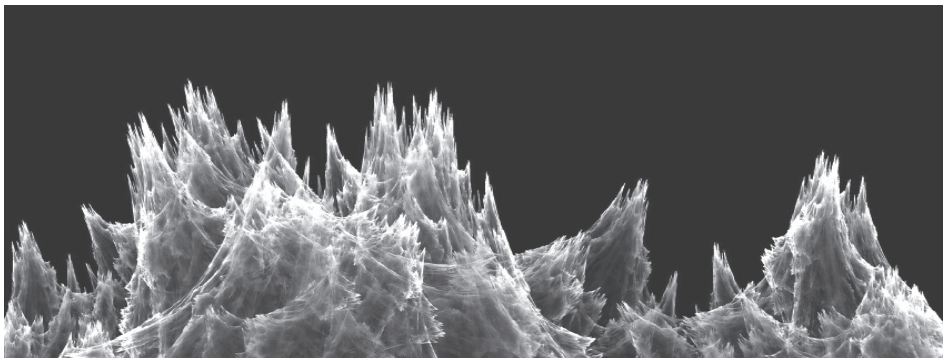
Please refer to The University of Auckland Calendar for the official regulations.

Missed examinations

Students who discover that they have missed an examination through their own mistake cannot sit the examination at another time unless it is for a Masters or Bachelors Honours degree. The student must contact the Examinations Office immediately and complete an application for Special Pass Consideration.

Please refer to the Examination Regulations in the Calendar.

www.calendar.auckland.ac.nz



Academic honesty, cheating and plagiarism

Cheating is viewed as a serious academic offence by The University of Auckland. The University will not tolerate cheating, or assisting others to cheat. Penalties are set by the Discipline Committee of the Senate and may include suspension or expulsion from the University.



What is cheating?

Cheating, in the context of University coursework and examinations, is the act of attempting to gain an unfair advantage by violating the principle that lies behind all University work – that of intellectual and scholarly integrity.

Work students submit for grading – in coursework and examinations – must ultimately be their own work, reflecting each student’s learning and performance. To cheat is to be intellectually dishonest by passing off as your own, work that has been done by someone else. It is also unjust in that it devalues the grades and qualifications

gained legitimately by other students.

All staff and students have a responsibility to prevent, discourage and report cheating.

Examples of forms of cheating

- Copying from another student during a test or examination, whether or not there is collusion between the students involved;
- Using the work of other scholars or students when preparing coursework and pretending it is your own by not acknowledging where it came from. This is called plagiarism. Course coordinators, lecturers or tutors are the appropriate people with whom you should discuss how to use and acknowledge the work of others appropriately;
- Making up or fabricating data in research assignments, or the writing up of laboratory reports;
- Impersonating someone else in a test or examination, or arranging such impersonation;
- Submitting the same, or a substantially similar, assignment that you have done, for assessment in more than one course;
- Misrepresenting disability, temporary illness/injury or exceptional circumstances beyond one’s control, then claiming special conditions;
- Using material obtained from commercial essay or assignment services, including web-based sources.

Group work

On the whole, the University requires assessment of the work of individual students. On those rare occasions where the work of a group of students is assessed, group members need to make sure that the workload is shared equally. Course coordinators will determine their own procedures for dealing with cases where the final piece of work reflects unequal participation and effort.

Student support

Typically students cheat because they are having difficulty managing workloads, feel that the course content is too difficult or experience difficulties with the language of the course. None of these reasons are justification for cheating. There are many people and services at the University to assist students. Options of people to approach include:

- the course convenor/coordinator, lecturer, tutor, lab demonstrator

- Head of Department
- faculty-level official
- Student Learning Centre or Library staff
- AUSA or other students' association representatives
- health and counselling services staff.

Students should also consult the University's major academic referencing resource: www.cite.auckland.ac.nz

The following website provides further information about the key principles and practices underlying academic honesty, and related resources:

www.auckland.ac.nz/honesty

Assignments

Most Computer Science courses involve assignments, many of which require the use of computers. When assignments involve computer work, it is very difficult to estimate how long the work will take and students are advised to waste no time in starting work. Trying to finish off an assignment close to a deadline is risky because it may take longer to complete than expected. You need to ensure that you make adequate allowance for the practical course workload.

As students are often unsure about assignment presentation, the following general guidelines have been prepared:

Handing in assignments

Many assignments are handed in electronically using the Department's Assignment Dropbox

computer system. Lecturers and tutors will provide instructions on the use of this system and any paper-based submissions.

Late assignments

If for some reason you are unable to hand your assignment in on time, approach the course coordinator and ask for their advice. Depending on the time which has elapsed after the due date, arrangements may be made. If you missed the date due to sickness or other medical reasons, you must produce a medical certificate.

Please note: Pressure of course work is not an acceptable excuse for handing in an assignment late.