

# Your rights and responsibilities as a student in this Unit

As a student of Deakin University, **you have rights** in relation to your study in this unit – for example,

- to be respected, intellectually challenged, and valued as an individual
- to be taught by competent, motivating and accessible teachers who provide timely and thoughtful feedback to you on your work
- to reasonable adjustments to assist you to meet your course requirements if you have a disability or a health condition
- to have access to free and fair processes to question University decisions where you believe they are wrong.

Importantly, **you also have responsibilities** as a member of the University community – for example,

- to complete all assessment tasks with integrity
- to seek assistance early where problems arise
- to accept and act on advice and feedback on your academic performance
- to participate constructively in learning in class, at placements and practicums, on study tours and online
- to treat staff and other students with respect and courtesy.

Deakin University is strongly committed to the principles of equity and fairness in education and employment and will not tolerate bullying, unlawful discrimination, sexual harassment or victimisation.

Your other responsibilities are set out in Deakin University's [Student Code of Conduct](#). You should be familiar with the Code, so that you have a clear understanding of your obligations to other Deakin students and staff.

For more information, go to the [Rights and responsibilities webpage](#).

## 1. Assessment matters

**Academic integrity** – a commitment to honesty, trust, fairness, respect and responsibility in academic settings – is an essential component of university-level study. All Deakin staff and students are expected to act with academic integrity. This means that you must:

- submit your own original work, sit your own tests and do your own examinations
- acknowledge all ideas, designs, words or works of others, including in group assessments, using the process that is accepted in the relevant discipline
- seek the written permission of the Unit Chair before re-using all or parts of work you have submitted before for assessment, in this or another unit
- comply with all instructions for all assessment tasks
- provide accurate and truthful documentation to the University
- encourage other students to act with academic integrity and take reasonable steps to prevent other students from copying your own work.

The best source of information about your assessment and how it must be done, is the teaching staff for the unit, but help is also available from various Deakin services. See Study support and services, below. External service providers are not recommended as they often do not understand what is expected at Deakin.

A breach of academic integrity – or **Academic misconduct** – is a very serious offence for which the consequences can be extremely severe. Deakin University's academic misconduct procedures and penalties are explained on the [Misconduct webpage](#) and more information is available in the [Student Academic Misconduct Procedure](#).

Where you use other people's words, ideas, research findings or information, you must acknowledge your sources. All assignments must be properly referenced in the style required in the unit. If you are not sure about which style to use, ask your lecturer *before* you finish your assignment. See the [Deakin guide to referencing](#) to learn more about referencing styles, academic integrity and how to avoid doing the wrong thing.

Work or parts of work that you have submitted in the past for assessment cannot be re-submitted for assessment in this unit without your Unit Chair's approval. This includes work submitted for assessment in any unit at Deakin or at another academic institution. If you wish to reuse or extend parts of previously submitted work, then you should discuss this with the Unit Chair prior to the submission date. Depending on the nature of the task, the Unit Chair may permit or decline the request.

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One of Deakin's graduate learning outcomes is **self-management**: working and learning independently and taking responsibility for personal actions. You are expected to make your studies a priority and to start your assessment tasks early, rather than leaving them until the last minute. If something unexpected arises, you might be allowed to undertake or complete an assessment task at another time through the **extension** or the **special consideration process**, but we generally expect all students in a unit to complete their work at the same time. This enables staff to apply the same standard to every student's work.

**Extensions:** If circumstances beyond your control will prevent you from attending or completing a test, placement, practicum or similar, or from submitting an assignment by the due date, you should speak to your Unit Chair as soon as you become aware of the problem. Where practicable, your Unit Chair may allow you to do the task at another time or may give you an extension of up to two weeks. Assignment extensions are normally only approved when students apply before the due date. Your Unit Chair may ask you to supply supporting documentation about the difficulties you are facing and/or evidence of the work you have completed so far.

All applications for extensions must be made directly to the Unit Chair on the Faculty of Science, Engineering and Built Environment Assignment Extension form, which is available [here](#).

If the Unit Chair cannot give you an extension, you may apply for **special consideration**. Special consideration will only be granted on acute medical, compassionate or hardship/trauma grounds, if your Faculty believes it is warranted. If granted, special consideration will give you an opportunity either to undertake an assessment task at another time, or to take additional time to complete the assessment task. Marks cannot be adjusted as an outcome of special consideration. Special consideration is intended to assist you in dealing with unexpected, short-term setbacks. The University has a number of services to support students who are dealing with longer term difficulties, including the [Disability Resource Centre](#). See [special consideration](#).

**Penalties for late submission:** The following marking penalties will apply if you submit an assessment task after the due date without an approved extension: 5% will be deducted from available marks for each day up to five days. Work that is submitted more than five days after the due date will not be marked; you will receive 0% for the task. 'Day' means working day for paper submissions and calendar day for electronic submissions. The Unit Chair may refuse to accept a late submission where it is unreasonable or impracticable to assess the task after the due date. It is important that you check any assignment instructions carefully to see if late submissions are impracticable to assess and will not be marked.

## 2. Marks, results and academic progress

**Your marks and results:** If you have any questions or concerns about your assessment, or about the mark you are awarded for an individual assessment task, it is best to speak to your Unit Chair or Unit Coordinator in the first instance. You can ask for additional feedback to help clarify the marking, or request in writing that the work be remarked if you can demonstrate that it was not marked in accordance with the published marking criteria.

All marks are provisional until the Faculty Academic Progress and Discipline Committee approves your final unit result after the end of the examination period. In some circumstances, the Committee will adjust the overall marks a Unit Chair has recommended for each student before the official publication of results.

After the release of your results in the unit, if you have evidence that your work was not marked in accordance with the marking criteria or that there was a misapplication of relevant University policies or procedures, you may apply for a review of your overall unit result, including assessment in any part of the unit, through the Faculty Academic Progress and Discipline Committee. Applications must be submitted to the Faculty who owns the unit within five working days of the release of your result in the unit. For unit codes starting with:

- A or E, go to Arts and Education [Academic Progress and Misconduct](#)
- M, go to Business and Law [Review of Results](#)
- H, go to Health [Review of results form](#)
- S, go to Science, Engineering and Built Environment [Review of Result](#).

# Your rights and responsibilities as a student in this Unit

If you fail a unit, it's important that you seek assistance. See **Support and services**, below. At the end of each trimester, your Faculty will review your progress. If your performance is below the expected standard (for example you have failed more units than you passed), the University will intervene. Initially, you will be contacted and provided with support to improve your performance. If your performance still does not improve, your enrolment may be restricted to certain units, or you may be asked to leave the University until you can demonstrate that you are more likely to succeed with your studies. For more information, see [Academic progress](#).

## 3. Administrative matters

[DeakinSync](#) provides online access to all aspects of your life at Deakin, including your units, email, calendar and a range of services and supports. It also links you to StudentConnect, where you can manage your enrolment and timetable, update your details, pay your fees and see your student record and results. Do make sure you check your email regularly and keep your personal details up to date!

[The University Handbook](#) provides general information about studying at Deakin, key dates, a search facility for courses and units, and your course completion rules.

All teaching-related processes at Deakin are governed by policies and procedures approved by the Academic Board. These can be found in the [Deakin Policy Library](#). A summary of the most important policies can be found on the [Rights and responsibilities webpage](#).

## 4. Support and services

### Study support

Deakin has a team of staff and students dedicated to providing study support services to help you get the most out of your learning experience. Ask questions online, drop in to see a Writing Mentor or Maths Mentor for help with your assignments, or make an appointment to see a Language and Learning Adviser. To access study support resources log in to DeakinSync with your student username and password and select Studying, then Study Support.

[UniStart](#) introduces students to various academic skills and Deakin's digital tools, and provides tips on how to become a successful learner. Learn about the following topics and more:

- planning for assignments, note taking, critical thinking
- [digital literacy](#) and effective use of the Library's resources
- how to submit an assignment and how to use Turnitin.

The [assignment planner](#) can help you plan the steps for completing an assignment. Enter the assignment due date and you will receive an email with a suggested timeline for research, reading, writing and editing your work.

Here are three free programs for you to develop your academic **English language skills** further:

- [iDeal](#): a free online tool to find out which academic language and English communication skills programs and services at Deakin are most relevant to your needs
- Study Support's academic skills guides can help you to improve your academic writing and presentation skills
- [Clarity English](#): a suite of self-access programs on topics such as writing skills, grammar, and giving presentations.

### Additional support

- Peer support - Deakin has a number of free peer support programs to assist you with your studies. Explore the range of programs available to you under Students Helping Students in [DeakinSync – Studying](#).
- The [Disability Resource Centre \(DRC\)](#) promotes inclusion and access, and provides information and services for students with a disability, health or mental health condition that affects their study or participation in university life.
- Health, safety and wellbeing - Deakin offers a range of services to help you stay healthy and safe – physically, mentally and spiritually. Further information is available at [DeakinSync – Health & wellbeing](#).
- Equity and diversity – Deakin offers programs and supports campaigns that nurture the development of a University culture that values diversity, access and inclusion. See [Equity and Diversity](#).

## Your rights and responsibilities as a student in this Unit

- The Deakin University Student Association offers free, confidential assistance and advice to all Deakin students. See [DUSA](#).
- Access Library search, resources and tutorials; look up your loans, holds and what you can borrow; book a room or check PC availability, at [DeakinSync – Library](#).
- University Bookshop: sells prescribed texts. Phone: 1800 686 681; Email: [DUSA-Bookshop@deakin.edu.au](mailto:DUSA-Bookshop@deakin.edu.au); or order online: [dusabookshop.com.au](http://dusabookshop.com.au).
- [IT service desk](#) – can assist with CloudDeakin and IT support and information.
- [Software library](#) is a resource for students providing access to software downloads (including Endnote bibliographic software) that can be installed on home computers.
- Campus contact points: [Student Central](#)

More information about a range of services and support is available through [DeakinSync](#).

### 5. Student feedback and complaints

We are committed to providing you with a quality educational experience. You can provide us with feedback on any aspect of your experience as a Deakin student through [Feedback & Complaints in DeakinSync](#).

If you have concerns about any aspect of this unit, please discuss them with your Unit Chair in the first instance. If you are uncomfortable doing this, or you wish to lodge a formal complaint about any aspect of your experience at Deakin, you will find information about the University's complaint resolution process and the people who can help you with various matters, on the [student complaints webpage](#).