# Table of Contents

1. **Introduction** ......................................................................................................... 1

2. **Contact Details** ................................................................................................... 1

3. **Your Responsibilities as a Student** ...................................................................... 1

4. **Assessment Policies and Procedures** ................................................................. 3
   4.1 Grading Standard ................................................................................................. 3
   4.2 Assignment Presentation ...................................................................................... 4
   4.3 Word Limits .......................................................................................................... 4
   4.4 Non-discriminatory Language ............................................................................. 4
   4.5 Turn-around Time for Assignments ................................................................. 4
   4.6 Assignment Preview .......................................................................................... 4
   4.7 Plagiarism ........................................................................................................... 5
   4.8 Assignment Submission ....................................................................................... 6
   4.9 School Extension Policy ...................................................................................... 7
   4.10 Special Extensions of Time and Special Examinations ...................................... 8
   4.11 Failed Assignment Marking Procedures ........................................................... 9
   4.12 Appeals ............................................................................................................... 9
   4.13 Withdrawing from a Unit .................................................................................. 9
   4.14 Examinations .................................................................................................... 9
   4.15 AskUNE ............................................................................................................ 10

5. **Humanities Referencing Requirements** ............................................................. 11
   5.1 Why Reference? .................................................................................................. 11
   5.2 When to Reference .............................................................................................. 11
   5.3 Referencing Systems .......................................................................................... 11
   5.4 Using the AGPS System ..................................................................................... 12
   5.5 Using the Traditional Footnoting System ........................................................... 12
   5.6 Bibliographic Software ....................................................................................... 12
   5.7 Further Details on Referencing ......................................................................... 13
1. Introduction

This handbook provides general administrative information and guidelines affecting the teaching, delivery and assessment of units taught by the School of Humanities. It should be used in conjunction with the unit information for each unit you study from the School of Humanities. While the policies contained herein may, at times, be more restrictive than UNE official policy, in the event of any direct contradiction the UNE official policy will apply.

If you have a question please browse AskUNE, which you will find on the UNE homepage. If you do not find the response you require, you can submit your own enquiry.

You are advised to consult the relevant sections of this document as you work your way through units offered by the School.

2. Contact Details

The contact details for the coordinator/s and other teaching staff involved with individual units you are studying are available in the relevant unit information.

Administrative staff within the School can also offer assistance if you have difficulty in contacting your unit coordinators. School of Humanities administrative staff can be contacted directly via this link.

The postal address for the School is:
School of Humanities, University of New England, Armidale, NSW 2351 Australia
School fax: +61 (0) 2 6773 3520
School web site: http://www.une.edu.au/about-une/academic-schools/school-of-humanities

Student Central

Student Central provides you with a focal point of contact for all your administrative enquiries during your study at UNE, including selecting units and managing your enrolment. If you have administrative enquiries relating to your study at UNE, go to AskUNE. You can also find information on all aspects of studying at UNE on the Current Students page.

3. Your Responsibilities as a Student

3.1 Regularly Check Your Email

At UNE the official method of communication is via email to your UNE email address. You must check your UNE email often, at least once a week, and keep your details up to date so that you don’t miss out on important information.

The School will not accept as a valid excuse, in any circumstance, your failure to read a message sent to your UNE email account.
Your attention is also drawn to the Cyberethics@UNE-Guidelines For Students on Online Behaviour policy.

### 3.2 Prepare for Academic Study

The School expects that all students enrolled in its units will be prepared for academic study. The University provides a wealth of information and resources to help you prepare for life at University. The Academic Skills Office webpage is a good place to start. Online study skills workshops are available, as are fact sheets on study skills, referencing and academic writing. There are video resources on researching and writing. You can book into the 'tUNEup' course to enhance the skills required for successful university study.

For internal first-year students there is a helpful Moodle unit set up by the First-Year Advisor attached to the School with resources on essay planning and writing, note-taking, academic reading, referencing and exam preparation.

### 3.3 Complete the AIM and the TLA

Completion of the Academic Integrity Module (AIM) is required under the University's Student Coursework Academic Misconduct Rule. According to that rule, you are required to successfully complete the AIM before submitting your first piece of assessment. In fact, you will not be able to submit an assessment task without first completing the AIM. The Academic Integrity Module is a mandatory requirement for all students both new and continuing students, irrespective of whether students have completed the previous version of the AIM. You can directly access the AIM Moodle site.

The Tertiary Literacy Assessment (TLA) module is a self-diagnostic tool which provides an opportunity for you to determine your strengths and weaknesses in information literacy, computer literacy and academic writing. You are strongly encouraged to complete this module to help you prepare for success in the academic world. When you complete the TLA you will be directed to specific resources aimed at helping you improve your ability to succeed at university study. You can self-enrol in the TLA Moodle site. See the Academic Integrity Module (AIM) and Tertiary Literacy Assessment (TLA) webpage for further information and instructions.

### 3.4 Regularly Check Your Moodle Units

You are expected to regularly check the Moodle sites of the units in which you are enrolled.

You are reminded that the Moodle unit site is the only place where all official and reliable information about the unit, including assessment and other requirements, is available. Your Unit Coordinator will make announcements and contribute to discussions on the Moodle site and it is expected that you will read these.

### 3.5 Read and Respond to Feedback on Your Assignments

We expect you to read and reflect on the feedback you receive on your written work.

We also expect that any subsequent assignment work will show evidence that you have carefully considered and taken on board any earlier feedback from lecturer.
4. Assessment Policies and Procedures

The UNE Assessment Policy can be found at the Most Accessed Student Policies webpage.

The following provides guidelines about the application of this policy to the assessment of Humanities units.

Consult the assessment information of individual units in which you are enrolled to establish:

• the details of your assessment tasks.
• specific assessment criteria for particular assignments.
• what you are required to do to pass the unit.

4.1 Grading Standard

The Australian Qualifications Framework (AQF) is a national framework encompassing qualifications from all educational sectors -- schools, vocational education and training, and higher education (AQF, 2nd Edition, January 2013).

The AQF sets the standards to be achieved at each qualification level in terms of volume of learning, knowledge and skills. To graduate with a university qualification means that you have undertaken a certain amount of study and that you have achieved the learning outcomes stipulated in the AQF for an award at that level. All university courses, the units in those courses, and the assessment outcomes in those units, must comply with the standards set by the AQF.

To meet AQF compliance, and adhere to UNE policy, units at each level correspond to a specified AQF level:

<table>
<thead>
<tr>
<th>UNE Unit Level</th>
<th>AQF Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-level</td>
<td>AQF level 5 (Diploma)</td>
</tr>
<tr>
<td>200-level</td>
<td>AQF level 6 (Advanced Diploma, Associate Degree)</td>
</tr>
<tr>
<td>300-level</td>
<td>AQF level 7 (Bachelor degree)</td>
</tr>
<tr>
<td>400-level</td>
<td>AQF level 8 (Bachelor Honours, Graduate Certificate, Graduate Diploma)</td>
</tr>
<tr>
<td>500-level</td>
<td>AQF level 9 (Masters degree)</td>
</tr>
</tbody>
</table>

The assessment criteria used in our units are explicitly based on the AQF. In order to pass a unit in the School of Humanities you will need to demonstrate, through your assigned work, that you have achieved the required level of knowledge and skills at the relevant AQF level.

The following grade ranges will apply to individual assignments and to your overall result in a unit:
<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>85% and above</td>
<td>High Distinction (HD)</td>
</tr>
<tr>
<td>75 to 84%</td>
<td>Distinction (D)</td>
</tr>
<tr>
<td>65 to 74%</td>
<td>Credit (C)</td>
</tr>
<tr>
<td>50 to 64%</td>
<td>Pass (P)</td>
</tr>
<tr>
<td>less than 50%</td>
<td>Fail (N)</td>
</tr>
</tbody>
</table>

4.2 **Assignment Presentation**

Assignments should be well organised and well presented. Layout and presentation of your assignment (e.g. essay structure, paragraphing, referencing, spelling, grammar) are integral and important parts of the grade the assignment will be awarded.

The assignment should be sent in its complete form (not part of the assignment sent with a note saying more will follow in a week). Assignments must have a reasonable margin on the left hand side and have double spacing between lines.

Consult the Assessment section of individual Unit information documents for any extra requirements for specific assessment tasks which may apply in units in which you are enrolled.

4.3 **Word Limits**

You are required to comply with word limits. They encourage concision, a hallmark of good academic writing. In no case should assignments exceed the specified word length by more than 10%. Assignments which exceed the word length by more than 10% may not be read beyond the required word length and may be subject to a 10% penalty. Equally, assignments that are more than 10% short of the required word length may be subject to a 10% penalty.

4.4 **Non-discriminatory Language**

You must be careful to use non-discriminatory language in assignments. You must avoid language that makes inappropriate reference to sex, disability, language, race and ethnicity. More information is available from Student Equity at Student Assist (02) 6773 2897 and the Aboriginal Unit, Oorala (02) 6773 3034.

A fact sheet on [Language usage: Non-discriminatory Language](#) is also available from the Academic Skills Office.

4.5 **Turn-around Time for Assignments**

Members of the School of Humanities aim to have your assignments marked and returned within four weeks from documented date of receipt or four weeks from due date for those assignments submitted early.

4.6 **Assignment Preview**

Asking unit coordinators for preliminary review of any assessment tasks prior to formal submission is inappropriate and unfair to other students without that opportunity.
4.7 Plagiarism

Plagiarism is the action or practice of taking and using as one's own the thoughts or writings of another without acknowledgment. **You are plagiarising if you give the impression that the ideas, words or work of another person are your ideas, words or work, even if this is done unintentionally.**

Plagiarism involves not only written works, but also material such as data, graphs, images, music, formulae, websites and computer programs.

Good scholarship requires building on and incorporating the work of others. This use must be appropriately acknowledged. Whenever you employ the thoughts, words, drawings, designs, statistical data, computer programs, performances or other creative works of others, either by direct quotation, by paraphrasing or by the use of another's ideas, you must clearly identify the author and the source through the use of proper referencing. **Quotation marks (or indented paragraphs for quotes of four or more lines) must be used** when you are using the words of another person. Your acknowledgment of the contributions of others is not solely a matter of honesty. It also shows the extent to which you have consulted appropriate references and source materials during preparation of their work for submission. It thus plays a very positive role in academic assessment, by demonstrating how well you have taken into account work already done in the relevant field. Failure to acknowledge sources appropriately or to use paraphrasing or direct quotations appropriately constitutes plagiarism and may attract significant penalties such as failure in the unit or exclusion from the University.

You should familiarise yourself with the following policies and documents:

- Student Coursework Academic Misconduct Rule
- Student Coursework Academic Misconduct Procedures.

**Recycling of previously submitted work**

The UNE **Student Coursework Academic Misconduct Rule** makes it clear that a student may **not** submit as a new work, an assessment task previously produced and assessed in the same or another unit or award at any institution, without appropriate acknowledgment and without the prior written permission of the current Unit Coordinator. If you **recycle previously submitted work in whole or in part without written permission you will be charged with academic misconduct.** If in doubt on this matter, please consult your Unit Coordinator.

**Your responsibility**

It is your responsibility to:

- read, understand and comply with the **Student Coursework Academic Misconduct Rule**;
- prepare yourself for study well in advance;
- familiarise yourself with the conventions of referencing for your discipline(s);
- avoid all acts which could be considered plagiarism or academic misconduct;
- seek assistance from appropriate sources if you become aware that you need more knowledge and skills in relation to academic writing;
• be aware that when you submit an assignment through the University’s e-Submission system, you must complete a submission statement which states that you have completed the updated mandatory Academic Integrity Module, that you are aware of the Student Coursework Academic Misconduct Rule, and that the work you are submitting is your own work, that it contains no plagiarism, and that all sources have been properly acknowledged;

• submit a separate signed and dated plagiarism declaration form with every task, report, dissertation or thesis submitted in hard copy for assessment or examination. This form can be obtained under the particular assignment submission link in your Moodle unit site.

If evidence of plagiarism or academic misconduct in an assessment task exists, it will be investigated by the School’s Academic Misconduct and Plagiarism Officer. If you are found guilty of plagiarism or academic misconduct, penalties will be imposed. These penalties include a formal reprimand, a reduction in your grade, being withdrawn with failure from a unit, and being excluded from the University. These strict penalties apply because plagiarism is a dishonest practice which is inconsistent with the University's objective of scholarship and learning.

**Referencing and Research Guidelines**

Students should refer to the following websites or academic units for further advice and assistance regarding referencing styles and rules:

• UNE Referencing Guide
• The UNE Academic Skills Office. The Academic Skills Office has a variety of support materials to assist you with referencing and avoiding plagiarism.
• Footnote Referencing (History)
• AGPS referencing
• Chicago referencing
• First year academic skills support Moodle unit
• First-Year Advisor Moodle site (for internal 1st year students in Arts, Humanities and BCSS)
• eSKILLS UNE Keeping Track. eSkills Keeping Track has advice about organising your information for assignments and on referencing appropriately.

### 4.8 Assignment Submission

**Due Date**

The due date is the date stated in the unit information for the assignment to be submitted. Please check your unit information for details.

**E-submission (electronic submission)**

*All assessment items must be submitted electronically* using the appropriate assignment submission link in the Moodle unit in which you are enrolled. Please make sure that you submit your assignment in the required file format.

Most assignments must be submitted by 23:59 (11:59PM) UNE local time. See your unit site for specific information for assignments for your units. Your submission receipt date/time is
recorded automatically. You must take into account time zone differences to avoid penalties for late submission. You can check what the current time at UNE is on the Local time block on the side of all Moodle pages.

For more information about Submitting Assignments, Grades and Receiving Feedback in Moodle see the Learning Online@UNE Moodle site.

If you require further assistance with the e-submission of your assignment, contact the IT Service Desk on 02 6773 5000 or email servicedesk@une.edu.au.

Detection Tools

UNE uses electronic and other methods to determine the originality of assessable work submitted. The current software is called Turnitin. Turnitin checks the originality of your work by comparing text from your assignment with other student assignments, websites, databases and online journals.

Before submitting your assignment for marking you may wish to submit a draft copy of your final assignment to Turnitin for originality checking.

See How to check your work for information about using Turnitin.

Plagiarism declaration

When you submit an assignment via e-Submission, you must complete a submission statement which states that you have completed the updated mandatory Academic Integrity Module, that you are aware of the Student Coursework Academic Misconduct Rule, and that the work you are submitting is your own work, that it contains no plagiarism, and that all sources have been properly acknowledged.

4.9 School Extension Policy

If you do not submit an assignment on time you will be penalised unless you have previously been granted an extension.

In adopting this policy, the School is mindful of equity issues, including the necessity for a common assignment submission deadline for all students. The School recognises, however, that equity cannot be reduced to the simple mechanical application of rules but requires awareness of the circumstances faced by students.

It is important for students to note that extensions may not be available for certain assignments such as many on-line tasks. Students should check Unit information and not simply assume that extensions are available for a particular piece of assignment work.

If you have a problem about submitting assignments on time

If you should find yourself in difficulties and are unable to submit an assignment by the due date, it is important that, before that due date, you request in writing an extension from the Unit Coordinator. Please do not wait until the last moment. Look well ahead and give yourself and staff plenty of warning. Try to pace yourself to finish assignments in good time.
While we are sympathetic and understand the difficulties that life may bring, students will need to have a good reason as to why an extension is being requested such as sickness or unforeseen circumstances at work. It has been our experience that, where students have regularly fallen behind in the production of assignments, it has become difficult for them to complete the requirements of the unit in the available time. It is also likely that they will encounter difficulties in completing the requirements of other units.

**Attach a copy of extension**

If you are granted an extension, it is important that you **attach a copy of the email granting you that extension.**

**Assignments submitted late without an extension of time having been granted**

Assignments received after the due date without a notification of an extension of time having been approved will be penalised.

1. Where an assignment is up to three weeks late, a penalty will be imposed of 2% per day or part thereof of the marks available for that assignment. The penalty will accrue on both weekdays and weekends.

2. An assignment received more than three weeks late will receive no marks.

Students should be aware that late assignments submitted more than one week late may be returned with a significantly reduced level of criticism and commentary.

Please note that if an extension is obtained for the final assignment, it is unlikely that the work will be returned before the examination.

**It is School policy that all coursework assignments must be submitted before the start of the examination period for trimester units unless the student has been granted a Special Extension of Time.**

**4.10 Special Extensions of Time and Special Examinations**

If you need to apply for an assignment extension which takes you beyond the start of the examination period, or if you are unable to sit for a scheduled examination, you must apply in writing to Student Administration and Services for a Special Extension of Time (SET) or a Special Examination, and attach appropriate documentation to support your application.

For details see the [Assessment Procedures](#) (section 25). The application form is available on the [Forms and Procedures](#) webpage.

While your Unit Coordinator will be asked to make a recommendation on your application, the final decision to approve or reject your application will be made by a School committee that deals with all applications for special exams and special extensions of time.

If your application for a SET or special exam has been approved, and you then need an additional extension in order to complete the required work, please send your request to Gina Butler (gbutler@une.edu.au) in the School office. Such requests should outline the grounds on which an additional extension is sought, together with supporting documentation.
4.11 Failed Assignment Marking Procedures

In all coursework units in all disciplines in the School failed essays and other written assessment in which marks are not based on a straightforward numerical calculation are routinely checked by a colleague in the same or cognate discipline. That colleague will either confirm or revise the mark. If you receive a failing grade for such an assignment please note that two members of the academic staff have already read your work and agreed that it does warrant a fail.

4.12 Appeals

If you have concerns about the assessment of your assignment you should first consult the unit coordinator to be provided with any further information and/or to gain an understanding of the basis for the mark. This will normally resolve most problems.

If a student believes there are genuine grounds for contesting the result of an assessment task they may appeal to the Unit Coordinator. In these circumstances students may present a case arguing that the original marking was inconsistent with marking guidelines or with the requirements set out in the Unit Guide/Outline. This appeal must be submitted by the student using the Appeal Against an Academic Assessment Form within 10 working days of receipt of the original marked assessment task.

If the case presented by the student is considered to have merit, it will be the unit coordinator's responsibility to arrange for the remarking to be undertaken by an appropriately qualified marker who did not originally mark the assessment task. Only a single re-mark will be permitted, and the result of the re-mark will be recorded as the final mark for that assessment task, irrespective of its position relative to the original mark.

If a student believes there are further grounds for appeal, they may lodge an appeal with the Head of School. See the Academic Assessment Appeals Policy and the Academic Assessment Appeals Procedures for details.

Students wishing to lodge an appeal in relation to practical and/or professional experience assessment, the application of School policies and procedures, special assessment, or exclusion should consult the Academic Assessment Appeals Policy and the Academic Assessment Appeals Procedures.

4.13 Withdrawing from a Unit

We all experience difficulty from time to time but if there is any reason that you are considering to withdraw from a unit, you may wish to discuss this with your Unit Coordinator first. Another good source of guidance is the Managing your Enrolment website.

You should also check the university calendar to establish the principal dates by which you can withdraw without academic and/or financial penalty.

4.14 Examinations

The Examinations page has important information about examinations, including your responsibilities as a student in relation to exams, information about examination dates and special exams, and links to whom to contact if you have queries.
4.15 AskUNE

If you have questions related to assessment that are not covered in this booklet, go to AskUNE.
5. Humanities Referencing Requirements

5.1 Why Reference?

When writing essays, you will need to supply references to indicate the source of your information and ideas. These references:

• provide an opportunity for you to acknowledge the debt you owe to the work of others;
• enable the reader to check what you have read, to travel the same road that you have travelled in formulating your argument; and
• help to keep us honest.

In serious scholarship, therefore, references are a plain necessity, not an optional extra; they are an integral part of any essay. **Under no circumstances should you submit an assignment devoid of references.**

5.2 When to Reference

When writing an essay, a report, or any other kind of academic work you must provide a reference when you:

• quote directly from another work (quotation marks, or indented paragraphs for quotes of four lines or longer, **must** be used in such cases)
• paraphrase or summarise points made in another work
• use material of any kind (a theory, an idea, a statistic or other data, an argument, an interpretation, a diagram, a table, etc.) from another work.

The basic rule is this: if you use any information that is directly attributable to someone else, you must provide a reference to the source, and you must use quotation marks if it is a direct quote, or indented paragraphs for longer quotes (of four lines or more). Commonly accepted knowledge in the discipline in which you are studying, however, does not need to be referenced.

Using the work of others, properly acknowledged, is an accepted practice in university study and research. It is important that you provide references when required not only to give appropriate credit to the work of others, but also so that the person assessing your work can see where your arguments and evidence are coming from.

5.3 Referencing Systems

There are two main referencing systems.

• The author-date system or AGPS system incorporates within the text an abbreviated reference consisting of author and year of publication and a page number, and provides a full reference in the list of references or bibliography at the end of the work.
• The Traditional Footnoting system provides within the text superscripted numerals that direct the reader to references at the bottom of the page. A bibliography is also provided with this system.

Generally, the AGPS system is used by the sciences and social sciences, while the
humanities often prefer footnotes. Within the School of Humanities, different disciplines have different referencing requirements. For full details see the Referencing website.

5.4 Using the AGPS System

Make sure that each time you use the work of others in an assignment you provide an in-text reference with the required information, and in the correct format.

You will need to give a full list of all references you cite. Hence an alphabetical list of all references is placed at the end of your assignment. This list gives the full publication details of each source you cited in your assignment so that your reader can consult the same sources that you have used. Make sure you know whether a reference list or bibliography is required for the unit you are studying. They are somewhat different things.

For full details, go to the AGPS Referencing Fact Sheet.

5.5 Using the Traditional Footnoting System

Students enrolled in History and some other disciplines must master the footnoting system. One difficulty with this requirement, and potentially confusing for undergraduate students, is that there is no single footnoting system. For example, there is the Documentary-note system as contained in the Australian Government Style Manual (now published by John Wiley); there is the MLA system based on the Modern Language Association of America’s Style Manual, the Chicago system based on the University of Chicago’s Manual of Style, the Oxford system based on its Guide to Style, and there is the Cambridge system as outlined in Copy-Editing: The Cambridge Handbook, to name but a few. These systems can display significant variations in their attractiveness and ease of use. Academic disciplines embrace the system that best serves their subject areas, though even within subject areas you will sometimes find different systems being used. This multiplicity merely reflects individual academic backgrounds, tastes and associations with different publishing houses. If you have already mastered one of the footnoting systems and can use it consistently, most unit coordinators will accept this.

We recommend the Traditional Footnoting System as it enables the reader to locate your sources with a minimum of fuss. We are also mindful that simplicity, attractiveness and ease of use are equally important considerations. The intent here is not to provide a comprehensive coverage of all possibilities and permutations but an outline that incorporates the sorts of references that you are most likely to encounter as an undergraduate. Unit coordinators may provide additional information, modifications and guidance relevant to their subject areas, and they will direct postgraduate students to more detailed, published manuals as the need arises.

Refer to the information page from the Academic Skills office on Traditional Footnoting Fact Sheet.

5.6 Bibliographic Software

Here’s something else that will assist you. EndNote is a personal reference database program which is used to:

- Maintain a personal 'library' of references
- download references from other databases
- insert references in word-processed documents
• generate a bibliography in the correct style for publication

All UNE staff and students are entitled to a copy of EndNote. Further information about EndNote can be found at the Library’s Endnote site.

5.7 Further Details on Referencing

For further information see the complete list of the Academic Skills Office Fact Sheets. Students can also improve their academic writing skills by looking in particular at these pages:

Referencing appropriately
Online Tutorials
Workshops and Courses
Video Resources
Academic Writing
Online Study Skills Workshops
eSkills UNE
Information Assistance

If you want additional detail on how to reference a variety of sources you might want to consult:


This is an excellent book and is increasingly becoming the ‘Bible’ in Australian publishing. It is well worth purchasing. For more information visit the Australian Government’s *Style Manual* webpage. This book is also available for loan from the campus Dixson Library.