

## School of Historical and Philosophical Inquiry

Student Handbook 2016

### Head of School Welcome

Welcome to the School of Historical and Philosophical Inquiry. You are joining a successful and stimulating environment of strong academic performance and progressive thinking.

If this is your first time studying at university, you will notice that there are a lot of new things to get used to.

The Student Handbook has been written to help you navigate some key milestones of student life by bringing together and summarising information from several UQ sources in a single place. Please remember that this is a guide only and you should always refer to the original sources for definitive information.

I hope you find the guide useful and that you find interest and success in your studies. I look forward to meeting some of you in lectures, tutorials and around the School.

Associate Professor Martin Crotty



### Contact Details

#### School of Historical and Philosophical Inquiry

School Office, Room E306

L3 Forgan Smith Building (1),

Phone: (07) 3365 2620

Fax: (07) 3365 1968

Email: [hapi@uq.edu.au](mailto:hapi@uq.edu.au)

Website: <https://hapi.uq.edu.au/>

### Contents

Head of School Welcome

Contact and Communication

Help and advice

Student Rights and Responsibilities

Submitting assignments

Late submission of Assignments

Plagiarism and Self Plagiarism

Examinations

Re-marking

Withdrawal



## Communication

At UQ you will receive a lot of communications from the School of Historical and Philosophical Inquiry, the HASS Faculty and UQ through:

- ✓ Your UQ email address. (though you may choose to automatically forward messages to a personal email address);
- ✓ The Faculty (<http://hass.uq.edu.au/>) and School (<https://hapi.uq.edu.au/>) websites;
- ✓ Blackboard – for course information;
- ✓ Post – sent to your mailing address listed in SI-net;
- ✓ Telephone – using your contact numbers in SI-net.

You are expected to check these locations regularly. When we send material through these mechanisms, we deem that you have received it. Failure to check these locations will be no excuse for failure to act as requested. **'I didn't receive it' will not be accepted as an excuse.**

You are responsible for maintaining up-to-date personal information in SI-net, particularly your address and telephone numbers.

Course information is communicated through Blackboard and Electronic Course Profiles (ECPs) <http://www.courses.uq.edu.au/>. You must be familiar with the information in your ECPs.



## Help and advice

We want you to enjoy your studies at UQ and be successful. UQ is a big and sometimes confusing place. You have to look after yourself and take responsibility rather than relying on others. Students often need help and advice. Using the help available at UQ means you will find answers to your questions quickly and accurately so you can continue your studies with confidence.

Your main sources of advice are:

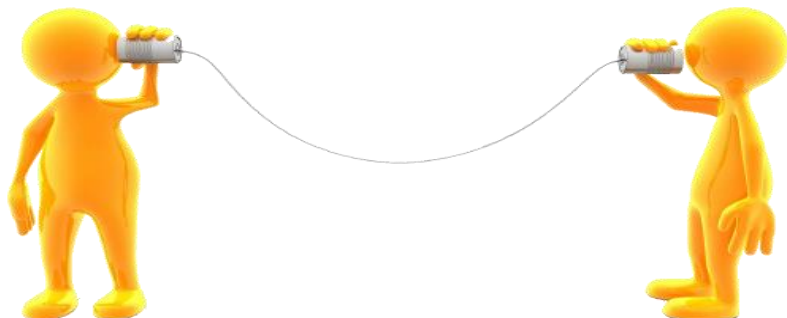
- ✓ myAdvisor – authorised online support
- ✓ The Student Centre – for personal help from trained, experienced staff
- ✓ The HASS Faculty Office (Forgan Smith Building, Room E206)
- ✓ The School Office (Forgan Smith Building, Room E306)
- ✓ Student Services – for confidential help with personal, health and social issues.

**myAdvisor:** <http://www.uq.edu.au/myadvisor/index.html>

Essential, authorised information on all aspects of student life from Enrolment to Graduation, including choosing courses, changing program, assessment, financial matters and withdrawing.

myAdvisor should be the first place you look for the answers to your questions 24/7

Links to myAdvisor are provided throughout this handbook – Please use them.



**STUDENT CENTRE:**

(<http://www.uq.edu.au/student-centre/>)

**Location** St Lucia: Level 1 JD Story Building

Phone: (07) 3365 2600

Email enquiries : <http://www.uq.edu.au/uqanswers/>

**Office Hours:** 8.30am-5.00pm, Mon – Fri

Advice on:

\*Academic records

\*Admissions

\*Change to finalised results

\*Fees

\*HECS-HELP and FEE-HELP

\*ID card enquiries (not card issuing)

\*Traffic & Parking

Academic Progression and Show Cause applications

Enrolment

Examinations & assessment

Graduation

Grievance procedures

Prizes & scholarships

Study Abroad

Visa information

Withdrawal

Contact the Faculty Office if you are not happy with decisions made about the above matters, other than for the starred items (\*), which are wholly managed at the Student Centre.

**HASS Faculty Office**

(<http://hass.uq.edu.au/>)

Location: Forgan Smith Building, Room E206

Phone: (07) 3365 1333 Email: [hass@uq.edu.au](mailto:hass@uq.edu.au)

**Office Hours:** 9.00 am - 5.00 pm, Mon – Fri

Advice on:

Academic Advising appointments

Credit applications (for prior learning)

Cross-institutional applications (study at other universities)

Enrolment issues

Exchange applications

Grade amendments after release of results

Graduation checks

Honours and Postgraduate coursework applications

Program change

Visa extensions

**School of Historical and Philosophical Inquiry Office**

(<https://hapi.uq.edu.au/>)

Location: Forgan Smith Building, Room E306

Phone: (07) 3365 2620 Email: [hapi@uq.edu.au](mailto:hapi@uq.edu.au)

**Office Hours:** 9.00am - 4.30pm, Mon – Fri

Advice on:

Assessment extensions

Assignment submission

Course prerequisites

Electronic course profiles

Examinations (school-based)

Honours (discipline-specific) information

Majors

Prizes

Re-mark requests

Study abroad students: pre-approved course addition

Study abroad students: study credit applications



### Student Services:

[\(http://www.uq.edu.au/student-services/\)](http://www.uq.edu.au/student-services/)

Location: Bldg 21D

Phone: (07)3365 1704

Email: [ss@uq.edu.au](mailto:ss@uq.edu.au)

**Office hours:** 8.30-4.30pm, Mon - Fri

Advice on:

Accessibility  
Accommodation  
Careers  
Counselling  
Faith  
Making Connections  
Learning  
Settling in

Student Services also have a calendar of workshops to help improve your academic skills and study habits.



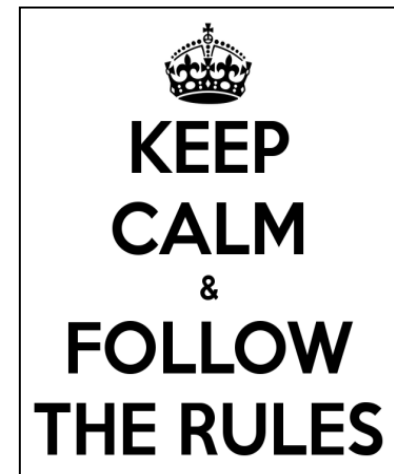
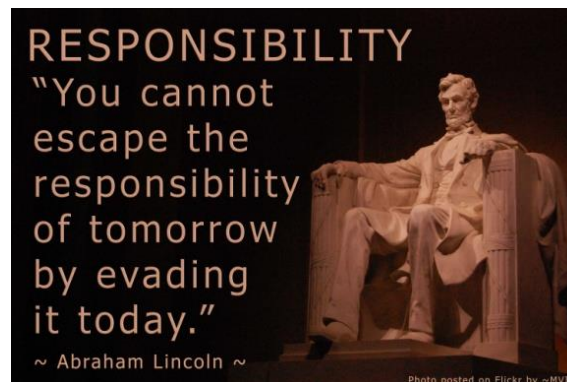
### Responsibilities, Rights and Rules

At UQ you are expected to be responsible for your actions and behaviour.

The two key resources are the PPL (Policy and Procedures Library) (<http://ppl.app.uq.edu.au>) and the GAR (General Award Rules <http://www.uq.edu.au/myadvisor/university-rules>), which together cover how UQ operates. You are expected to be familiar with all the policies, procedures and rules for your program. Links are provided to relevant policies and rules on myAdvisor and on forms you may submit. Read through these as you need to. If you are still unclear, contact the Student Centre, HASS Faculty Office or School Office.

PPL 3.60 Student Rights and Responsibilities (<http://ppl.app.uq.edu.au/content/3.60-student-rights-and-responsibilities>) is worth careful reading, especially 3.60.01 The Student Charter (<http://ppl.app.uq.edu.au/content/3.60.01-student-charter>).

When you choose to enrol, you effectively acknowledge your awareness of both your rights and your responsibilities as a student at UQ.



### Submitting assignments

- ✓ Due dates for assignments are stated in the Electronic Course Profile (ECP). Read and note them at the start of semester
- ✓ All assessment tasks are due at the scheduled time. The official deadline time for all School assignments is 23:59 on the due date, unless otherwise advised in the ECP.
- ✓ Submission of assessment material on the due date is solely your responsibility.
- ✓ Assignments must be submitted in electronic format only via Turnitin by the due date.
- ✓ Through Turnitin you can also access written feedback on your performance through annotations on your script.
- ✗ Do not leave assignment preparation until the last minute. Plan your workload to meet deadlines.
- ✗ Assessment items submitted late and without prior approval will incur an automatic penalty of 5% of the total marks available for the assessment item per calendar day after the due date of the item for a maximum of 10 days, after which you will receive no marks.
- ✗ Unless all major assessment items (those worth 15% and above) are submitted a passing grade will not be awarded.



### Late Submission of Assessment (Extensions)

See myAdvisor (<http://www.uq.edu.au/myadvisor/extension-progressive-assessment>)

Occasionally illness or exceptional circumstances may prevent you from meeting a due date. In this situation you should submit an 'Application for Extension of Progressive Assessment' form (<http://www.uq.edu.au/myadvisor/forms/exams/progressive-assessment-extension.pdf>) by the due date.

There are equity issues in the award of extensions; extension criteria are applied fairly and consistently.

You may discuss your situation with your course coordinator, but you still need to make an official extension request.

Scanned or photographed copies of supporting documents (such as medical certificate or funeral notice) must be submitted with the application form. You will be contacted if you need to provide originals. Retain original documents for 6 months.

The School Academic Administrator will notify you of the outcome of your request by email.

Applications on medical grounds will be for the number of business days the medical certificate indicates you were unfit for study. You are expected to act in a timely manner and should make an appointment as soon as your condition impacts on your ability to study.

If you have a continuing condition you should contact Student Services to arrange a Student Access Plan (Disability) [SAPD]. You must still submit the extension application form, but will not need to supply medical certificates each time.

UQ Health Service (<http://www.uq.edu.au/healthservice/>) Email: [healthservice@uq.edu.au](mailto:healthservice@uq.edu.au)

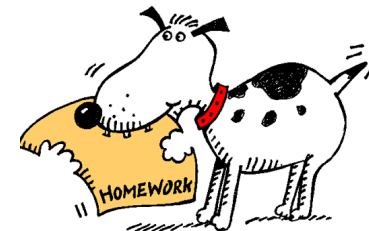
Location: L1, Gordon Greenwood Bldg (32)

Phone: (07) 3365 6210

There are 'drop-in' (no appointment) clinics in Brisbane City open 7 days a week.

If you have been ill or otherwise impaired for more than 14 days in the semester you are advised to consider carefully your ability to successfully continue in the course.

If you are considering withdrawal, see <http://www.uq.edu.au/myadvisor/withdrawing-program-course>. (continued)



## Late Submission of Assessment (continued)

Exceptional circumstances are limited. See <http://www.ug.edu.au/myadvisor/extension-progressive-assessment>.

*Exceptional circumstances may include:*

- ✓ a sporting or cultural commitment at state, national or international level only; or
- ✓ serious personal or emotional trauma; or
- ✓ in very exceptional circumstances, an important planned family or social commitment; or unavoidable work commitment for which you could not have reasonably rearranged your academic workload.

*Non-permissible circumstances:*

Extensions will not be granted where the relevant Course Coordinator is not satisfied that you took reasonable measures to avoid the circumstances that contributed to you not submitting by the due date.

*Matters such as those listed below are not grounds for an extension:*

- ✗ holiday arrangements (including overseas travel);
- ✗ misreading a due date;
- ✗ social and leisure events;
- ✗ moving house;
- ✗ pressure of work/competing deadlines;
- ✗ computer issues.



Extension applications will not be accepted after the due date for the assignment.

Unapproved late submission of assessment items incurs an automatic penalty of 5% of the total marks available for the assessment item per business day after the due date for a maximum of 10 days, after which a mark of zero will be assigned.

*Ongoing conditions.*

If you have an ongoing condition which is likely to impact on your ability to study throughout the semester you should contact Student Services to arrange a Student Access Plan (Disability) [SAPD]. You will still need to complete the application form, but will not have to provide new medical certificates. You will also gain access to appropriate personal and learning support.

## Extensions for Honours students

Please refer to the information on the School website (<https://hapi.ug.edu.au/honours-procedures>)

Short-term extensions for honours students will be considered, but will not be allowed into the week before results are released.

Long-term extensions cannot be approved. General Award Rules 2.4.5 and GAR2.4.5A state:

2.4.5 A student pursuing postgraduate honours **must** complete the requirements in consecutive semesters over —

(a) for full-time students, 1 year; and

(b) for part-time students, a period equivalent to 1 year full-time.

2.4.5A Despite GAR2.4.5, the Associate Dean (Academic) may, in exceptional circumstances, approve interruption of 1 year maximum duration.

The Associate Dean (Academic) has no authority to vary the General Award Rules.

You must maintain regular contact with your supervisor.





**Academic integrity and plagiarism** See myAdvisor: <http://www.uq.edu.au/myadvisor/academic-integrity-and-plagiarism>

PPL 3.60.04 Student Integrity and Misconduct: <http://ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct>

### *Academic integrity*

You must maintain the highest standards of academic integrity. You must not cheat in examinations or other assessment and must ensure that you do not plagiarise.

### *Plagiarism*

*'Plagiarism is the act of misrepresenting as one's own original work, the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media'*

Students are expected to be familiar with UQ Student Integrity and Misconduct policy (link above) which provides detail on the UQ approach to plagiarism, the use of plagiarism software (Turnitin), the consequences of plagiarism and preventing plagiarism.

You are also required to complete the compulsory academic integrity online tutorial (<https://www.uq.edu.au/integrity/Login.aspx?ReturnUrl=%25252fintegrity>)

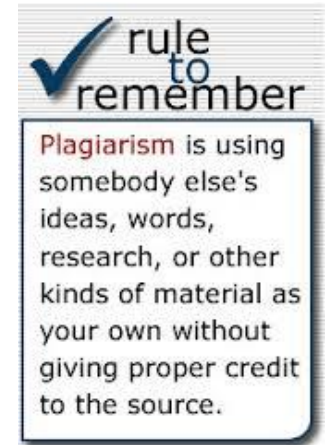
### *Types of plagiarism include:*

- ✘ direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- ✘ paraphrasing someone else's words without acknowledging the source;
- ✘ using facts and information derived from a source without acknowledging it;
- ✘ using ideas directly derived from an identifiable author without acknowledging the source;
- ✘ producing assignments which should be the student's own, independent work in collaboration with and/or using the work of other people (e.g. a student or tutor)

Self-plagiarism is cheating which occurs when you submit the same work in one or more courses, even if you did not previously receive credit for the work (for example if you withdrew from the course).

By submitting work through Turnitin you are deemed to have confirmed acceptance of the following declaration:

*'I certify that this assignment is my own work and has not been submitted either previously or concurrently in whole or in part to this University or any educational institution for marking or assessment'.*



## Examinations

The main exam periods occur at the end of semester, after teaching has finished and following a revision period (Swot Vac). These are centrally controlled exams administered through the central exams unit. Further information can be found at myAdvisor

<http://www.uq.edu.au/myadvisor/examinations>

including:

- ✓ Dates and timetables
- ✓ Alternative exam arrangements (exam clashes, off-campus exams, students with a disability, students following a specific religious observance)
- ✓ Guidelines and policies
- ✓ Deferred examinations
- ✓ Supplementary assessment

Timetables are displayed at the Student Centre and individually posted in mySI-net.

It is your sole responsibility to know when and where your exams are being held.

**Misreading the timetable is NOT an approved reason for applying for a deferred examination. Nor is acting on inaccurate information from someone else.**

You must bring your current UQ Student ID card to each examination. No ID, No Entry.

If you require a calculator in your exam it must be a Casio fx-82 calculator or it must have an official 'Approved' sticker (see <http://www.uq.edu.au/myadvisor/exam-calculators>)

If you are unable to attend an exam on medical grounds or due to exceptional and unavoidable circumstances you may apply for a deferred exam.

<http://www.uq.edu.au/myadvisor/index.html?page=2995>

Deferred exams are held several weeks after the main exam period and you need to be available to take the exam. A deferred exam cannot be further deferred.

## Mid-semester Exams – deferred exam applications

'Mid-semester' covers any part of semester outside the end of semester examination period.

These procedures apply to supervised in-class assessment (including in-class quizzes) that students can't share information about during the assessment. Essays assignments, take home exams, "online exams (to be completed in a student's own time)" or any other form of assessment that doesn't need to be supervised is not an examination for the purpose of the policy.

If you miss a mid-semester exam (including in-class quizzes) you must apply for a deferred examination through the myRequests tab on your mySI-net homepage. Applications must be submitted within 5 calendar days of the original exam/quiz and will only be approved on medical grounds or where there are exceptional and unavoidable circumstances. Further information is available on myAdvisor (<http://www.uq.edu.au/myadvisor/index.html?page=2995>)

There is no need to contact your course co-ordinator/lecturer/tutor as they have no involvement in the procedure until the application is received in the School.

If approved, you will be notified of the time, date and location of your deferred exam/quiz.





## Re-marking

If you believe the mark awarded for an assessment item does not reflect your performance you can apply for a re-mark.

See myAdvisor: <http://www.uq.edu.au/myadvisor/querying-result> and PPL 3.10.10: <http://ppl.app.uq.edu.au/content/3.10.10-assessment-re-mark>

To apply you must:

1. Receive written or verbal feedback on your performance from the original marker, lecturer or course co-ordinator. You may then decide that the mark awarded was fair and you do not want a re-mark. Written feedback is provided through Turnitin.
2. If you decide to request a re-mark you must complete the application form (<http://www.uq.edu.au/myadvisor/forms/exams/remark-request.pdf>).

The most important and difficult part is the **'statement addressing reason for request'**. You must provide a written explanation of how the mark awarded does not reflect your performance with respect to the published assessment criteria for the assessment item.

To do this you must give specific examples of where you believe you have met the assessment criteria, but have not received credit. Identifying these examples does not mean you are correct.

Examples:

- ✓ The assessment criterion for Grade 4 is to reference 2-3 sources, and for grade 5 to reference 4 sources. I used four sources, but I've only got a Grade 4'.
- ✓ In my analysis I calculated some statistics to compare. This shows original thought (Grade 6), but I got Grade 5.

You will not be awarded a remark if your written statement only makes claims such as:

- ✗ I worked really hard on this essay and I deserve more marks!
- ✗ I need a higher grade so I can enrol in a postgraduate course/change program.
- ✗ I'm only one mark off a higher grade. Please give me a higher grade. It means everything to me!

Academic staff take great care with their marking. They mark positively, looking to give marks where they can.

If your mark is close to a grade threshold academic staff will double-check to see if extra marks are justified.

**Remember that re-marking can produce a lower mark, possibly leading to a lower grade, and even changing an overall pass to a failing grade.**

**You must accept your re-mark grade. You cannot challenge this grade or apply for a further re-mark of the item. Your re-mark grade is final.**



**Withdrawal from a program or course** (<http://www.uq.edu.au/myadvisor/index.html?page=2970>)

For a variety of reasons you may need to withdraw from one or more of your courses. The consequences of this depend on when you withdraw.

**Before [Census Date](#)**

You may withdraw **without academic penalty or financial liability** from a course via mySI-net **on or before** the Census Date (31 March for Semester 1; 31 August for Semester 2). The courses will be deleted from your studies report and official academic record. You will not be financially liable for the course.

**After [Census Date](#)**

If you withdraw from a course via mySI-net after the Census Date and **on or before** the dates set out below, you will automatically be permitted to withdraw **without academic penalty**. A result of 'W' will be applied to the course and this will be listed on your studies report only. A 'W' does not contribute to your grade point average. However, you will **retain financial liability** for the course. If you have special circumstances that might warrant the removal of that financial liability, you can make a separate [application](#) accordingly.

The relevant dates are: 30 April for Semester 1 courses; 30 September, for Semester 2 courses. The date varies annually for Summer semester.

You may withdraw **with academic penalty** from a course via mySI-net after 1 May and 1 October (and after the Summer Semester Census Date) and before the examination period begins. A result of 'K' (withdrawal **with** academic penalty) will be applied and this will be listed on your studies report and your official academic transcript. In this case, you will retain financial liability for the course. For the purposes of calculating grade point average, a 'K' is a zero.

If you believe you have grounds to withdraw without academic penalty after 1 May and 1 October (and after the Summer Semester Census Date and before your results are finalised for the semester, for example because of the onset of serious illness or other special circumstances, you may make application in writing to your [faculty](#), requesting withdrawal. Such applications must include supporting documentation to substantiate the grounds for your request. Withdrawal without academic penalty must be justified by reason of special circumstances not related to your academic ability or diligence.

**After finalisation of results**

If you believe you have grounds to withdraw without academic penalty after results are finalised for the semester, you will be required to address a letter to the President of the Academic Board who has the power to change finalised results under very limited circumstances only. These are listed in the [General Award Rules](#). For information about the limited provisions for a change to final results, please see the [Guidelines for applying for a change to final result due to special circumstances](#) page.

**IMPORTANT NOTE:** Students should act promptly to seek withdrawal as soon as it becomes apparent that their circumstances are having a negative impact on their studies to the extent that they are unlikely to be able to successfully complete the course. Please be aware that the criteria that must be met to approve withdrawal without academic penalty become much more stringent as soon as results have been finalised. That is because the finalised results are the University's official record of your studies and, as such, are a formal legal record that should be changed only in very exceptional circumstances.