

THE UNIVERSITY OF NEW SOUTH WALES  
FACULTY OF THE BUILT ENVIRONMENT  
**PLANNING AND URBAN DEVELOPMENT PROGRAM**

**STUDENT REQUIREMENTS AND ACCOUNTABILITIES  
IN THE BPLAN DEGREE - 2008**

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## ***INTRODUCTION***

These Guidelines are designed to help you get the most from your studies. They are a statement of your rights and responsibilities as a valued and respected UNSW student in the Planning and Urban Development Program in the Faculty of the Built Environment. These Guidelines underpin the central mission of the Planning and Urban Development Program which is: ***to maximize the learning abilities and performance of students in preparation for professional careers.***

These Guidelines are a code of good practice assembled from various University and Faculty rules and procedures, supplemented or expanded where appropriate with planning-specific material. The Guidelines will assist you to avoid problems during your time at University. Respecting their spirit and substance will help you focus on the main aim of learning and get the most from your tertiary education.

Different courses have varying content, tasks, and delivery methods intended to match the specifics of their subject matter and skills base. Course outlines supplied by individual lecturers will provide details on class schedules, teaching objectives, learning outcomes, assessment procedures, and course-specific expectations and requirements. All course outlines should provide the address of the webpage where these Guidelines are located. Course outlines will not repeat the detail of these Guidelines. The Guidelines are designed to be read and used in conjunction with ALL Planning Program course outlines. You need to become familiar with these Guidelines and regularly check for updates (either on the web site and / or in emails sent to your student account).

The issues covered in the Guidelines are listed below. Many of the issues are UNSW policy over which the Planning Program has no control. This is noted in the relevant sections of the Guidelines. If you have any questions then seek clarification from your course lecturer, the FBE Student Centre or Program Head.

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### ***COMMUNICATION - STUDENT EMAILS***

Official UNSW, Faculty of Built Environment (FBE), and Planning and Urban Development communications are sent by email to your UNSW student email address.

**You must check this on a very regular basis throughout the whole year** – even when on work experience and during non-class time. Emails are sent throughout the whole year. Information is available here:

<http://www.fbe.unsw.edu.au/currentstudents/fbepassword/>.

You also need to be aware of the University's rules and protocols for the use of the University e-mail system. The UNSW Communications website is at

<http://www.its.unsw.edu.au/>.

Policy and procedures relating to student use of computing and communication facilities at UNSW can be viewed and downloaded from:

[http://www.its.unsw.edu.au/policies/policies\\_home.html](http://www.its.unsw.edu.au/policies/policies_home.html).

### ***COPIES OF ASSIGNMENTS***

You must keep either an electronic or hardcopy of ALL your assignments through a session for each course, just in case your submitted assignment for whatever reason is not received by your lecturer. Keep copies of all work until you receive your final mark for a course. See also section on ***Academic Honesty and Plagiarism***.

### ***ENROLMENT IN COURSES***

Ensure and double-check that you are properly enrolled in **all** your courses. Check on myUNSW at: <https://my.unsw.edu.au>.

Contact the FBE Student Centre (Level 3, Red Centre West) if you have problems.

Contact details at: <http://www.fbe.unsw.edu.au/staff/fsc/>.

### ***WITHDRAWAL FROM COURSES***

Note there are strict UNSW time deadline rules on both enrolling in and withdrawing from classes, both core and elective. Late withdrawal may incur both academic and financial penalties. Students will still be HECS-liable if they have not withdrawn by the census dates (usually late March for Session One and late August for Session Two).

Students have half the session plus one week to withdraw without academic penalty but they will still be HECS-liable if it is after the HECS census date. Check 2008 census dates when updated on <https://my.unsw.edu.au/student/resources/KeyDates.html>.

### ***TIMETABLE***

Scheduling of all UNSW classes is done by the University on a semester by semester basis. The FBE or Planning Program have little control over scheduling. The UNSW timetable is on the myUNSW web site at <http://www.my.unsw.edu.au/>.

Ensure that your schedule enables you to attend all classes in the course. You will not be permitted to enroll in courses which clash. Timetable changes will be posted on this site and emergency changes should be notified to the Faculty Student Centre.

### ***ATTENDANCE REQUIREMENTS***

You are required to attend a minimum of 80% of classes for on-campus courses. This is a UNSW requirement. If you do not meet this minimum you may fail a course. Contact your course lecturer as soon as possible if there are problems which prevent your regular attendance. Formal class rolls may be taken. Absences for legitimate reasons (personal or family misadventure, and verifiable medical problem) need to be documented.

### ***PROGRESS THROUGH THE DEGREE***

All courses in the Bachelor of Planning Degree are scheduled so that they build on skills gained in the preceding year/s. Students are required to undertake courses as sequenced from years one to five. Only in special circumstances, and if approved by the Head of Program, will students be allowed to undertake courses out of their normal scheduling. Further, it is expected that students entering their final year will have successfully completed all courses in years one to four, including work experience. In some cases pre-requisites are set for different courses – enrolment in such courses will not be permitted until the pre-requisite has been successfully undertaken. It is your responsibility to check that you have fulfilled all pre-requisite requirements.

### ***BEHAVIOUR IN CLASS***

Simply put, good behaviour in class is about respecting your fellow students and course lecturers in the same courteous way that you expect to be treated. Be on time for the commencement of classes. Lateness disadvantages you and disrupts the class. Behave appropriately in ALL classes; be polite to your lecturer and fellow students. Do not talk – even a quiet conversation can disrupt a class. Do not eat, read the newspaper, or text message. Mobile phones must be turned off during class as must other devices such as iPods. To get the most out of your class, take an active part in seminars, tutorials, discussions, role plays and other class activities. These are deliberately structured into your courses and their success as educational tools depends on your participation.

Needless to say the highest behaviour standards are required of students when guest lecturers or visitors are present and when students are on field trips. In such cases you are representing both the Planning Program and the University. Inappropriate behaviour is treated seriously by the Faculty and the University – severe penalties can be imposed.

### ***GROUP WORK GUIDELINES***

An important educational objective of the BPlan is to develop the ability to work effectively in different group situations. This is to equip you with the skills that planners must have to work collaboratively with other professionals and members of the community. Accordingly, many of the courses in the BPlan require you to participate in a range of group activities. However, no one course will have more than 50% of its assessment based on group tasks.

Group membership is usually determined at the discretion of course lecturers in relation to the set tasks in one of several ways – self-selection and alphabetical, random or purposeful allocation. It is important that you develop the abilities to work in all types of groups. Group work involves undertaking a specific task (content), as well as working

collaboratively and respectfully with all members of the group (process). Groups can face difficulties if too little attention is paid to process.

Over the course of the BPlan you will learn how groups work best, what strengths you as an individual bring to a group and how to overcome difficulties in the group process. It is a learning experience in its own right. In all group situations it is expected that you will respect the varying strengths of other members of your group, and that you will work together sharing tasks fairly across all members. It is also assumed that you will give your best to group work, attending meetings as required, and producing work on time so that the group can achieve its content objectives. It is imperative that any serious problems encountered in a group are reported to your course lecturer so that they can be resolved quickly.

### ***ASSESSMENTS AND EXAMINATIONS***

You are expected to undertake the required reading and other research for course assignments. They should be completed to an appropriate standard and to the stated deadlines. If a formal examination is scheduled you must attend. The University's rules for the conduct of examinations are set out on the myUNSW site at <https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html>.

### ***LATE SUBMISSIONS***

We live in a world of deadlines and you must take responsibility for the on-time submission of all work. Penalties are enforced for late submission (e.g. losing a percentage of marks for every day late without prior justification and agreement with the lecturer). Late assignments without documentation of personal or family misadventure and verifiable medical problem (work commitments are not an acceptable reason), result in the loss of not less than 5% per day (including weekend days) of the total mark of the specific course component after marking. Extensions may be given commensurate with the disruption caused. This is something you will need to discuss with your course lecturer. This policy is enforced across all courses in BPlan by both part time and full time staff.

### ***ELECTRONIC SUBMISSIONS***

Electronic submission **may** be accepted in some courses, with file size to lecturer's specifications. You must check first with your course lecturer if electronic submission is acceptable.

### ***SICKNESS AND DISRUPTIONS TO STUDY***

You should keep your course lecturer informed of any absences from class because of ill-health or other unavoidable personal matters. If a chronic problem develops entailing you missing a string of classes or being late with assignment submissions, this will need to be documented (e.g. through medical certificates, etc).

### ***SPECIAL CONSIDERATION***

If there are circumstances (chronic ill-health, misadventure, major problems in the family, etc) which seriously disrupt your learning in any course, these should be brought to the attention of the course lecturer and also to the Head of Program. You are entitled to seek special consideration for such circumstances when assessments are finalized.

Information, guidelines and application forms are available at the FBE Student Centre or through the myUNSW site

<https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>.

### ***ACADEMIC HONESTY AND PLAGIARISM***

Plagiarism is the presentation of the thoughts or work of another as one's own.\*

Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at:

<http://www.lc.unsw.edu.au/plagiarism/>.

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

\* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle.

† Adapted with kind permission from the University of Melbourne.

***Plagiarism is cheating and will not be tolerated.*** Plagiarism is the use of another person's work or ideas as if it were your own. Students who do not properly reference their work and cite their sources may fail the relevant assignment. Extensive downloading of information from the internet as a substitute for real research is not acceptable. Further action, including failure of a complete course, will be taken in serious cases.

UNSW policy on misconduct including plagiarism is at:

<https://my.unsw.edu.au/student/academiclife/assessment/AcademicMisconductStudentMisconduct.html>.

Notes and policies on plagiarism by Jim Plume of the FBE:

<http://www.fbe.unsw.edu.au/currentstudents/plagiarismdeclaration/policy/>.

**FOR EVERY ASSIGNMENT SUBMITTED IN EVERY COURSE YOU MUST ATTACH A PLAGIARISM DECLARATION FORM**

Plagiarism declaration form is available from the FBE student centre or at:

<http://www.fbe.unsw.edu.au/currentstudents/plagiarismdeclaration/>.

**YOUR WORK WILL NOT BE MARKED IF THE PLAGIARISM DECLARATION IS MISSING.**

### ***ETHICAL RESEARCH***

Any research project involving human subjects through observation, surveying and interviewing may raise important and sensitive ethical questions. Some of the issues may include: Do they know precisely what you are doing? Have you made them aware of how you plan to use data collected? Have they agreed to that? Does confidentiality need to be assured? Individual, group and class-directed student research involving observations, interviews, surveys, etc needs to follow best-practice human ethics guidelines. In 2003 the FBE developed a protocol which must be followed by all lecturers and students undertaking individual or collective research and educational activities involving direct contact with people.

The FBE guidelines are at

<http://www.fbe.unsw.edu.au/futurestudents/PGResearch/HREAP/>.

Responsibility for addressing the guidelines for individual or group class activities in a particular course (e.g. survey research) is the responsibility of the course lecturer. If you wish to undertake a specific project as a part of a special elective involving human subjects you are required to negotiate the human ethics approval process. Most final year students undertaking their thesis (PLAN4132) must have their research proposals cleared by the FBE Ethics Panel.

### ***GRIEVANCES***

Any grievances you have should be discussed in the first instance with the responsible course lecturer. Concerns which cannot be resolved amicably should be brought to the attention of the Head of Program. More serious issues may involve the Associate Dean (Education).

### ***FIELDTRIPS***

There are regular ½ day, full day, multi-day, and occasional interstate and international off-campus fieldtrips scheduled in various courses across all years of the Planning Program or available as electives. Depending on the Planning Program's budget situation (which is determined by the Faculty executive every year and handed down to the Head of Program) students will be expected to make a financial contribution to the cost (part or full) of field trips (e.g. for travel, accommodation and meals). Every student – usually at the start of the academic year - must complete a general fieldwork authorization and medical questionnaire. Course-specific trips may require additional authorization forms.

Individual course lecturers have the responsibility of negotiating the approval process for fieldtrips but there are responsibilities for preparation and behaviour on the part of the students about which you need to be aware.

FBE guidelines for fieldwork are at

<http://www.fbe.unsw.edu.au/currentstudents/occupationhealth/>.

### ***INTERNATIONAL STUDENTS***

International students bring a great deal to the Planning Program with their richness of experience and cultural backgrounds. Local and international students can learn a great deal from each other. International students may confront particular learning issues, particularly in the early years of the Planning Program. Support at the University level is available from UNSW's International Student Services (ISS) at <http://www.international.unsw.edu.au/>.

International students are responsible for ensuring they meet all visa and immigration requirements. The BPlan is a five year degree, comprising four years of on-campus study and a year of formal work experience.

### ***ACADEMIC STANDING***

Academic Standing is assigned to students at the end of each main session by the University. This consists of good standing and several other levels. Movement between levels is based on progress, measured by proportion of load passed. The Head of Program is the adviser assigned to each student not in good standing, on 'referral' or 'probation'. Continued poor progress can lead to suspension and exclusion. More information is available on the myUNSW site at: <https://my.unsw.edu.au/student/atoz/AcademicStanding.html>.

### ***EQUITY AND DIVERSITY***

Students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with their course lecturer prior to, or at the commencement of their course, or with the Equity Officer (Disability) in the University's Equity and Diversity Unit (9385 4734 or <http://www.studentequity.unsw.edu.au/>). Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

### ***COURSE IMPROVEMENT***

The Planning Program is committed to regularly reviewing its courses. Student evaluative feedback on different courses is gathered, using among other means, UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process. Student feedback is taken seriously, and continual improvements are made to the courses based in part on such feedback. Significant changes to the course will be communicated to subsequent cohorts of students taking the course. End of year surveys are also conducted by the Program to assess overall levels of satisfaction and to identify any particular problematic issues. These surveys are qualitative and augment the largely quantitative data collected via CATEI.

### ***THINGS YOU CAN EXPECT FROM COURSE LECTURERS***

To ensure the best possible learning environment for students, teaching staff have responsibilities in the delivery of their courses. These include:

- A full outline for each course, including information on aims, content, assessment and learning outcomes.
- Regularly scheduled classes
- Reasonable and timely feed-back on your progress in courses; how this is done will depend on specific courses
- Freedom from any harassment or discrimination from a staff member or a student
- Fair, equitable and ethical treatment
- Availability to discuss course issues
- Sympathetic understanding of educational and personal problems

Full-time members of the Planning and Urban Development Program should be readily accessible for student inquiries. Hours for student consultation may be posted. Part-time lecturers without permanent offices in the Red Centre will establish appropriate communication arrangements for each individual course.

### ***OCCUPATIONAL HEALTH AND SAFETY***

The FBE has its own OH and S guidelines. See the following for details:

<http://www.fbe.unsw.edu.au/currentstudents/occupationhealth/>.

*Revised March 2008*