lateness and absence from class

Attendance and willingness to participate in class are vital to learning, and students are expected to attend every class. Excessive absence or lateness is disruptive to others and undermines class dynamics and learning. Students are required to attend class from the designated starting time and lecturers monitor class attendance each week. eRidley students are required to participate in the weekly online forums in the same way that on campus students attend classes.

Where a student is unable to attend they are required to notify the Registrar’s Office with an explanation, preferably before class. Excessive lateness or absence from class is sufficient reason for the lecturer to recommend the student’s withdrawal from the unit, and the appropriate financial and academic penalties will apply.

extensions and late penalties

The following policy has been developed by the ACT and is applicable to all ACT affiliated Colleges. It is new for 2015 onwards and is significantly different from our previous policy regarding late penalties.

This policy has been developed to ensure consistent application of penalties for the late submission of assessments in cases where no extension has been granted, and to provide consortium-wide guidelines in granting extensions to students with special circumstances.

late penalties

Unless an extension has been applied for and granted in accordance with this policy, where a student submits an assessment past its due date, the assessment marks will be reduced at the rate of 3% of the total possible marks for the assessment item per calendar day, up to 14 days late.

*For example: for an assignment worth 50%, a student receives a mark of 40/50. However the student has handed in their assignment 10 days late, such that they receive a 30% penalty, reducing their mark by 15/50 to 25/50.*

If an assessment is submitted more than 14 days after the due date, a mark of zero will be awarded for the assessment upon submission of the completed assessment.

Students must complete all assessments in order to pass a unit. If a student has not submitted an assessment by the final date of the examination period of the semester in which the unit has been delivered for semester-length units and has not applied for an extension, the assessment will be deemed as a non-attempt, and consequently the student will receive a failing grade for the unit.

extensions

The granting of an extension for an assessment item should only be granted in the case of special circumstances, and in proportion with the period of time and the impact that the special circumstances have had. The Registrar’s Office at Ridley handles all extension requests and may grant an extension if satisfied that special circumstances apply to the student that are:

- beyond the student’s control; and
- make it impracticable for the student to complete the assessment/s during the period in which the student was to undertake the assessment/s.

The Registrar’s Office must be satisfied that the student’s circumstances are beyond the student’s control if a situation occurs which a reasonable person would consider is not
due to the student’s action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.

Special circumstances that would make it impracticable for the student to complete the assessment instrument/s could include issues beyond the student’s control in relation to:

1. medical circumstances; or
2. family circumstances; or
3. personal circumstances; or
4. employment related circumstances; or
5. course of study related circumstances.

**All applications for assessment extensions at Ridley should be made via the Registrar’s Virtual Office at www.online.ridley.edu.au** and should be submitted before the due date of the assessment item for which the extension is being requested. The Registrar’s Office may waive the time limit for making the extension request only if they are satisfied that it was not possible for the student to apply within the time limit.

Assessment extensions may only be granted if the assessment has not yet been attempted and submitted.

Each extension request will be examined and determined on its merits. The Registrar’s Office will consider a student’s claims, together with independent supporting documentary evidence that substantiates these claims. All extension requests made on medical grounds will normally require a doctor’s certificate that covers the period in question.

Applications, together with all supporting documentation, should be held in the student’s file. From time to time the ACT may conduct an audit of the application of this policy.

Assessments for which extensions have been granted must be completed within the period of extension granted by the Registrar’s Office, which may be no later than the final date of the examination period of the semester in which the unit has been delivered for semester-length units. If further time is required, the student must apply for a Deferred Assessment, for which the deadline must be set by Ridley in accordance with the circumstances affecting the student. Reasonable alternate dates may be set by Ridley for units taught in intensive or extensive mode.

Heavy employment or study workload, church involvement and poor time management are not normally grounds for granting an extension.

**low risk human subject research**

The following information sets out a common policy on minor cases of human subject research in our undergraduate and graduate degrees and diplomas. It also applies to higher degrees by research.

It is designed to cover surveys, formal interviews, focus groups, and any placements for the purpose of observing others (ie. some form of research). It does not cover placements in which a student is simply gaining experience in ministry (eg. as part of an ordination, missional leadership or chaplaincy stream). The latter will need to outline their principles and expectations to students separately.

The internal ethics sub-committee consists of Lindsay Wilson (chair), Tim Foster, Kara Martin and Richard Trist. However, if you fit within the guidelines of our agreed principles, there is no need to make any application to our internal committee.
1.3 extensions

Extensions are granted only in certain circumstances. Application is made to the Registrar’s office rather than to your lecturer, and is best done as early as possible. There is now an online form in the ‘Registrar’s Office’ page of the online learning site. The Australian College of Theology has released strict guidelines about the timing and circumstances of extensions which are detailed at http://www.actheology.edu.au/policy/files/LatePenaltiesPolicy.pdf, hardcopies are also available from the Registrar’s Office.

2 presentation summary

Although your primary task is to think and write clearly, the presentation of your writing also impacts your reader/s. Writing that is clearly and consistently presented and referenced allows your marker to focus on your argument. The remainder of these guidelines (§§3–6) contain helpful details on formatting your essays and projects. The most salient points are summarised here in §2.

2.1 assessment elements

Every essay should include a title page, an abstract, the body of the essay, and a bibliography.

Watch especially the length of your assessment. The body of the essay should be within ±10% of the stipulated word count. For example, a 2,000-word essay should be between 1,800 and 2,200 words.

2.2 intellectual property

Virtually every essay should engage with primary and secondary sources. You need to reference these sources – whether from the Bible, other primary documents, or later writings – in an appropriate fashion.

Where you use someone else’s words, you must identify your quotation and acknowledge your source. You should mostly digest others’ ideas rather than quote them directly, but even then you must acknowledge where the ideas have come from.

Sources are indicated in footnotes. Footnote markers should ideally be reserved until the end of a sentence. You may include several references within a single footnote, separated by semicolons.

2.3 referencing summary

There are many kinds of works to reference, but four are the most common. You may need up to three different formats for each individual work you use.

2.3.1 books

| LATER FOOTNOTE: | 7 Wright, Mission of God, 200. |