

## New School of Design Policy Proposals [to be implemented from AY 2022 / 23] Revised

### Purpose:

The below policy proposals address the specific circumstances and teaching methods at the School of Design. They are intended to complement existing SUSTech policies and apply to design-related coursework submitted in courses offered by the School of Design. The below policies do not apply to academic conduct in examinations, dissertations and research, which is regulated by the university's relevant policies [Student Disciplinary Regulations of Southern University of Science and Technology] [Measures for Handling Academic Misconduct of Southern University of Science and Technology]. The policies are proposed in the spirit of encouraging student learning and improvement through a system of incremental warnings and mark deduction rather than immediate full punishment of student mistakes.

### **Late Submission Policy for Assessed Coursework**

Submission deadlines for coursework as part of formal assessment should be communicated by course teachers in writing well in advance. All coursework submitted to the School of Design should be submitted at least in copy as electronic version using online submission systems capable of clearly indicating submission date and time such as Blackboard or similar. Course teachers are responsible for keeping clear evidence of submission dates. For physical submissions such as exhibitions, course teachers will document timely submission using alternative means (such as photographs).

Coursework submitted **after** the deadline will be subject to a penalty implemented across all courses taught in the School of Design:

For each calendar day after the submission date, 5% of the total marks available for the assessment component will be deducted from the final assessment mark, up to a maximum of 25% (5 days). Mark deductions will be capped at 60% (minimum pass grade). Late submission up to 5 days will not lead to a fail grade.

Coursework received more than five calendar days after the submission deadline will receive a mark of zero for the affected assessment component.

### Mark deductions:

- 1 day late = -5% (of 100 achievable marks)
- 2 days late = -10%
- 3 days late = -15%
- 4 days late = -20%
- 5 days late = -25%
- 6 days and above late = fail / mark of 0 for the submitted assessment component

### Example:

A coursework assessment component submitted 4 days late, marked initially at 75%:  
 $75 - 20 = 55$  but capped at 60 (pass grade): The final mark awarded is 60.

### Appeals

Students can appeal against course teacher's judgements of late submission by presenting reasonable evidence to the Program Director as well as the School's Associate Dean for Learning and Teaching.

## **Academic Integrity Policy (Coursework)** **(supplementing the Student Disciplinary Regulations of Southern University of Science and Technology)**

Academic integrity is concerned with the ethical code that applies to the standards by which the international academic and professional design community operates, and stands for the values of honesty, fairness and respect for others. All members of the School of Design, including students and staff, are expected to adhere to high standards of academic integrity.

The School of Design is dedicated to supporting students in developing their awareness and abilities in this area, and to provide opportunities for reflection and development throughout this process. Students graduating from the School of Design will embrace academic integrity and understand that work presented and submitted must be their own. Students graduating from the School of Design will be able to explicitly and appropriately reference any material that has been included from other sources or legitimate collaborations, and to present their own findings, conclusions or data based on appropriate and ethical practice.

Academic integrity is practiced through awareness and use of established referencing and citation protocols. Failure to adhere to these conventions can result in poor academic practice. Students will be informed about the School's Academic Integrity Policy at the beginning of each academic year. School of Design faculty will work to support students in understanding and practicing academic integrity in their work.

If there is a clear intention to deceive examiners, lack of academic integrity will lead to unfair and/or dishonest academic practice. This policy sets out the penalties that will be applied where academic misconduct has been established in works submitted as part of assessed coursework, including presentations and other forms of assessment in courses offered by the School of Design. **This policy does not apply to academic conduct in examinations, dissertations and research, which is regulated by the university's relevant policies [Student Disciplinary Regulations of Southern University of Science and Technology] [*Measures for Handling Academic Misconduct of Southern University of Science and Technology*].**

### Academic Misconduct Includes:

Students presenting work not produced by themselves as their own work without acknowledging the source of the material, by copying from external sources (including plagiarised text from published material or other sources, images, video, code, intellectual property etc.) or by copying the works of other students.

Embellishment, falsification or fabrication of data replacing the accurate representation of legitimate data

### Assessment of Academic Misconduct

The severity of academic misconduct will be determined based on the academic judgement by course teachers based on the following criteria. In case of doubt, the Program Director and/or the Associate Dean for Learning and Teaching of the School of Design will be consulted.

#### Level 1 Academic Misconduct

First and second offences in which dishonesty can be assumed, but intent to deceive cannot be established because there has been no prior warning.

#### Level 2 Academic Misconduct

Failure, due to lack of academic ability or understanding, to observe the expected standards associated with academic integrity when undertaking academic work even after three prior warnings have been given.

## Consequences of Academic Misconduct

### Level 1 Academic Misconduct

Students will receive a reduction of 15 grade points for the affected assessment component, capped at the passing mark 60 (a student will not fail due to application of the grade deduction).

In addition, students will receive a written warning explaining the reasons for judgement of academic misconduct from the course teacher, the Program Director will be informed and their misconduct will be recorded in the School's records. Up to two Level 1 Academic Misconduct instances will be processed in this manner.

### Level 2 Academic Misconduct

After two instances of Level 1 Academic Misconduct, with two written warnings, students are assumed to clearly understand the consequences of academic misconduct and a third instance of academic misconduct is deemed to constitute a serious instance of academic misconduct.

*Serious academic misconduct will lead to a grade of 0 (fail) in the affected assessment component.* Students will receive a written notification explaining the reasons for judgement of serious academic misconduct from the course teacher, the Program Director will be informed and their misconduct will be recorded in the School's records.

## Appeals

Students can appeal against course teachers' judgements of academic misconduct by presenting reasonable evidence presented to the Program Director as well as the School's Associate Dean for Learning and Teaching.