

Extract from the *Faculty of Architecture Guidelines for Application for Special Consideration and Extension*

**3. Minimum attendance requirements:** The *Faculty of Architecture Handbook* outlines the Faculty of Architecture attendance requirements as follows: “Students must attend all lectures and other classes required for a unit of study. Design Practice and Design Studies in the Bachelor of Design in Architecture require attendance at all sessions from week 1. Each unit has its own specific requirements for attendance, usually 90-100%, without certification for illness or misadventure. If a student does not fulfil the attendance requirements as well as other unit of study requirements, they may fail the unit.” Please note that where a Unit of Study has sessions at which attendance is mandatory non-attendance may result in academic penalty or failure of the Unit of Study as determined by the lecturer in charge. Lecturers who determine that a student has not met attendance requirements, without documented reasons under the policy for Special Consideration, will be able to exercise the option of awarding the grade of AF (Absent Fail) for the given Unit of Study.

**4. Penalties for late submission:** It is expected that unless other arrangements have been made (eg through an application for Special Consideration), students will submit all assessment for a Unit of Study on the due date. If a student’s preparation of a piece of assessment is impaired by the failure of Faculty or University supplied equipment (for example, a plotter printer not working) that student should obtain written verification of the failure from a relevant staff member and apply for an extension on the next working day. An extension will only be granted for a maximum period equal to the length of attested impairment (ie, if you were impaired for three days, you may be granted an extension of up to three days). If the assessment is completed or submitted within the period of extension, no academic penalty will be applied to that piece of assessment.

If an extension is either not sought, not granted or is granted but work is submitted after the extended due date, the late submission of assessment will result in an academic penalty.

Work submitted for assessment after the deadline but up to 3 days (72 hours) late can achieve a maximum of 65% of marks allocated for the assessment task (low Credit).

Work submitted after 3 days (72 hours+) but up to 1 week late (same deadline time and day one week later) can achieve a maximum of 50% of marks allocated for the assessment task (minimum Pass).

Work submitted more than 1 week late (after deadline time and day one week later) but less than 2 weeks late can achieve a maximum of 45% of marks allocated for the assessment task (Fail).

Work submitted more than 2 weeks late (after deadline time and day two weeks later) will not be assessed (Absent Fail).