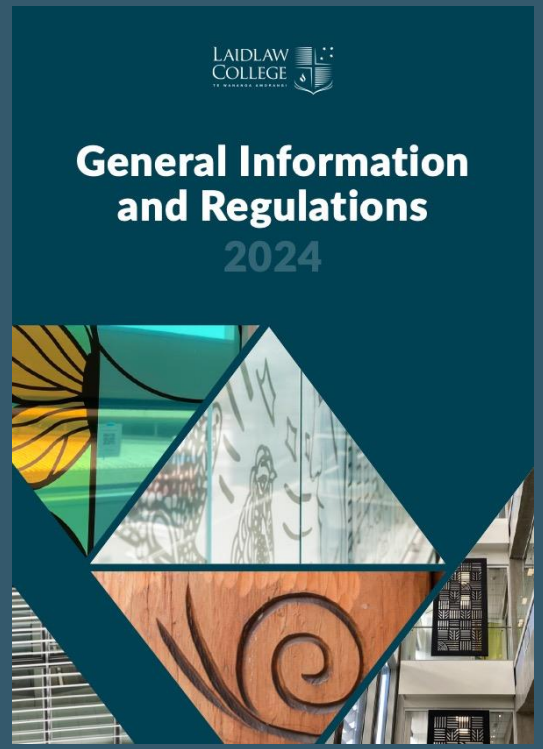
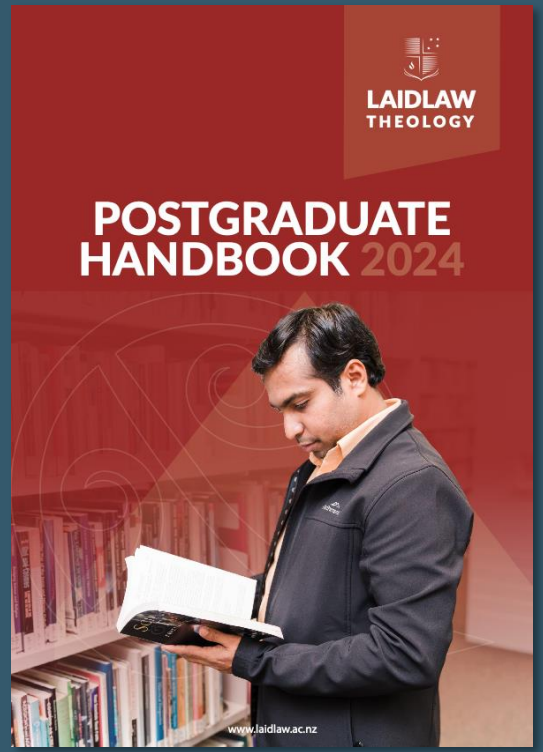
LAIDLAW COLLEGE
TE WANANGA AMORANGI

Stay on Track:

Academic Policies and Processes

Important documents:





Attendance

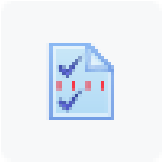
- Your attendance is tracked.
  - “explained absence” – illness, bereavement, or tangi
  - “absence” – any other reason
  - 80% requirement for on-campus students, excludes “explained absences”
- Lateness
  - Less than 15 min late to class = marked “late,” unless illness or extraordinary circumstance
  - More than 15 min late to class = an absence
- Leaving early is a problem too

Late assessments & extension requests

- 0-7 days late: 10% penalty off original grade
- 8-14 days late: pass/fail

Before the due date

1. contact Student Support
2. complete form on course Moodle page



Online form to request extension, resubmission, reschedule or supplementary (course specific)

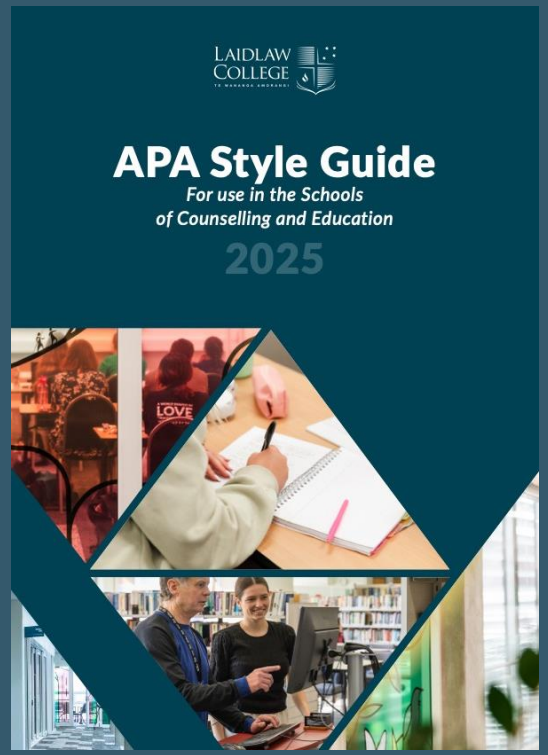
Word Count

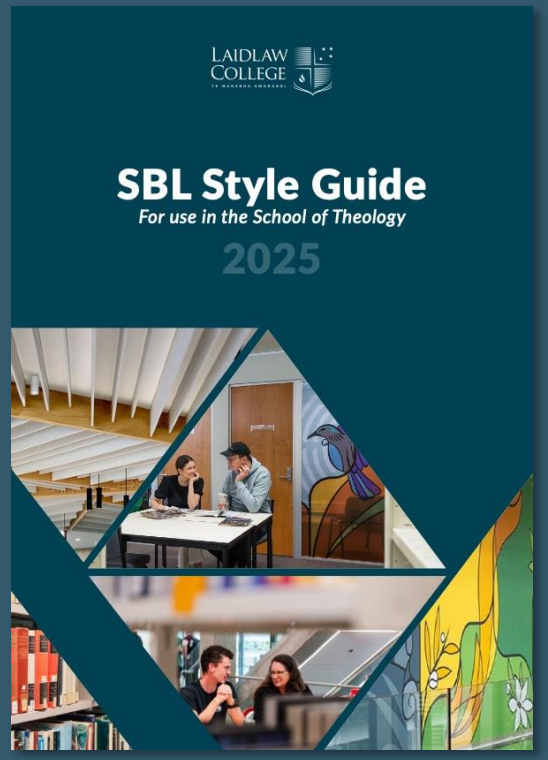
Taught courses:

- 😃 within +/- 10% of word count
- ☹️ outside +/- 10% → 10% penalty
- 😖 considerably outside +/- 10% → resubmission required, graded with 10% penalty

Dissertations, theses, BTh(Hons) Research projects have different rules!

Cite it right





- Counselling → APA
- Education → APA
- Theology → SBL

Plagiarism

- Don’t do it
- Build your confidence in yourself
- Sort out your systems
  - Zotero?
  - Be careful about how you’re taking notes so that you don’t inadvertently plagiarise.
  - Test through Turnitin before submitting to check.

Use of Generative AI

Be careful, be thoughtful, don't sabotage your learning.

- ✗ writing content for assessments

- ✓ research (not a "scholarly source")
- ✓ checking formatting of citations
- ✓ proofreading writing
- ✓ images
- ✓ counselling transcripts

cite according to style guide

Kahoot!

https://play.kahoot.it/v2/lobby?quizId=f15ac92c-b22c-4467-bd42-c35a9a72eab7

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