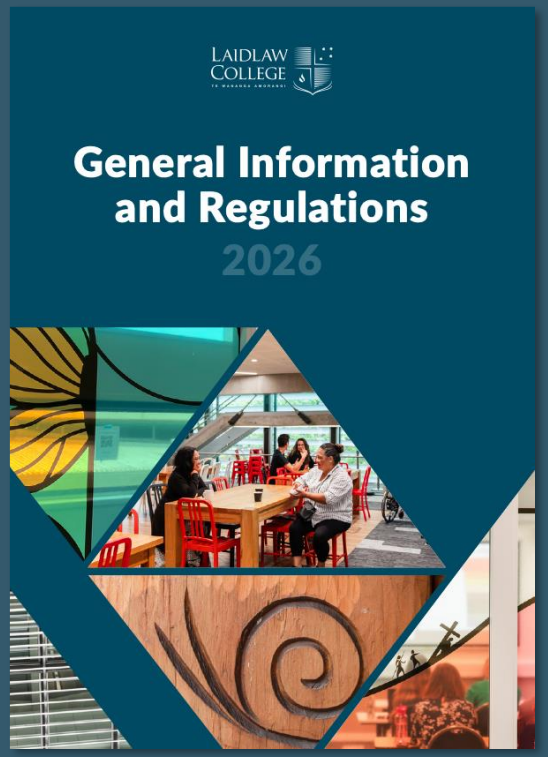
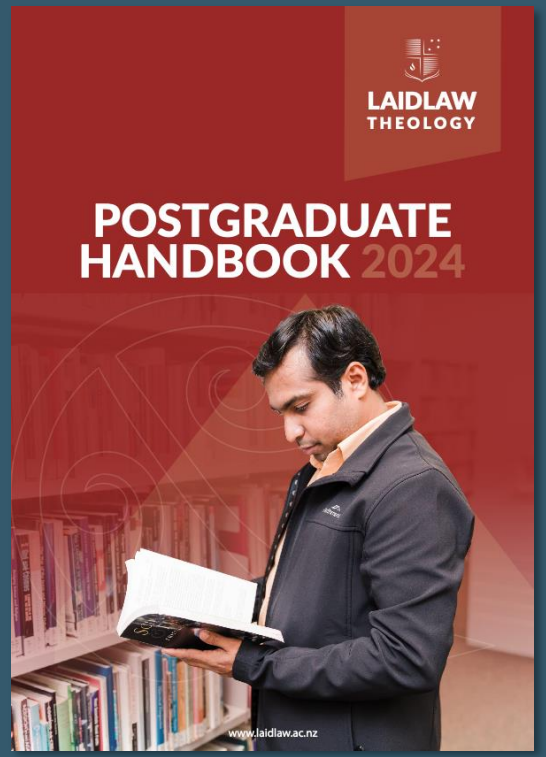
LAIDLAW COLLEGE
TE WANANGA AMORANGI

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

Attendance: BCouns

Minimum attendance

- 80% attendance in weekly lectures,
- 80% in process groups
- 75% courses taught with block days

Missed a lecture?

- Lecturers may require any student who has missed a lecture or portion of a block course to provide a reflection on the content taught in the missed lecture, as determined by the lecturer.
- Students may also be required to submit an alternative assessment if group absences exceed 2 for reasons other than exceptional circumstances.

Attendance: BEd & GradDipEd

- If your attendance falls below 80% you may not be able to go on practicum

Missed a lecture?

- Provide a 500-word summary of the content taught in the missed lecture, along with evidence that you have interacted with any relevant Moodle-based activities or tasks for every lecture they have missed.

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)

If/when you fail an assessment

1. don’t panic
2. read the feedback
3. contact the lecturer and/or student support to discuss
4. apply for a resubmission via the online form—apply within 2 weeks

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

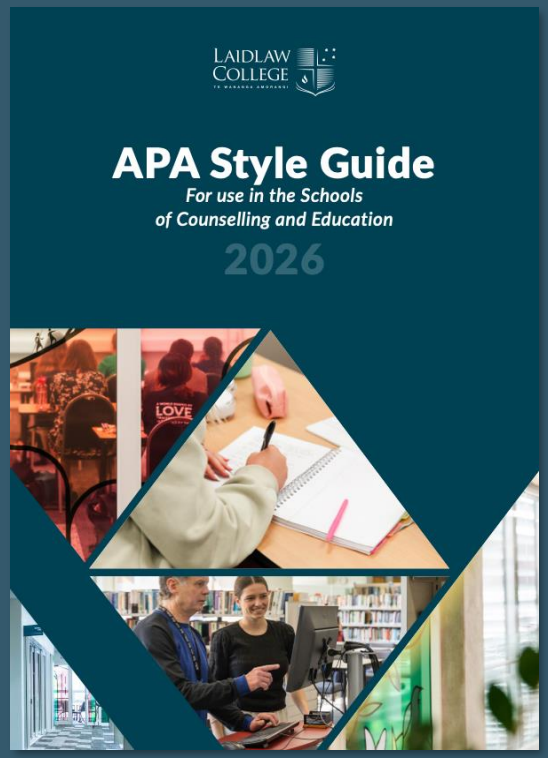
Word Count

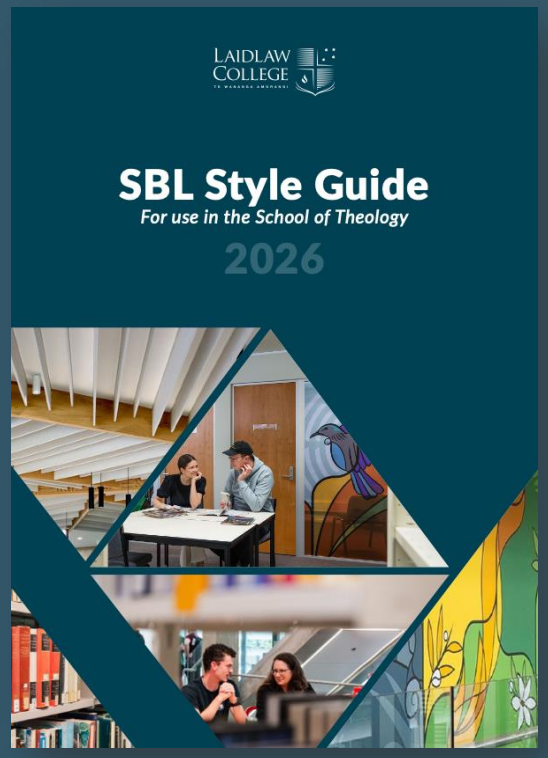
Taught courses:

- 😃 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
- Te Wānanga Ihorangi → 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

- ✓ basic 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/?quizId=f15ac92c-b22c-4467-bd42-c35a9a72eab7&hostId=e5eb9533-2daf-469f-a1cb-5d6388532431

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