



UNDERGRADUATE STUDENT GUIDELINES

1. LECTURE ATTENDANCE

University regulations state very clearly that students who do not attend lectures can be excluded from being evaluated either through exam or assignment. We encourage you to attend your lectures as that is part of the learning experience. The formal policy of the University is that attendance of courses is obligatory. In the Anthropology Department we normally interpret that to mean that a lecture attendance rate of less than 80% can result in exclusion from assignment submission or exam sitting. Some lecturers may take attendance rosters to implement this policy. Please note that taking attendance rosters is not forced attendance, nor is it our intention to ensure an unwilling audience. It is rather to ensure that the efforts and engagement of those students who wish to follow the course of lectures and produce good assignments will not be demeaned by the actions of the very few who register for courses with very little intention of attending them, just to amass credits and get a degree, and then submitting plagiarized or poor essays.

2. Submission of assignments

The Department's policy is normally that essays or assignments have to be handed in at the end of the course, i.e. on the last lecture of the course. This applies to those courses that extend throughout the semester. Short intensive courses with visiting lecturers are excluded from this policy. Some lecturers may extend their deadlines till after the course. Each lecturer will inform you at the beginning of their course when the submission date is.

3. Late Submissions.

Assignments that are handed in late risk penalisation or non-acceptance. Assignments that are handed in late can be penalised by up to 5 marks per day up to a maximum of 30 marks. Lecturers have discretion to refuse assignments that are more than 3 weeks late unless special circumstances prevail. The Department accepts mitigating circumstances such as illness, etc, if supported by medical evidence (doctor's report, etc).

4. Cover page for assignments.

The Department has a template which can be downloaded here from the Division's homepage, in the RESOURCES page. This enables you to confirm that your work is original and not plagiarised.

5. Plagiarism

The etymology of “Plagiarism” comes from the Greek word ‘play(g)ion’ which means ‘kidnapping’ (which itself means ‘stealing a child’). To plagiarise therefore means to obtain advantage by taking something that is not your own production and was produced by someone else. In the field of academia this means presenting texts or material produced/written by others as your own work. You cannot just copy a text produced by someone else and present it as your own. You **must** indicate your sources (see section on Referencing). Ideally, present arguments in your own words and quote sparingly when it is absolutely necessary. The university checks your texts/submissions for plagiarism and, if detected, you risk serious sanctions. The following is an extract from university regulations (available from the university website):

“41. (1) Cases of alleged plagiarism in work submitted for study-units to which less than 8 credits are assigned shall be investigated by a Faculty Assessment Disciplinary Board, composed of the Dean of the Faculty or his delegate, the Head of Department and the lecturer responsible for the unit.

(2) When plagiarism is established to have occurred, the Faculty Assessment Disciplinary Board shall: (a) in the case of plagiarism deemed to be minor, being the student’s first offence, cancel the result of the assessment or of the relevant assessment component if applicable, and award a mark of 0; and (b) in the case of plagiarism deemed to be major, or if minor, being the student’s second or subsequent offence, refer the case to the Assessment Disciplinary Board.

(3) If plagiarism is detected after the result of a study-unit has been published or after an award has been conferred, the Assessment Disciplinary Board may direct that the result of the study-unit be annulled and/or that the award be withdrawn.”

(University Regulations)

5. Referencing

As a University student you are expected to be aware of relevant studies and literature concerning the topic of your research. You are required to engage with this body of scholarly literature in your assignments. However when you do so you are expected to properly acknowledge the source of these ideas. The primary way in which this is done is through referencing. This requires you to cite the source of your ideas within the text with the full details of the publications consulted placed at the end of your assignment in a ‘Bibliography’. In your first year we expect to you gain competency in the academic convention of quoting, referencing and the proper presentation of a bibliography.

As you will soon realise there are a number of academic styles of referencing. In the Division of Anthropology we use the Harvard system. For details on how to reference appropriately in the Harvard style please consult the following step by step guide produced by the University of Queensland Library, familiarise yourself with it and consult it in writing your assignments:

http://www.library.uq.edu.au/training/citation/harvard_6.pdf

Remember a mastery of referencing and the capacity to write a proper bibliography are important criteria for evaluating your progress as a university student.

6. Electronic and Hard Copy Assignments

You will have to submit both a hard copy (paper) and an electronic version of your assignment. The electronic copy has to be submitted through 'Turn It In' via the VLE webpage for the unit.

To access your VLE go to the University of Malta homepage www.um.edu.mt; on the top right hand corner under 'Quicklinks' select the option 'Virtual Learning Environment'; once the page finishes loading click on the 'Login' button at the top right hand corner of the page and input your webmail username and your password in order to access VLE. Once the page finishes loading you will be able to access the units you are currently enrolled in. When an assignment question is issued you will have the option to either upload a document file or else copy and paste the text of your assignment once you select the assignment question.

The purpose of the electronic submission of assignments is to ensure that essays and assignments are not plagiarized.

You are expected to submit both hard and electronic copies by the submission date/s specified. The electronic copy is date/time marked- i.e. it will inform the lecturer concerned when the essay was submitted. If both versions are not submitted, your essay will not be marked.

6. Consultation Hours

Please check the Notice Board for the Consultation Hours for the various members of staff.