



BUSINESS SCHOOL
Te Kura Pakihi

MART 462 Advance Marketing Analysis

COURSE OUTLINE

Semester One, 2019

Contents

The University of Otago’s Graduate Profile.....	1
Paper Description and Aims.....	2
Learning Outcomes.....	2
Teaching Staff.....	2
Course Delivery.....	3
Expectations and Workload.....	4
Course Learning Resources.....	4
Blackboard.....	4
Student Webmail.....	5
Assessment.....	5
Assessment Format.....	5
Quality Assurance.....	6
Learning Outcomes.....	7
Grading System.....	7
Course Calendar.....	9
Student Learning Support and Information.....	11
Student Charter.....	11
Guidelines for Learning at Otago.....	11
Student Learning Centre.....	11
Library Support.....	11
Māori Student Support.....	11
Pacific Islands’ Student Academic Advisor.....	11
Equity Advisor.....	12
Student Feedback.....	12
Class Representatives.....	12
Concerns about the Course.....	12
Disclaimer.....	13
Policy on Student Internal Assessment.....	14
Policy for Special Consideration in Final Exams.....	15

The University of Otago's Graduate Profile

All graduates of the University of Otago are expected to have the graduate profile in the box below. Not all of that profile is expected to be included in any one paper. This paper will focus on the *italicized* items.

Graduate attributes

All University of Otago graduates will possess a deep, coherent and extensive knowledge of at least one discipline, coupled with knowledge of the fundamental contribution of research to that discipline. In addition, all Otago graduates will possess, to varying degrees, the following sets of attributes:

These attributes involve substantial affective elements:

Global perspective

Appreciation of global perspectives in the chosen discipline(s) and the nature of global citizenship

Interdisciplinary perspective

Commitment to intellectual openness and curiosity, and the awareness of the limits of current knowledge and of the links amongst disciplines

Lifelong learning

Commitment to the on-going acquisition of new knowledge and new skills, and an ability to apply these to an ever-changing environment

Scholarship

Commitment to the fundamental importance of the acquisition and development of knowledge and understanding

These attributes include those most often sought by employers:

Communication

Ability to communicate information, arguments and analyses effectively, both orally and in writing

Critical thinking

Ability to analyse issues logically, to challenge conventional assumptions, to consider different options and viewpoints, make informed decisions and act with flexibility, adaptability and creativity

Cultural understanding

Knowledge and appreciation of biculturalism within the framework of the Treaty of Waitangi; knowledge and appreciation of multiculturalism; and an ability to apply such knowledge in a culturally appropriate manner.

Ethics

Knowledge of ethics and ethical standards and an ability to apply these with a sense of responsibility within the workplace and community

Environmental literacy

Basic understanding of the principles that govern natural systems, the effects of human activity on these systems, and the cultures and economies that interact with those systems

Information literacy

Ability to apply specific skills in acquiring, organising, analysing, evaluating and presenting information, in particular recognising the increasing prominence of digital-based activity

Research

Ability to conduct research by recognising when information is needed, and locating, retrieving, evaluating and using it effectively

Self-motivation

Capacity for self-directed activity and the ability to work independently

Teamwork

Ability to work effectively as both a team leader and a team member

Paper Description and Aims

This paper deals with the applications of quantitative research methods to marketing problems. It will develop applied skills in research design and analysis. The purpose of this course is to provide an introduction to market analysis; a process that involves problem identification and formulation, research design, data collection, data analysis and interpretation and the reporting of results.

Learning Outcomes

MART 462 builds on and expands the breadth and depth of the material covered in introductory market analysis courses (e.g. MART 212). MART 462 focuses strongly on data analysis and interpretation and the reporting of results.

MART 462 is designed around a research project: You will learn about a number of analysis techniques and use this knowledge to specify a research problem/questions, design a questionnaire and collect appropriate data. You will then conduct the statistical analysis and present results in a meaningful way. It is expected that you work on the project throughout the semester.

Several learning outcomes have guided the development of this course. Upon completion of this course you will have developed:

1. The skills to identify appropriate analysis techniques that help you with a specific marketing problem
2. The skills necessary to apply statistical analysis techniques to marketing research data
3. The ability to communicate statistical results in a managerially useful way

In summary, you'll have two goal areas:

1. To master performing some essential analysis techniques yourself, like basic statistical techniques, factor analysis, cluster analysis and regression. This is the *analysis* part.
2. Be able to examine a research problem area and then critique, compare and contrast the inferences and outcomes following from alternative analysis approaches, state the strengths and limitations, important requirements, assumptions, key statistics (and their typical critical levels) of each technique. This is the *synthesis* part.

Teaching Staff

Paper Coordinator & Lecturer

Name: Dr. Alexandra Ganglmair-Wooliscroft
Office: OBS 4.31
Email: alexandra.ganglmair@otago.ac.nz
Office Hours: TBA

All requests for late submissions of assignments should be addressed to the programme directors.

Associate Professor Leah Watkins (MMart programme director)

Email: leah.watkins@otago.ac.nz

Associate Professor Lisa McNeill (Honours, PGDip programme director)

Email: lisa.mcneill@otago.ac.nz

Expectations for Staff Response Time to Email Enquiries – 9am to 5pm, Monday to Friday, email response will generally be within 48 hours. Please be aware that staff are not available to respond to emails between 5pm Friday and 9am Monday.

Course Delivery

Lecture Day/Time: **Monday 10:00-12:00pm**

Room: OBS 4.26

Every week students must attend **one 2-hour (110 minute)** seminar (please see detailed seminar schedule).

Seminars will introduce you to research techniques that are suited to address a particular marketing problem. You'll become familiar with academic as well as managerial interpretations of the outcomes. Seminars are supported by readings.

Seminars provide the opportunity to work on and discuss progress of the semester project (see course schedule for details),

MART 462 uses **IBM SPSS** to analyse data and interpret subsequent outputs. SPSS is available as part of Student Desktop and alternative ways of accessing the program will be discussed in the first seminar.

It is your responsibility to familiarize yourself with analysing basic data using SPSS – references to self-paced learning material is provided below. Some basic features of SPSS will be discussed in the first two seminars, but it is strongly recommended that you start early and budget additional time to familiarize with the basics.

This course does not include formal Computer Labs, but SPSS exercises will be provided for some analysis techniques. Please also refer to Blackboard for updates. **NB: new material may be introduced in practical handouts.**

Course Calendar The course calendar (in this outline) details scheduling information. Note that this calendar may change as the course proceeds. Any changes will be announced at lectures and be detailed on Blackboard.

Students are expected to prepare for and attend all classes to gain full benefit from the course

These activities should be prepared for by reviewing information detailed on Blackboard and completing any assigned readings. Students unable to attend a lecture are expected to catch up on missed material. Unless stated otherwise, all aspects of the course are examinable.

Expectations and Workload

MART462 is a 20 point paper. As a general guide, 1 point represents study in formal instruction or independent study for 10 hours, made up of a combination of lectures, laboratories, tutorials assignments and readings. As a result you should anticipate spending approximately 200 hours on this subject over the duration of the semester.

Course Learning Resources

This course makes extensive use of Blackboard with Seminar Handouts posted prior to every class. These will provide the foundations for the covered material. Recommended Textbooks (detailed below) provide information about basic statistical analysis techniques (a prerequisite for this course) as well as detailed information about multivariate data analysis techniques.

Recommended Textbooks:

Please note: It is your responsibility to be familiar with basic statistics (as taught in an introductory course) and basic features of SPSS. To refresh your basic statistics knowledge, please refer to an introductory textbook, for example:

Joseph E. Hair, Jr., Mary Wolfinbarger Celsi, David J. Ortinau and Robert P. Bush. (3rd Edition, 2013), *Essentials of Marketing Research*, McGraw-Hill: New York.

There are a number of SPSS help books available – you are welcome to use any book that suits your needs and learning styles. (Other sources will be discussed in the first two seminars).

Coakes, S. J., Steed, L., & Ong, C. (2009). *SPSS: analysis without anguish*. Milton: Wiley. ISBN: 978 0 470 81779 7.

- or any other available SPSS guide

Please note:

Hair et al.'s *Multivariate Data Analysis* provides the foundations for this course. You are expected to have access to the textbook (private or library copies) and are strongly encouraged to read relevant chapters prior to the seminar session. You can choose any edition, starting from edition 5, of this book.

Hair, J. F., Jr., Black, W. C., Babin, B. J., & Anderson, R. E. (2010). *Multivariate Data Analysis: A Global Perspective*. Upper Saddle River, New Jersey: Pearson. ISBN-13: 978-0-13-515309-3.

Blackboard

Blackboard <https://blackboard.otago.ac.nz/> provides you with access to course materials, class notices, and resources. Blackboard is used to email the whole class so it is important that you check your student email and *Blackboard* regularly.

Student Webmail

IMPORTANT - DO THIS NOW:

Forward your University email address to an email address that you use regularly as follows:

1. [Log into your StudentMail account](#) using your student username and password
2. Click **Cog button (top right corner) > Options**
3. Under **Account**, select the **Forward your email** shortcut under the **Short Cuts** menu on the right side of the screen.
4. Under the Forwarding heading, type in the email address you want your email to be forwarded to. You can also choose to have a copy of these emails kept on your StudentMail account, so please check the box if you would like this.
5. Click the **Start forwarding** button.

Assessment

All material presented is examinable (except where stated otherwise) by assignments and the final examination. All-important assessment information such as due dates and times, content, guidelines and so on will be discussed at lectures and, where appropriate, detailed on Blackboard. *Students are responsible for ensuring that they are aware of this information, keeping track of their own progress, and catching up on any missed classes.*

Assessment	Due date	% of final grade	Requirements to pass this paper
In class test 1	Mo 25 th March	20%	Students MUST complete ALL pieces of assessment AND achieve an overall mark of at least 50%.
In class test 2	Mo 29 th April	20%	
Project Presentation (in pairs/groups)	Mo 27 th May	10%	
Written Project (individual)	Fr 31 st May, 5.00 p.m.	50%	

Assessment Format

In class test 1 & test 2 (20 % each): individual

These are short (40 minute) tests that require you to interpret SPSS output (provided) and answer a short answer question.

Project Presentation (10 %): in pairs / groups – depending on class size (TBA in Introductory Seminar during 1st week of class)

You are required to give a professional presentation of your project results. The focus is on providing managerially useful results.

Written Project (50%): individual

Part 1 (80% of the project grade): You are required to hand in a professional written report of your research project. The report has to be managerially useful while providing sufficient statistical details to have confidence in the presented results.

Part 2 (20% of the project grade): You are required to recount and critically reflect your project experience. Part 2 will consist of a log-book detailing your engagement with the project throughout the semester and a reflection on the experience.

Please note *:

- detailed information about the project will be provided in week one of the course & complemented throughout the semester – (informal / verbal) progress updates from students are required (see course schedule) at various times during the semester.
- **This project includes the preparation of (part of) a questionnaire and empirical data collection. Students have to hand in all components on time (questionnaire, collected data & final report) for their Written Student Project to be marked.**

Assignment Submission Procedure (optional)

Submission through TurnItIn

<https://help.otago.ac.nz/blackboard/assessing-your-students/turnitin/turnitin-for-students/>

Late Assignments

Please refer to the policy at the back of this course outline.

Referencing Style and Style Guide

Style guides are available on the University Library website:

<http://www.otago.ac.nz/library/quicklinks/citation/index.html>

Maori Language Policy

The University of Otago has a Māori Language Policy which promotes the use of te reo Māori by staff and students. For more detail about this policy and its procedures, go to:

<http://www.otago.ac.nz/administration/policies/otago0003239>

Commerce students who intend to present an assessment or examination in te reo Māori must write to (Manager of Student Administration, Academic Services: student.admin@otago.ac.nz), who will then inform the Head of Department (HoD). This must be done at the beginning of the paper (within the first three weeks of the semester) to allow sufficient time for suitable arrangements to be made for marking, including translation and external assessment (if necessary).

Quality Assurance

At the Otago Business School we monitor the quality of student learning and your learning experience. Your assessed work may be used for assurance of learning processes, such as evaluating the level of achievement of learning outcomes, with the aim of improving the quality of our programmes. All material used for quality assurance purposes will be treated as confidential and the outcome will not affect your grades.

Learning Outcomes

Learning Outcome	In-class Test 1	In-class Test 2	Presentation	Semester Project	Total
1. The skills to identify appropriate analysis techniques that help you with a specific marketing problem			x	x	x
2. Some of the skills necessary to analyse and interpret market intelligence: - basic statistics & cluster analysis	x		x	x	x
- factor analysis, multiple regression analysis		x	x	x	x
3. The ability to communicate statistical results in a managerially useful way			x	x	
4. Be able to examine a research problem area and then critique, compare and contrast the inferences and outcomes following from alternative analysis approaches, state the strengths and limitations, important requirements, assumptions, key statistics (and their typical critical levels) of each technique.	x	x	x	x	x
Total	20%	20%	10%	50%	100%

Grading System

The grading scheme used at Otago is:

A+	90-100	C+	60-64
A	85-89	C	55-59
A-	80-84	C-	50-54
B+	75-79	D	40-49
B	70-74	E	<40
B-	65-69		

Academic Integrity

Students should ensure that all submitted work is their own. Plagiarism is a form of academic misconduct (cheating). It is defined as copying or paraphrasing another's work and presenting it as one's own. Any student found responsible for academic misconduct in any piece of work submitted for assessment shall be subject to the University's dishonest practice regulations, which may result in serious penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the

paper, or in extreme cases, exclusion from the University. The University of Otago reserves the right to use plagiarism detection tools.

Students are advised to inform themselves about University policies concerning dishonest practice and take up opportunities to improve their academic and information literacy. If necessary, seek advice from academic staff, or the Student Learning Centre. The guideline for students is available at this link: <http://www.otago.ac.nz/study/academicintegrity/index.html>

Further information about the Academic Integrity Policy, the Student Academic Misconduct Procedures and the Academic Integrity can be found through the links below. The Academic Integrity website in particular has a number of useful links and suggestions as to where students can get help with referencing issues.

<http://www.otago.ac.nz/administration/policies/otago116838.html>

<http://www.otago.ac.nz/administration/policies/otago116850.html>

DRAFT

Course Calendar

Lecture/ Tutorial	Seminar Date	Topic	Required for Semester Project
1	Monday, 25 Feb	Course Intro; Review of Basic Statistical Techniques & SPSS (ANOVA, χ^2 , t test, correlation, ...) <u>Semester Project:</u> Introduction	
2	Monday, 4 March	Review of Basic Statistical Techniques & SPSS II - <i>SPSS exercises of basic statistical techniques</i> <u>Semester Project:</u> Topic; Finalizing Working Pairs/Groups; Research Areas	<u>Semester Project:</u> Final Working Pairs / Groups; Research Areas
3	Monday, 11 March	Cluster Analysis <u>Semester Project:</u> Finalizing Topic / Designing a Questionnaire	
4	Monday, 18 March	Cluster Analysis contd. - <i>SPSS exercises: Cluster Analysis</i> <u>Semester Project:</u> Designing a Questionnaire (contd)	
5	Monday, 25 March	In-class TEST 1: 40 minutes Factor Analysis: <u>Semester Project:</u> Hand-in Questionnaire Component	<u>Semester Project:</u> Hand-in Questionnaire Component
6	Monday, 1 April	Factor Analysis contd. - <i>SPSS exercises: Factor Analysis</i> <u>Semester Project:</u> Distribution of Questionnaires & Data collection start	<u>Semester Project:</u> <i>Sanna distributes final questionnaire to students</i>
7	Monday, 8 April	Simple Linear Regression; Multiple Regression Analysis <u>Semester Project:</u> Data collection contd. – Submit collected data Friday 12 th April	<u>Semester Project:</u> Collected data to be submitted, Friday, 12 th April
8	15 April	Multiple Regression contd: - <i>SPSS exercises: Multiple Regression</i> <u>Semester Project:</u> Dissemination of Data	<u>Semester Project:</u> <i>Sanna will distribute collated data to students</i>

MART 462 Advanced Marketing Analysis

		Analysis Plan (choosing appropriate variables for Cluster and Factor Analysis)	
Mid Semester Break 22-26 April			
9	Monday, 29 April	In-class TEST 2: 40 Minutes Multivariate Analysis – Recap & Questions	
10	Monday, 6 May	<u>Semester Project:</u> Analysis Plan (choosing appropriate variables for Regression and Exploratory (Bivariate) Tests)	
11	Monday, 13 May	<u>Semester Project:</u> Data Analysis; re-cap Analysis Techniques	<u>Semester Project:</u> Individual Meetings with Sanna to discuss progress
12	Monday, 20 May	Machine Learning and Artificial Intelligence: some things that marketers need to know (Guest Lecture: Dr. John Williams)	
13	Monday, 27 May	<u>Semester Project:</u> Presentations <u>Semester Project Written Reports:</u> submitted via Blackboard; Friday 31 st May, 5.00 p.m.	

* First week of Semester 1 is ACADEMIC WEEK 9

Lectures end Friday 31 May

University Exam Period First Semester Begins Wednesday 5 June

Ends Wednesday 19 June

Student Learning Support and Information

Student Charter

<http://www.otago.ac.nz/about/otago005275.html>

Guidelines for Learning at Otago

<http://hedc.otago.ac.nz/hedc/wp-content/uploads/2012/12/Guidelines-for-Learning.pdf>

<http://hedc.otago.ac.nz/hedc/learning/>

Student Learning Centre

The Student Learning Centre, which is part of the Higher Education Development Centre, provides learning support, free of charge, to ALL enrolled students. Their services include:

- a workshop programme designed to help students to improve their learning strategies and their generic skills;
- individual assistance with learning issues;
- on-line study skills advice;
- a student leadership programme
- a student-led peer support programme for students of all ages and backgrounds.
- conversational English groups for students from a non-English speaking background

The Centre also provides two very helpful study guides, "Guidelines for Writing and Editing" and "Writing University Assignments" and these are available on the SLC website.

<http://slc.otago.ac.nz/>

Library Support

The Library website <http://www.otago.ac.nz/library> provides access to resources and services, including group room bookings, library hours and locations, past exam papers, subject guides, article databases and more.

If you need assistance either check out the self-help guides <http://otago.libguides.com/selfhelp>, or ask Library staff at the ground floor service desks, or email ask.library@otago.ac.nz

Māori Student Support

Kaiārahi Māori

Contact Rachel Sizemore

Email: kaiarahi.obs@otago.ac.nz

Their role is to help link Māori students with the various support networks throughout the university and the community.

Pacific Islands' Student Academic Advisor

Warm Pacific Greetings

Talofa lava, my name is Esmay Eteuati and my role is to liaise with Academic Departments and Student Services relating to Pacific students' and their course of study. I support both staff and students in the Business School and have a network of Pacific contacts in other Divisions around the University.

Email: esmay.eteuati@otago.ac.nz

Tel: 479 4756

Marketing Department support person for Maori/Pacific Island students is Kirsten Robertson.

Contact Kirsten at the following:

Email: kirsten.robertson@otago.ac.nz

Tel: 479 8451

Equity Advisor

Students are encouraged to seek support if they are having difficulty with their studies due to disability, temporary or permanent impairment, injury or chronic illness. It is important to seek help early, through one of the contacts below:

Mathew Parackal

Email: mathew.parackal@otago.ac.nz

Tel: 479 7696

Student Feedback

We encourage your feedback. This can be in the form of contacting staff, participating in course evaluation surveys and communicating with class representatives. Continual improvements will be made to this course based in part on student feedback.

Class Representatives

The class (or student) representative system is an avenue for encouraging communication and consultation between staff and students. It provides you with a vehicle for communicating your views on the teaching and delivery of the paper and provides staff with an opportunity to communicate information and gain constructive feedback from students. It contributes to the development of a sense of community within a department and it adds a further dimension to the range of support services offered to students.

Volunteers for the role of class representatives will be called early in the semester. The OUSA invites all class representatives to a training session, conducted by OUSA, about what it means to be a class representative and some of the possible procedures for dealing with issues that arise. They also provide information on the services that OUSA offers and the role OUSA can play in solving problems that may occur. The OUSA provides support to class representatives during the semester. Departmental staff will also meet with class representatives during the semester to discuss general issues or matters they wish to have considered.

Your class representative's name and contact details will be posted on Blackboard early in the semester.

Concerns about the Course

We hope you will feel comfortable coming to talk to us if you have a concern about the course. The Course Co-ordinator will be happy to discuss any concerns you may have. Alternatively, you can report your concerns to the Class Representative who will follow up with departmental staff. If, after making approaches via these channels, you do not feel that your concerns have been addressed,

there are University channels that may aid resolution. For further advice or more information on these, contact the departmental administrator or head of department.

Disclaimer

While every effort is made to ensure that the information contained in this document is accurate, it is subject to change. Changes will be notified in class and via Blackboard. Students are encouraged to check Blackboard regularly. It is the student's responsibility to be informed.

DRAFT

UNIVERSITY OF OTAGO
Policy on Student Internal Assessment

The purpose of this document is to have a consistent policy throughout the department as well as to develop students' time management skills. It reflects usual practices in the business world in which neither success (here: grades) nor deadlines are negotiable.

1. **Dissemination of Grades** – Regarding internal assessment, the numerical marks will be returned to students via eVision no later than two weeks after the assessment has been submitted. All students are requested to check their marks as they appear on eVision. Any discrepancies should be reported to the course administrator as soon as possible.
2. **Late Assignments** – Assignments received up to 24 hours after the deadline will have 10 marks deducted from the available grade for the piece of assessment (i.e. a 78% becomes a 68%). Assignments received between 24 - 48 hours after the deadline will have 20 marks deducted from the available grade. Assignments received 48 hours after the deadline will not be marked and there will be no grade given.
If you are required to submit both an electronic and hardcopy of your assignment both need to be submitted on time. If only one of the versions of your assignment (i.e., hardcopy or electronic) is submitted on time and the other version is submitted late then you will receive half of the penalty associated with the respective late submission.

3. **Extensions** – Extensions will be granted only in exceptional circumstances (eg. illness with supporting medical documentary evidence stating nature and length of impairment, family emergency, provincial or national representative activities) by the appropriate paper administrator.

If the assignment or internal assessment tests count significantly towards the final result then a formal medical certificate is required. As a guideline, an internal assessment component which counts for 20% of the final result would be considered significant.

Lecturers are **not** authorised to give extensions. **Only** the programme leaders should be approached for extensions. Leah Watkins and Lisa McNeill are the programme leaders for this course

Computer problems do not constitute an exceptional circumstance unless it is an officially notified failure of university equipment.

4. **Academic Misconduct** – "Academic misconduct is seeking to gain for yourself, or assisting another person to gain, an academic advantage by deception or other unfair means. The most common form of academic misconduct is plagiarism." Plagiarism is the dishonest use of someone else's words, facts or ideas, without proper acknowledgement. Most students will include other people's ideas and information in their work and assignments - such material may be either quoted or digested and used by students. In either case, acknowledgement is essential.
For further information please refer to <http://www.otago.ac.nz/study/academicintegrity/index.html>.
5. **Problems with group work** – Where group work is set and a group is experiencing difficulties, the students should approach their tutor to try to resolve these differences. The tutor will counsel the group, or individuals from the group, on the procedures open to them to resolve group problems (the problem should be raised prior to the work being completed or handed in).

The procedure to be followed is:

- i) students should try to resolve the problems within the group without outside assistance.
- ii) students should meet with their tutor to endeavor to resolve outstanding issues.
- iii) the tutor will arrange for students to meet with the paper administrator who will endeavor to resolve the situation.

This procedure **MUST** be completed to step iii) before the assignment is submitted for grading. Where there are still unresolved difficulties, step iv) will be implemented.

- iv) students will complete a 'Peer Assessment' form available from the appropriate paper administrator (which must be submitted to the tutor or paper administrator before any grades are released).

Paper administrators reserve the right to require all students to complete peer assessment forms at any time during and/or after submission of an assessed group project. Should there be differences in the peer assessment forms, the student(s) will be required to either submit in writing to, or meet with a group comprised of their paper administrator and lecturer(s) and others (as deemed appropriate) to provide an explanation for the discrepancy. A differential allocation of grade may result from this process.

UNIVERSITY OF OTAGO
Policy for Special Consideration in Final Exams

****** All applications for special consideration must be dealt with through the examinations office not the department ******

The Special Consideration provisions apply only to final examinations and only where it is clearly documented that a candidate has been prevented from taking an examination through illness or other exceptional circumstances beyond his or her control; or has been seriously impaired by illness or other exceptional circumstances beyond his or her control at the time of, or in the 14 day period immediately prior to the examination itself. Where students have been affected by illness or other exceptional circumstances during the teaching period, they are expected to have informed Heads of Departments directly at the time (not individual lecturers or tutors).

Process

You need to make an application through your eVision student portal. For further information please see <https://www.otago.ac.nz/study/exams/otago062916.html>

No special arrangements can be made for candidates who fail to attend examinations at the correct time.

Deadline:

Five calendar days from the date of the last examination for which you are making an application for Special Consideration.

Please Note:

Applications cannot be accepted without supporting documentation such as a medical certificate.

Absences

1. A student may be offered an aegrotat pass providing:
 - (a) their grade for internal assessment is C+ or better and
 - (b) the internal grade they have achieved has contained a significant element of individual work as opposed to group assignments (25% of the total grade for the paper).
2. All other cases will be offered a special examination.
3. In some cases that qualify for an aegrotat, it may be relevant to offer the student the choice of an aegrotat or a special examination. For example aegrotats at any stage of the course can have a detrimental effect on a student's ability to qualify for scholarships.
4. Special examinations for Semester One 2019 will be held on (date to be arranged), in the week prior to Semester Two commencement.
Special examinations for Semester Two 2019 will be held on (date to be arranged), two weeks after cessation of official examination period.

Impaired Performance

1. If the student has no internal assessment there will be no adjustment to the exam mark and only an optional special will be offered.
2. If the student has internal assessment the examination mark may be adjusted by taking account of the discrepancy between the examination and internal marks, with particular attention to individual work for the student in comparison to that for the whole class.
3. In all other circumstances the student will be offered the choice of accepting this mark or sitting a special examination.
4. Once a student accepts to take a special examination the original examination mark is nullified and the result of the special examination replaces the original mark, even if it is lower. Any absence or impairment for the special examination must be covered using the same regulations as apply for normal university examinations.