



BUSINESS SCHOOL
Te Kura Pakihi

MART 306 Innovation and New Product Development

COURSE OUTLINE

Semester One, 2019

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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

The theory and practice of market-led innovation and new product development from idea generation through to the product launch and post-launch evaluation.

Semester Two

0.15 EFTS

18 points

Prerequisites: Two of (MART201, 202, 203) or two of (MART 201, 210, 211, 212)

Restrictions:

Learning Outcomes

Innovation and new product development are critical to the success of organisations and nations alike. In increasingly dynamic environments, being first to market with innovative goods or services is essential. The interplay between creative, market and technical requirements is an extremely complex process whether the innovation is new to the world or an incremental development of existing products. Specific outcomes of this course are:

- develop familiarity with models of innovation and the marketing and technology interface
- understand the importance of new product development to firm performance
- learn methods of generating, evaluating and testing product ideas
- identify relevant components and plan a product launch
- learn methods of evaluating and monitoring the success of a launch

Teaching Staff

Lecturer

Name: Associate Professor Lisa McNeill
Office: OBS 4.39
Email: lisa.mcneill@otago.ac.nz
Office Hours: Please refer to Blackboard

Lecturer /Paper Coordinator

Name: Dr. Damien Mather
Office: OBS 4.38
Email: damien.mather@otago.ac.nz
Office Hours: Please refer to Blackboard

You should contact Damien Mather with any administrative enquiries about the paper, e.g. tutorial changes, or requests for late submission of assignments.

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: **Thursday 1:00pm-2:50pm**

Room: TBA

TUTORIALS	DAY	TIME	LOCATION
TT1	Monday	09:00-09:50	TBA
TT2	Monday	11:00-11:50	TBA
TT3	Wednesday	11:00-11:50	TBA
TT4	Wednesday	14:00-14:50	TBA

Every week students must attend **one 110 minute lecture** and participate in **one tutorial (50 minutes)** when scheduled.

Lectures present the key conceptual material through discussion and interaction between teaching staff and students. Lectures are supported by readings.

Tutorials are interactive, collaborative sessions in which students attempt to cement concepts presented at lectures with their peers in a supportive environment.

Course Calendar The course calendar (in this outline and online on Blackboard) details semester dates, lecture topics, labs, tutorials and assessment related scheduling information. Note that this calendar may change as the course proceeds. Any changes will be announced at lectures and 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

MART 306 is an 18 point paper. The University guidelines suggest *students can expect to spend about two hours working per week, per three points, for a single semester paper*. You should anticipate spending an average of 12 hours per week on this subject

Course Learning Resources

Textbook: Crawford, C.M. and DiBenedetto, A. (2015). *New Products Management*, 11th edition Boston: Irwin/McGraw-Hill Series in Marketing.

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	Value	Due
Mid-term test (1 hour)	20%	4th April 1pm (in class)
Group Project comprised of: 1. Oral presentation (group assessment) 2. Report (group assessment)	10% 20%	Week Beginning 13th May
Examination 2 hour	50%	To be advised
Total	100%	

Assessment Format

Assessment 1: Mid-Term Test

Date: Thursday 4th April 1pm (in class)

Value: This test is worth **20%** of the final grade of the course

Objective: The objective of this terms test is to assess your understanding of material covered in lectures to date. The test will take one hour and will be comprised of short answer and multi-choice questions.

Assessment 2: Group Project

Dates:

Group presentations will be held the week beginning **13th May**. Reports are to be handed in when your group presents. Power point slides are to be emailed to: damien.mather@otago.ac.nz before your presentation.

The entire project contributes **30%** to your final grade for the course. You are required to form groups of 4-5 people (they need not be from your tutorial group) for the group project. It is **YOUR** responsibility to get yourself into a group. We suggest you do this as soon as possible, i.e. within the first weeks of the course. **DO NOT** leave joining a group to the last minute.

The Scenario:

Your organization has requested your new product development team to investigate consumer or industrial unmet needs in a market of your choosing. You are asked to develop a new product to advanced concept in order to take advantage of an identified opportunity, develop a launch strategy and market plan for this product (or service), including details of how you would carry out concept development and testing, and including a preliminary financial assessment. You have the semester to put the plan in place.

What we will be looking for in the project:

The project is a practical and applied example of your understanding of the techniques presented in lectures, workshops and the textbook. Although there is no physical product being produced, we will be assessing the feasibility and relevance of the product and marketing plan. We will be assessing you on your justification, conviction and compelling argument.

Outputs for this project are:

- A. A report on your group project** (1½ line spacing, Times Roman 12 pt font, maximum 7000 words. This is worth 20%.

The Table of Contents should include page numbers and sub headings where appropriate. Your report must not exceed 7,000 words. Please refer to your text book *New Products Management*, Crawford, M. and A. Di Benedetto for further information, the page numbers/chapters below refer to the 11th edition. Please add a completed coversheet to your report (this will be available on Blackboard)

This is a suggested format that may guide you in your preparation

1. **Executive Summary** (about 1 page)
2. **Introduction/Company Profile** (about 1 page)
3. **Product Innovation Charter** (1 -2 pages) see page 70-87. The perceived new products policy (product innovation charter) of the identified company
4. **Market and Trend Analysis** (about 1-2 pages)
5. **Market Opportunity Identification** (about 1/2 - 1 page)
6. **Idea Generation** (about 2 pages) see chapters 5 -7.
 - detail the 3 - 4 idea generation techniques you used
 - generate lots of ideas
7. **Product Concept Development** (about 2 pages) see Chapter 8-9.
 - develop 5 concept statements

8. **Full screen** (about 1 page) see chapter 10
 - apply this technique to select the best product concept to develop
9. **Sales Forecasting/Financial Analysis** (about 1- 2 pages) see chapter 11
10. **Product Protocol** (about 2 -3 pages) see chapter 12
11. **Product Launch Planning** (about 1 page)

B. A presentation **not longer than 10 minutes**, of the product concept in the week beginning **2nd October**. If power point slides are to be used, then you should email your presentation to Damien Mather the night before your presentation so that your slides are pre-loaded onto the computer. Alternative visual material may be used instead. You will be scheduled into a 15 minute slot; the extra time is for us to ask you questions and discuss your concept. **Maximum points are given to those groups who speak without notes, are enthusiastic and can successfully communicate their ideas. This is worth 10%.**

The criteria that will be used in marking the group project are:

Introduction and PIC		
Well defined, appropriate	A B C D E	Ill-defined, inappropriate
Market and trend analysis		
Well defined, appropriate, justified	A B C D E	Poorly defined, not supported by relevant evidence
Market opportunity identification		
Well defined, realistic	A B C D E	Poorly defined, unrealistic
Idea generation techniques		
Strong evidence of appropriate methods	A B C D E	Sparse or irrelevant evidence of methods used
Product concept development		
Well done	A B C D E	Lacking
Screening concepts		
Appropriate, relevant	A B C D E	Inappropriate, irrelevant
Sales forecasting and financial analysis		
Realistic, comprehensive	A B C D E	Unrealistic, lacking
Development of product protocol		
Appropriate, comprehensive	A B C D E	Inappropriate, lacking

Product launch planning		
Realistic, appropriate	A B C D E	Unrealistic, inappropriate
Overall: Sufficient explanation		
Good basis for reliable decision	A B C D E	Inadequate basis for reliable decision
Overall: Structure and presentation		
Spelling and structure of the project clear, excellent presentation	A B C D E	Unstructured and full of grammatical errors, poor presentation
Overall Grade		

Assignment Submission Procedure

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

For this paper the referencing style is APA. Style guides are also available on the University Library website: <http://www.library.otago.ac.nz/research/citation.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	Terms Test	Oral Presentation	Group Report	Exam
<ul style="list-style-type: none"> develop familiarity with models of innovation and the marketing and technology interface 	*	*	*	*
<ul style="list-style-type: none"> understand the importance of new product development to firm performance 	*	*	*	*
<ul style="list-style-type: none"> learn methods of generating, evaluating and testing product ideas 	*	*	*	*
<ul style="list-style-type: none"> identify relevant components and plan a product launch 		*	*	*
<ul style="list-style-type: none"> learn methods of evaluating and monitoring the success of a launch 		*	*	*

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>

Course Calendar

Changes may occur to accommodate availability of guest speakers.

Date	Week #	Lecturer	Topic
28 th Feb	9	LM	Marketing and Innovation and New Product Development: The role of innovation and new product development in organisations and society
7 March	10	LM	Innovation strategy, planning and implementation
14 March	11	LM/Greg Muir, Te Hana	Success and failure measures for industrial and consumer innovations, and new product development innovations in New Zealand
21 March	12	LM	NPD and innovation models <ul style="list-style-type: none"> - Comparison of models - Speeding up the NPD process - The use of NPD tools - Springboards for innovation
28 March	13	DM	Business and financial analysis NPD demand and forecasting estimation
4 April	14	ALL	MID-TERM TEST (1 hour)
11 April	15	LM/ Campbell Grieve, Fonterra	Generating NPD ideas <ul style="list-style-type: none"> - Listening to the customer - Idea generation techniques Evaluation and prioritisation of ideas by customer needs
18 April	16	DM/ Jonathan Chang, Samsung	Development
25 April	Mid Semester Break		
2 May	18	DM	Intellectual property – mechanisms for protection
9 May	19	DM	Product launch decisions (business to business and consumer) Post Launch evaluations
23 May	20	DM	Contingency Planning Product discontinuation Public issues in NPD
30 May	21	ALL	Review

* 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

Tutorials

Tutorials begin in the **second** week of semester. You will be allocated to a tutorial and this will be available in your eVision portal.

Tutorials offer you the opportunity to work in groups on a series of tasks designed to apply the concepts that you have been exposed to in class and from your reading, and to stimulate your interest in the course as it applies to “everyday” issues. The key feature of tutorials, as opposed to lectures and individual study, is participation of all members of the tutorial group. **Please prepare for tutorials before going to them.**

Tutorial Timetable

Tutorials have been designed to accompany the lectures and to provide practical experience.

Week beginning:	#		Topic
25th Feb	9		NO TUTORIALS
4 March	10	LM	Introduction to group project – opportunity identification
11 March	11	LM	Lateral thinking – De Bono etc
18 March	12	LM	Problem based idea generation tutorial
25 March	13	DM	Analytical attribute idea generation tutorial
1 April	14		<i>No tutorial - Student preparation for mid-term test</i>
8 April	15	DM	Concept generation, evaluation, testing tutorial
15 April	16	DM	Financial projection tutorial
Mid Semester Break			
29 April	18		<i>No tutorial - Student preparation for group work</i>
6 May	19		<i>No tutorial - Student preparation for group work</i>
13 May	20	ALL	Group presentations
20 May	21	ALL	Group presentations

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.

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.
4. Tutors and lecturers are **not** authorised to give extensions. **Only** the paper administrator should be approached (consult the course outline for the person(s) responsible).

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

5. **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>.
6. **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.