

DEPARTMENT OF
ARCHAEOLOGY
FLINDERS UNIVERSITY

ARCH 2004
AUSTRALIAN
MARITIME ARCHAEOLOGY
(6 Units)

1st SEMESTER 2007
HANDBOOK

FOR FURTHER
INFORMATION

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ARCH 2004

AUSTRALIAN MARITIME ARCHAEOLOGY

Semester 1 2007

Lecturer	Mark Staniforth (Room HUMN 277)		
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Timetable	contact time	3 hours per week	
	Tuesday	2 pm to 3 pm	1 hour lecture
	Thursday	12 pm to 2 pm	2 hour seminar
Lectures	lectures are held in North 2 lecture theatre seminars are held in SSS Lecture Theatre 102		
Assessment	Seminar participation	20%	
	Seminar summaries (10)	20%	(Due at end of each seminar)
	Essay (2500 words)	40%	(Due on Fri 27 April 2007)
	Report critique (1200 words)	20%	(Due on Fri 1 June 2007)

Overview

Australian Maritime Archaeology (ARCH 2004) introduces students to the principles, theory and practice of maritime archaeology in Australia. The topic discusses the legal, ethical, safety, logistical and cultural heritage management issues associated with Australian historic shipwrecks within the general context of Australia's maritime heritage.

Subjects covered during the lectures include shipwreck site formation processes, search, survey, recording and excavation techniques, legislation, ethical issues, maritime heritage management and maritime archaeological displays in Australian museums. Case studies include the Dutch VOC ship *Batavia*, the Royal Naval vessels *Pandora* and *Sirius* and the colonial period shipwrecks of *Rapid*, *James Matthews*, *William Salthouse* and *Sydney Cove*. SCUBA diving qualifications are not required for this topic.

Learning objectives

* to gain an understanding of the theoretical and practical approaches to maritime archaeology in Australia

* to appreciate the place and role of maritime archaeology in the interpretation of Australian maritime subcultures and culture in the wider context

* to understand some of the field skills associated with the practice of maritime archaeology in Australia

Books and Journals

Text Book

Staniforth, M. & Hyde, M. 2001. (eds.) *Maritime Archaeology in Australia: A Reader*. Southern Archaeology, Blackwood, SA.

Reference Books

Green, J. 1990. *Maritime Archaeology: A technical handbook*. Academic Press, New York.

Henderson, G. 1987. *Maritime Archaeology in Australia*. University of Western Australia Press, Nedlands, WA.

Staniforth, M. and Nash, M. (editors). 2006. *Maritime Archaeology: Australian Approaches*. Plenum Press. New York.

Books and major reports

Anderson, R. 1997. *Wrecks on the reef: A guide to the historic shipwrecks at Port Phillip Heads*. Heritage Council Victoria, Melbourne, Vic.

Anderson, R. and Cahir, A. 2003. *Surf Coast Wrecks*. Heritage Victoria, Melbourne.

Broxham, G. & Nash, M. 1998. *Tasmanian Shipwrecks. Volume 1 1797-1899*. Navarine Publishing, Woden, ACT.

Broxham, G. & Nash, M. 2000. *Tasmanian Shipwrecks. Volume 2 1900-1999*. Navarine Publishing, Woden, ACT.

Cairns, L and Henderson, G. 1995. *Unfinished Voyages: Western Australian Shipwrecks 1881-1900*. University of Western Australia Press, Nedlands, WA.

Gerritsen, R. 1994. *And their ghosts may be heard...* Fremantle Arts Centre Press, Fremantle, WA.

Gesner, P. 1991. *Pandora: an archaeological perspective*. Queensland Museum, Brisbane.

Green, J.N. 1989. *The AVOC retourschip Batavia, wrecked Western Australia, 1629. Excavation report and artefact catalogue*. British Archaeological Reports International Series No.489. Oxford.

Green, J.N. Gainsford, M. & Stanbury, M. 2003. *Department of Maritime Archaeology, Western Australian Maritime Museum: A compendium of projects, programmes and publications 1971-2003*. Special Publication No.9. Australian National Centre of Excellence for Maritime Archaeology, Fremantle, WA.

Green, J.N. Stanbury, M & Gaastra, F. (eds.) 1998. *The ANCODS Colloquium*. Special Publication No.3. Australian National Centre of Excellence for Maritime Archaeology, Fremantle, WA.

Henderson, G. 1980. *Unfinished Voyages: Western Australian Shipwrecks 1622-1850*. University of Western Australia Press, Nedlands, WA.

Henderson, G. and Henderson, K.J. 1988. *Unfinished Voyages: Western Australian Shipwrecks 1851-1880*. University of Western Australia Press, Nedlands, WA.

Henderson, G. and Stanbury, M. 1988. *The Sirius past and present*. Collins, Sydney.

Kenderdine, S. 1995. *Shipwrecks 1656-1942: A guide to historic shipwrecks of Perth*. WA Maritime Museum, Fremantle, WA.

McCarthy, M. 2000. *Iron and Steamship Archaeology: Success and Failure on the SS Xantho*. The Plenum Series in Underwater Archaeology. Kluwer/Plenum. New York.

Nash, M. 2001. *Cargo for the Colony: The wreck of the merchant ship Sydney Cove*. Navarine Publishers, Woden, ACT.

Nash, M. 2003. *The Bay Whalers: Tasmania's shore-based whaling industry*. Navarine Publishing, Woden, ACT.

Playford, P. 1996. *Carpet of Silver: The wreck of the Zuytdorp*. University of Western Australia Press, Nedlands, WA.

Prickett, N. 2002. *The Archaeology of New Zealand Shore Whaling*. Department of Conservation, Wellington.

Strachan, S. 1986. *The history and archaeology of the Sydney Cove shipwreck (1797)*. Occasional Papers in Prehistory 5, Australian National University.

Strachan, S. 2000. *Silts in the sight glass: Protectors and Raiders of the SS. City of Launceston 1863-1865*. Heritage Victoria, Melbourne, Vic.

Staniforth, M. 2003. *Material Culture and Consumer Society: Dependent Colonies in Colonial Australia*. The Plenum Series in Underwater Archaeology. Kluwer/Plenum. New York.

Proceedings of conferences and seminar papers

Jeffery, W & Amess, J. (eds). 1981. *Papers from the Second Southern Hemisphere Conference on Maritime Archaeology*. SA Department of Environment & Planning. Adelaide, SA.

McCarthy, M. (ed.) 1985. *Iron ships and steam shipwrecks: Papers from the First Australian seminar on the management of iron vessels and steam shipwrecks*. Western Australian Museum, Perth, WA.

Kenderdine, S. 1992. *Muddy Waters: Proceedings of the first conference on the submerged and terrestrial archaeology of historic shipping on the river Murray*. State Heritage Branch, Adelaide, SA.

Oceans Society of Australia. 1977. *Papers from the First Southern Hemisphere Conference on Maritime Archaeology*. Oceans Society of Australia, Melbourne, Vic.

Journals, Newsletters, Monographs and Research Bulletins

The Bulletin of the Australian Institute for Maritime Archaeology
Australian Institute for Maritime Archaeology Special Publications.

Maritime Archaeology Monographs Series (Flinders University)

The Great Circle

Memoirs of the Queensland Museum - Cultural Heritage Series. Vol. 2. No. 1. June 2000.

Queensland Museum, Brisbane, QLD.

Course Outline

All lectures will be given by Mark Staniforth unless otherwise stated.

Week 1	27 Feb	Lecture - <i>Maritime Archaeology in Australia: Introduction</i>
	1 March	Seminar - <i>A brief history of maritime archaeology in Australia: reviews and overviews</i>
Week 2	6 March	Lecture – <i>The Australian Shipbuilding project</i> (Guest speaker- Rick Bullers)
	8 March	Seminar – <i>Theoretical Approaches</i>
Week 3	13 March	Lecture – Organisations involved in Maritime Archaeology
	15 March	Seminar – <i>Artefact studies</i>
Week 4	20 March	Lecture – Regional surveys - the inventory process
	22 March	Seminar – <i>Thematic studies</i>
Week 5	27 March	Lecture – Case study - <i>Sydney Cove</i> (Guest speaker- Mike Nash, Tasmanian Parks Service)
	29 March	Seminar – <i>Individual shipwreck site case studies</i> (Guest speaker- Mike Nash, Tasmanian Parks Service)
Week 6	3 April	Lecture – The Dutch Shipwrecks program (Guest speaker- Claire Dappert)
	5 April	Seminar – <i>Shipwreck and Survivors' camps</i> (Guest speaker- Jennifer McKinnon)

6 April to 22 April **Mid-Semester break**

Week 7	24 April	Lecture – The archaeology of whaling in Australia
	26 April	Seminar – <i>Underwater Archaeology</i>

27 April – 2500 word essay due

Week 8	1 May	Lecture – The archaeology of submarines
	3 May	Seminar – <i>Nautical Archaeology</i>
Week 9	8 May	Lecture – Case Studies - HMS <i>Sirius</i> and HMS <i>Pandora</i>
	10 May	Seminar – <i>Ethical issues</i>
Week 10	15 May	Lecture – Case study - Victoria (Guest speaker- Peter Harvey, Heritage Victoria)
	17 May	Seminar – <i>Underwater Cultural Heritage Management</i> (Guest speaker- Peter Harvey, Heritage Victoria)
Week 11	22 May	Lecture – The archaeology of jetty sites
	24 May	Seminar – <i>Historic shipwrecks legislation</i>
Week 12	29 May	Lecture – The Abandoned ships project
	31 May	Seminar – <i>Maritime archaeology and maritime museums</i>

1 June – 1200 word report critique due

Week 13	5 June	Lecture – Where to from here?
	7 June	Seminar – <i>Interpretation, cultural tourism and diver education</i>

Assessment

Seminar participation (20%)

This will be based on your attendance at the lectures and seminars as well as your individual contribution to the seminars. You will be expected to voluntarily (or otherwise) contribute to the discussion during the seminar. Attendance is not compulsory but will be taken into consideration in assessing your seminar participation mark.

Seminar summary notes (20%)

This topic has a Reader that you can purchase in class or from Lis Jansson in the Archaeology Office (please note the Reader is NOT available from the bookshop) – several copies are available in the Reserve section of the Library. You will be expected to read between two and four short papers before each seminar. Students are required to bring a typed or word-processed summary of the weeks readings to the seminar each week consisting of at least 1 to 2 pages of notes or dot points. These should raise issues from the readings, highlight the main points made by each author, indicate a topic or issue that you were surprised by or thought was important. During the semester you have to hand in 10 of these summaries (each worth 2%) – these will not be graded and you will get 2% for each one that you hand in. These notes will be used as the basis for the discussion during the seminar. These notes must be handed in at the end of each seminar and extensions will not be granted.

Essay Questions (40%) Due Friday 27 April 2007

An essay of 2500 words will be due on Friday 27 April 2007. All essays must be properly referenced and may be appropriately illustrated. You will be expected to consult at least 10-12 references for an essay of this length. Choose one of the following questions:

1. What archaeological work has been done on Indigenous archaeological sites underwater in Australia? Discuss using case studies.
2. Select a maritime archaeological exhibition, display or a museum in Australia that displays maritime archaeological material and discuss the approaches taken. Does the exhibition work? Could it be displayed better?
3. What is underwater cultural heritage management? Discuss the management and protection of underwater cultural heritage in any state or territory of Australia.
4. What archaeological work has been done on aircraft sites underwater in Australia and what have we learnt from this work?
5. Choose your own question - you will need to consult with Mark Staniforth before Friday 6 April 2007 in order to gain approval for your essay question.

Report critique (20%) Due Friday 1 June 2007

You will be expected to write a critique of about 1200 words that examines either a particular shipwreck excavation or survey or a regional or thematic report conducted in Australia. Your critique should address issues including what problems are apparent with the work, how the work might have been better structured or conducted and/or how the work might be done differently today.

USING THE WEB AS A RESOURCE

The World Wide Web is a rich source of information. The Archaeology page on the Flinders University web site contains a link to many available electronic resources. The materials available here are constantly increasing in quantity and broadening in nature and scope. You are encouraged to make a **critical** use of electronic resources and to evaluate the suitability of websites for your study.

Evaluating Web Pages

Not every web page is suitable as a resource for scholarly work. The next time you find a web page that you would like to cite in an assignment, ask yourself the following questions;

- Who wrote/published the web page?
- Is the person known in the field? Are they part of a well known organisation?
- Why did they write or publish it?
- Are they trying to sell something, influence your point of view or examine issues?
- When was it last updated?
- Is the material maintained, or left on the web without alteration?
- Can the information be verified through reputable sources?
- Does the web page contain information that makes sense in terms of what you have already read on a topic? Are the basic facts correct?
- If the page is written by someone in the field, is not trying to sell you something or present only one point of view, and is up to date and factual, then it is *probably* appropriate to cite it in your assignment. If it does not satisfy any of these criteria, ask yourself if you must use the web page, or if the material could be found elsewhere.

INCLUSIVE LANGUAGE

Please note that the terms 'Indigenous', 'Indigenous Australians' and 'Indigenous people' are now gaining increasing currency as inclusive terms. Also use gender neutral language. Further guidance on the use of gender neutral language is available in the booklet entitled *How to Communicate in Gender Neutral Language* produced by the Equal Opportunity Unit of the University of South Australia. A copy has been placed on reserve in the library.

WRITTEN WORK SUBMISSION AND COLLECTION

OFFICE OPENING HOURS

The Archaeology office is normally open Monday to Friday from 9 am to 5 pm.

SUBMISSION/COLLECTION

Marking of written work will take into account the quality of expression as well as All written work for submission to Archaeology should have an Archaeology cover sheet and be placed in the essay box situated at the top of the stairs (north-west corner) of the Humanities Building, BY 4PM ON THE DUE DATE. (There is also an after-hours essay chute in the Humanities Courtyard, outside of room 133).

Written work will be returned in class. Any uncollected assignments can be picked up from Humanities room 267. If you are away when work is returned you may have work posted to you by supplying administrative staff with a stamped, self-addressed envelope. Postage will vary with the size of the assignment, but as a guide 20 A4 sheets (up to 125 g) will cost \$1 to post within Australia, from 125 g the cost is \$1.45, and over 250 g the cost is \$2.45.

PRESENTATION OF WRITTEN WORK

You should purchase a copy of the Flinders study skills handbook (*Making the Grade*) which is available from Unibooks (in the English section) on the plaza for \$26.95 less student and cash discounts. It is useful for all topics and will be a valuable resource throughout your degree. Copies of *Making the Grade* are also available on Reserve in the library.

Marking of all written work will take into account the quality of the expression as well as content. ALL written work must be typed. The paper you finally hand up should go through a careful process of editing and checking to ensure that it is free of grammatical and spelling errors. Essays with more than three errors on a page may either be returned unmarked for re-submission or will have the expression errors taken into account in the final grade.

Please consider the following points when you are preparing your assignments:

- Is the layout correct?
- Is your work clearly written using correct grammar, style, spelling, and so on?
- Is your work well organised? Have you thought about the structure of your work?
- Have all of the figures, tables and maps been included, labelled and referenced in the text correctly?
- Is your work referenced correctly (both citations in text and in bibliography)?
- Have you proof-read your work?

You should also note the following points:

- (a) Leave a *wide margin* of at least 4 cm to allow for marker's comments.
- (b) Write on *one side of the page*, and if typed, leave at least 1.5 spacing between lines. Some word processing facilities may be available for student use of campus.
- (c) Include the Archaeology title page which shows your tutor's name and seminar time as well as essay title and your name, together with other information. You must fill out the title page according to instructions. It will not be necessary to include an abstract, preface or table of contents for the essays.
- (d) *Keep a copy of your paper.* In the unlikely event that your essay should go missing, it is **your** responsibility to ensure that you have a backup copy.

- (e) *Number each page, staple all together.*
(f) *Please do not use plastic envelopes. If you do, they will be removed and not returned.*

FINAL GRADES

Final Grades		
85–100	High Distinction	HD
75–84	Distinction	DN
65–74	Credit	CR
50–64	Pass	P
0–49	Fail	F

High Distinction (HD)

The grade will be awarded where there is evidence that a student has undertaken the required core work for the topic at a high level and considerable additional work in wider areas relevant to the topic, has demonstrated the acquisition of an advanced level of knowledge/ understanding/ competencies/ skills required for meeting topic objectives and passing the range of topic elements at the highest level.

The student would normally have attained an in-depth knowledge of matter contained in set texts or reading materials and undertaken extensive wider reading beyond that which is required or expected. The student would have consistently demonstrated a high level of proficiency at applying a range of major academic debates, approaches, methodologies and conceptual tools and combining a knowledge of the subject matter of the topic with original and creative thinking.

The grade will be awarded in recognition of the highest level of academic achievement expected of a student at a given topic level. A score in the range of 85–100 will be awarded.

Distinction (DN)

The grade will be awarded where there is evidence that a student has undertaken all of the required core work for the topic at a high level and considerable additional work in wider areas relevant to the topic, has demonstrated advanced knowledge/understanding/competencies/skills required for meeting topic objectives and completing assessment exercises at a high standard.

The student would normally have attained an advanced knowledge of matter beyond that contained in set texts or reading materials and have done considerable wider reading, and have demonstrated a broad familiarity with and facility at applying a range of major academic debates, approaches, methodologies and conceptual tools.

The grade should reflect very high quality work which shows the student generally works at a level which is beyond the requirements of the assessment exercise and is developing a capacity for original and creative thinking. A score in the range of 75–84 will be awarded.

Credit (CR)

The grade will be awarded where there is evidence that a student has undertaken all of the required core work for the topic and additional work in wider areas relevant to the topic, and has demonstrated a

sound level of knowledge/ understanding/ competencies/ skills required for meeting topic objectives and completing assessment exercises at a proficient standard.

The student would normally have attained a sound knowledge of matter contained in set texts or reading materials and have done wider reading, and demonstrated familiarity with and the ability to apply a range of major academic debates, approaches, methodologies and conceptual tools.

Students should have a reasonable opportunity of reaching this grade provided they have completed all course requirements, demonstrated proficiency in the full range of course objectives and shown considerable evidence of a sound capacity to work with the range of relevant subject matter. A score in the range of 65–74 will be awarded.

Pass (P)

The grade will be awarded where there is evidence that a student has undertaken the required core work for the topic and has demonstrated at least an adequate level of knowledge/understanding/ competencies/skills required for meeting topic objectives and satisfactorily completing essential assessment exercises.

The student would normally have attained an adequate knowledge of matter contained in set texts or reading materials, and demonstrated familiarity with major academic debates, approaches, methodologies and conceptual tools. A score in the range of 50–64 will be awarded.

Pass is the highest grade which can be achieved in a supplementary assessment granted on academic grounds.

Fail (F)

The grade will be awarded if a student is unable to demonstrate satisfactory academic performance in a topic or has failed to complete essential topic elements or required assessment tasks at an acceptable level, in accordance with topic objectives. A score in the range of 0–49 will be awarded.

ACADEMIC DISHONESTY - PLAGIARISM

Student Related Policies

Policy on Academic Integrity 2006

1. Preamble

All students and staff have an obligation to understand and respect the rules and practice of academic integrity. It is therefore expected that students and staff will adhere to high standards of academic integrity. The University will provide resources to assist students and staff to be aware of their responsibilities. It is expected that academic staff will provide appropriate guidance, support and feedback to assist students to become familiar with the normal academic conventions relevant to their discipline.

This policy is consistent with *Education at Flinders*, the *Policy on Research Practice*, the *Research Higher Degrees Policies and Procedures* and the *AVCC Universities and their Students: Principles for Provision of Education by Australian Universities*.

2. Academic Integrity

2.1 Academic integrity means that all work which is presented is produced by the student alone, with all sources and collaboration fully acknowledged.

2.2 Any failure to meet the requirements of academic integrity in any form of academic work will be regarded as a breach of the requirements of academic integrity and, depending on the circumstances and the nature of the breach, consequences including penalties may be expected to follow.

Breaches of academic integrity may include plagiarism, collusion, fabrication, falsification, double submission of work and misconduct in examinations.

2.2.1 Plagiarism

Plagiarism is the use of another person's words or ideas as if they were one's own. It may occur as a result of lack of understanding and/or inexperience about the correct way to acknowledge and reference sources. It may result from poor academic practice, which may include poor note taking, careless downloading of material or failure to take sufficient care in meeting the required standards. It may also occur as a deliberate misuse of the work of others with the intent to deceive. It may include, but is not restricted to:

- presenting extracts, without quotation marks and/or without appropriate referencing, from books, articles, theses, other published or unpublished works, films, music, choreography, working papers, seminar or conference papers, internal reports, computer software codes, lecture notes or tapes, numerical calculations, data or work from another student. In such cases, it is not adequate merely to acknowledge the source. This applies to material accessed in hard copy, electronically or in any other medium;
- close paraphrasing of sentences or whole paragraphs with or without acknowledgement by referencing of the original work;
- adopting ideas or structures from a source without acknowledgment;
- using source codes and data from other's work without acknowledgement;
- arranging for someone else to undertake all or part of a piece of work and presenting that work as one's own;
- submitting another student's work whether or not it has been previously submitted by that student.

2.2.2 Collusion

Collusion occurs when a student submits work as if it has been done individually when it has been done jointly with one or more other person unless the topic coordinator has indicated that this is acceptable for the specific piece of work in question.

2.2.3 Other breaches of the requirements of academic integrity

Other breaches of the requirements of academic integrity may include:

- fabrication or falsification of data or results of laboratory, field or other work;
- submission of the same piece of work for more than one topic unless the topic coordinator(s) have indicated that this procedure is acceptable for the specific piece of work in question;
- providing another student with the means of copying an essay or assignment.

2.2.4 Breaches of the requirements of academic integrity in examinations

Breaches of the requirements of academic integrity may occur in the examination process and may include, but is not restricted to:

- being in possession of any material or device which contains or conveys, or is capable of conveying, information concerning the subject matter under examination, other than where this is permitted under the University's Assessment Policy or by an examiner;
- directly or indirectly giving assistance to any other student;
- directly or indirectly accepting assistance from any other student;
- permitting a student to copy from or otherwise use another student's papers;
- obtaining or endeavouring to obtain, directly or indirectly, assistance during the examination or giving or endeavouring to give, directly or indirectly, assistance to any other student.

3. Responsibilities

3.1 The University

The University is responsible for:

- providing information about this policy to all students and staff, including those staff employed by partner institutions to deliver Flinders University topics;
- taking steps to ensure consistent and equitable application of this policy;
- taking steps to ensure timely investigation of allegations of breaches of academic integrity;
- providing access to an appeal process;
- maintaining the Academic Integrity Management component of the University website.

3.2 Staff

Staff are responsible for:

- being aware of the policies and procedures in relation to academic integrity;
- providing examples of good academic practice by appropriately acknowledging the work of others in their teaching and research;
- familiarising themselves with the information provided on the Academic Integrity Management component of the University web site;
- providing clear instructions to ensure students are aware of common conventions in relation to expectations of academic integrity, as well as the specific requirements of the disciplines;
- providing students with appropriate guidance, learning activities and feedback on academic integrity;
- communicating to students the assessment methods and expectations relating to academic integrity;
- communicating to students the acceptable level of working together and how their work will be individually or jointly assessed;
- designing assessment tasks that minimise the potential for breaches of academic integrity.

3.3 Executive Deans

Executive Deans are responsible for:

- ensuring that Heads of Academic Organisational Units (AOU) or nominees understand their responsibilities under this policy;
- taking steps to ensure that the policy is implemented.

3.4 Students

Students are responsible for:

- submitting original work for assessment which meets the requirements of academic integrity;
- informing themselves about the expectations of the University and relevant discipline by utilising the information provided by the University and staff, including the Academic Integrity Management component of the University web site;
- taking advantage of the education opportunities provided for education on academic integrity, and seeking additional assistance if required;
- adhering to any instructions given by staff about the acceptable level of working together and how their work will be individually or jointly assessed;
- acknowledging that they are aware of, and have met the requirements of academic integrity, by signing an appropriate statement with all assessed work.

4. Procedures to be followed when a breach of the requirements of academic integrity is alleged to have occurred

4.1 Plagiarism, collusion and other breaches of the requirements of academic integrity

4.1.1 When an assessor believes that a student has breached the requirements of academic integrity, the assessor will ensure that a check is made of the confidential register (refer to clause 6) to determine if the student has previously breached the requirements of academic integrity.

4.1.2 Where an assessor believes that the breach has resulted from a misunderstanding of academic conventions or poor academic practice, the assessor, taking into account any information in the confidential register, must:

- counsel the student about appropriate academic practice;

and, either:

- mark the piece of work concerned, taking full account of deficiencies in achieving intended learning outcomes; or
- require that the student resubmit the work, in whole or in part, with or without imposing a maximum mark achievable.

A record of the nature of the breach, the action taken and the fact that the student has been advised of appropriate academic practice will be made in the confidential register using the specified proforma.

4.1.3 Where an assessor, after discussing the matter with the student, believes that there has been a breach, which is not the result of a misunderstanding of academic conventions or poor academic practice, or where the information in the confidential register makes it appropriate to refer the matter further, the assessor will supply the Head of the Academic Organisational Unit (or nominee) with the piece of work and a written statement of reasons for the belief that a breach has occurred.

If the Head of Academic Organisational Unit (or nominee) is the assessor concerned, he or she will refer the matter to the Executive Dean of the Faculty (or nominee).

4.1.4 When receiving a report of an alleged breach, the Head of Academic Organisational Unit (or nominee) will inform the student in writing of the allegation and will contact the student by the most appropriate means to conduct an interview. If the student is unable to attend an interview, an alternative process will be put in place.

The student may be accompanied at the interview by a staff or student member of the University or an employee of the student associations. Where the student is unable to attend the interview, an alternative means of support may be put in place.

Should the student refuse to attend the interview or participate in an alternative process, the Head of the Academic Organisational Unit (or nominee) will determine, on the evidence available, what action to take in accordance with sub-clause 4.1.5 below.

4.1.5 If the Head of Academic Organisational Unit (or nominee) determines that the student has breached the requirements of academic integrity, one of the following courses of action will be chosen, taking into account the extent of the breach, any information in the confidential register and whether or not there are significant extenuating circumstances:

- direct the assessor to mark the piece of work concerned, taking full account of deficiencies in achieving intended learning outcomes; or
- following consultation with the assessor, provide the student with the opportunity to resubmit the work, in whole in part, with or without imposing a maximum mark achievable; or
- award zero marks for the piece of work in which the breach has occurred; or
- award a Fail grade for the whole topic of which the piece of work concerned is a part, and, recommend to the Examinations Board if special/supplementary assessment is to be awarded; or
- refer the matter to the Vice-Chancellor to be dealt with under Statute 6.4 Student Conduct.

A record of the nature of the breach and the action taken will be made in the confidential register using the specified proforma.

4.1.6 The Head of Academic Organisational Unit (or nominee) will provide in writing to the student:

- a summary of the interview or alternative process;
- the decision;
- the reasons for the decision;
- advice that the student's name has been included in the confidential register;
- a copy of any information placed in the confidential register; and
- advice of the right to lodge an appeal if the student believes there are grounds for appeal, including information on the procedures, specified in Clause 5 below, to be followed in lodging an appeal to the Student Appeals Committee.

4.2 Breaches of the requirements of academic integrity with respect to a thesis - allegations made by a supervisor or other member of the University

(For the purposes of this policy a thesis includes the research component of a postgraduate coursework award and a research higher degree thesis.)

4.2.1 When a supervisor believes that a student has breached the requirements of academic integrity, the supervisor will ensure that a check is made of the confidential register to determine if the student has previously breached the requirements of academic integrity.

4.2.2 Where a supervisor believes that the breach has resulted from a misunderstanding of academic conventions or accepted research practices or from poor academic practice, the supervisor, taking into account any information in the confidential register, will:

- counsel the student about appropriate academic and research practices.

A record of the nature of the breach and the fact that the student has been advised of appropriate academic and research practices will be made in the confidential register using the specified proforma.

4.2.3 Where a supervisor, after discussing the matter with a student, believes that there is a breach, which is not the result of a misunderstanding of academic conventions or research practices, or from poor academic practice, or where the information in the confidential register makes it appropriate to refer the matter further, the supervisor will supply the Head of the Academic Organisational Unit (or nominee) with a written statement of reasons for the belief that a breach has occurred.

If the Head of Academic Organisational Unit (or nominee) is the supervisor concerned, the matter will be referred to the Executive Dean of the Faculty (or nominee).

4.2.4 When receiving a report of an alleged breach the Head of Academic Organisational Unit (or nominee) will inform the student in writing of the allegation and seek written comments on the allegation from the student within 21 days.

The Head of Academic Organisational Unit (or nominee) will contact the student by the most appropriate means to conduct an interview. If the student is unable to attend an interview, an alternative process will be put in place.

The student may be accompanied at the interview by a staff or student member of the University or an employee of the student associations. Where the student is unable to attend the interview, an alternative means of support may be put in place.

If the student refuses to attend the interview or participate in an alternative process, the Head of the Academic Organisational Unit (or nominee) will determine, on the evidence available, what action to take in accordance with sub-clause 4.2.5 below.

4.2.5 The Head of Academic Organisational Unit (or nominee) will determine whether the student has breached the requirements of academic integrity, and the extent of the breach.

The Head of Academic Organisational Unit (or nominee) will determine either:

- (a) that the student has not breached the requirements of academic integrity; or
- (b) that the student has breached the requirements of academic integrity, but that it is not in respect of a substantial component of the thesis; or
- (c) that the student has breached the requirements of academic integrity, and that it is in respect of a substantial component of the thesis.

4.2.6 The Faculty Higher Degrees Committee will consider the determination of the Head of Academic Organisational Unit (or nominee), any information in the confidential register, any written comments on the allegation from the student and whether or not there are significant extenuating circumstances, in selecting one of the following courses of action:

- that the student's candidature be permitted to continue unconditionally;
- that the student's candidature be permitted to continue subject to such conditions as the committee may impose;
- that the student's candidature be transferred to another appropriate degree (for example, a PhD or MD student be transferred to a masters degree);
- that the student's candidature be terminated, with a recommendation as to whether the student should be permitted to reapply within a specified period of time;
- that the matter be referred to the Vice-Chancellor to be dealt with under Statute 6.4 Student Conduct.

A record of the nature of any breach and the action taken will be made in the confidential register using the specified proforma.

4.2.7 The Secretary of the Higher Degrees Committee will provide in writing to the student:

- a summary of the interview or alternative process;
- the decision;
- the reasons for the decision;
- advice that the student's name has been included in the confidential register;
- a copy of any information placed in the confidential register; and
- advice of the right to lodge an appeal if the student believes there are grounds for appeal, including information on the procedures, specified in Clause 5 below, to be followed in lodging an appeal to the Student Appeals Committee.

4.3 Breaches of the requirements of academic integrity with respect to a thesis - allegations by examiners of theses (For the purposes of this policy a thesis includes the research component of a postgraduate coursework award and a research higher degree thesis.)

The following procedures will apply when one or both examiners of a thesis allege that a student has breached the requirements of academic integrity.

4.3.1 After receiving a report of an alleged breach of the requirements of academic integrity, the Faculty Higher Degrees Committee will inform the student in writing of the allegation and provide the supervisor and student with copies of the examiners' report(s). In this process the examiners' identities shall not be revealed to the student.

4.3.2 The Faculty Higher Degrees Committee will seek written comments from the student and the supervisor on the examiners' report(s) and will contact the student by the most appropriate means to conduct an interview. If the student is unable to attend an interview, an alternative process will be put in place.

The Faculty Higher Degrees Committee may choose to delegate the responsibility to interview the student to a sub-committee.

The student may be accompanied at the interview by a student or staff member of the University or an employee of the student associations. Where the student is unable to attend the interview, an alternative means of support may be put in place.

Should the student refuse to attend the interview or participate in an alternative process, the Faculty Higher Degrees Committee will determine, on the evidence available, what recommendation to make in accordance with sub-clause 4.3.3 below.

The Faculty Higher Degrees Committee may seek from the examiners clarification of the examiners' comments.

4.3.3 The Faculty Higher Degrees Committee will determine whether the student has breached the requirements of academic integrity, and the extent of the breach.

The Faculty Higher Degrees Committee will determine either:

- (a) that the student has not breached the requirements of academic integrity; or
- (b) that the student has breached the requirements of academic integrity, but that it is not in respect of a substantial component of the thesis; or
- (c) that the student has breached the requirements of academic integrity, and that it is in respect of a substantial component of the thesis.

4.3.4 If the Faculty Higher Degrees Committee determines that the student has breached the requirements of academic integrity but not in respect of a substantial component of the thesis ((b) above), the Faculty Higher Degrees Committee will determine the outcome of examination in accordance with the procedures of the relevant policies. However, the Faculty Higher Degrees Committee may not recommend that the degree be awarded without requiring that thesis amendments be made.

4.3.5 If the Faculty Higher Degrees Committee determines that the student has breached the requirements of academic integrity, and that it is in respect to a substantial component of the thesis ((c) above):

- the examination of the thesis will not proceed;
- the student's candidature will be terminated; and
- the student will not be allowed to present for the degree again.

The matter may also be referred to the Vice-Chancellor to be dealt with under Statute 6.4 Student Conduct.

A record of the nature of the breach and the action taken will be made in the confidential register using the specified proforma.

4.3.6 The Secretary of the Faculty Higher Degrees Committee will provide in writing to the student:

- a summary of the interview or alternative process;
- the decision;
- the reasons for the decision;
- advice that the student's name has been included in the confidential register;
- a copy of any information placed in the confidential register; and
- advice of the right to lodge an appeal if the student believes there are grounds for appeal, including information on the procedures, specified in Clause 5 below, to be followed in lodging an appeal to the Student Appeals Committee.

4.3.7 The Secretary of the Faculty Higher Degrees Committee will advise the examiners of the outcome.

4.4 Breaches of the requirements of academic integrity in examinations

When a student is alleged to have breached the requirements of academic integrity in an examination, the procedures to be followed will be:

4.4.1 At the discretion of the Chief Examination Supervisor, the student will be dismissed from the examination room.

4.4.2 A written report of the incident will be provided to the Head of the relevant Academic Organisational Unit by the Chief Examination Supervisor. The student will be provided with a copy of the report and advised of the possible action that may follow.

4.4.3 After receiving a report of an alleged breach of academic integrity in an examination, the Head of Academic Organisational Unit (or nominee) will ensure that a check is made of the confidential register to determine if the student has previously breached the requirements of academic integrity.

The Head of Academic Organisational Unit (or nominee) will contact the student by the most appropriate means to conduct an interview. If the student is unable to attend an interview, an alternative process will be put in place.

The student may be accompanied at the interview by a staff or student member of the University or an employee of the student associations. Where the student is unable to attend the interview, an alternative means of support may be put in place.

If the student refuses to attend the interview or participate in an alternative process, the Head of the Academic Organisational Unit (or nominee) will proceed to determine, on the evidence available, what action to take in accordance with sub-clause 4.4.4 below.

4.4.4 If the Head of Academic Organisational Unit (or nominee) determines that the student has breached the requirements of academic integrity, one of the following courses of action may be selected, taking into account the extent of the breach, information in the confidential register and whether or not there are significant extenuating circumstances:

- award zero marks for the examination; or
- award a Fail grade for the whole topic of which the examination is a part, and, recommend to the Examinations Board if special/supplementary assessment is to be awarded; or
- refer the matter to the Vice-Chancellor to be dealt with under Statute 6.4 Student Conduct.

A record of the nature of the breach and the action taken will be made in the confidential register using the specified proforma.

4.4.5 The Head of Academic Organisational Unit (or nominee) will provide in writing to the student:

- a summary of the interview or alternative process;
- the decision;
- the reasons for the decision;
- advice that the student's name has been included in the confidential register;
- a copy of any information placed in the confidential register; and
- advice of the right to lodge an appeal if the student believes there are grounds for appeal, including information on the procedures, specified in Clause 5 below, to be followed in lodging an appeal to the Student Appeals Committee.

5. Appeals

5.1 A student who wishes to appeal against the action taken against them by a Head of Academic Organisational Unit (or nominee) or a Higher Degrees Committee, as the result of an allegation of a breach of the requirements of

academic integrity, may appeal to the Student Appeals Committee unless the matter has been referred to the Vice-Chancellor under the terms of Statute 6.4 Student Conduct in which case the provisions of that statute apply.

5.2 An appeal to the Student Appeals Committee must be lodged with the Director, Academic and Student Services within 21 days of the date of the notification of the decision. Such an appeal may only be made on one or more of the following grounds:

- the appropriate policy was not adhered to or correct procedures were not followed in considering the matter;
- the decision was made without due regard to facts, evidence or circumstances;
- the action taken was too harsh.

5.3 The appeal must:

- be accompanied by a copy of the letter which the student has received from the Head of Academic Organisational Unit (or nominee) or Higher Degrees Committee about the decision made as a result of the allegation of a breach of the requirements of academic integrity;
- indicate the grounds for the appeal and provide evidence in support of the case for the appeal; and
- specify what outcome is being sought.

6. Recording of breaches of this policy

6.1 A confidential register will be maintained by the Director, Academic and Student Services.

6.2 Assessors, Heads of Academic Organisational Units (or nominees), or Higher Degrees Committees, must inform the Director, Academic and Student Services, using the specified proforma, of all breaches of the requirements of academic integrity which are reported to them under the provisions of Clauses 4.1, 4.2, 4.3 and 4.4 above and which have been substantiated.

6.3 The Director, Academic and Student Services will ensure that the information detailed in the proforma is recorded in the confidential register.

6.4 The secretary to the Student Appeals Committee or of any committee or board set up under the provisions of Statute 6.4 Student Conduct must ensure that the record in the confidential register of breaches of the requirements of academic integrity reflects the outcome of an appeal.

6.5 Where an allegation of a breach of the requirements of academic integrity is found to be substantiated this information will not be printed on student academic transcripts.

6.6 Requests from staff for information contained in the confidential register will be made in writing to the Director, Academic and Student Services.

6.7 Students will be entitled to have access to any entries relating to them in the confidential register.

Academic Calendar 2007

Semester One

Week 1	26 Feb	2 Mar	
Week 2	5 Mar	9 Mar	
Week 3	12 Mar	16 Mar	Adelaide Cup Day Monday 12 March
Week 4	19 Mar	23 Mar	
Week 5	26 Mar	30 Mar	Census Date 31 March
Week 6	2 Apr	6 Apr	Good Friday 6 April
Mid-Semester Break	9 Apr	13 Apr	Easter Monday 9 April
Mid-Semester Break	16 Apr	20 Apr	
Week 7	23 Apr	27 Apr	Anzac Day Wednesday 25 April
Week 8	30 Apr	4 May	
Week 9	7 May	11 May	
Week 10	14 May	18 May	
Week 11	21 May	25 May	
Week 12	28 May	1 Jun	
Week 13	4 Jun	8 Jun	Queen's Birthday 11 June
Week 14	11 Jun	15 Jun	Swot-Vac
Assessment	18 Jun	29 June	
Mid-Year Break	2 July	20 July	

Semester Two

Week 1	23 Jul	27 Jul	
Week 2	30 July	3 Aug	
Week 3	6 Aug	10 Aug	
Week 4	13 Aug	17 Aug	
Week 5	20 Aug	24 Aug	
Week 6	27 Aug	31 Aug	Census Date 31 August
Week 7	3 Sep	7 Sep	
Week 8	10 Sept	14 Sep	
Mid-Semester Break	17 Sep	21 Sep	
Mid-Semester Break	24 Sep	28 Sep	
Week 9	1 Oct	5 Oct	Labour Day 1 October
Week 10	8 Oct	12 Oct	
Week 11	15 Oct	19 Oct	
Week 12	22 Oct	26 Oct	
Week 13	29 Oct	2 Nov	
Week 14	5 Nov	9 Nov	Swot-Vac
Assessment	12 Nov	23 Nov	

Critical Dates 2007

Friday 21 Sept 2007

Closing date for 2007 SATAC applications to change course.

First Semester Topics

Friday 9 March

Last day to pay Student Services Fee

Last day to pay Semester 1 Up Front HECS or tuition fees

Friday 9 March

Last day to enrol in new topics

Saturday 31 March

Census Date

Last day to purge topics from student record

Last day to withdraw without incurring HECS charges, tuition fees or Student Services Fee for Semester 1

Friday 11 May

Last day to withdraw without failure

Friday 15 June

Last day to withdraw

Second Semester Topics

Friday 3 August

Last day to enrol in new topics

Thursday 9 August

Last day to pay Student Services Fee for Semester 2

Last day to pay Semester 2 Up Front HECS and tuition fees

Friday 31 August

Census Date

Last day to purge topics from student record

Last day to withdraw without incurring HECS charges, tuition fees or Student Services Fee for Semester 2

Friday 5 October

Last day to withdraw without failure

Friday 9 November

Last day to withdraw

Full Year Topics

Friday 9 March

Last day to pay Student Services Fee for Semester 1

Last day to pay Semester 1 Up Front HECS or tuition fees

Friday 9 March

Last day to enrol in new topics

Friday 30 March

Last day to purge topics from student record

Last day to withdraw without incurring HECS charges, tuition fees or Student Services Fee for Semester 1

Thursday 9 August

Last day to pay Student Services Fee for Semester 2

Last day to pay Semester 2 Up Front HECS and tuition fees

Thursday 30 August

Last day to withdraw without incurring HECS charges, tuition fees or Student Services Fee for Semester 2

Friday 5 October

Last day to withdraw without failure

Friday 9 November

Last day to withdraw

Summer Schools, Short Topics and Intensives

Last day to withdraw without incurring HECS charges or tuition fees

Topics less than 6 weeks	Topics 6 weeks or longer
First day of lectures or study	14 days after commencement
2/3 through the teaching period for the topics	2/3 through the teaching period for the topics
Last day of teaching	Last day of teaching

Last day to withdraw without failure

Last day to withdraw

2007 General

Monday 10 September Last day to submit application for Conferral of Degree or Award of Diploma or Certificate form for students completing their course Semester 1, 2007 and International and BMBS students completing their course Semester 2, 2007

Friday 21 September Closing date for 2007 SATAC applications to change course

2008 General

Thursday 10 January Last day to submit Application for Conferral of Degree or Award of Diploma or Certificate form for students completing their Course Semester 2, 2007.

Please Note: You need to be enrolled in 13.5 units each semester to remain eligible for Youth Allowance or AUSTUDY. If you withdraw from a topic and your total study load is reduced below 13.5 units in a semester, you must notify Centrelink.

Flinders University

STATEMENT OF ASSESSMENT METHODS - 2007

Students' attention is drawn to the *Student Related Policies and Procedures Manual 2007*, which outlines the University's Assessment Policy.

Topic number and title:ARCH 2004 Australian Maritime Archaeology.....

Year in which the topic is being taught:2007.....

Date on which this statement was handed to students:Tuesday 27 Feb 2007.....

Duration of topic (Semester 1 or 2, Full Year):Semester 1.....

Academic Organisational Unit(s) responsible for topic (Department/School):

.....Archaeology / Humanities.....

Lecturer-in-charge of topic:Associate Professor Mark Staniforth.....

Telephone number of Lecturer-in-charge:8201 5195

Details of assessable work in the topic. (Optional forms of assessment, where permitted, are also detailed):

Format of each form of assessable work	Proportion of total marks	Deadline for submission	Penalties to be applied if deadline is not met	Date work is expected to be returned to students
Seminar participation	20%	Not applicable	Not applicable	Not applicable
Seminar summary notes	20%	Each Friday By 4:00pm	Will not be marked if late	Not applicable
Essay questions (2500 words)	40%	27 April By 4:00pm	2% per working day	2 weeks after submission
Report Critique (1200 word)	20%	1 June By 4:00pm	2% per working day	2 weeks after submission

**** All assignments must be handed into the School of Humanities Assignment Lodgement Box by 4:00pm on the due date.**

The criteria for successful completion of the topic (including, where appropriate, the achievement of a certain minimum level of competence in both the theoretical and practical components of the topic and details of special requirements concerning particular elements or aspects of the topic such as attendance/participation requirements, group activity) are as follows:

over/

STATEMENT OF ASSESSMENT METHODS - 2007

Will scaling procedures be used in determining marks for each piece of work or for determining the final topic grade?
.....NO..

Details of scaling procedures:

Not applicable

May assessment exercises be resubmitted after revision for re-marking?

Yes but only if a fail.(F)

The circumstances under which assessment exercises may be resubmitted, the form this may take and the maximum mark obtainable are as follows:

Maximum obtainable mark on resubmission is 64% (P)

Students who believe that their ability to satisfy the assessment requirements for this topic has been or will be affected by medical, compassionate or other special circumstances and who want these circumstances to be taken into consideration in determining the mark for an assessment exercise may apply to the Topic Coordinator for special consideration. The preferred method of application is by:

E-mail Mark.Staniforth@flinders.edu.au

Telephone 8201 5195

In-person

Other (specify)

Supplementary assessment for this topic may be approved on the following grounds:

- **Medical/Compassionate** – a student may apply for supplementary assessment on medical/compassionate grounds if the student believes that illness or other special circumstance has significantly impaired or will significantly impair his/her performance. If the illness or special circumstance prevents the student from sitting or performing to standard at the scheduled supplementary examination, or from submitting by the agreed deadline a supplementary assessment exercise, the student will be either: awarded a result in the topic of Withdraw, Not Fail (WN); or be offered the opportunity to demonstrate competence through an alternative mechanism. If the illness or special circumstance is demonstrated to persist up to the commencement of the next academic year, then the student will be awarded a result in the topic of WN.
- **Academic** – a student will be granted supplementary assessment if he/she:
 - achieves an overall result in the topic of between 45 and 49%, (or between 40 and 49% where a student obtains a fail grade in the last 12 units required for completion of a course) or the equivalent where percentage marks are not awarded;
 - has completed all required work for the topic;
 - has met all attendance requirements; and
 - obtains at least a pass level grade in any specific component of assessment for the topic where this is explicitly stated to be a formal requirement for the successful completion of the course or topic.

A student with a disability, impairment, or medical condition who seeks reasonable adjustments in the teaching or assessment methods of a topic on the basis of his/her disability may make a request to the Topic Coordinator or the Disability Liaison Officer as soon as practicable after enrolment in the topic. Any such reasonable adjustments must be agreed in writing between the student and the Topic Coordinator and must be in accordance with related University policy. A student who is dissatisfied with the response from the Topic Coordinator may appeal in writing to the Faculty Board.

.....
Signature of Topic Coordinator

.....
Date