



MONASH University

FIT2005
Systems analysis and design 2

Unit guide

Semester 2, 2008

Last updated : 03 Jul 2008

Table of Contents

<u>FIT2005 Systems analysis and design 2 - Semester 2 , 2008</u>	1
<u>Unit leader</u> :.....	1
<u>Lecturer(s)</u> :.....	1
<u>Gippsland</u>	1
<u>South Africa</u>	1
<u>Introduction</u>	2
<u>Unit synopsis</u>	2
<u>Learning outcomes</u>	2
<u>Workload</u>	3
<u>Unit relationships</u>	4
<u>Prerequisites</u>	4
<u>Relationships</u>	4
<u>Continuous improvement</u>	5
<u>Student Evaluations</u>	5
<u>Improvements to this unit</u>	5
<u>Unit staff - contact details</u>	6
<u>Unit leader</u>	6
<u>Lecturer(s)</u> :.....	6
<u>Additional communication information</u>	6
<u>Teaching and learning method</u>	7
<u>Timetable information</u>	7
<u>Tutorial allocation</u>	7
<u>Off-campus distributed learning or flexible delivery</u>	7
<u>Communication, participation and feedback</u>	7
<u>Unit Schedule</u>	8
<u>Unit Resources</u>	9
<u>Prescribed text(s) and readings</u>	9
<u>Recommended text(s) and readings</u>	9
<u>Required software and/or hardware</u>	9
<u>Equipment and consumables required or provided</u>	9
<u>Study resources</u>	10
<u>Library access</u>	10
<u>Monash University Studies Online (MUSO)</u>	10
<u>Assessment</u>	11
<u>Unit assessment policy</u>	11
<u>Assignment tasks</u>	11
<u>Examinations</u>	12
<u>Assignment submission</u>	13
<u>Assignment coversheets</u>	13
<u>University and Faculty policy on assessment</u>	14
<u>Due dates and extensions</u>	14
<u>Late assignment</u>	14
<u>Return dates</u>	14
<u>Plagiarism, cheating and collusion</u>	14
<u>Register of counselling about plagiarism</u>	15
<u>Non-discriminatory language</u>	15
<u>Students with disabilities</u>	15
<u>Deferred assessment and special consideration</u>	15

FIT2005 Systems analysis and design 2 - Semester 2 , 2008

Unit leader :

Shane Moore

Lecturer(s) :

Gippsland

- Shane Moore

South Africa

- Abraham Van Der Vyver

Introduction

Welcome to FIT2005 Systems Analysis & Design 2 for semester 2, 2008. This 6 point unit is designed to let you learn the deeper aspects of software modeling and design using UML. The pre-requisite (FIT2001) introduced you to the concepts of analysis and design and provided some background to the concepts which we examine in more detail in this unit. There is also an emphasis on theoretical object-oriented concepts. By the end of this unit you should be well prepared to design large and complex software systems (such as needed in your final year software development project).

You are expected to have completed FIT2001, and hopefully you will have successfully completed FIT1002, otherwise you may find this a very difficult unit to understand.

Unit synopsis

This unit examines object-oriented systems modelling/design in greater depth than the prerequisite unit. The key disciplines of the Unified Process will be examined to set a context for analysis and design. Students will learn about static and dynamic modelling, and component-based design, using UML. Some common patterns and archetypes will be studied. Some topics about software architecture are also examined.

The unit prepares students to be able to design large systems such as will be implemented in their final year project unit or after graduation.

Learning outcomes

Knowledge and Understanding

On successful completion of this unit students will:

- understand object-oriented concepts such as: association, aggregation and composition; polymorphism and generalisation; messaging and object interaction, state and lifespan of objects.
- know the syntax and semantics of the Unified Modelling Language with respect to modelling class diagrams, interaction diagrams, state machine diagrams, package diagrams, activity diagrams and deployment diagrams.
- have an understanding of the process by which object-oriented system analysis and design is performed using the Unified Process.
- be able to interpret or reason about models presented using UML notations and be able to explain the strengths and weaknesses of a particular design models.
- know how to present a system analysis or design as a proper collated document/report.
- be able to employ several common architectural and design patterns such as tiered computing, client/server, adapter, publisher/subscriber to design systems
- be able to explain what is involved in implementing, testing, installing, deploying a system in its final operating environment.

Attitudes, Values and Beliefs

On successful completion of this unit students will

- conform to industry agreed standards of representing models of system design by using the Unified Modelling Language
- appreciate that there is a diversity of possible different models of a system that could satisfy the requirements for a given system.
- be able to justify why they chose one model over other possible models in designing a system by evaluating

the models' quality, limitations, scope for future extension.

- appreciate that organisations often institute standards to be followed in conducting a systems development project or presenting a systems design report.
- appreciate that in real-world systems development projects deliverables must meet agreed deadlines to minimise impact on later phases of the systems development life cycle or project costs.

Practical Skills

On successful completion of this unit students will be able to

- follow a suitable sequence of steps to produce UML models and associated supporting documentation that represents a software design for a small system.
- prepare and present a design specification for a system.
- complete tasks necessary to ensure a set of design models is complete and consistent, by identifying aspects of models which are only partially present, for example ensuring that a method appearing on a sequence diagram appears also in the class diagram.
- apply problem solving techniques at different levels of abstraction to develop a system's design.
- apply an iterative process of refining system design models to ensure consistency between components.
- utilise IT practioner tools to support the process and documentation of systems design.

Relationships, Communication and TeamWork

On successful completion of this unit student will

- be able to present written/printed design-phase deliverables that are usable by other people for implementation of a system.

Workload

This is a 6 point unit. At Monash, this means that an average student is expected to spend approximately 12 hours per week, all semester, giving attention to this unit. If you do not spend that much time, you will probably not do so well in this unit as you otherwise might.

For **on campus students**, workload commitments are:

- a weekly two-hour lecture/workshop session, in which concepts will be presented or demonstrated
- a weekly two-hour tutorial session, in which you will be required to perform problem solving activities and discuss ideas relating to the topics studied. Note: You must have completed all readings set for that week *prior* to attending the class.
- a minimum of 2 hours of private/personal study in order to satisfy the reading and assignment expectations.

For **Off-campus students**: You generally do not attend lecture and tutorial sessions (but are allowed to if you are near a campus), however, you should plan to spend equivalent time working through the relevant resources and participating in discussion groups each week. Suggested times are listed at the front of each module of the unit study guide.

All students will need to allocate time each week (up to 5 hours per week in some weeks), for use of a computer, including time for reading online discussion forums, or doing assignment work (which can also be hand-drawn)

Note: Assignment tasks are designed to be relatively straightforward for people who have properly engaged in attempting the weekly readings and tutorial exercises.

All Students should familiarise themselves with the document "*Student Rights and Responsibilities (Information Technology)*" available at

Unit relationships

Prerequisites

Before attempting this unit you must have satisfactorily completed FIT2001 or equivalent. You also should have an understanding of the following key computing concepts:

- data variables
- method calling semantics

Additionally, the unit has a co-requisite of FIT1002 or equivalent (which means you must either have passed, or be currently enrolled for, that unit), because that unit will have given you a grounding in understanding how programs are written. Since design is about specifying for a programmer what it is they need to do, you must be able to know what you are telling them to do in your models!

Relationships

FIT2005 is a core unit in the *Applications Development and Networks* major and *Business Systems* major of the **Bachelor of Information Technology and Systems** degree.

It is a prerequisite for FIT3047/FIT3048, and FIT3037.

You may not study this unit if you have already completed any of the following units: CSE2200, GCO2813, GCO2816, GCO9806, IMS2805.

Continuous improvement

Monash is committed to 'Excellence in education' and strives for the highest possible quality in teaching and learning. To monitor how successful we are in providing quality teaching and learning Monash regularly seeks feedback from students, employers and staff. Two of the formal ways that you are invited to provide feedback are through Unit Evaluations and through Monquest Teaching Evaluations.

One of the key formal ways students have to provide feedback is through Unit Evaluation Surveys. It is Monash policy for every unit offered to be evaluated each year. Students are strongly encouraged to complete the surveys as they are an important avenue for students to "have their say". The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

Student Evaluations

The Faculty of IT administers the Unit Evaluation surveys online through the my.monash portal, although for some smaller classes there may be alternative evaluations conducted in class.

If you wish to view how previous students rated this unit, please go to <http://www.monash.edu.au/unit-evaluation-reports/>

Over the past few years the Faculty of Information Technology has made a number of improvements to its courses as a result of unit evaluation feedback. Some of these include systematic analysis and planning of unit improvements, and consistent assignment return guidelines.

Monquest Teaching Evaluation surveys may be used by some of your academic staff this semester. They are administered by the Centre for Higher Education Quality (CHEQ) and may be completed in class with a facilitator or on-line through the my.monash portal. The data provided to lecturers is completely anonymous. Monquest surveys provide academic staff with evidence of the effectiveness of their teaching and identify areas for improvement. Individual Monquest reports are confidential, however, you can see the summary results of Monquest evaluations for 2006 at <http://www.adm.monash.edu.au/cheq/evaluations/monquest/profiles/index.html>

Improvements to this unit

This is the second time the unit is being offered. The following changes have been made:

- The assignments now are worth 50% of the final mark, and the exam is now worth 50%, so that your assignment work is valued more.
- Aspect-Oriented Analysis and Design is not being covered any more, allowing more time to be spent covering the other topics in more detail
- The materials on Use Case development, Patterns and Software Architecture have been re-written to improve the learning experience

Additionally, as this unit has been offered once before, this means a great deal of the learning materials have already been written, enabling more time for the staff to dedicate to supporting students and marking their work.

Surveys

During the semester, you may be asked by the staff to complete various surveys about your experience in the unit. The more people who respond, the more likely the staff can make relevant changes to the delivery of this unit.

Unit staff - contact details

Unit leader

Mr Shane Moore

Lecturer

Phone +61 3 990 26716

Lecturer(s) :

Mr Shane Moore

Lecturer

Phone +61 3 990 26716

Contact hours : Most weekdays I am in my office.

Mr Abraham Van Der Vyver

Senior Lecturer

Phone +27 11 950 4039

Additional communication information

Unless you have personal enquiries (see below) all communication related to the content of the unit must be via the online Discussion Forums. If you do send the lecturer an email that relates to the content of the unit it may not be answered, or you may be told to ask to the forum.

Personal enquiries include requests for assignment extensions (where warranted by circumstances), special consideration requests, or the need to discuss your personal progress. You are certainly not asked to put anything of a personal nature into your forum postings. Personal matters can also be dealt with by telephone.

On-campus students, and off-campus students who live or work near a campus, may also visit the lecturer at their office.

Note: The staff may contact you during the semester, by sending an email to your **@student.monash.edu** address. You are therefore expected to either check that email regularly (at least twice a week), or have it redirect mail to an address which you are going to check regularly. Any email from a student which does not come from your Monash email address can be ignored by the staff member, as sending to other addresses could be a violation of the Privacy provisions of legislation.

Teaching and learning method

On campus students will have two classes per week: a lecture/workshop session and a tutorial session. The purpose of the first is to introduce new concepts, the purpose of the second is to enable you to apply the concepts by working on problems, possibly in small groups.

Assignments are designed to be attempted *after* you have completed all required readings and tutorial exercises. They are also likely to be another source of learning, although their primary purpose is for staff to assess how well you have progressed in meeting the learning objectives of the unit.

Discussion forums are provided as a place where you may ask questions about the content of the unit. You should also use these to clarify the work required in your assignments. They are checked at least twice per week, on Tuesday and Friday mornings, and sometimes even more often than that.

Additionally, there may be some quizzes placed online which will allow you to self-test your understanding on some concepts. Announcements will be made when they become available. (These are not elements of the unit's assessment.)

Timetable information

For information on timetabling for on-campus classes at all Australian campuses please refer to MUTTS, <http://mutts.monash.edu.au/MUTTS/>

Students in Singapore, ask at the TMC reception for details about class times.

Tutorial allocation

On-campus students should register for tutorials using Allocate+.

Off-campus distributed learning or flexible delivery

Students in Singapore may be able to attend classes at TMC; the purpose of these classes is to discuss the tutorial exercises, it is not meant to be a "lecture".

All off-campus students are expected to attempt the weekly exercises. You can share your attempts online, and if you have queries about the attempts post these to the discussion forum.

Communication, participation and feedback

Monash aims to provide a learning environment in which students receive a range of ongoing feedback throughout their studies. You will receive feedback on your work and progress in this unit. This may take the form of group feedback, individual feedback, peer feedback, self-comparison, verbal and written feedback, discussions (on line and in class) as well as more formal feedback related to assignment marks and grades. You are encouraged to draw on a variety of feedback to enhance your learning.

It is essential that you take action immediately if you realise that you have a problem that is affecting your study. Semesters are short, so we can help you best if you let us know as soon as problems arise. Regardless of whether the problem is related directly to your progress in the unit, if it is likely to interfere with your progress you should discuss it with your lecturer or a Community Service counsellor as soon as possible.

Unit Schedule

Week	Topic	Study guide	Key dates
1	Introducing UML and UP	Module 1	14/7
2	Use Case Modeling	Module 2	22/7
3	Analysis: Static Modeling	Module 3	29/7
4	Analysis: Use Case Realisation	Module 4	4/8
5	Inheritance and Polymorphism	Module 5	11/8 - Assignment 1 due
6	Designing Classes	Module 6	18/8
7	States and State Machine Diagrams	Module 7	25/8
8	Patterns	Module 8	1/9
9	Designing Components	Module 9	8/9 - Assignment 2 due
10	Design: Use Case Realisation	Module 10	15/9
11	Software Architecture	Module 11	22/9
Mid semester break			
12	Further Topics TBA (assessable)	Module 12	6/10 - Assignment 3 due
13	Review	All Modules	13/10

Unit Resources

Prescribed text(s) and readings

Prescribed textbook (compulsory to have this book)

Arlow, J. & Neustadt, I., *UML 2 and the Unified Process*, 2nd ed., Addison Wesley Professional, 2005. ISBN: 0321321278

Text books are available from the Monash University Book Shops. Availability from other suppliers even in Australia cannot be assured. The Bookshop is specifically ordering copies of the text for this unit. You are advised to purchase your text book early.

Recommended text(s) and readings

The following are other books which may be helpful. Some of these are listed in the Study Guide.

Rumbaugh, J., Jacobson, I. & Booch, G., *The Unified Modeling Language Reference Manual*, 2nd ed., Addison Wesley Professional, 2005. ISBN: 0321245628

Page-Jones, M., *Fundamentals of Object-Oriented Design in UML*, Addison Wesley, 2000. ISBN: 20169946X

Blaha, M. & Rumbaugh, J., *Object-Oriented Modeling and Design with UML*, 2nd ed., Prentice-Hall, 2005. ISBN: 0131968599

Deacon, J. *Object-Oriented Analysis and Design*, Addison-Wesley, 2005. ISBN: 0321263170

Booch, G., Rumbaugh, J. & Jacobson, I., *The Unified Modeling Language User Guide*, 2nd ed., Addison Wesley Professional, 2005. ISBN: 0321267974

Required software and/or hardware

You are not **required** to have software for this unit, but we suggest that you may want to use *Visual Paradigm for UML 6.2* for which Monash has an academic licence.

Staff will provide assistance only for the above-mentioned software. Off-Campus students have been sent a CD-ROM containing the software. On-campus students probably have access to the software in the lab rooms, and are able to get a CD-ROM from staff to install on their personal machines - there is **no need for you to download** the very large installation file.

Assignment work can be either hand-written or produced by software, the only important aspect is that it is legible to the marker.

Equipment and consumables required or provided

Students studying off-campus are required to have the minimum system configuration specified by the Faculty as a condition of accepting admission, and regular Internet access, in order to maintain communication with the staff.

On-campus students, and those studying at supported study locations may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook. You may need to allocate up to **10** hours per week for use of a computer, including time for reading and posting to the MUSO discussion forums.

Study resources

Study resources we will provide for your study are:

- The **Study Guide**, consisting of 12 modules (one per week of the semester) - found online
- A printed **Reader** containing additional compulsory reading material which supplements material covered by the prescribed textbook.
- Weekly tutorial exercises, and sample solutions which are provided several weeks later.
- Assignment specifications, and sample solutions.
- Online Discussion Forums
- This Unit Guide outlining the administrative information for the unit.
- The unit web site on Moodle, where resources outlined above will be made available
- Recordings (in MP3 format) of the workshop sessions from the Gippsland campus, which may or may not be useful to other people.
- Access to a sample exam paper (but not solutions)

Library access

The Monash University Library site contains details about borrowing rights and catalogue searching. To learn more about the library and the various resources available, please go to <http://www.lib.monash.edu.au>. Be sure to obtain a copy of the Library Guide, and if necessary, the instructions for remote access from the library website.

Monash University Studies Online (MUSO)

All unit and lecture materials are available through MUSO (Monash University Studies Online). Blackboard is the primary application used to deliver your unit resources. Some units will be piloted in Moodle. If your unit is piloted in Moodle, you will see a link from your Blackboard unit to Moodle (<http://moodle.monash.edu.au>) and can bookmark this link to access directly. In Moodle, from the Faculty of Information Technology category, click on the link for your unit.

You can access MUSO and Blackboard via the portal: <http://my.monash.edu.au>

Click on the Study and enrolment tab, then Blackboard under the MUSO learning systems.

In order for your Blackboard unit(s) to function correctly, your computer needs to be correctly configured.

For example:

- Blackboard supported browser
- Supported Java runtime environment

For more information, please visit: <http://www.monash.edu.au/muso/support/students/downloadables-student.html>

You can contact the MUSO Support by: Phone: (+61 3) 9903 1268

For further contact information including operational hours, please visit:

<http://www.monash.edu.au/muso/support/students/contact.html>

Further information can be obtained from the MUSO support site:

<http://www.monash.edu.au/muso/support/index.html>

Assessment

Unit assessment policy

The unit is assessed with **three (3)** assignments and a three-hour closed book examination. To pass the unit you must:

- attempt all assignments and the examination
- achieve 40% or more of the marks in the unit's exam
- achieve at least 50 after applying the 'final result calculation formula'

If you do not achieve 40% or more in the unit examination or the unit non-examination assessment then a mark of no greater than 44-N will be recorded for your attempt at the unit. Otherwise, you will receive a mark calculated by applying the marks calculation formula.

For example, if you get 70% for assignments portion, but only 39% for the exam portion, you will not be able to get higher than 44-N.

Final Result Calculation Formula

The assignments total-marks will contribute 50% of the final result.

The exam will contribute 50% of the final result.

Assignment tasks

• Assignment Task

Title : Assignment 1

Description :

Tasks which assess your ability to consider a business scenario to identify the requirements of a system, and to develop use cases and an initial class model of the business operational setting. Focuses on objectives arising from modules 2 and 3.

Weighting : 20%

Criteria for assessment :

These will be provided in the assignment specification. In the past it has required you to demonstrate the attainment of abilities and a grasp of the concepts taught.

Due date : 11 August (Week 5)

Remarks (optional - leave blank for none) :

The assignment will be assessed qualitatively against a selection of the unit's learning objectives. These will be specified in the assignment specification. You will receive a grade indicating the overall quality of the assignment work, and feedback on your progress towards attaining a full ability to perform the stated learning objectives.

- **Assignment Task**

Title : Assignment 2

Description :

A set of exercises which enables assessment of your progress in attaining skills and understanding as presented in study guides 4 through 7.

Weighting : 10%

Criteria for assessment :

These will be provided in the assignment specification. In the past it has required you to demonstrate the attainment of abilities and a grasp of the concepts taught.

Due date : 8 September (Week 9)

- **Assignment Task**

Title : Assignment 3

Description :

A major task in designing a system. You will be given an already-done analysis for a case study, and be asked to demonstrate your ability to perform the activities of the design workflow and to apply concepts, arising from what is presented in study guides 4 through 10.

Weighting : 20%

Criteria for assessment :

These will be provided in the assignment specification. In the past it has required you to demonstrate the attainment of abilities and a grasp of the concepts taught.

Due date : 6 October (Week 12)

Remarks (optional - leave blank for none) :

The assignment will be assessed qualitatively against a selection of the unit's learning objectives. These will be given in the assignment specification. You will receive a grade indicating the overall quality of the assignment work, and feedback on your progress towards attaining a full ability to perform the stated learning objectives.

Examinations

- **Examination**

Weighting : 50%

Length : 3 hours

Type (open/closed book) : Closed book

Assignment submission

As the assignments require much modelling to be done, it is preferable that they be submitted printed on paper. However, electronic submission will also be permitted, but only **PDF files** will be accepted. For this purpose, you may want to use OpenOffice.Org Writer to produce a PDF file (unless you have access to other PDF-making software).

On-campus Students (Gippsland and South Africa): Submit the assignment to the School of IT office by the close of business on the due date, with the appropriate **Faculty cover sheet** correctly filled out and attached.

Singapore and Hong Kong Students: submit your assignment to your provider's designated office, with the barcoded cover sheet attached to the front, and the Faculty cover sheet behind it. You must submit before close of business on the nominated due date, and the office will stamp that date onto your work.

Other Off Campus (OCL) students: Mail your assignment to the Off-Campus Learning Centre with the barcoded cover sheet attached to the front, and the Faculty cover sheet behind it. The stated due date is the date by which you must post before daily collection by the postal company.

Further details regarding submission methods will be provided during the semester.

Assignment coversheets

All assignments in the Faculty of Information Technology require that a student sign a declaration that the work is their own work. Without this declaration, the lecturer is under no obligation to have the work marked. The official cover sheet for the Faculty of Information Technology is available from <http://www.infotech.monash.edu.au/resources/student/assignments/>

Off-Campus students should also have received a bar-coded sheet. This needs to be attached in front of the faculty's cover sheet to enable quicker processing by administrative staff. (Do not worry if you did not receive barcoded sheets)

University and Faculty policy on assessment

Due dates and extensions

The due dates for the submission of assignments are given in the previous section. Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are seldom regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Requests for extensions must be made to the unit lecturer at your campus at least two days before the due date. You will be asked to forward original medical certificates in cases of illness, and may be asked to provide other forms of documentation where necessary. A copy of the email or other written communication of the granting of an extension must then be attached to the assignment submission.

Late assignment

Assignments received after the due date will be subject to a penalty of a drop in grade compared to what the work is worth. Assignments sent after the cutoff date (usually 1 week later than the due date) will receive no more than 10% for that work.

This policy is strict because comments or guidance will be given on assignments as they are returned, and sample solutions and comments may also be published and distributed, either after assignment marking or with the returned assignment.

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Assessment for the unit as a whole is in accordance with the provisions of the Monash University Education Policy at <http://www.policy.monash.edu/policy-bank/academic/education/assessment/>

Plagiarism, cheating and collusion

Plagiarism and cheating are regarded as very serious offences. In cases where cheating has been confirmed, students have been severely penalised, from losing all marks for an assignment, to facing disciplinary action at the Faculty level. While we would wish that all our students adhere to sound ethical conduct and honesty, I will ask you to acquaint yourself with Student Rights and Responsibilities (<http://www.infotech.monash.edu.au/about/committees-groups/facboard/policies/studrights.html>) and the Faculty regulations that apply to students detected cheating as these will be applied in all detected cases.

In this University, cheating means seeking to obtain an unfair advantage in any examination or any other written or practical work to be submitted or completed by a student for assessment. It includes the use, or attempted use, of any means to gain an unfair advantage for any assessable work in the unit, where the means is contrary to the instructions for such work.

When you submit an individual assessment item, such as a program, a report, an essay, assignment or other piece of work, under your name you are understood to be stating that this is your own work. If a submission is identical with, or similar to, someone else's work, an assumption of cheating may arise. If you are planning on working with another student, it is acceptable to undertake research together, and discuss problems, but it is not acceptable to jointly develop or share solutions unless this is specified by your lecturer.

Intentionally providing students with your solutions to assignments is classified as "assisting to cheat" and students who do this may be subject to disciplinary action. You should take reasonable care that your solution is not accidentally or deliberately obtained by other students. For example, do not leave copies of your work in progress on the hard drives of shared computers, and do not show your work to other students. If you believe this may have happened, please be sure to contact your lecturer as soon as possible.

Cheating also includes taking into an examination any material contrary to the regulations, including any bilingual dictionary, whether or not with the intention of using it to obtain an advantage.

Plagiarism involves the false representation of another person's ideas, or findings, as your own by either copying material or paraphrasing without citing sources. It is both professional and ethical to reference clearly the ideas and information that you have used from another writer. If the source is not identified, then you have plagiarised work of the other author. Plagiarism is a form of dishonesty that is insulting to the reader and grossly unfair to your student colleagues.

Register of counselling about plagiarism

The university requires faculties to keep a simple and confidential register to record counselling to students about plagiarism (e.g. warnings). The register is accessible to Associate Deans Teaching (or nominees) and, where requested, students concerned have access to their own details in the register. The register is to serve as a record of counselling about the nature of plagiarism, not as a record of allegations; and no provision of appeals in relation to the register is necessary or applicable.

Non-discriminatory language

The Faculty of Information Technology is committed to the use of non-discriminatory language in all forms of communication. Discriminatory language is that which refers in abusive terms to gender, race, age, sexual orientation, citizenship or nationality, ethnic or language background, physical or mental ability, or political or religious views, or which stereotypes groups in an adverse manner. This is not meant to preclude or inhibit legitimate academic debate on any issue; however, the language used in such debate should be non-discriminatory and sensitive to these matters. It is important to avoid the use of discriminatory language in your communications and written work. The most common form of discriminatory language in academic work tends to be in the area of gender inclusiveness. You are, therefore, requested to check for this and to ensure your work and communications are non-discriminatory in all respects.

Students with disabilities

Students with disabilities that may disadvantage them in assessment should seek advice from one of the following before completing assessment tasks and examinations:

- Faculty of Information Technology Student Service staff, and / or
- your Unit Coordinator, or
- [Disabilities Liaison Unit](#)

Deferred assessment and special consideration

Deferred assessment (not to be confused with an extension for submission of an assignment) may be granted in cases of extenuating personal circumstances such as serious personal illness or bereavement. Information and forms for Special Consideration and deferred assessment applications are available at <http://www.monash.edu.au/exams/special-consideration.html>. Contact the Faculty's Student Services staff at your campus for further information and advice.