Faculty of Health andBehavioural Sciences
School of Health Sciences
Subject Outline
SHS 111 Introduction to Anatomy and Physiology I – AUTUMN 2013

Section A: Subject Information

Subject Code & Name: SHS111 Introduction to Anatomy and Physiology I
Credit Points: 6
Pre-requisite(s): None
Co-requisite(s): None
Restrictions: Restrictions may apply to students who do not have SHS 111 listed as a core for their degree
Equivalence: BMS 101 OR EDPS101

Assessment: a) On-line Introduction Quiz 5%, b) Mid Session Theory Exam 10%, c) Mid Session Practical Exam 10%, d) On-line Physiology Quiz 10%, e) Final Practical Exam 20%, f) Final Theory Exam 45%
Session: Autumn
Campus Locations: Wollongong
Delivery Method: On campus
Contact Hours: 2hrs Lecture; 2hrs Practical; 1hr Tutorial

Subject Coordinator
Name: Gregory Peoples
Location: School of Health Sciences, Building 41, Room 333
Consultation times: Tuesday 930am-130pm
Telephone: 61 2 4221 5172
Email: peoples@uow.edu.au

Student Administration
Location: 41.152
Telephone: 61 2 4221 3492
Email: hbs_central@uow.edu.au

Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for general advice and information. For information refer to the following link http://www.uow.edu.au/health/hbs_central/index.html

Assessment Tasks

<table>
<thead>
<tr>
<th></th>
<th>Quiz</th>
<th>Mid session theory exam</th>
<th>Mid session practical exam</th>
<th>Physiology lab quiz</th>
<th>Final Practical Exam</th>
<th>Final Theory Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Due Date: Week 4</td>
<td>Due Date: Week 8</td>
<td>Due Date: Week 13</td>
<td>Due Date: Study week</td>
<td>Due Date: ARD Exam Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Percentage: 5%</td>
<td>Percentage: 10%</td>
<td>Percentage: 10%</td>
<td>Percentage: 20%</td>
<td>Percentage: 45%</td>
</tr>
</tbody>
</table>

eLearning Space
For information refer to the following link http://www.uow.edu.au/student/elearning/vista/index.html.
Section A: Subject Information

Subject Description
The study of anatomy provides a fundamental scientific basis for students undertaking studies in areas as diverse as medicine, physical education, exercise rehabilitation, medical and health science and radiation physics. The term “anatomy” comes from the Greek word meaning to “cut up” and relates to the study of the structure and function of the body. In this particular subject, you will be exposed to a broad overview of the anatomy of the human body from both a “systemic” and “regional” approach. That is, the human body will be divided into its basic systems (systemic, for example skeletal) and each system will then be studied as an integrated whole alongside other systems (regional). Please note that within SHS111/EDPS101 we will limit our study to the skeletal, joint, muscular (locomotion), neural, cardiovascular and respiratory systems. Those students who continue on to SHS112 will complete the remaining systems in the Spring Session.

It is important to understand that no one system functions in isolation. The lecture, laboratory and tutorial series will attempt to show you how the body’s various systems are integrated, as will the “Further Revision Questions” that you will find throughout most of the laboratory classes that are contained within the SHS111/EDPS101 Laboratory Manual. These questions will pose ideas that will endeavour to show you how systems are functionally and anatomically linked to one other. In addition, the lecture series and laboratory sessions will provide you with a basic understanding of how each system functions from a physiological perspective. This is an important aspect of this subject since the scientific disciplines of anatomy and physiology are complimentary and integrated sciences.

You should note that >30% of the assessment in this subject is weighted towards the information presented during the laboratory classes. For this reason, it is absolutely essential that you attend the laboratory/tutorial classes and commence private study early in the semester. For almost all students, Introduction to Anatomy and Physiology is a subject that cannot be successfully "swatted" in the final few weeks of the semester (be warned!). On behalf of the team of lecturers, demonstrators and technicians associated with this subject, I would like to wish you “good luck” in your studies and hope that you really enjoy the exciting world that is human anatomy and physiology.

Dr. Greg Peoples (Subject Co-ordinator, 2013)

Learning Outcomes
On completion of this subject, students should be able to:

(a) Integrate cell, tissue, organ and system relationships with regard to skeletal, joint, muscular, nervous, cardiovascular, and respiratory systems.

(b) Identify gross anatomical structures on both plastic models and human cadaveric materials,

(c) Understand the anatomical structure, basic physiology and function of each body system, and

(d) Communicate the relationship between anatomical structure and function.

Subject Contacts

Subject Coordinator/Lecturer
Name: Dr. Greg Peoples
Location: School of Health Sciences, Building 41, Room 333
Consultation times: Tuesday 0930-1330
Telephone: 61 2 4221 5172
Email: peoples@uow.edu.au

Subject Coordinator/Lecturer
Name: Dr. Katrina Green
Location: School of Health Sciences, Building 41, Room 327
Consultation times: Monday 930am-1230pm
Telephone: 61 2 4221 TBA
Email: katrina_green@uow.edu.au
Administration Support
Name: Mr. Bryn Stamford
Location: School of Health Sciences, Building 41
Consultation times: Weekly time / place will be sent via sols message
Telephone: Not applicable
Email: bjs617@uow.edu.au

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable at via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Attendance/Study time
On-campus students: It is expected that students will allocate 8 hours per week to this subject, including class attendance. Class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject– please see Section B: Assessment Information for details.
# Timetable of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Week start date</th>
<th>Lecture</th>
<th>Practical A</th>
<th>Practical B</th>
<th>Tutorial</th>
</tr>
</thead>
</table>
| 1    | 04/03/2013      | Introduction to A&P  
The cell; basic 1st principles of science; language in A&P |            |            |          |
| 2    | 11/03/2013      | Skeletal System  
Bone, Axial & App. skeletons | Skeletal System | A: The cell, bone classification & growth |
| 3    | 18/03/2013      | Articulations (joints)  
Classifications, movements; Major synovial joints | Articulations | B: The cell, bone classification & growth |
| 4    | 25/03/2013      | Nervous System I  
Nerve; CNS / PNS and AP | Nervous System |          |
| 5    | 01/04/2013      | Nervous System II  
Nerve; CNS / PNS and AP | NCV and muscle contraction |          |
| 6    | 08/04/2013      | Muscular System I  
Muscle; ECC, Muscle contraction | Muscular System I | A: Joint classification and movement |
| 7    | 15/04/2013      | Muscular System II  
Anatomical muscle driving locomotion | Muscular System II | B: Joint classification and movement |
|      | 22/04/2013      |          |             |             |          |
| 8    | 29/04/2013      | * Mid Session Theory Exam  
Content from Lectures in Weeks 1-7 | * Laboratory Practical Exam | A: Neuromuscular Integration |
| 9    | 06/05/2013      | Cardiovascular System I  
Heart / Cardiac cycle / ECG | Cardiovascular System | B: Neuromuscular Integration |
| 10   | 13/05/2013      | Cardiovascular System II  
Blood Vessels (artery / vein) | ECG and Blood pressure |          |
| 11   | 20/05/2013      | Cardiovascular System III  
Blood pressure and MAP control | Respiratory System | A: Cardio-respiratory cycles |
| 12   | 27/05/2013      | Respiratory System I  
Conducting and respiratory zones; ventilation / perfusion | Lung volumes and capacities |          |
| 13   | 03/06/2013      | Respiratory System II  
Blood; exchange; transport | Guided Revision | B: Cardio-respiratory cycles |

* Friday 29th March is a NSW Public Holiday (Good Friday)  
* Monday 1st April is a NSW Public Holiday (Easter Monday)  
* Thursday 25th April is a NSW Public Holiday (ANZAC day)
Textbooks and Supplementary Materials

Prescribed Text

Supplementary Materials to Be Purchased by Students
Not required but very useful for study;

1. My A&P online website. This is provided free of charge once you purchase the prescribed text. Here you can revise anatomical references, carry out practice quizzes, and very importantly repeat the physiological laboratory classes using PhysioEX (highly recommended).

2. Revealed (DVD) purchased for the Uni Bookshop as desired

Recommended Additional Readings

1. Gray’s Anatomy: The Anatomical basis of Clinical Practice; Gray, 39th Ed. 2004

Recommended readings are not intended as an exhaustive list and students should use the Library catalogue and databases to locate additional resources.

Materials to be Purchased by Student

- Prescribed Textbook (University bookshop)
- SHS111/EDPS101 Practical Manual (University bookshop)
- Anatomy laboratory gown (University bookshop)
- Clear plastic slip name tag (for holding photocopy of Student Card)

eLearning Space
This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column.

For information on eLearning, click on the eLearning@UOW link on the Current Students page.

eReadings
Electronic readings for this subject are available through the library website. Visit the Catalogue via the Library link on the UOW homepage or see staff at the Information Desk in the Library for information and help with eReadings.

Graduate Qualities
Information on the UOW Graduate Qualities can be found at via the Learning and Teaching link on the UOW homepage. The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:
1. **Informed**: Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.

2. **Independent learners**: Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.

3. **Problem solvers**: Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.

4. **Effective communicators**: Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.

5. **Responsible**: Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

**Recent Improvements to this Subject**

Change: This is the third year of the integrated anatomy and physiology content at 1st year level.

Reason: Historically the disciplines of Anatomy and Physiology have been taught separately. There is clear evidence that at Introduction Level (1st Year), the integrated delivery can add significant meaning to student learning. It also means that the Gross Anatomy can be split across the entire 1st Year of the relevant degree and in doing so unload the rote learning component that has always dominated this subject area. The subject now has a Virtual Anatomy Lab link through e-learning that will transport students directly into the UOW anatomy lab (at any time of the day or night!).

**Other Information**

Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for general advice and information. The Student Guide is available on the HBS Central website, which is accessed by navigating the links on the Faculty of Health & Behavioural Sciences homepage.

**Section B: Assessment**

**Minimum Requirements for a Pass in this Subject**

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below. Failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject even where total marks accumulated are greater than 50%.

**Minimum Academic Performance**: A Technical Fail (TF) grade will be awarded for the subject even where a student gains a total mark that would otherwise allow a passing grade if a student meets one or more of the following criteria:

- Does not attain a mark of 40% or greater in the final theory exam
- Does not meet the minimum attendance requirements

**Minimum Attendance**: student attendance at tutorials, practicals is compulsory and students must attend at least 80% of classes (11/14 practical / tutorials). Where absences (3/14) occur this will require a medical certificate or other suitable documentation which must be presented to the Subject Coordinator (via sols application) as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.
### Details of Assessment Tasks

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Length/Duration</th>
<th>Weighting</th>
<th>Due Date</th>
<th>Graduate Qualities</th>
<th>Learning outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On-line Introduction Quiz</td>
<td>10mins / 10 Multiple Choice Questions 1 attempt</td>
<td>5%</td>
<td>Your Practical A Class; Week 4</td>
<td>1-5</td>
<td>a-d</td>
</tr>
<tr>
<td>2. Mid Session Theory Exam</td>
<td>40mins / 30 Multiple Choice Questions</td>
<td>10%</td>
<td>Your Lecture Time; Week 8</td>
<td>1-5</td>
<td>a-d</td>
</tr>
<tr>
<td>3. Mid session Practical Exam</td>
<td>30 Multiple Choice Questions/1 attempt</td>
<td>10%</td>
<td>Your Practical A Class; Week 8</td>
<td>1-5</td>
<td>a-d</td>
</tr>
<tr>
<td>4. On-line Physiology Quiz</td>
<td>20mins / 20 Multiple Choice Questions 1 attempt</td>
<td>10%</td>
<td>During Week 13</td>
<td>1-5</td>
<td>a-d</td>
</tr>
<tr>
<td>5. Final Practical Exam</td>
<td>60mins/60 stations</td>
<td>20%</td>
<td>Your Practical A Class; Study Week (TBA)</td>
<td>1-5</td>
<td>a-d</td>
</tr>
<tr>
<td>6. Final Theory Exam</td>
<td>3 hrs / 120 Multiple Choice Questions</td>
<td>45%</td>
<td>Exam period. Date to be advised</td>
<td>1-5</td>
<td>a-d</td>
</tr>
</tbody>
</table>

### Assessment 1: Introduction Quiz

**Format**
- Multiple choice via e-learning (Moodle)

**Due date**
- Week 4

**Weighting**
- 5%

**Pass mark**
- 2.5%

**Length**
- 10 multiple choice questions / 10 minutes

**Details**
- Occurs during you Practical A class time. Content from lectures in weeks 1-3 will be assessable in this quiz. Students will be asked to log onto SOLS in the anatomy laboratory tutorial room.

**Submission**
- Submit via e-learning

Assessment 1 will be marked using the following criteria:
1. 100% correct answers

### Assessment 2: Mid-session theory exam

**Format**
- 30 Multiple choice Questions (A-E)

**Due date**
- Lecture time in Week 8

**Weighting**
- 10%

**Pass mark**
- 5%

**Length**
- 40 minutes

**Details**
- Lecture content from week 1-6 will be assessable only. Students will be supervised in the HOPE lecture theatre as they sit the exam paper.

**Submission**
- N/A

Assessment 2 will be marked using the following criteria:
1. 100% correct answers
<table>
<thead>
<tr>
<th>Assessment 3</th>
<th>Mid Session Practical Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
<td>Multiple choice</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>Practical A class time Week 8</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Pass mark</strong></td>
<td>5%</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>40 minutes</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Students will visit 30 stations in the anatomy laboratory. Each station will be for a period of 60 seconds. Students will be asked to read the question at each station and then select the most correct answer presented to them as A-E via the anatomical model / or human specimen.</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Assessment 3 will be marked using the following criteria:
1. 100% correct answers

<table>
<thead>
<tr>
<th>Assessment 4</th>
<th>Physiology Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
<td>Multiple choice via e-learning (Moodle)</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>Week 13</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Pass mark</strong></td>
<td>5%</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>20 multiple choice questions / 20 minutes</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Content from Practical B will be assessable in this quiz. Students will be asked to log onto SOLS during Week 13 to complete the quiz. 1 attempt only.</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit via e-learning (Moodle)</td>
</tr>
</tbody>
</table>

Assessment 4 will be marked using the following criteria:
1. 100% correct answers

<table>
<thead>
<tr>
<th>Assessment 5</th>
<th>Final Practical Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
<td>Written answer and multiple choice</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>Study Week – times will be advised</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>20%</td>
</tr>
<tr>
<td><strong>Pass mark</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>60 stations / 60 minutes</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Students will visit 60 stations in the anatomy laboratory. Each station will be for a period of 60 seconds. Students will be asked to read the question at each station and then select the most correct answer presented to them as A-E / and or write a short answer. Material will be presented via the anatomical model / or human specimen.</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Assessment 5 will be marked using the following criteria:
1. 100% correct answers in line with the Practical Book

<table>
<thead>
<tr>
<th>Assessment 6</th>
<th>Final Theory Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
<td>Multiple choice</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>UOW Examination Period</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>45%</td>
</tr>
<tr>
<td><strong>Pass mark</strong></td>
<td>22.5%</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>120 Questions / 3 hours</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>All content from lectures, practicals and tutorials is assessable in the final theory exam.</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Assessment 6 will be marked using the following criteria:
1. 100% correct answers
Scaling
Scaling will not occur in this subject.

Submission of Assignments
Specific submission instructions have been included in the assignment details section of this outline. A Health and Behavioural Sciences assignment cover sheet must be attached to all assignments and all sections of the cover sheet must be completed by the student. Receipts will be issued on submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. The receipt is the only proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required.

Note that if assignments are submitted in the after-hours slot in HBS Central or via post, the receipt must be filled out and left attached to the coversheet. The receipt will be stamped and retained under the counter at HBS Central for later collection during business hours. You must collect your receipt personally and you will be required to show your student card at the counter of HBS Central to obtain your receipt. Any assignments received without the coversheet attached, receipt section completed in full or receipt missing will not be receipted.

Students may post their assignments in to:

HBS Central (41.152)
University of Wollongong
Wollongong NSW 2522

Distance assignment coversheets provided with the subject materials package are to be completed and attached to all assignments individually – do not attach more than one assignment to a coversheet. Receipt of assignments from Distance students will be acknowledged by email provided that you include your student email account (e.g. js234@uowmail.edu.au) on the assignment coversheet. If you have submitted an assignment that includes your email account details and have not received an email receipt within 5 working days, please contact HBS Central on 02 4221 3492. Please keep a copy of your assignment in case of loss after mailing. Assignments will be returned by post as quickly as possible after marking.

Due Date
Unless otherwise specified, assignments are due by 4:00pm on the due date specified for the assessment task.

The date of submission by post for students will be considered to be the postmark date stamped on the assignment envelope. Note that it is not generally necessary to use Express Post as long as the envelope is clearly postmarked. However, approved late submission or other requirements of the Subject Coordinator may necessitate use of Express Post. If Express Post is used you will need to specifically request that the Post Office postmark your envelope, as Express Post envelopes do not normally carry a postmark.

Late Submission
Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For example:

Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 (85 (original mark) – 35 marks (late penalty) = 50/100 (final mark)).

Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ((20 x 0.05 x 3). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of
14/20 for the report (17 (original mark) – 3 marks (late penalty) = 14/20 (final mark)).

For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

**Extensions**

An extension of time to submit assignments can only be granted by the subject coordinator in exceptional circumstances. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

**Assessment Return**

Marked assignments will be handed out in class or be available for collection during academic consultation hours OR according to the arrangement announced by the Subject Coordinator. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.

**Supplementary Assessments**

Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link; http://www.uow.edu.au/student/exams/suppassess/index.html.

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

**Examination Rules**

In 2012, there were a number of changes to the University Examination Rules that affect all current students. You can find this information at the following link; http://www.uow.edu.au/student/exams/index.html.

**Supplementary Examinations**

You can find the information for supplementary examinations at the following link; http://www.uow.edu.au/student/exams/aboutsupp/index.html.

**Student Academic Consideration Policy**

Academic Consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student’s control which significantly impair a student’s ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances. It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student’s academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

To apply for academic consideration you must submit an application via SOLS, as well as relevant documentation which is submitted in person to Student Central in Bld 17. The Subject Coordinator will be automatically notified of your request once you have submitted documentation and they will approve or decline your application. Students should log on to SOLS to see if their request has been approved. In the event of a genuine emergency, you must notify the Subject Coordinator as soon as possible by whatever
means practical at the time, and follow with a formal academic consideration request as soon as you are able to.

The full policy on Student Academic Consideration is found in the Policy Directory on the UOW website.

**System of Referencing Used for Written Work**
The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.


**Use of Internet Sources**
Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

**Plagiarism**
Plagiarism means using the ideas of someone else without giving them proper credit. ALL work submitted for assessment MUST BE YOUR OWN. The other person may be an author, a lecturer or another student. The work may previously have been published in print or on the Web.

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.

“Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. . Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism has led to the expulsion from the University.”

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your tutor or lecturer. The Learning Development Centre also provides assistance to students on how to correctly reference.

Please note that you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately. Academic staff will return your assignment unmarked if you have not signed the declaration.

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

**Section C – General Advice**
Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for information on policies, learning and support services and other general advice.

The HBS Student Guide is available on the HBS Central website, which is accessed by navigating the links on the Faculty of Health & Behavioural Sciences homepage.