



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

## **School of Law**

GENERAL ADVICE



## Table of Contents

General Advice for Students .....	3
Academic requirements .....	3
Head of Students .....	3
Format of Work.....	3
Review and Appeal of Academic Decisions Policy .....	4
Academic Misconduct .....	4
Tutorial/Seminar/Workshop Allocation Policy .....	4
StartSmart and CareerSmart .....	4
Academic Advice.....	5
Student Academic Consideration.....	5
Late Withdrawal.....	5
Student Support Services .....	6
Student Central.....	6
Learning Co-Op .....	6
Disability.....	6
Student Support Advisors (SSA) .....	7
Counselling Service .....	7
Woolyungah Indigenous Centre .....	7
Careers Consultant.....	7
Student Financial Advice.....	7
Student Legal Services.....	7
UOW Wellness .....	7
Communications and Internet Access.....	8
Internet Access.....	8
Non-discriminatory language – Inclusive Language Guidelines.....	8
Email Etiquette.....	8
SOLSMail and Web Notices.....	8
Policies and guidelines.....	10

## Copyright

### Commonwealth of Australia

Copyright Regulations 1969

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## GENERAL ADVICE FOR STUDENTS

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### Academic requirements

Course/degree requirements can be found in the online Course Handbook. Please refer to the handbook for the year you commenced your degree. The Course Handbook is listed by degree: <http://www.uow.edu.au/handbook/index.html>

You should refer to the University of Wollongong (UOW) Subject Database for a list of current subjects on offer: [https://solss.uow.edu.au/apir/public\\_subjectview.call\\_main](https://solss.uow.edu.au/apir/public_subjectview.call_main)

### Head of Students

The Head of Students can provide you with guidance, advice and information on University Rules and Regulations relating to your degree or double degree within the faculty.

To make an appointment with the Head of Students in the School of Law, please contact [Student Central](mailto:askuow@uow.edu.au) – [askuow@uow.edu.au](mailto:askuow@uow.edu.au). Telephone: 02 4221 3927.

### Format of Work

Unless otherwise specified in the Subject Outline, written assessment tasks must be in the following format:

- All pages should be in black type, printed with 2.54 cm margins on all sides (left, right, top, bottom).
- The font size must be 12 point font using the 'Times' font.
- Line spacing should be 'double spaced'.
- Pages must be numbered.
- A page or word length will normally be specified by your subject coordinator. As a general guide, there will be an average of 300-330 words per page via the formatting specified in this section.
- Referencing must be in accordance with the *Australian Guide to Legal Citation (AGLC)*, 4<sup>th</sup> edition.
- Footnotes must be used unless otherwise specified by your subject coordinator.

Always keep a copy of your work.



## **Review and Appeal of Academic Decisions Policy**

This policy is available on the UOW website

<https://documents.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow267020.pdf>

The first step of any complaint is to attempt to resolve it informally. For more information go to: <https://www.uow.edu.au/about/governance/complaints-management/>

Students wanting to submit a formal application, after the self-managed stage, do so through the [Online System](#). Please note: strict timeframes apply – check the Policy for details.

## **Academic Misconduct**

The University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct may be excluded from the University for a specified period of time or permanently.

Examples of academic misconduct include: cheating, fabrication of information or sources, fraud, misrepresentation, plagiarism, reusing one's own work, obstructing or interfering with other students, and facilitating the academic misconduct of others.

UOW's website provides information about how to acknowledge the work of others and the expectations surrounding academic integrity: see <https://www.uow.edu.au/academic-integrity/students/index.html>

## **Tutorial/Seminar/Workshop Allocation Policy**

The UOW timetable allocation system is generated centrally and does not automatically reconcile each Faculty timetable with other Faculty timetables. Consequently, double degree students and students in subjects taught outside their home Faculty will generally have to compromise on their preferred subject timetable.

Once seminars are allocated, students may seek to change from their allocated seminar to another. In some cases, there will be vacancies available in the desired seminar. If, however, the seminar enrolment has already been closed, adequate documentation of the reasons for the change must be provided. Acceptable reasons include career responsibilities and unavoidable timetable clashes. 'Work commitments' will not be an acceptable reason to seek to change seminars, nor will seeking to consolidate classes into fewer days. Not all students will be satisfied with their seminar allocation. This is unavoidable.

## **StartSmart and CareerSmart**

StartSmart is compulsory for all first year UOW undergraduate students. CareerSmart is compulsory for all first year UOW undergraduate students studying within Australia. Non-completion of StartSmart or CareerSmart will result in your subject marks and grades being withheld.

StartSmart is an online resource designed to help students locate the extensive resources available through the University Library. It will assist you in completing your subjects successfully and will teach you how to critically and responsibly use the information you discover, without plagiarising. It will lead you through techniques for academic referencing and guide you in the art of paraphrasing. You are encouraged to complete the online module within the first weeks of session.

CareerSmart will help you understand your career options and how to improve your employability by learning what skills you have now, what employers want and how to fill in the gaps with your UOW studies. CareerSmart will help you create an action plan for your future to stay motivated and navigate your way through your degree with a clear focus. You are required to complete the online module before the end of your first session or results will be withheld.



To access StartSmart and CareerSmart go to <http://getstarted.uow.edu.au/how-uni-works/programs-to-help-you-succeed/index.html>

### **Academic Advice**

Students requiring academic advice or information should speak with their subject coordinator, seminar leader or lecturer as appropriate. Alternatively, you can contact [Student Central](#) who can assist you or advise you of the most appropriate person to contact. Relying on the word of fellow students may prove misleading.

Student Central: Telephone 02 4221 3927- Email: [askuow@uow.edu.au](mailto:askuow@uow.edu.au). Monday–Friday, 9.00am-5.00pm.

### **Student Academic Consideration**

Students should consult the online guide for information about applying for Academic Consideration: <http://www.uow.edu.au/student/central/academicconsideration/index.html>

Academic consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student’s control which significantly impair their 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.

Academic consideration is not intended to excuse students from meeting their responsibilities as outlined in the Student Charter <http://www.uow.edu.au/student/charter/>, or to accommodate those common occurrences which interfere with daily life.

Students who need assistance with study skills, essay writing or time management should contact Learning Development: <http://www.uow.edu.au/student/services/ld/index.html>

### **Late Withdrawal**

A list of the last dates for subject withdrawal **without financial penalty** (HECS refunded/International Student Fees credited) or **without academic penalty** (subject deleted from record) is available at: <http://www.uow.edu.au/student/dates/index.html>



## STUDENT SUPPORT SERVICES

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### Student Central

Student Central is your first point of contact for a wide range of enquiries including:

- Providing assistance with student forms.
- Making an appointment with the Head of Students

<https://www.uow.edu.au/student/central/>

<b>Telephone</b>	02 4221 3927
<b>Email</b>	<a href="mailto:askuow@uow.edu.au">askuow@uow.edu.au</a>
<b>Open Times</b>	Monday–Friday, 9.00am-5.00pm

### Library Services

To save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere via Ask Us: <http://www.library.uow.edu.au/ask/UOW026599.html> or *Google* “UOW library ask us”.

<b>Online – Ask a Librarian</b>	Ask questions and receive a response within 1 business day
<b>In person – Book a Librarian</b>	30-minute appointment with an Librarian
<b>Research Consultation Service</b>	1 hour appointment with an information specialist. Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students.
<b>By phone</b>	+61 2 4221 3548

The Main Library (Building 16) and Education Curriculum Resources Centre (Building 22) are located at the Wollongong Campus. UOW Libraries at other locations are listed on the Library website.

### Learning Co-Op

The Learning Co-Op provides online resources to support you with your learning. For further information, to request a consultation or find a peer coach on your campus, go to:

<https://www.uow.edu.au/student/learningcoop/index.html>

### Disability

If a student with a disability or ongoing medical condition requires assistance to complete a subject they should register with the University’s Disability Services at the beginning of session. Information on Disability Services is available at: <http://www.uow.edu.au/student/services/ds/index.html>

Students are also strongly advised to discuss their situation with their Subject Co-ordinator and the Faculty Student Support Advisers (see below).



### **Student Support Advisors (SSA)**

If you have a temporary or ongoing issue or a problem that is affecting your study, including issues that are related to belonging to an equity group, then the Student Support Advisors may be able to help. There are Student Support Advisors available to assist students who are studying at all UOW Campuses and online. Contact details can be found on the UOW website:

<https://www.uow.edu.au/student/services/SSA/contact/index.html>

### **Counselling Service**

The University Counselling Service is a free and confidential service provided five days per week from 9.00am until 6.00pm to assist students with personal, work or study related difficulties. To make an appointment call 02 4221 3445 or drop into the Counselling Service on Level 3, Building 11. Feel free to ask for a male or female counsellor if you have a preference:

<https://www.uow.edu.au/student/counselling/index.html>

### **Woilyungah Indigenous Centre**

WIC provides a number of programs, services and facilities to encourage and support Aboriginal and Torres Strait Islander and other Indigenous students and scholars. For further information see

<http://www.uow.edu.au/wic/index.html>

### **Careers Consultant**

UOW Careers Central has a team of experienced careers and employability staff on each campus who you can meet with to discuss your career thinking and what you might do during and after your studies. For further information on how to make a time to meet with a Careers Consultant see:

<https://www.uow.edu.au/student/careers/want-to-meet-with-us/>

### **Student Financial Advice**

If you are struggling to deal with debt or experiencing financial difficulties, you should seek help quickly. There are free and confidential services available to offer you professional advice. For further information see <https://www.uow.edu.au/coronavirus/student/financial-assistance/>

### **Student Legal Services**

The Student Legal Services Clinic provides free confidential legal advice to current UOW students. For further information see <https://www.uow.edu.au/student/support-services/legal-clinic/>

### **UOW Wellness**

UOW Wellbeing is an initiative for students funded by the Student Services and Amenities Fee. It is here to help you maintain a good life balance and keep on track while at UOW. For further information see <https://unilife.uow.edu.au/wellness-and-sport/>



## COMMUNICATIONS AND INTERNET ACCESS

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Course/degree requirements can be found in the online Course Handbook. Please refer to the handbook for the year you commenced your course.

### Internet Access

The University provides every student with email and internet access. This is intended for academic purposes only. Students should be aware that internet quotas are strictly enforced. Students are expected to use the free email account provided by the University for all correspondence relating to their studies. Students are warned that use of non-UOW web mail accounts consumes quota at a high rate. Quotas will not be renewed for students using their access for non-academic purposes: e.g. downloading music, visiting entertainment or recreational sites (i.e. Facebook), or accessing other mail accounts such as Hotmail. Details of the University Policy and Guidelines for Email and Internet Access are available at: <https://www.uow.edu.au/its/support/> The Guidelines clearly explain the quota system that is in place.

### Non-discriminatory language – Inclusive Language Guidelines

The Faculty upholds the use of non-sexist and non-racist language in all material submitted for assessment and in communications with staff and students of the University. For more information: <http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html>

### Email Etiquette

Staff receive many emails each day. In order for them to respond to emails appropriately and in a timely fashion, students are asked to observe basic requirements of professional communication:

- Identify, in the email header, the subject code of the subject you are enquiring about e.g. CACS101 tutorial essay
- Include your full name and your student number
- Use full words (avoid ‘text-speak’), correct grammar and correct spelling: demonstrate that you are literate
- Address your correspondent by their name and title: e.g. Dean/Dr. Only use first names if you are on familiar terms with the staff member. Note: ‘Hi/Hey ...’ is an inappropriate form of address.

### SOLSMail and Web Notices

SOLSMail and UOWMail accounts are used on a regular basis to contact students and to send out essential information.

It is essential that you check your University email account and the Faculty's website on a regular basis (every 2-3 days minimum).

1. It is each student's responsibility to ensure that they have an active, official University email account.
2. If a student wishes to forward email from their University account to another account, it is the student's responsibility to ensure that this has been successfully set up. For information on how to forward your University email account to your preferred email address refer to: <https://www.uow.edu.au/its/support/>
3. Students are not permitted to submit assignments by email.



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4. Documents relevant to individual subjects are routinely made available via the subject's eLearning site. Documents of general or extra-curricular relevance will, from time to time, be posted on the 'Notices for Students' web page.



## **POLICIES AND GUIDELINES**

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Course/degree requirements can be found in the online Course Handbook. Please refer to the handbook for the year you commenced your course.

### **Teaching and Assessment: Code of Practice - Teaching**

This Code is a key document in implementing the University's Teaching and Assessment Policy and sets out the specific responsibilities of parties affected in relation to learning, teaching and assessment, as well as procedures for teaching staff. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058666.html>

### **Teaching and Assessment: Assessment and Feedback Policy**

The purpose of this Policy is to set out the University of Wollongong's approach to effective learning, teaching and assessment, including the principles and minimum standards underlying teaching and assessment practice. The Policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html>

### **Teaching and Assessment: Subject Delivery Policy**

This Policy sets out specific requirements in relation to the delivery of Subjects. The policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW222906.html>

### **The Student Charter – Your Rights and Responsibilities**

The Student Charter is shaped by the University's mission to excel through providing world-class teaching, learning and research opportunities that challenge, inform and inspire its students in a diverse and inclusive environment. The Student Charter is based on principles that guide all members of the University and that promote responsible partnerships within and beyond the University community. It acknowledges the importance of the connection that is forged between students and staff of the University as well as the broader community. It encompasses a commitment to academic integrity and the five fundamental values on which this rests: honesty, trust, fairness, respect and responsibility.

<http://www.uow.edu.au/student/charter/index.html>

### **Academic Integrity Policy**

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others:

<http://www.uow.edu.au/about/policy/UOW058648.html>



### **Student Academic Consideration Policy**

The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for specific assessment tasks, examinations, academic progress or attendance requirements in a subject relevant to their course to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. This Policy sets out clear and defined requirements allowing for transparency, ease of interpretation and implementation. Consistency in criteria, procedures, and outcomes in the processing of applications for academic consideration for all forms of assessment are requirements of this Policy. The Policy can be found at:

<http://www.uow.edu.au/about/policy/UOW058721.html>

### **Course Progress Policy**

The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress; the definitions of the roles and responsibilities of UOW staff and students with regard to course progress; and the descriptions of the resources and choices available to assist students at risk of not achieving course progress standards. The Policy can be found at:

<http://www.uow.edu.au/about/policy/UOW058679.html>

### **Review and Appeal of Academic Decisions Policy**

UOW aims to provide a transparent and consistent process for resolving student academic grievances. Further information is available at:

<https://documents.uow.edu.au/about/policy/students/UOW189967.html>

### **Copyright Policy**

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html>

### **Intellectual Property (IP) Policy**

UOW's Intellectual Property (IP) Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at <http://www.uow.edu.au/about/policy/UOW058689.html>

### **Student Conduct Rules**

In line with UOW's commitment to academic integrity, new rules related to student conduct have been in effect since 1 January 2008. Relevant information may be found at:

<http://www.uow.edu.au/about/policy/UOW058723.html>



### **Code of Practice – Responsible Conduct of Research**

This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058663.html>

### **Code of Practice – Honours**

This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058661.html>

### **The Code of Practice – Work Integrated Learning (Professional Experience)**

The Code of Practice – Work Integrated Learning (Professional Experience) sets out what is expected from students, the University and Host Organisations in providing work integrated learning professional experience programs. It applies to professional experience programs that form the whole or part of a subject or course offered at the University. The Code assists in promoting a productive work integrated learning experience for students and in promoting relevant UOW Work Integrated Learning Design Principles. Current policies and practices relating to work integrated learning can be found at:

<http://www.uow.edu.au/about/policy/UOW058662.html>

### **Ethical or Religious Objection by Students to the Use of Animal and Animal Products in Coursework Subjects Policy**

UOW is committed to recognition of the diversity of values held by students at the University and seeks to provide avenues for students to complete their chosen field of study without compromising their ethical commitments. The University, through its Animal Ethics Committee, has a responsibility to review any proposed research and teaching involving living animals in accordance with the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (2004) and the *Animal Research Act 1985* (NSW).

This policy provides a framework for recognition of and responses to students' ethical or religious objection to animal use in coursework subjects at UOW. Further information about this policy can be found here:

<http://www.uow.edu.au/about/policy/UOW058708.html>

### **Human Research Ethics Guidelines**

The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here:

<http://www.uow.edu.au/research/ethics/human/index.html>



### **Ethics Policies**

<http://www.uow.edu.au/about/policy/research/index.html>

### **Grievance Policy**

<http://www.uow.edu.au/about/policy/UOW058683.html>

### **Disability Policy - Students**

<http://www.uow.edu.au/about/policy/UOW058672.html>

### **Safe at Work**

The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from:

<https://www.uow.edu.au/about/services/safe-at-work/>

### **Safe and Respectful Communities**

The University of Wollongong is committed to creating a safe and respectful environment for all members of our community. We believe everyone has the right to feel safe and supported on campus, free from discrimination, harassment and assault. We encourage all members of the community to speak out, report and seek support if they see behaviour that is threatening, offensive, or could be seen to be harassing or discriminatory in any way. Further information is available from:

<https://www.uow.edu.au/student/safety-and-respect/index.html>

### **Coursework Rules**

The Coursework Rules (hereafter the Rules) govern the admission, enrolment, progression through, and qualification for a coursework award offered by the University. Further information can be found here:

<https://documents.uow.edu.au/about/policy/UOW262890.html>

### **Examinations Rules and Procedures**

The UOW rules and procedures outline exam conditions, student conduct in exams, and the procedures for exam management. Further information can found here:

<https://www.uow.edu.au/about/policy/UOW118158.html>