School of Humanities and Social Inquiry
General Advice
Autumn 2019
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Academic

Course Handbook
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

Head of Students
The Head of Students’ Unit in the Faculty has a wealth of knowledge to provide you with advice and information on University Rules and Regulations relating to your degree or double degree within the faculty.

To make an appointment with Dr Jason Lim, Head of Students in the School of Humanities and Social Inquiry, please contact LHA Central: Email: lha_enquiries@uow.edu.au. Telephone: 02 4221 3456. Room: 19.1050.

Academic Complaints
The term “Academic complaint” refers to a complaint by a student concerning a decision, act or omission of a member of UOW staff or committee which affects the student's academic progress. Some examples of a complaint include the following:

a. failure to manage a request for student academic consideration in accordance with the Student Academic Consideration Policy;
b. failure of an Honours Project Supervisor to fulfil their responsibilities as defined in the Code of Practice – Honours;
c. failure to adhere to the requirements of the General Course Rules, including the rules governing the award of grades of performance, granting of awards "with Distinction", minimum rate of progress, advanced standing, amendments to academic records;
d. failure to adhere to the requirements of the Course Progress Policy in respect of minimum rate of progress;
e. failure to adhere to the requirements of the Credit Transfer and Recognition of Prior Learning Policy in respect of the awarding of credit or advanced standing; 
f. failure to adhere to the requirements of the rules with respect to the course of study in which the student is enrolled; 
g. failure to adhere to mandatory requirements of a relevant Code of Practice (e.g. Teaching and Assessment, Honours, Student Professional Experience), including assessment or examination requirements, other than failure to assess work in accordance with specified criteria; 
h. failure to adhere to Faculty or University assessment or examination requirements; 
i. failure to retain adequate class attendance records where attendance is an assessment criteria; or 
j. failure to follow due process in handling student requests, academic appeals or academic complaints;

The University and the Faculty have a formal Coursework Student Academic Complaints Policy. This policy is available on the UOW website or a copy may be obtained from LHA Central, Level 1, Building 19. For more information go to: https://www.uow.edu.au/student/haveyoursay/studentcomplaints/index.html. Students are required to complete the Coursework Student Academic Complaint form.

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.
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.

LHA Tutorial Swap via MOODLE
WOLLONGONG CAMPUS SUBJECTS ONLY

The majority of LHA subjects will allow students to request to swap tutorial places using the LHA Tutorial Swap MOODLE site. Students can post their current and desired tutorial times on the relevant subject’s MOODLE ‘bulletin board’ with the aim of finding fellow students who are willing to swap tutorial places.

Only students who are enrolled and have access to their subject’s MOODLE page can access the Tutorial Swap site via this link. https://moodle.uowplatform.edu.au/course/view.php?id=3092

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 provides essential information skills to introduce you to the UOW academic environment and help you understand your student responsibilities. StartSmart will show you how to find and evaluate relevant information to use in assessment tasks, and develop strong academic integrity practices.

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.

To access StartSmart and CareerSmart go to: http://getstarted.uow.edu.au/index.html

Academic Advice

Students requiring academic advice or information should speak with their lecturer, tutor or subject coordinator as appropriate. Alternatively, you can contact LHA Central who can assist you or advise you of the most appropriate person to contact. LHA Central: Telephone 02 4221 3456 Email: lha-enquiries@uow.edu.au, Building 19, Level 1. Monday–Friday, 9.00am-5.00pm. Relying on the word of fellow students may prove misleading.

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 his or her ability to complete an assessment task 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

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”

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<th>Online – Ask a Librarian</th>
<th>Ask questions and receive a response within 1 business day</th>
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<tr>
<td>In person – Book a Librarian</td>
<td>30-minute appointment with an Librarian</td>
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<tr>
<td>Research Consultation Service</td>
<td>1 hour appointment with an information specialist. Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students.</td>
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<tr>
<td>By phone</td>
<td>+61 2 4221 3548</td>
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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 support, request a consultation or find a peer coach on your campus. For further information: 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 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 Advisers may be able to help. There are Student Support Advisers available to assist students who are studying at all UOW Campuses and in all UOW Faculties. 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?ssSourceSiteId=getstarted

Woolyungah 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
The Faculty of Law, Humanities and the Arts provides students with access to a Careers Consultant. You can contact the Careers Consultant for private consultations or for information about seminars and workshops offered by UOW’s Careers Central.

The LHA Faculty Careers Consultant is Ms Michele Kenworthy, Telephone: 02 4221 3528. Email: Michele_kenworthy@uow.edu.au Building 19, Room 1008.
**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/student/financial-counselling/index.html?ssSourceSiteId=getstarted](https://www.uow.edu.au/student/financial-counselling/index.html?ssSourceSiteId=getstarted)

**Student Legal Services**
The Student Legal Services Clinic provides free confidential legal advice to current UOW students. For further information see [http://www.uow.edu.au/student/legalclinic](http://www.uow.edu.au/student/legalclinic)

**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://pulse.uow.edu.au/unilife/wellness/index.html?ssSourceSiteId=getstarted](https://pulse.uow.edu.au/unilife/wellness/index.html?ssSourceSiteId=getstarted)

**Communications and Internet Access**

**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: [http://www.uow.edu.au/student/it/index.html](http://www.uow.edu.au/student/it/index.html). The Guidelines clearly explain the quota system that is in place.

**Non-discriminatory language**
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](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: [http://www.uow.edu.au/its/userguides/UOW001585.html](http://www.uow.edu.au/its/userguides/UOW001585.html)
3. Students are not permitted to submit assignments by email;
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.
### University Policies

Information on the following University Policies can be found at the websites listed:

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<th>Policy</th>
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