School of Nursing

SNUG101: Fundamentals of Nursing

Subject Outline
Autumn 2019
On-Campus
Wollongong/Southern Sydney /Shoalhaven / Batemans Bay / Bega /South Western Sydney

Subject Information
Credit Points: 6
Pre-requisite(s): Nil
Co-requisite(s): SNUG104
Restrictions: Nil
Contact Hours: 2 hours online activities, 2 hours tutorial and 2 hours simulated nursing tutorial per week

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mr Grant Kinghorn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Wollongong, Building 41, Room 211</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5271</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:grant_kinghorn@uow.edu.au">grant_kinghorn@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Email for appointment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mr Alex Chan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>South Western Sydney</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 8763 6019</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:chana@uow.edu.au">chana@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Email for appointment</td>
</tr>
</tbody>
</table>

Student Support and Advice
For general enquiries please contact StudentHub 41
Location: 41.138B
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au
Table of Contents

Section A: General Information ............................................................................................................... 3
  Subject Learning Outcomes ................................................................................................................ 3
  Subject Description ............................................................................................................................. 3
  Lecture, Tutorial, Laboratory Times .................................................................................................... 3
  Readings, References and Materials .................................................................................................. 3
    Prescribed Textbooks ..................................................................................................................... 3
    Prescribed Readings (includes eReadings) .................................................................................... 4
    Recommended Additional Readings ............................................................................................... 4
  Recent Changes to this Subject.......................................................................................................... 4
  Inherent Requirements ........................................................................................................................ 4
  Laboratory & Simulation Guidelines .................................................................................................... 5
  List of Topics Covered ........................................................................................................................ 5
Section B: Assessment ........................................................................................................................... 6
  Assessment Summary ........................................................................................................................ 6
  Details of Assessment Tasks .............................................................................................................. 6
  Minimum Requirements for a Pass in this Subject ............................................................................. 8
    Minimum Student Attendance and Participation: ........................................................................ 8
  Scaling:................................................................................................................................................ 8
  Late Submission:................................................................................................................................. 9
    Late Submission Penalty:................................................................................................................ 9
  Supplementary Assessments.............................................................................................................. 9
  System of Referencing Used for Written Work ................................................................................. 10
  Submission of Assignments .............................................................................................................. 10
  Assessment Return ........................................................................................................................... 10
Section C: General Advice .................................................................................................................... 11
  Student Consultation and Communication ......................................................................................... 11
  eLearning Space ............................................................................................................................... 11
  Use of Internet Sources ..................................................................................................................... 11
  Extraordinary Changes for the Subject after Release of the Subject Outline ................................... 12
  Learning Analytics........................................................................................................................... 12
  The Assessment Quality Cycle ......................................................................................................... 12
  Academic Integrity Policy .................................................................................................................. 12
  Student Academic Complaints Policy (Coursework or Higher Degree Research) ......................... 13
  Student Support Services and Facilities ............................................................................................ 13
  Student Etiquette ............................................................................................................................... 13
  UOW Grade Descriptors ................................................................................................................... 14
  University Policies ............................................................................................................................ 15
  Version Control Table ......................................................................................................................... 16
Section A: General Information

Subject Learning Outcomes

<table>
<thead>
<tr>
<th>On successful completion of this subject, students will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. describe person-centred nursing and its impacts on the delivery of care</td>
</tr>
<tr>
<td>2. identify personal values and beliefs and consider how they influence care and treatment</td>
</tr>
<tr>
<td>3. describe and use the clinical reasoning cycle</td>
</tr>
<tr>
<td>4. demonstrate nursing skills in:</td>
</tr>
<tr>
<td>a. assessment of physical, social, emotional and cognitive health across the lifespan</td>
</tr>
<tr>
<td>b. nursing assessment, planning, implementation and evaluation of care</td>
</tr>
<tr>
<td>5. use reflection to develop strategies for self-awareness</td>
</tr>
<tr>
<td>6. communicate in a respectful, effective and culturally safe manner</td>
</tr>
</tbody>
</table>

Subject Description

SNUG101 will introduce nursing students to the person–centred nursing care framework with an emphasis on the prerequisites and care environment. Foundational nursing practice skills will be developed and extended through scenario based learning in the laboratory. Integrated with this will be an introduction to the clinical reasoning cycle, the nursing process and critical thinking. This initial, fundamentals of care subject will specifically focus on nursing assessment and nursing diagnosis. Integral aspects of nursing care will be introduced to challenge nursing students to consider how they enable people they care for to be empowered in the decision-making process. Further, it will model how nursing students contextualise their theoretical knowledge through clinical practice to ensure they practise in a culturally safe way.

Lecture, Tutorial, Laboratory Times

On-Campus Delivery:
All timetable information is subject to variation. Check latest timetabling information on the ‘Current Student’ webpage on UOW website or log into SOLS to view your personal timetable prior to attending classes.

Timetable information can be accessed from

Key University Dates can be accessed from

Readings, References and Materials

Prescribed Textbooks
It is expected that students will purchase the following text.

Prescribed Readings (includes eReadings)
The following readings are prescribed for this subject, but students are not expected to purchase these. They are available to students through the library on the subject’s eLearning site.


Recommended Additional Readings
Additional references that complement the prescribed readings and textbooks are available to students via the eLearning site for this subject.


Recent Changes to this Subject
i. This is a new subject (2019)

Inherent Requirements
Inherent requirements are the essential components of a course or unit that demonstrate the abilities, knowledge and skills to achieve the core learning outcomes of the course or unit. Further information on Inherent Requirements can be found on the following link on the UOW School of Nursing webpage: http://smah.uow.edu.au/nursing/courses/inherent-requirements/UOW192225.html
Laboratory & Simulation Guidelines

The rules below are general rules that are required in the nursing laboratory and simulation areas.

- Please be on time for all simulation laboratories. Admission to the laboratory or simulation class will be closed 10 minutes after the scheduled commencement time. If you arrive late, you may not be able to participate in the laboratory or simulation session.
- It is your responsibility to ensure that you sign your name on your specific class roll book located in the foyer area of the laboratory and simulation area, prior to entering your class.
- If you cannot attend or were excluded from your designated laboratory or simulation session, you must immediately contact your subject coordinator who will advise you about what you must do. Please refer to your subject outline about attendance requirements.
- Appropriate attire must be worn for every laboratory or simulation session. No access will be granted to the laboratory or simulation areas without appropriate footwear.
- Please see the Simulation Technician/Assistant if you need to move any equipment including the manikins, beds, tables or other equipment in the simulation / laboratory environment. Please do not move simulators or manikins from their beds without assistance.
- Any accident, injury or near miss, potentially dangerous, malfunctioning or accident-prone equipment, fixtures or situation has to be reported promptly to the Simulation Technician/Assistant or your demonstrator. The university approved ‘Hazard and incident report form’ must be completed and forwarded to the Head of School- Professor Tracey Moroney.
- If you have any allergies to latex, hand soaps, dressings or any other materials you could be exposed to during your laboratory or simulation class, please inform the Simulation Technician/Assistant or your demonstrator.

List of Topics Covered

The following are examples of the topics to be covered in this course. This is not an exhaustive list and will be subject to change.

- Contemporary health care: health care delivery systems, information and technology in health care
- The nursing process: clinical reasoning cycle, critical thinking, assessing, nursing diagnosis and documentation of care
- Health beliefs and practices: cultural safety
- Lifespan development: promoting health and recovery across the lifespan
- Integral aspects of nursing: person-centred care, concepts of self, engaging authentically, empowerment through shared decision making and planning, creating healthful relationships and communication
- Assessing health: vital signs, physical health assessment, mental health assessment, interviewing skills, pain assessment, using risk assessment and surveillance strategies to minimise potential harm
- Integral components of individualised care: infection control and prevention, safety, mobility, pressure injury assessment and management, hygiene, and skin integrity and wound care
- Promoting psychosocial health: self-concept, stress and coping, loss, grieving and death, wellbeing and flourishing
- Promoting physiological health: nutrition, urinary elimination, faecal elimination and fluid and electrolyte balance
- Promoting social, emotional and mental health: sensory perception and alteration, sexuality and spirituality
- Promoting physiological health: activity and exercise, sleep, pain management, oxygenation and circulation
- Mental health first aid
- Mental State Examination, mental illness and mental disorders
- Health informatics and health technology
- Medication calculations
- National inpatient medication chart

A Timetable of Topics will be available from the eLearning site in week 1 of session.
### Section B: Assessment

#### Assessment Summary

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Form of Assessment</th>
<th>Due Date</th>
<th>Return/Feedback Due Dates</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>Creative representation of values and beliefs</td>
<td>Week 3 (Thursday 21st March, 1700hrs)</td>
<td>Within 15 working days of the submission date</td>
<td>30%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>OSCA – communication and patient assessment</td>
<td>Week 7 (15th – 19th April)</td>
<td>Upon completion of OSCA</td>
<td>Satisfactory/unsatisfactory</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Reflection</td>
<td>Week 9 (Thursday 9th May, 1700hrs)</td>
<td>Within 15 working days of the submission date</td>
<td>30%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Calculation Assessment</td>
<td>Week 10 (13th – 17th May)</td>
<td>Upon completion of assessment</td>
<td>Pass/Fail Satisfactory/unsatisfactory</td>
</tr>
<tr>
<td>Assessment 5</td>
<td>Final exam</td>
<td>UOW Examination period</td>
<td>Release of results</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Marks 100%</td>
</tr>
</tbody>
</table>

#### Details of Assessment Tasks

Specific details about each assessment and the explicit marking criteria used to assess them will be available in the eLearning space for this subject by the first day of session.

**Assessment 1**

- **Creative representation of values and beliefs**
- **Due date**: Week 3 (Thursday 21st March, 1700hrs)
- **Weighting**: 30%

**Submission**

- Submit an electronic copy of your assignment via upload to eLearning.
- Please refer to detailed information regarding submission of assignments on the subject’s eLearning site.

**Type of Collaboration**: Individual Assessment

**Length**: Creative piece and 500 words

**Details**: Specific details about this assessment task are available in eLearning

**Style and format**: Creative representation and assignment

**Subject Learning Outcomes**: 1, 2

**Marking Criteria**: The marking criteria for this assessment task are available in eLearning
### Assessment 2

**Observed Structured Clinical Assessment (OSCA): Communication and Patient Assessment**

<table>
<thead>
<tr>
<th>Due date</th>
<th>Week 7 (15th – 19th April)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting</td>
<td>No weighting (minimum satisfactory level must be achieved)</td>
</tr>
<tr>
<td>Note:</td>
<td>Students must achieve a satisfactory grade in the OSCA prior to attending workplace experience. Students will be offered two (2) attempts at the OSCA.</td>
</tr>
<tr>
<td>Submission</td>
<td>Please refer to detailed information regarding assessment on the subject's eLearning site.</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Details</td>
<td>Specific details about this assessment task are available in eLearning</td>
</tr>
<tr>
<td>Style and format</td>
<td>OSCA</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>4,6</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The marking criteria for this assessment task are available in eLearning</td>
</tr>
</tbody>
</table>

### Assessment 3

**Reflection**

<table>
<thead>
<tr>
<th>Due date</th>
<th>Week 9 (Thursday 9th May, 1700hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting</td>
<td>30%</td>
</tr>
<tr>
<td>Submission</td>
<td>Submit an electronic copy of your assignment via upload to eLearning. Please refer to detailed information regarding submission of assignments on the subject’s eLearning site.</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>1000 words plus journal entries</td>
</tr>
<tr>
<td>Details</td>
<td>Specific details about this assessment task are available in eLearning</td>
</tr>
<tr>
<td>Style and format</td>
<td>Assignment</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>1,5</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The marking criteria for this assessment task are available in eLearning</td>
</tr>
</tbody>
</table>

### Assessment 4

**Online exam – Medication Calculations Exam**

<table>
<thead>
<tr>
<th>Due date</th>
<th>Week 10 (13th – 17th May)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting</td>
<td>No weighting (minimum satisfactory level must be achieved)</td>
</tr>
<tr>
<td>Submission</td>
<td>Online exam</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>1 Med+safe assessment task (details in eLearning)</td>
</tr>
<tr>
<td>Details</td>
<td>Specific details about this assessment task are available in eLearning</td>
</tr>
<tr>
<td>Style and format</td>
<td>Online exam</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>4</td>
</tr>
</tbody>
</table>
Assessment 5 | Final Exam  
---|---  
Due date | UOW Examination period  
Weighting | 40%  
Submission | Exam papers and answers must be submitted at the conclusion of the exam  
Type of Collaboration | Individual Assessment  
Length | 2 hours  
Details | Specific details about this assessment task are available in eLearning  
Style and format | Exam  
Subject Learning Outcomes | 1, 3, 4

**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, 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%.

The minimum performance requirements for this subject are:

- attempt all assessment tasks
- receive a mark of 40% or more in the final exam
- meet the minimum requirements for OSCA
- meet the minimum requirements for Medication Calculation
- meet the minimum Attendance and Participation requirements set out below.

**Minimum Student Attendance and Participation:**
It is expected that students will allocate 12hrs based on credit points per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Attendance is required at all tutorials and active involvement in class is expected from students. Students who are absent from tutorials are required to apply for Academic Consideration.

**Laboratory attendance** is 100% compulsory and must be met to successfully complete the subject. An application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate can be made to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage: [http://www.uow.edu.au/student/central/academicconsideration/index.html](http://www.uow.edu.au/student/central/academicconsideration/index.html)

**Scaling:**
Scaling will not occur in this subject.
Late Submission:
Late submission of an assessment task without an approved extension of the deadline is not acceptable. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application of academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage: http://www.uow.edu.au/student/central/academicconsideration/index.html

Students who have an active Reasonable Adjustment should contact the Subject Coordinator to request an extension on an assessment task. An extension can only be granted on formal request by the student and if the Reasonable Adjustment includes the provision of a possible extension for assessment tasks. If the provision of an extension is not included in the Reasonable Adjustment or if the circumstances affecting the student do not relate to the condition set out in the Reasonable Adjustment the student should apply for an Academic Consideration (see above).

Late Submission Penalty:
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 the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

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 \((100 \times 0.05 \times 7)\). 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 for the assignment \((85 \text{ (original mark)} - 35 \text{ marks (late penalty)} = 50/100 \text{ (final mark)})\).
- 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 \((20 \times 0.05 \times 3)\). 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 \((17 \text{ (original mark)} - 3 \text{ marks (late penalty)} = 14/20 \text{ (final mark)})\).

No marks will be awarded for work submitted either after the assessment has been returned to the students or more than two weeks after the due date, whichever is the sooner. This does not apply to situations where a particular assessment task is undertaken by students at different times throughout the session, but where the assessment is based on experiments or case studies specific to a student. In this case no marks will be awarded for work submitted more than two weeks after the due date.

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.

Supplementary Assessments
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.

Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers. Further information about Supplementary Assessments is available at: http://www.uow.edu.au/student/exams/suppassess/index.html
**System of Referencing Used for Written Work**

APA 6 referencing system should, unless otherwise specified for a particular assignment (check Details of Assessment Tasks), be utilised.

The APA Referencing Style is an author-date citation style. It has two main features:

- **In-text citations**, when you refer to another author's work you must cite your source by providing the last name(s) of the author(s) and the year of publication.
- **The reference list** which appears at the end of your assignment and includes a full description of each source you have cited, listing them in alphabetical order by the author's last name.

A summary of the APA 6 can be accessed on the Library website at [http://uow.libguides.com/refcite/apa6](http://uow.libguides.com/refcite/apa6)

**Submission of Assignments**

Assignments are to be submitted via drop box in the eLearning site.

Refer to the submission requirements under the details of the individual assessments. Students should ensure that they receive a receipt acknowledging submission. 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.

**Assessment Return**

Once your assignment has been marked and your Subject Coordinator releases results for the assessment you will be able to access feedback on your assignment within the assessment submission page on the Moodle site for this subject. This will include feedback within the marking guide, feedback comments and feedback files (where applicable) that provide you with your markers feedback on your written work. You will receive an automated notification that your assignment results are available for download / review within Moodle.

You can access feedback on your marked assignment on the Assignment submission page, when marks and feedback have been released to students, please note that the Feedback section appears at the bottom of the page.

Your final mark in the assessment task will be posted within SOLS.

**Feedback on quizzes, examinations and/or presentations:**

Contact your lecturer/tutor/subject coordinator if you would like feedback on your assessment. In accordance with University Policy marked assignments will usually only be held for 21 days after the declaration of marks for that assignment.
Section C: General Advice

Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.

Student Consultation and Communication

University staff receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely fashion, students are asked to observe basic requirements of professional communication.

Please ensure that you include your full name and student number and identify your practical class or tutorial group in your email so that staff know who they are communicating with and can follow-up personally where appropriate.

Consider what the communication is about

- Is your question addressed elsewhere (e.g. in the subject outline or, on the eLearning site)?
- Is it something that is better discussed in person or by telephone? This may be the case if your query requires a lengthy response or a dialogue in order to address. If so, see consultation times above and/or schedule an appointment.
- Are you addressing your request to the most appropriate person?

Specific email subject title to enable easy identification of issue

- Identify the subject code of the subject you are enquiring about (as staff may be involved in more than one subject) put this in the email subject heading. Add a brief, specific query reference after the subject code where appropriate.

Professional courtesy

- Address the staff member appropriately by name (and formal title if you do not yet know them).
- Use full words (avoid ‘text-speak’ abbreviations), correct grammar and correct spelling.
- Be respectful and courteous.
- Allow 3 – 4 working days for a response before following up. If the matter is legitimately urgent, you may wish to try telephoning the staff member (and leaving a voicemail message if necessary) or inquiring at the School Office.

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 regarding the eLearning spaces please use the following link: https://www.uow.edu.au/student/elearning/index.html

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.
Extraordinary Changes for the Subject after Release of the Subject Outline

In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Learning Analytics

Data on student performance and engagement (such as Moodle and University Library usage, task marks, use of SOLS) will be available to the Subject Coordinator to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to https://uow.edu.au/dvce/ltc/analytics/

The Assessment Quality Cycle

The Assessment Quality Cycle provides a level of assurance that assessment practice across the University is appropriate, consistent and fair.

Assessment Quality Cycle Activities are undertaken to contribute to the continuous improvement of assessment and promote good practices in relation to the:

a. design of the assessment suite and individual assessment tasks;
b. marking of individual assessment tasks;
c. finalisation of subject marks and grades; and
d. review of the subject prior to subsequent delivery

Copies of student work may be retained by the University in order to facilitate quality assurance of assessment processes.

Academic Integrity Policy

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

"The University's Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. 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 can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. This is considered academic misconduct and students place themselves at risk of being expelled from the University."
**Student Academic Complaints Policy (Coursework or Higher Degree Research)**

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student’s right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy for further information.

**Student Support Services and Facilities**

Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University, “Help at University” as well as information and support on “Careers and Jobs”. [http://www.uow.edu.au/student/services/index.html](http://www.uow.edu.au/student/services/index.html)

**Student Etiquette**

Guidelines on the use of email to contact teaching staff, mobile phone use in class and information on the university guide to eLearning ‘Netiquette’ can be found at [https://www.uow.edu.au/student/learningcoop/software/emailetiquette/index.html](https://www.uow.edu.au/student/learningcoop/software/emailetiquette/index.html)
# UOW Grade Descriptors

The University of Wollongong Grade Descriptors are general statements that describe student performance at each of the University’s grade levels.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark %</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction HD</td>
<td>85-100</td>
<td>A high distinction grade (HD) is awarded for performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable): • consistent evidence of deep and critical understanding • substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches • critical evaluation of problems, their solutions and their implications • use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work • creativity in application as appropriate to the discipline • eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline • consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy • all or almost all answers correct, very few or none incorrect</td>
</tr>
<tr>
<td>Distinction D</td>
<td>75-84</td>
<td>A distinction grade (D) is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable): • evidence of integration and evaluation of critical ideas, principles, concepts and/or theories • distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts • demonstration of frequent originality in defining and analysing issues or problems and providing solutions • fluent and thorough communication of information and ideas in terms of the conventions of the discipline • frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy • most answers correct, few incorrect</td>
</tr>
<tr>
<td>Credit C</td>
<td>65-74</td>
<td>A credit grade (C) is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable): • evidence of learning that goes beyond replication of content knowledge or skills • demonstration of solid understanding of fundamental concepts in the field of study • demonstration of the ability to apply these concepts in a variety of contexts • use of convincing arguments with appropriate coherent and logical reasoning • clear communication of information and ideas in terms of the conventions of the discipline • regular application of appropriate skills, techniques and methods with high levels of precision and accuracy • many answers correct, some incorrect</td>
</tr>
<tr>
<td>Pass P</td>
<td>50-64</td>
<td>A pass grade (P) is awarded for performance that provides evidence of a satisfactory level of attainment of the relevant subject learning outcomes, demonstrating (as applicable): • knowledge, understanding and application of fundamental concepts of the field of study • use of routine arguments with acceptable reasoning • adequate communication of information and ideas in terms of the conventions of the discipline • ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy • a combination of correct and incorrect answers</td>
</tr>
<tr>
<td>Fail F</td>
<td>&lt;50</td>
<td>A fail grade (F) is given for performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.</td>
</tr>
<tr>
<td>Technical Fail TF</td>
<td></td>
<td>A technical fail (TF) grade is given when minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.</td>
</tr>
<tr>
<td>Satisfactory S</td>
<td></td>
<td>A satisfactory grade (S) is awarded for performance that demonstrates a satisfactory level of attainment of the relevant subject learning outcomes.</td>
</tr>
<tr>
<td>Unsatisfactory U</td>
<td></td>
<td>An unsatisfactory grade (U) is awarded for performance that demonstrates an unsatisfactory level of attainment of the relevant subject learning outcomes.</td>
</tr>
<tr>
<td>Excellent E</td>
<td></td>
<td>An excellent grade (E) may be awarded, instead of a satisfactory grade (S), within subjects from the School of Medicine that have been completed with a consistent pattern of high standard of performance in all aspects of the subject.</td>
</tr>
</tbody>
</table>

More details on UOW Grade descriptors can be found on the following link: [http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow194941.pdf](http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow194941.pdf)
University Policies

Students should be familiar with the following University policies:

a. Code of Practice – Teaching and Assessment - Teaching

b. Teaching and Assessment: Assessment and Feedback Policy

c. Teaching and Assessment: Subject Delivery Policy

d. Code of Practice – Research, where relevant

e. Code of Practice – Honours, where relevant

f. Student Charter

g. Code of Practice – Student Professional Experience, where relevant

h. Academic Integrity and Plagiarism Policy

i. Student Academic Consideration Policy

j. Course Progress Policy

k. Copyright Policy

l. Academic Complaints Policy (Coursework and Honours Students)

m. Inclusive Language Policy

n. Workplace Health and Safety, where relevant

o. Intellectual Property Policy

p. IP Student Assessment of Intellectual Property Policy, where relevant

q. Policy on Ethical Objection by Students to the Use of Animal and Animal Products in
   Coursework Subjects, where relevant

r. Human Research Ethics Guidelines, where relevant

s. Animal Research Guidelines, where relevant
t. Student Conduct Rules and accompanying Procedures or Research Misconduct Policy for research students

### Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20190125</td>
<td>Alex Chan – Subject Coordinator</td>
<td>Sonia Losinno – L&amp;T Officer</td>
<td>Final SNUG101 Autumn 2019 Subject Outline</td>
</tr>
</tbody>
</table>