Subject Outline
Summer 2020
Remote Learning
Wollongong

Subject Information
Credit Points: 6
Pre-requisite(s): Distinction average or higher performance in subjects pertinent to the research area and approved by the subject coordinator
Co-requisite(s): Nil
Restrictions: Offered subject to availability of a supervisor. B.Sc. (Hons) (DS), as approved by the Head of School (HoS)
Contact Hours: TBA

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Prof Ronald Sluyter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Building 32, Room 306</td>
</tr>
<tr>
<td>Telephone</td>
<td>61 24221 5508</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:rsluyter@uow.edu.au">rsluyter@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times</td>
<td>Email for appointment</td>
</tr>
</tbody>
</table>

Project Supervisor
It is the responsibility of the student to identify a suitable research supervisor and project to be undertaken as the core component of this subject. Students should contact the subject coordinator in the first instance for advice, and then consult various potential supervisors for an outline of projects that are on offer. Prospective students are encouraged to discuss possible projects with a range of potential supervisors before deciding on a project. A useful starting point is the school website which outlines the research interests of all members of academic staff. A project and supervisor must be agreed with the subject coordinator no later than the first week of the session in which the project is to be undertaken. Supervision of a project will depend in part on the availability of resources.

Student Support and Advice
For general enquiries please contact StudentHub 41:

<table>
<thead>
<tr>
<th>Location</th>
<th>Bldg 41 Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>61 2 4221 3492</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:smah-students@uow.edu.au">smah-students@uow.edu.au</a></td>
</tr>
</tbody>
</table>
# Table of Contents

Section A: General Information ........................................................................................................... 4

Subject Learning Outcomes .................................................................................................................. 4

Subject Description ............................................................................................................................... 4

Readings, References and Materials .................................................................................................... 4

Textbooks ............................................................................................................................................. 4

Prescribed Readings (includes eReadings) ........................................................................................... 4

Materials ............................................................................................................................................... 4

Recommended Readings ...................................................................................................................... 4

Recent Changes to this Subject ............................................................................................................ 4

Laboratory Safety 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 ............................................................................. 7

Minimum Student Attendance and Participation ............................................................................... 7

Scaling ................................................................................................................................................ 7

Late Submission................................................................................................................................ 7

Late Submission Penalty – at 10% ........................................................................................................ 8

Academic Consideration ....................................................................................................................... 8

Review and Appeal of Academic Decisions Policy ............................................................................ 8

Supplementary Assessments ............................................................................................................... 8

System of Referencing Used for Written Work .................................................................................. 8

Submission of Assessments ................................................................................................................. 9

Assessment Return ............................................................................................................................... 9

Retention of Submitted Work ............................................................................................................. 9

Section C: General Advice .................................................................................................................... 10

Student Consultation and Communication ....................................................................................... 10

Student Etiquette .................................................................................................................................. 10

eLearning Space ................................................................................................................................. 10

Use of Internet Sources ....................................................................................................................... 10

Lecture, Tutorial, Laboratory Times .................................................................................................... 11

Extraordinary Changes for the Subject after Release of the Subject Outline ...................................... 11

Learning Analytics ............................................................................................................................... 11

The Assessment Quality Cycle ........................................................................................................... 11

Academic Integrity Policy .................................................................................................................... 11

Student Services and Support ............................................................................................................. 12

UOW Grade Descriptors ....................................................................................................................... 13

University Policies ............................................................................................................................... 14

Version Control Table ......................................................................................................................... 15
## Section A: General Information

### Subject Learning Outcomes

<table>
<thead>
<tr>
<th>On completion of this subject, students should be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop understanding of research methods as they pertain to the chemical or biological sciences.</td>
</tr>
<tr>
<td>2. Develop literature skills in their chosen field of research and discipline.</td>
</tr>
<tr>
<td>3. Develop laboratory, computer-based and/or field work skills in their chosen field of research and discipline.</td>
</tr>
<tr>
<td>4. Demonstrate skills in the acquisition of information and its presentation in written reports.</td>
</tr>
<tr>
<td>5. Develop understanding and apply WHS principles in their chosen field of research and discipline.</td>
</tr>
</tbody>
</table>

### Subject Description

SCIP200 is designed to introduce advanced students in chemistry and/or cell and molecular biology to modern research in these disciplines. It provides an opportunity for student-centred learning, allowing the student to connect the content of the conventional chemistry and/or biology subjects they have already undertaken to cutting-edge research. This subject provides a first opportunity for undergraduate students to experience the excitement of working at the frontiers of science. The subject takes the form of a small research-based project undertaken with the supervision of a member of staff and it includes the design and execution of laboratory, computer-based and/or field experiments, and the analysis and interpretation of these data, as well as written assignments. Students should consult the Head of School and must find a suitable project with a willing project supervisor prior to enrolling in SCIP200.

### Readings, References and Materials

#### Textbooks

The following text(s) will need to be purchased by students enrolled in this class.

Nil

#### Prescribed Readings (includes eReadings)

Nil. There are no prescribed readings for this subject.

#### Materials

The availability of any necessary materials to undertake the project are to be agreed upon in consultation between the student and the academic staff member supervising the project.

#### Recommended Readings

Relevant reading material may be allocated by the project supervisor

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

### Recent Changes to this Subject

i. Nil.
Laboratory Safety Guidelines
The rules below are general rules that are required in laboratories.
- Before commencing your project you are to ensure that you understand specific procedures for the laboratory in which you work.
- You will need to fill out a risk assessment form before commencing any experiments (confer with your laboratory supervisor).
- Never use any equipment or attempt any experiment without checking the safety implications with your laboratory supervisor or experienced delegated laboratory worker.
- Undergraduate students are not permitted to work after hours unless there is appropriate approval and supervision.

List of Topics Covered
As this is a research based subject the list of topics covered will be negotiated between the student and their supervisor.
**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>Annotated Bibliography</td>
<td>Week 5 of session</td>
<td>Within 10 working days of</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>submission date</td>
<td></td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Research Report</td>
<td>Week 1 of exam</td>
<td>UOW release of results</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>period</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Marks</strong></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

**Details of Assessment Tasks**

Assessment tasks will be marked using explicit criteria that will be provided to students prior to submission.

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Annotated Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>4pm Monday, Week 5</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>20%</td>
</tr>
</tbody>
</table>

**Submission**

- Submit an electronic copy of your assessment via upload to the Moodle site and two hard copies to the subject coordinator. All copies must be identical.

**Type of Collaboration**

- Individual Assessment

**Length**

- 1200 words excluding the reference list

**Details**

- Students are required to submit an annotated bibliography in Week 6.
- Students are required to write an introductory paragraph (no more than 200 words) outlining their research project. References are not required within the introductory paragraph.
- Students are required to assemble a list of 20 references most relevant to their research project. References should mainly include original research articles and no more than five review articles. Other article types may also be included if relevant. All references should originate from peer-reviewed journals. References should be formatted to the UOW Harvard referencing style.
- From the 20 references, students need to identify the five references most relevant to their research project. Then under each of the selected references, provide a one-paragraph summary (no more than 200 words) based on the marking criteria.
- Format: Minimum 2 cm margins with page numbers inserted in bottom footer, Times New Roman 12-point font, and double spaced with both left and right margins justified.
- Students are permitted to submit two drafts of their annotated bibliography to their supervisor for review prior to submission. Students should liaise with their supervisor to schedule appropriate draft deadlines.

**Turnitin**

- This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date."

**Subject Learning Outcomes**

- 1, 2, 4

**Marking Criteria**

- The marking criteria will be made available on the Moodle site by Week 1 of session.
Assessment 2 | Form of Assessment
--- | ---
Due date | 4pm Monday, Week 1 of Exam Period.
Weighting | 80%
Submission | Submit an electronic copy of your assessment via upload to the Moodle site and two hard copies to the subject coordinator. All copies must be identical.
Type of Collaboration | Individual Assessment
Length | 15-20 pages including any figures, tables and references.
Details | Students are required to submit a final report similar in format to an Honours thesis or scientific article in Week 13. Format: Minimum 2 cm margins with page numbers inserted in bottom footer, Times New Roman 12-point font, and double spaced with both left and right margins justified. References should be formatted to the UOW Harvard referencing style. Students are permitted to submit two drafts of their annotated bibliography to their supervisor for review prior to submission. Students should liaise with their supervisor to schedule appropriate draft deadlines.
Turnitin | This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit you final version by the due date."
Subject Learning Outcomes | 1, 2, 3, 4, 5
Marking Criteria | The marking criteria will be made available on the Moodle site by Week 1 of session.

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:
- pass the assessment task, and
- meet the minimum participation requirements set out below.

Minimum Student Attendance and Participation
It is expected that students will allocate 18 hours per week to this subject, including any required completion of prescribed readings, workplace health and safety requirements and assessment tasks, as well as attendance of meetings with the subject coordinator and project supervisor as scheduled.

Students are not required to attend set classes. It is the responsibility of the student to coordinate appropriate meetings with their project supervisor.

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
Late Submission Penalty – at 10%
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 10% 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 10 marks per day (10% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.10 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 assessment which is marked out of 100. The assessment is submitted 4 days late. This means that a late penalty of 40 marks will apply (100 x 0.10 x 4). The assessment 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 45/100 for the assessment (85 (original mark) – 40 marks (late penalty) = 45/100 (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 6 marks will apply ((20 x 0.10 x 3). The report is marked as per normal out of 20 and is given a mark of 15/20, and then the late penalty is applied. The result is that the student receives a final mark of 9/20 for the report (15 (original mark) – 6 marks (late penalty) = 9/20 (final mark)).

No marks will be awarded for work submitted after the assessment has been returned to the students (except 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). 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.

Academic Consideration
If you believe that your submission of, performance in or attendance at an assessment activity, including an examination, has been affected on compassionate grounds, by illness or by other serious extenuating circumstances beyond your control, you can apply for academic consideration in Student On Line Services (SOLS). Do not assume that an application for academic consideration will be automatically granted. For more information please refer to the Student Academic Consideration Policy at: [http://www.uow.edu.au/about/policy/UOW058721.html](http://www.uow.edu.au/about/policy/UOW058721.html)

In some circumstances you may be offered a deferred exam. For more information about Deferred and Supplementary Exams refer to: [http://www.uow.edu.au/student/exams/aboutsupp/index.html](http://www.uow.edu.au/student/exams/aboutsupp/index.html)

Review and Appeal of Academic Decisions 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. A student may also seek further explanation for other academic decisions such as Academic Consideration, Supplementary Assessment or Credit for Prior Learning. If a student is not satisfied with the explanation, or have further concerns, they may have grounds for a formal review. Refer to the Review and Appeal of Academic Decisions Policy ([http://www.uow.edu.au/about/policy/UOW058653.html](http://www.uow.edu.au/about/policy/UOW058653.html)) for further information.

Supplementary Assessments
This subject has been identified as unsuitable for supplementary assessment, and no supplementary assessment will be offered.

System of Referencing Used for Written Work
The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: [http://uow.libguides.com/refcite](http://uow.libguides.com/refcite)
Submission of Assessments
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 assessments in the event that re-submission is required.

Assessment Return
Students will be notified when they can collect or view their marked assessment. In accordance with University Policy marked assessments will usually only be held for 21 days after the declaration of marks for that assessment.

Retention of Submitted Work
The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students’ academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.
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.

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)

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](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.
Lecture, Tutorial, Laboratory Times

On campus/ Remote
This subject does not involve classes, but a schedule negotiated between the project supervisor and student.

Key University Dates can be accessed from http://www.uow.edu.au/student/dates/index.html

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 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

“The University's Academic Integrity 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 or without the explicit permission of the Subject Coordinator. 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. Uploading an assessment task, subject outline or other course materials without express permission of the University is considered academic misconduct and students place themselves at risk of being expelled from the University.”
Student Services and Support

There are a range of services available to students that are provided free of charge. A good place to get to know services that may be of use to you is the Get Started @ UOW web page, accessed here https://getstarted.uow.edu.au/index.html or search for “Get Started @ UOW”.

Services available include:

<table>
<thead>
<tr>
<th>Service</th>
<th>Link to information about the service</th>
</tr>
</thead>
</table>

Student Support Adviser (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](https://www.uow.edu.au/student/services/SSA/contact/index.html)

The Learning Co-Op

Provides online resources, access to Peer Coaches and Academic Consultants to support your learning at UOW.

Student Advocacy Service

The Student Advocacy Service (SAS) is free, confidential and independent service for all UOW students. The SAS provides advocacy and referral for a range of academic, procedural and administrative issues. For more information visit: [https://www.uow.edu.au/student/support-services/advocacy/](https://www.uow.edu.au/student/support-services/advocacy/)


Library Services

To save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere via Ask Us: [https://www.library.uow.edu.au/ask/index.html](https://www.library.uow.edu.au/ask/index.html) or Google “UOW library ask us”.

<table>
<thead>
<tr>
<th>Online – Ask a Librarian</th>
<th>Ask questions and receive a response within 1 business day (Wollongong time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In person – Book a Librarian</td>
<td>30-minute appointment with an Librarian</td>
</tr>
<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>
</tr>
<tr>
<td>By phone</td>
<td>+61 2 4221 3548</td>
</tr>
</tbody>
</table>
# 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><strong>High</strong></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):</td>
</tr>
<tr>
<td><strong>Distinction</strong></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):</td>
</tr>
<tr>
<td><strong>Credit</strong></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):</td>
</tr>
<tr>
<td><strong>Pass</strong></td>
<td>50-64</td>
<td>A pass grade (P) is awarded for performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable):</td>
</tr>
<tr>
<td><strong>Fail</strong></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><strong>Technical Fail</strong></td>
<td>TF</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><strong>Satisfactory</strong></td>
<td>S</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><strong>Unsatisfactory</strong></td>
<td>U</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><strong>Excellent</strong></td>
<td>E</td>
<td>An excellent grade (E) may be awarded, instead of a satisfactory grade (S), within subjects from the Graduate 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

University Policies

Academic Integrity Policy
Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for knowledge and its development. The Policy can be found at:

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

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:

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. http://www.uow.edu.au/about/policy/UOW058662.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

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 Policy can be found at:

Examination 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:

Ethical or Religious Objection by Students to the Use of Animal and Animal Products in Coursework Subjects
This policy provides a framework for recognition of and responses to students’ ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here:

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

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

Inclusive Language Guidelines
UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from:
Intellectual Property Policy

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/alphabetical/UOW222905.html

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: 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/alphabetical/UOW222906.html

Review and Appeal of Academic Decisions Policy
UOW aims to provide a transparent and consistent process for resolving a student concern about an academic decision that has affected their academic progress, including a mark or grade. Further information is available at: http://www.uow.edu.au/about/policy/UOW058653.html

Student Academic Consideration Policy
The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for assessable components of a subject to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. The Policy can be found at: http://www.uow.edu.au/about/policy/UOW058721.html

The Student Charter – Your Rights and Responsibilities
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. http://www.uow.edu.au/student/charter/index.html

Student Assignment of Intellectual Property (IP) Policy
This policy applies to all Students (under-graduate and post-graduate) of the University of Wollongong (UOW). It may also apply to other persons by agreement. This policy sets out the approach taken by UOW in relation to Student assignment of intellectual property. Further information about this policy can be found here: http://www.uow.edu.au/about/policy/UOW058690.html

Student Conduct Rules
These Rules outline the required conduct of students of UOW, and direct staff and students to University Rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable student conduct, and the management of alleged student misconduct. http://www.uow.edu.au/about/policy/UOW058723.html

Workplace Health & Safety Policy
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/policy/alphabetical/UOW016894.html

Version Control Table

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
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<td>Sonia Losinno – Learning and Teaching Officer</td>
<td>Final SCIP200 Summer 2020 Subject Outline</td>
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