School of Earth, Atmospheric and Life Sciences

BIOL991: Major Research Project

Subject Outline
Summer 2020
On Campus
Wollongong

Subject Information
Credit Points: 24
Pre-requisite(s): Nil
Co-requisite(s): Nil
Restrictions: Students enrolled in this subject are assumed to have knowledge of biology commensurate with that expected of a life sciences BSc graduate. Before enrolling in this subject, students need to identify a supervisor and an appropriate research project.
Contact Hours: Organised in consultation with the project supervisor.

Subject Contacts

Subject Coordinator – Environmental Biology Stream
Name: A/Prof Todd Minchinton
Location: Building 35, Room G09
Telephone: 61 2 4221 5188
Email: todd_minchinton@uow.edu.au
Consultation mode and times: Email for appointment

Subject Coordinator – Biotechnology Stream
Name: A/Prof Haibo Yu
Location: Building 42, Room 112
Telephone: 61 24221 4235
Email: haibo_yu@uow.edu.au

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:

Location: Bldg 41 Level 1
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

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Copyright Regulations 1969

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Section A: General Information

Subject Learning Outcomes

<table>
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<tr>
<th>On successful completion of this subject, students will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate a working knowledge of the subject area of their research project</td>
</tr>
<tr>
<td>2. Demonstrate an ability to design and carry out a research project</td>
</tr>
<tr>
<td>3. Demonstrate knowledge of a range of laboratory and/or field techniques relevant to the project, and understanding of the principles underlying the techniques</td>
</tr>
<tr>
<td>4. Demonstrate an aptitude for critical reading of published literature, and ability to synthesise knowledge and techniques from published sources</td>
</tr>
<tr>
<td>5. Demonstrate an ability to present experiments, results and interpretations clearly and concisely in a written report and as a seminar presentation</td>
</tr>
</tbody>
</table>

Subject Description

Under the supervision of staff, the student will undertake a research project on a topic in Biology and present a written research report and seminar on a topic chosen by the supervising staff. The research can be undertaken in collaboration with industry or another recognised institution. Before enrolling in this subject, students need to identify a supervisor and get approval from the Subject Coordinator.

Readings, References and Materials

Textbooks
Nil

Prescribed Readings (includes eReadings)
Nil

Materials
Nil

Recommended Readings

A reading list related to techniques and background to the specific project will be provided 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. This subject has been adjusted to be delivered remotely for Summer 2020 session. Please see further information on Remote Learning for Students on the following link: https://www.uow.edu.au/student/remote-learning/

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. Phylogenetic analysis of sequences
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 Date</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>Supervisor’s Assessment</td>
<td>At the end of the project</td>
<td>3 weeks after the end of project</td>
<td>5%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Seminar</td>
<td>Final teaching week of completing session</td>
<td>3 weeks after the end of project</td>
<td>20%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Project Report</td>
<td>Final teaching week of completing session</td>
<td>3 weeks after the end of project</td>
<td>75%</td>
</tr>
</tbody>
</table>

Total Marks 100%

Details of Assessment Tasks

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

Assessment 1

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Supervisor’s Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the end of the project</td>
<td>5%</td>
<td></td>
</tr>
</tbody>
</table>

Submission: N/A

Type of Collaboration: Individual Assessment

Length: Completion of all tasks

Details: Supervisor’s evaluation on overall performance

Style and format: Overall performance

Subject Learning Outcomes: 1-3

Marking Criteria: Understanding, Research, Experimental Performance, Presentation

Assessment 2

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Seminar</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of final teaching week of completing session</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

Submission: Present seminar and answer questions on the due date

Type of Collaboration: Individual Assessment

Length: 15 minutes plus questions

Details: ‘Assessment Criteria for the Research Project Seminar’ To be supplied by relevant Subject Coordinator

Style and format: Oral Presentation

Subject Learning Outcomes: 2

Marking Criteria: ‘Assessment Criteria for the Research Project Seminar’ To be supplied by relevant Subject Coordinator
**Assessment 3**  Project Report

**Due Date**  End of final teaching week of completing session

**Weighting**  75%

**Submission**  Submit two hardcopies of your assessment to your subject coordinator by 4:00pm on the due date.

**Environmental Biology Stream:** A/PR Todd Minchinton  
(Building 35 Room G09)

**Biotechnology Stream:** Dr Ren Zhang  
(Building 35 Room 103)

**Type of Collaboration**  Individual Assessment

**Length**  35-40 pages excluding references

**Details**  ‘Assessment Criteria for the Research Project Report’  
To be supplied by relevant Subject Coordinator

**Style and format**  Written report with required sections and format

**Subject Learning Outcomes**  1-3

**Marking Criteria**  ‘Assessment Criteria for the Research Project Report’  
To be supplied by relevant Subject Coordinator

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**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:

- A total mark of 50% of more must be achieved

**Minimum Student Attendance and Participation**

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](http://www.uow.edu.au/student/central/academicconsideration/index.html)
Late Submission Penalty
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

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

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) for further information.

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

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.

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.
Lecture, Tutorial, Laboratory Times

On campus/ Remote
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

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://www.uow.edu.au/about/learning-teaching/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 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 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”.


**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

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>
<tbody>
<tr>
<td>Aboriginal &amp; Torres Strait Islander</td>
<td><a href="https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted</a></td>
</tr>
</tbody>
</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

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/learning-co-op/

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 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>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):&lt;br&gt;• consistent evidence of deep and critical understanding&lt;br&gt;• substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches&lt;br&gt;• critical evaluation of problems, their solutions and their implications&lt;br&gt;• use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work&lt;br&gt;• creativity in application as appropriate to the discipline&lt;br&gt;• eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline&lt;br&gt;• consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy&lt;br&gt;• 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):&lt;br&gt;• evidence of integration and evaluation of critical ideas, principles, concepts and/or theories&lt;br&gt;• distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts&lt;br&gt;• demonstration of frequent originality in defining and analysing issues or problems and providing solutions&lt;br&gt;• fluent and thorough communication of information and ideas in terms of the conventions of the discipline&lt;br&gt;• frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy&lt;br&gt;• 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):&lt;br&gt;• evidence of learning that goes beyond replication of content knowledge or skills&lt;br&gt;• demonstration of solid understanding of fundamental concepts in the field of study&lt;br&gt;• demonstration of the ability to apply these concepts in a variety of contexts&lt;br&gt;• use of convincing arguments with appropriate coherent and logical reasoning&lt;br&gt;• clear communication of information and ideas in terms of the conventions of the discipline&lt;br&gt;• regular application of appropriate skills, techniques and methods with high levels of precision and accuracy&lt;br&gt;• 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):&lt;br&gt;• knowledge, understanding and application of fundamental concepts of the field of study&lt;br&gt;• use of routine arguments with acceptable reasoning&lt;br&gt;• adequate communication of information and ideas in terms of the conventions of the discipline&lt;br&gt;• ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy&lt;br&gt;• 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

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.

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:

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:

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/alphabeticalisting/UOW222905.html](http://www.uow.edu.au/about/policy/alphabeticalisting/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](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/alphabeticalisting/UOW222906.html](http://www.uow.edu.au/about/policy/alphabeticalisting/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](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](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](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](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](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/alphabeticalisting/UOW016894.html](https://www.uow.edu.au/about/policy/alphabeticalisting/UOW016894.html)

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