School of Chemistry and Molecular Bioscience

SCIP201: Chemistry and/or Cell and Molecular Biology Research Internship

Subject Outline
Summer 2020
On-Campus
Wollongong

Subject Information
Credit Points: 6
Pre-requisite(s): 48 credit points, including 24 credit points of Science Schedule subjects or equivalent with a WAM of 70% or better.
Co-requisite(s): Nil
Restrictions: Admission is by application to the subject coordinator, and will only be allowed once the student has found a suitable Academic Supervisor who has agreed to oversee the project.
Contact Hours: 6 contact hours (lab) per week, negotiated with supervisor

Subject Contacts
Subject Coordinator/Lecturer
Name: Prof Stephen Ralph
Location: Building 32, Room ##
Telephone: 61 24221 4286
Email: Stephen_ralph@uow.edu.au
Consultation mode and times: Email for appointment

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

Copyright
Commonwealth of Australia
Copyright Regulations 1969

© 2020 University of Wollongong

The original material prepared for this guide is covered by copyright. Apart from fair dealing for the purposes of private study, research, criticism or review, as permitted under the Copyright Act, no part may be reproduced by any process without written permission.
Table of Contents
Section A: General Information ............................................................................................................. 3
Subject Learning Outcomes .................................................................................................................. 3
Subject Description ............................................................................................................................... 3
Readings, References and Materials .................................................................................................... 3
Textbooks ........................................................................................................................................... 3
Prescribed Readings (includes eReadings) .......................................................................................... 3
Materials ............................................................................................................................................. 3
Recommended Readings ...................................................................................................................... 3
Recent Changes to this Subject ............................................................................................................ 3
Ethical Objection to the Use of Animal and Animal Products .......................................................... 3
Laboratory Safety Guidelines ............................................................................................................. 3
List of Topics Covered ........................................................................................................................ 4
Section B: Assessment ........................................................................................................................... 5
Assessment Summary .......................................................................................................................... 5
Details of Assessment Tasks ............................................................................................................... 5
Minimum Requirements for a Pass in this Subject ............................................................................ 6
Minimum Student Attendance and Participation .............................................................................. 6
Scaling .............................................................................................................................................. 7
Late Submission .................................................................................................................................. 7
Supplementary Assessments ............................................................................................................... 7
System of Referencing Used for Written Work .................................................................................. 7
Submission of Assessments ................................................................................................................ 7
Assessment Return ............................................................................................................................... 7
Retention of Submitted Work ............................................................................................................. 7
Section C: General Advice .................................................................................................................. 8
Student Consultation and Communication ......................................................................................... 8
eLearning Space ................................................................................................................................. 8
Use of Internet Sources ..................................................................................................................... 8
Lecture, Tutorial, Laboratory Times .................................................................................................... 9
Extraordinary Changes for the Subject after Release of the Subject Outline ...................................... 9
Learning Analytics ............................................................................................................................... 9
The Assessment Quality Cycle .......................................................................................................... 9
Academic Integrity Policy .................................................................................................................. 9
Student Academic Complaints Policy (Coursework or Higher Degree Research) ............................. 10
Student Support Services and Facilities ............................................................................................ 10
Student Etiquette ............................................................................................................................... 10
Student Services and Support ........................................................................................................... 11
UOW Grade Descriptors ................................................................................................................... 12
University Policies ............................................................................................................................ 13
Version Control Table ....................................................................................................................... 14
Section A: General Information

Subject Learning Outcomes

On completion of this subject, students should be able to:

1. Apply relevant laboratory and/or field methods efficiently and accurately, in a particular field of research in science;
2. work as part of a research team to achieve defined objectives;
3. display and analyse research results appropriately;
4. critically assess methods and results presented in published work and/or during research seminar presentations; and
5. complete all required inductions and/or apply OH&S principles in the development of risk assessments for laboratory and/or field projects.

Subject Description

This internship subject will provide students who have an interest in research with the opportunity to learn how research is done by working alongside researchers in an active research group. Emphasis will be on learning practical skills in the selected discipline, working as part of a team, achieving research objectives in laboratory or field work, accurately recording methods and results, and critically evaluating the research methods of others.

Readings, References and Materials

Textbooks
Nil. There is no prescribed text for this subject

Prescribed Readings (includes eReadings)
Nil. There are no prescribed readings for this subject.

Materials
Nil

Recommended Readings
Nil

Recent Changes to this Subject

i. This subject has been adjusted so that where required it can 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/

Ethical Objection to the Use of Animal and Animal Products

In order to achieve specific learning objectives, the use of animals, animal tissues, and or animal-derived products (such as sera) is inherent and unavoidable in some projects. Students with conscientious objections to this use should not enrol in this subject or pursue one of these projects.

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>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>Completion of all relevant inductions including if required a WHS Induction</td>
<td>Before starting lab work</td>
<td>NA</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Completion Lab or Field work, or other work required as part of an international internship program such as New Colombo Plan Mobility Program</td>
<td>Friday, week 12 of session</td>
<td>NA</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>End of Project or Internship Report</td>
<td>Friday, week 13 of session</td>
<td>NA</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Seminar or Literature Reports*</td>
<td>1 week after each presentation</td>
<td>NA</td>
</tr>
</tbody>
</table>

* Not required for students enrolled in SCIP201 as part of the New Colombo Plan Mobility Program, or similar international internships

### Details of Assessment Tasks

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

#### Assessment 1

- **Completion of all relevant inductions including if required a WHS Induction**
- **Due date**: Before starting lab work
- **Submission**: Submit a hardcopy of your assessment to your supervisor
- **Type of Collaboration**: Individual Assessment
- **Details**: For students undertaking lab work, a tour of labs followed, where applicable, by a short quiz
- **Style and format**: In-class test
- **Subject Learning Outcomes**: 5
- **Marking Criteria**: For students performing lab or field work based at UOW, attendance at WHS induction and correct answers to all questions in associated questionnaire

#### Assessment 2

- **Completion Lab or Field work, or other work required as part of an international internship program such as New Colombo Plan Mobility Program**
- **Due date**: Friday, week 12 of session
- **Submission**: Submit workbooks to your supervisor
- **Type of Collaboration**: Individual Assessment
- **Details**: Collection and analysis of laboratory or fieldwork data, or participation in other internship activities as directed by the supervisor. Regardless of the style of project, students are expected to complete around 100 hours on the project, and where-ever possible have this signed off in a lab notebook by the direct supervisor. They are also required to attend all scheduled meetings with the supervisor(s).
- **Style and format**: Individual or class Participation
- **Subject Learning Outcomes**: 1, 2
- **Marking Criteria**: Satisfactory demonstration of a range of skills including laboratory and/or fieldwork skills, together with regularly attending required meetings on time. Students must show engagement throughout the session.
### Assessment 3

**End of Project or Internship Report**

**Type of Collaboration**
- Individual Assessment

**Details**
- The style of the report should be tailored to meet the needs of the project or internship supervisor, but will commonly include a short literature review, aims, general details of experiments, fieldwork or other activities performed, results and a brief discussion. This report is to be the basis for the final meeting with the supervisor(s), and should be no more than 5 – 8 pages long.

**Style and format**
- Report

**Subject Learning Outcomes**
- 3

**Marking Criteria**
- Submission of a report that is appropriately structured, and shows student has completed a satisfactorily completed the required work. In the case of a project involving either laboratory or fieldwork, the report must show the student has ability to analyse collected data and place it in the appropriate context in the field of study.

### Assessment 4*

**Seminar or Literature Reports**

**Type of Collaboration**
- Individual Assessment

**Details**
- Six relevant scientific seminars should be attended during the session, or alternatively six journal articles selected by the supervisor should be read by the student (or a combination of both). A short summary (1 - 2 pages) should be prepared for each seminar or journal article.

**Style and format**
- Essay

**Subject Learning Outcomes**
- 4

**Marking Criteria**
- Each 1 – 2 page summary should provide a critical appraisal of the work presented in the seminar or journal article, and include details of the most important new techniques and results presented.

* Not required for students enrolled in SCIP201 as part of the New Colombo Plan Mobility Program, or similar international internships

### Minimum Requirements for a Pass in this Subject

This subject only provides students with a grade of Satisfactory (S) or Unsatisfactory (U). There is no numerical mark associated with the subject. To receive a grade of S in this subject the student must, in the opinion of the internship supervisor, satisfactorily complete all four assessment tasks. Failure to meet the minimum performance requirement is grounds for awarding a Technical Fail (TF) in the subject.

The minimum performance requirements for this subject are:

- Completion of all assessment tasks

### Minimum Student Attendance and Participation

Student participation in all relevant inductions, completion of 100 hours of lab/field/internship work and attendance at meetings stipulated by the supervisor are compulsory and students must attend 100% of classes. Absences will require the submission of an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate, 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:

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 Vancouver referencing system (author-number system) is the preferred referencing system for this subject. Reference numbers will appear either in square brackets (e.g. [1]) or as superscripted numbers (e.g. 1) in the appropriate place. Details of this referencing style are available 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/learningcoop/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://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 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”. [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)
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](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>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 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

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

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

Code of Practice – Honours
This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at: http://www.uow.edu.au/about/policy/UOW058661.html

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

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

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 be found here: https://www.uow.edu.au/about/policy/UOW118158.html

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

Coursework Rules
The Coursework Rules (hereafter the Rules) govern the admission, enrolment, progression through, and qualification for a coursework award offered by the University. Further information can be found here: https://documents.uow.edu.au/about/policy/UOW262890.html

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

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: http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html
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:

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:

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:

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:

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:

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.

Student Assignment of Intellectual Property (IP) Policy
This policy applies to all Students (undergraduate 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:

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:

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>20201112</td>
<td>Stephen ralph – Subject Coordinator</td>
<td>Sonia Losinno – Learning and Teaching Officer</td>
<td>Final SCIP201 Autumn 2020 Subject Outline</td>
</tr>
</tbody>
</table>