

## SNUG102: Nursing as a Profession

### Subject Outline

6 credit points

### Subject Information

**Autumn, 2024**, Wollongong, Bega Valley, Eurobodalla, Liverpool, Shoalhaven, Sutherland  
On Campus

**On-Campus Delivery** This subject is delivered in-person and includes on-campus or other location-based learning activities that cannot be undertaken by students studying Online/Distance. Students unable to attend campus or any other nominated physical delivery location should not enrol in this subject.

*UOW may need to change teaching locations, teaching delivery and/or assessment delivery at short notice to ensure the safety and well-being of students and staff in response to the COVID-19 pandemic or other public health requirements.*

### The Faculty of Science, Medicine and Health

#### Nursing Inherent Requirements

**Inherent requirements** are the essential components of a course or unit that demonstrate the abilities, knowledge and skills to achieve the core learning outcomes of the course or unit.

Further information on Inherent Requirements can be found on the following link on the UOW School of Nursing webpage: <http://smah.uow.edu.au/nursing/courses/inherent-requirements/UOW192225.html>

### Teaching Staff

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## Expectations of Students

UOW values are intellectual openness, excellence and dedication, empowerment and academic freedom, mutual respect and diversity, recognition and performance. We will provide a safe, equitable and orderly environment for the University community, and expect each member of our community to behave responsibly and ethically (UOW Student Conduct Rules <https://documents.uow.edu.au/about/policy/learning/index.html> ).

We expect that students demonstrate these values and professional behaviour, both face to face and online, making genuine efforts to complete their studies successfully, arriving on time to class, taking part constructively in class discussions and activities, demonstrating appropriate professional and ethical conduct in all communication with UOW staff and community members, and submitting assignments on time (or completing a request for Academic Consideration in advance if needed).

## Communication and eLearning 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>

### Guiding Communication Principles for Students

**Moodle** Announcements will be the primary platform for communication of general information to students

- Students should ensure they regularly check the main announcements forum at the top of each subject's Moodle site. Information distributed via a Moodle Announcement will not be duplicated on any other forum on the Moodle site.
- Moodle Discussion forums pertinent to specific assignments will be used but will not replace or be used for overarching subject announcements.
  - Assignment discussion forums for specific assignments will be clearly labelled in the forum description to identify the purpose of the forum (e.g. 'Please ask any questions you have about Assessment Task 1 in this discussion forum') - students should check and ask any assignment questions on these forums and not through email.
  - The Moodle assignment discussion forums should always be used in the first instance when inquiring about assessment tasks.
- It is the student's responsibility to check all subject Moodle sites regularly for information and notifications.

**SOLS messages** will be used for all central communication relating to the following:

- Administrative matters relating to student enrolment
- Critical information relating to course or subject, e.g. Changes to assignments, policy updates, class cancellations or changes
- Timetable information
- Security and emergency information
- Students are encouraged to check SOLS messages daily as these messages are often of high priority

### Email

- Communication to UOW staff by students should only be via a UOW email account
- In relation to assessment questions, Moodle assignment forums should be used rather than email.

Remember to use the same principles when communicating online as you would face-to-face. Be clear and respectful and communicate with the same consideration you would expect from others.

### Related Policies

- Online and email etiquette <https://tr.uow.edu.au/uow/file/976ffde2-b892-42cf-b20b-5c7a65bc08cc/1/Overview%20of%20Online%20and%20Email%20Etiquette.pdf>
- Using UOWmail <https://www.uow.edu.au/student/learning-co-op/technology-and-software/uowmail/>

- Inclusive language guideline <https://documents.uow.edu.au/about/policy/students/UOW140611.html>
- The Student Charter <https://www.uow.edu.au/student/charter/>

## **Cyber Bullying**

The University is committed to providing a safe, respectful, equitable and orderly environment for the University community, and expects each member of that community to behave responsibly and ethically. Students must comply with the University's [Student Conduct Rules](#) and related policies including the [IT Acceptable Use Policy](#) and [Bullying Prevention Policy](#), whether undertaking their studies face-to-face, online.

For more information on appropriate communication and etiquette in the online environment please refer to the guide [Online and Email Etiquette](#) or at <https://www.uow.edu.au/student/learning-co-op/technology-and-software/email-etiquette/>.

## **Related Policies**

Using UOWmail <https://www.uow.edu.au/student/learning-co-op/technology-and-software/uowmail/>

Inclusive language guideline <https://documents.uow.edu.au/about/policy/students/UOW140611.html>

# **Copyright**

**Commonwealth of Australia**

Copyright Regulations 1969

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Hardcopies of this document are considered uncontrolled please refer to your Moodle site for the latest version.

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# Section A: General Information

## Learning Outcomes

### Subject Learning Outcomes

On successful completion of this subject, students will be able to:

1. Describe the regulation of nursing from both the perspective of the profession and the registered nurse
2. Recall the professional codes, standards and guidelines that structure practice for the registered nurse
3. Outline and use ethical principles in decision-making
4. Identify legislation and common law principles relevant to the nursing profession and health care
5. Understand the importance of evidence-based practice for the nursing profession
6. Demonstrate fundamental academic literacy skills, such as reading, writing, database searching and referencing

### Subject Description

In SNUG102 students will explore the historical development of nursing to gain an understanding of the professionalisation of the modern-day nurse. The professional identity of the nurse and how the nurse contributes to the quality and safety of practice will be explored. The contemporary policies, guidelines and standards set by the Nursing and Midwifery Board of Australia (NMBA) and the Australian Health Practitioner Regulation Agency (AHPRA) will be outlined, as well as legal and ethical considerations relevant to the profession. In addition, an overview of research processes, evidence-based practice and academic writing will be introduced to enable students to explore how knowledge contributes to nursing practice.

### Course Handbook

Information about subject pre-requisites, co-requisites and restrictions as well as course completion requirements and Course Learning Outcomes can be found in the Course Handbook <https://www.uow.edu.au/handbook/index.html>.

## Subject Details: Practical Activities, eLearning, Readings and Materials

### Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects. The subject Moodle site can be accessed via your SOLS page.

### Safety Guidelines

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

- Please be on time for all simulation laboratories. Admission to the laboratory or simulation class will be closed 10 minutes after the scheduled commencement time. If you arrive late, you may not be able to participate in the laboratory or simulation session.
- All Reasonable Adjustment cases (Access Plans) must be discussed with the Subject Coordinator prior to commencing the activity.
- It is your responsibility to ensure that you sign your name on your specific class roll book located in the foyer area of the laboratory and simulation area, prior to entering your class.
- If you cannot attend or were excluded from your designated laboratory or simulation session, you must immediately contact your subject coordinator who will advise you about what you must do. Please refer to your subject outline about attendance requirements.
- Appropriate attire must be worn for every laboratory or simulation session. No access will be granted to the laboratory or simulation areas without appropriate footwear.

- Please see the Simulation Technician/Assistant if you need to move any equipment including the manikins, beds, tables or other equipment in the simulation / laboratory environment. Please do not move simulators or manikins from their beds without assistance.
- Any accident, injury or near miss, potentially dangerous, malfunctioning or accident-prone equipment, fixtures or situation has to be reported promptly to the Simulation Technician/ Assistant or your demonstrator. The university approved 'Hazard and incident report form' must be completed and forwarded to the Head of School.
- If you have any allergies to latex, hand soaps, dressings or any other materials you could be exposed to during your laboratory or simulation class, please inform the Simulation Technician/ Assistant or your demonstrator.

## FOUNDATIONAL Work Integrated Learning

This subject contains elements of 'Foundational WIL'. Students in this subject will observe, explore or reflect on possible career pathways or a work-related aspect of their discipline.

### Major Text(s)

Berman, A., Frandsen, G., Snyder, S. J., Levett-Jones, T., Burston, A., Dwyer, T., Hales, M., Harvey, N., Moxham, L., Langtree, T., Reid-Searl, K., Rolf, F. & Stanley, D. (Eds.). (2020). *Kozier and Erb's fundamentals of nursing: concepts, processes and practice* (5th ed.) Pearson.

If there is a textbook available for purchase, you can find the details at University Bookshop  
<https://unishop.uow.edu.au/>

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<https://unishop.uow.edu.au/>

### Recommended Readings and Other Resources

Aged Care Act (No. 112), Federal Register of Legislation (1997).

<https://www.legislation.gov.au/Details/C2020C00054>

Australian Health Practitioners Board (AHPRA) (2019). Social media: How to meet your obligations under the National Law. <https://www.ahpra.gov.au/Publications/Social-media-guidance.aspx>

Children and Young Persons (Care and Protection) Act (No. 157). NSW Legislation. (1998).

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1998-157> Civil Liability Act (No. 22), NSW Legislation. (2002).

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2002-022>

Coroners Act (No. 41), NSW Legislation (2009).

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2009-041>

Guardianship Act (No. 257), NSW Legislation (1987).

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1987-257>

Health Practitioner Regulation National Law (No. 86a), NSW Legislation (2009).

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2009-86a>

Health Records and Information Privacy Act (No. 71). NSW Legislation (2002).

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2002-071>

International Council of Nurses. (2012). Code of ethics for nurses.

[https://www.icn.ch/sites/default/files/inlinefiles/2012\\_ICN\\_Codeofethicsfornurses\\_%20eng.pdf](https://www.icn.ch/sites/default/files/inlinefiles/2012_ICN_Codeofethicsfornurses_%20eng.pdf)

Mackey, A., & Bassendowski, S. (2017). The History of Evidence-Based Practice in Nursing Education and Practice. *Journal of Professional Nursing*, 33(1), 51-55. <https://doi.org/10.1016/j.profnurs.2016.05.009>

Mental Health Act (No. 8), NSW Legislation (2007).

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2007-008>

McClung, E. L., & Schneider, J. K. (2018). The development and testing of the Nursing Student Perceptions of Dishonesty Scale. *Nurse Education Today*, 61, 28-35.

<https://doi.org/10.1016/j.nedt.2017.11.002>

McCormack, B., McCance, T., Bulley, C., Brown, D., McMillan, A. & Martin, S. (Eds.) (2021) *Fundamentals of Person-centred Healthcare Practice*. John Wiley & Sons.

New South Wales Government, Health (2020, March). Consent to Medical and Healthcare Treatment Manual. Corporate Governance and Risk Management. <https://www.health.nsw.gov.au/policies/manuals/Pages/consent-manual.aspx>

Nursing and Midwifery Board of Australia (NMBA) (2015, July). Criminal History.  
<https://www.nursingmidwiferyboard.gov.au/RegistrationStandards/Criminal-history.aspx>

Nursing and Midwifery Board of Australia (NMBA) (2016, June). Continuing Professional Development.  
<https://www.nursingmidwiferyboard.gov.au/Registration-Standards/Continuing-professionaldevelopment.aspx>

Nursing and Midwifery Board of Australia (NMBA) (2016, June). Recency of Practice.  
<https://www.nursingmidwiferyboard.gov.au/RegistrationStandards/Recency-of-practice.aspx>

Nursing and Midwifery Board of Australia (NMBA) (2016, June). Registered nurse standards for practice.  
<https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professionalstandards.aspx>

Nursing and Midwifery Board of Australia (NMBA) (2016, June). Professional indemnity insurance arrangements.  
<https://www.nursingmidrds/Professional-indemnityinsurance-arrangements.aspx>

Nursing and Midwifery Board of Australia (NMBA) (2018, March). Code of conduct for nurses.  
<https://www.nursingmidwiferyboard.gov.au/CodesGuidelines-Statements/Professional-standards.aspx>

Nursing and Midwifery Board of Australia (NMBA) (2019, March). English Language Skills.  
<https://www.nursingmidwiferyboard.gov.au/RegistrationStandards/English-language-skills.aspx>

Nursing and Midwifery Board of Australia (NMBA) (2020, February). Decision Making Framework.  
<https://www.nursingmidwiferyboard.gov.au/CodesGuidelines-Statements/Frameworks.aspx>

Poisons and Therapeutic Goods Act (No. 31), NSW Legislation (1966).  
<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1966-031>

Public Health Act 2010 (No. 127), NSW Legislation (2010).  
<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2010-127>

Woodley, C., & Silvestri, M. (2014). The Internet is forever: student indiscretions reveal the need for effective social media policies in academia. *American Journal of Distance Education*, 28(2), 126-138.  
<https://doi.org/10.1080/08923647.2014.896587>

Work Health and Safety Act (No. 10), NSW Legislation (2011).  
<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2011-010>

This is not an exhaustive list of references. Students should also use the library catalogue and databases to locate additional resources.

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## Lectures, Tutorials and Attendance Requirements

### Lecture Times \*

*UOW may need to change teaching locations, teaching delivery and/or assessment delivery at short notice to ensure the safety and well-being of students and staff in response to the COVID-19 pandemic or other public health requirements.*

Up to date timetable and delivery information is located at  
<http://www.uow.edu.au/student/timetables/index.html>

You can access your personal timetable by logging into SOLS and selecting 'My Timetable'

### Lecture Program \*

Week	Commencing	Topics Covered
	15 Apr 2024	<b>Mid-Session Recess</b>
	03 Jun 2024	<b>Study Recess</b>
	08 Jun 2024	<b>Examinations</b>
	15 Jun 2024	<b>Examinations</b>

\* The above times and program may be subject to change. Students will be notified of any change via SOLS.

## **Educational Content Recording**

The University of Wollongong supports the recording of UOW educational content as a supplemental study tool, to provide students with equity of access, and as a technology-enriched learning strategy to enhance the student experience.

If you make your own recording of a lecture, class, seminar, workshop or any other educational session provided as part of your course of study you can only do so with the explicit permission of the lecturer and those people who are also being recorded.

You may only use educational content recorded through the delivery of subject or course content, whether they are your own or recorded by the university, for your own educational purposes. Recordings cannot be altered, shared or published on another platform, without permission of the University, and to do so may contravene the University's Copyright Policy, Privacy Policy, Intellectual Property Policy, IT Acceptable Use Policy and Student Conduct Rules. Unauthorised sharing of recordings may also involve a breach of law under the Copyright Act 1969.

Most lectures in this subject will be recorded, when they are scheduled in venues that are equipped with lecture recording technology, and made available via the subject Moodle site within 48 hours.

## **Your Privacy - Educational Content Recording**

In accordance with the Student Privacy & Disclosure Statement, when undertaking our normal teaching and learning activities, the University may collect your personal information. This collection may occur incidentally during the recording of lectures in equipped venues (i.e. when your identity can be ascertained by your image, voice or opinion), or via the delivery of online content therefore the University further advises students that:

- Lecture recordings are made available to students, university staff, and affiliates, securely on the university's IT Platforms and via the subject Moodle eLearning site;
- Recordings are made available only for the purpose for which they were recorded, for example, as a supplemental study tool or to support equity and access to educational resources;
- Recordings are stored securely for up to four years

If you have any concerns about the use or accuracy of your personal information collected in a lecture recording, you may approach your Subject Coordinator to discuss your particular circumstances.

The University is committed to ensuring your privacy is protected. If you have a concern about how your personal information is being used or managed please refer to the University's Privacy Policy or consult our Privacy webpage <https://www.uow.edu.au/privacy/>

## **Recent Improvements to Subject**

The Faculty of Science, Medicine and Health is committed to continual improvement in teaching and learning. In assessing teaching and learning practices in a subject, the Faculty takes into consideration student feedback from many sources. These sources include direct student feedback to tutors and lecturers, feedback through Science, Medicine and Health Central, responses to the Subject and Course Evaluation Surveys. These important student responses are used to make ongoing changes to subjects and courses. This information is also used to inform systemic comprehensive reviews of subjects and courses.

## **Extraordinary Changes to 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 amendment, where practicable, prior to the amendment being finalised.

## **Peer Assisted Learning (PAL) Program**

Whether you could use some extra help or you are a top student, you will benefit from the skills and understanding gained from attending PAL. PAL is an opportunity to learn, prepare and discuss subject content through practice questions and activities. PAL sessions are structured weekly study groups facilitated by PAL Leaders, trained students who have successfully completed the subject. PAL Leaders facilitate group based activities that incorporate important and challenging content with study tools, to help you successfully complete the subject. For more information, go to: <https://www.uow.edu.au/student/support-services/pass/>

## **Learning Analytics**

Learning Analytics data (such as student engagement with Moodle, access to recorded lectures, University Library usage, task marks, and use of SOLS) may be used by the Subject Coordinator and your faculty's Head of Students 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/privacy/index.html>

## Section B: Assessment

### Assessment Summary

Assessment Item	Form of Assessment	%
Assessment 1	Assignment	20%
Assessment 2	Essay	40%
Assessment 3	Exam	40%
	<b>TOTAL MARKS</b>	100%

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

A formative assessment activity (with written or verbal feedback) will be conducted before census date - please see [UOW Key Dates](#).

### Assessment 1: Assignment - Academic Source Search

<b>Marking Criteria</b>	The marking criteria is available in the SNUG102 Assessment Information document within the SNUG102 Moodle site.
<b>Length</b>	Refer to the SNUG102 Assessment Information document within the SNUG102 Moodle site.
<b>Weighting</b>	20%
<b>Assessment Due</b>	20 Mar 2024 (Wednesday in Session Week 4) Final submission time: 11:00am
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Written
<b>Assessment submission</b>	Online via Moodle  This assessment has been set up to be checked by Turnitin, a tool which helps you check whether you have referenced correctly. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You may then make any changes that may be required and resubmit your final version by the due date.
<b>Assessment return</b>	Fifteen (15) working days from the date of your submission.
<b>Detailed information</b>	In this assessment, you will begin to explore the contemporary perspectives of practicing Registered Nurses in relation to a topic of your choosing. <ol style="list-style-type: none"> <li>1. Select a topic in nursing that you find interesting or that you would like to know more about.</li> <li>2. Identify the key terms and concepts for your topic.</li> <li>3. Develop a comprehensive search strategy considering synonyms for key terms and concepts.</li> <li>4. Perform a search using the advanced search feature on the UOW library website (<a href="https://www.uow.edu.au/library/">https://www.uow.edu.au/library/</a>).</li> <li>5. Refine your search strategy using appropriate search limiters.</li> <li>6. Choose one resource from the results that provides valuable information.</li> <li>7. Explore the Contemporary perspectives of the chosen topic</li> </ol> To complete this assessment task, students are required to complete the SNUG102 Assessment 1 Submission Template located in the SNUG102 Moodle site within the Assessment Section.

## Assessment 2: Essay - Essay

<b>Marking Criteria</b>	The marking criteria is available in the SNUg102 Assessment Information document within the SNUG102 Moodle site.
<b>Length</b>	1000 words
<b>Weighting</b>	40%
<b>Assessment Due</b>	01 May 2024 (Wednesday in Session Week 9) Final submission time: 11:00am
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Written Assignment: Essay
<b>Assessment submission</b>	Online via Moodle  This assessment has been set up to be checked by Turnitin, a tool which helps you check whether you have referenced correctly. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You may then make any changes that may be required and resubmit your final version by the due date.
<b>Assessment return</b>	Fifteen (15) working days from the date of your submission.
<b>Detailed information</b>	<p><b>Context</b></p> <p>As of 30 June 2023, there were 371,573 Registered Nurses in Australia (Nursing and Midwifery Board of Australia, 2023). Every member of this diverse group is regulated by the same professional standards – the NMBA Code of Conduct, Standards for Practice, and Code of Ethics - which provide a robust framework for the role and responsibilities of a Registered Nurse.</p> <p>Nursing and Midwifery Board of Australia. (2023). Nurse and midwife – registration data table – 30 June 2023. <a href="https://www.nursingmidwiferyboard.gov.au/About/Statistics.aspx">https://www.nursingmidwiferyboard.gov.au/About/Statistics.aspx</a></p> <p><b>Essay Question</b></p> <ul style="list-style-type: none"><li>• Describe what being a Registered Nurse means to you. What motivated you to pursue a career in nursing? (200 words)</li><li>• Identify and discuss two RN Standards for Practice. Explain how you plan to integrate and develop these Standards into your studies and practice? (600 words)</li></ul>

## Assessment 3: Exam - Exam

<b>Length</b>	2 hours
<b>Weighting</b>	40%
<b>Assessment Due</b>	The final exam will be held during the UOW exam period, and students should ensure they are available during this period. Students will receive a SOLSmail advising when full details of the delivery format, and date of the final exam are available in the SOLS Exam Timetable.
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Eighty (80) multiple choice questions.

## Additional Assessment Information

Please refer to the SNUG102 Assessment Information document within the SNUG102 Moodle site.

## Minimum Requirements to Pass this Subject

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject, even where total marks accumulated are greater than 50%. The minimum performance requirements for this subject are:

- attempt all assessment tasks
- meet the minimum Attendance and Participation requirements set out below.

**Minimum Student Attendance and Participation:** Students are expected to attend all tutorials, whether they are delivered online or face-to-face. 100% attendance is expected, and absences may impact your ability to accomplish the learning outcomes. Students may miss one (1) tutorial without submitting an Academic Consideration application. Any subsequent absences require an Academic Consideration application to be submitted and addressed by the Subject Coordinator.

## UOW Grade Descriptors

The UOW Grade Descriptors are general statements that communicate what our grades represent, in terms of standards of performance, and provide a frame of reference to ensure that assessment practice across the University is appropriate, consistent and fair. Grade Descriptors are expressed in general terms so that they are applicable to a broad range of disciplines. Grade Descriptors are available here <https://www.uow.edu.au/student/exams/results/>. For more information on the UOW grade descriptors refer to the Teaching and Assessment: Assessment and Feedback Policy: <https://documents.uow.edu.au/about/policy/alphalisting/UOW222910.html>

## Assessment Learning Outcome Matrix

Learning Outcomes	Measures - Assessment weighting		
	Academic Source Search <i>(20%)</i>	Essay <i>(40%)</i>	Exam <i>(40%)</i>
Describe the regulation of nursing from both the perspective of the profession and the registered nurse	✓	✓	✓
Recall the professional codes, standards and guidelines that structure practice for the registered nurse		✓	✓
Outline and use ethical principles in decision-making			✓
Identify legislation and common law principles relevant to the nursing profession and health care			✓
Understand the importance of evidence-based practice for the nursing profession			✓
Demonstrate fundamental academic literacy skills, such as reading, writing, database searching and referencing	✓	✓	

## Submission, Retention and Collection of Written Assessment

Assessed work must be handed in by the date and time listed under each assessment task. All assessment tasks must represent the enrolled student's own ORIGINAL work and must not have been previously submitted for assessment in any formal course of study.

### Extensions

Students requesting extensions of time to submit an assessment task, deferred exam, alternative form of assessment or exemption of a compulsory attendance requirement must apply online via SOLS and provide documentary evidence within three working days of the assessable item's due date for their request to be considered. **For information on the Policy, eligibility and how to apply see:**

<https://www.uow.edu.au/student/admin/academic-consideration/>

### Late Submission Penalty

Late submissions will receive a penalty of 5% per day (or part thereof) of the total possible marks for the assessment task for up to ten (10) days after the due date and time for submission (including weekends, and public holidays), or, where an extension has been granted, for up to ten (10) days after the nominated extension deadline. For the purposes of this penalty a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted:

- more than ten (10) days after the due date, or
- after the assessment has been returned to the students; whichever is applicable.

In such an instance, a mark of zero and a result of Fail for the task will be applied.

Note: Assessments must still be submitted to meet minimum performance requirements even though no mark is to be awarded.

### Quiz Completion

Where there is a quiz component, any student who has not attempted and submitted a quiz within the specified timeframe will receive 0 (zero) marks for this assessment type. The quiz will not be reopened, and no alternative assessment will be set without extenuating circumstances and an approved academic consideration application. Late penalties do not apply to quizzes. If a student attempts a quiz but for technical issues is not able to submit the quiz, students must show evidence and apply for an academic consideration to sit a supplementary quiz.

### Collection

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

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

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

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

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

## **Retention**

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.

## **Scaling**

Marks awarded for any assessment task or part of any assessment task, including an examination may be subject to scaling at the end of the session. Marks will be scaled only when unpredicted circumstances occur and in order to ensure fairness of marking across groups of students. The method of scaling will depend on the type of scaling required by the circumstances. When scaling is deemed necessary, it will follow a detailed consideration by the Unit Assessment Committee and/or the Faculty Assessment Committee of the marks of the group of students concerned. Scaling will not affect any individual student's rank order within their cohort. For more information please refer to Standards for the Finalisation of Student Results Schedule 1: Scaling Guidelines <https://www.uow.edu.au/about/policy/UOW039331.html> for details.

## **Supplementary Assessment**

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The Subject Coordinator will determine the precise form of supplementary assessment at the time the offer of a supplementary is made. In some circumstances you may be offered a supplementary exam. For more information about Supplementary Exams refer to: <http://www.uow.edu.au/student/exams/aboutsupp/index.html>

## **Review and Appeal of Academic Decisions**

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. For further information refer to <https://documents.uow.edu.au/about/policy/students/UOW189967.html>

## **Assessment Quality Cycle**

The UOW Assessment Quality Cycle provides a level of assurance that assessment practices across the University are appropriate, consistent and fair. Quality assurance activities are undertaken to support the continuous improvement of assessment and promote good practices in relation to assessment design, marking and review of the subject prior to subsequent delivery.

## **Academic Integrity**

The University's Academic Integrity Policy, faculty handbook and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. 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.

Students should visit the following University website and become familiar with the University's policy on plagiarism <https://www.uow.edu.au/about/policy/UOW058648.html>

## **Referencing**

APA 7 referencing system should, unless otherwise specified for a particular assignment (check Details of Assessment Tasks), be utilised.

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

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

A summary of the APA 7 can be accessed on the Library website at <https://uow.libguides.com/refcite/apa-7>

# Section C: General Advice for Students - Policies and Procedures

## 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:

Service	Link to information about the service
Aboriginal & Torres Strait Islander	<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>
Careers advice	<a href="https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted</a>
Counselling	<a href="https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted</a>
Student Accessibility and Inclusion (SAI)	<a href="https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted</a>
Information Tech.	<a href="https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted</a>
Study Skills	<a href="https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted</a>

## 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>

## 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/>

## Student Central

Student Central is your primary administrative and information contact during your studies. There are service representatives from Student Service, Accommodation Services, BUPA, Global Student Mobility (Exchange) and Scholarships and Sponsorships.

Our purpose is to ensure students have access to the information they need, at the time they need it. We can help with a wide range of enquiries, some are:

- Applying for academic consideration
- Official documentation requests
- Updating personal details
- Student ID card replacement
- Opal cards and transport
- Education verification
- Fees and charges
- Scholarships and grants
- Digital and printed academic documents
- Overseas health cover
- Studying abroad and exchange

- SOLS password and login help
- Student feedback

Student Central contacts:

<b>Phone</b>	1300 275 869 (1300 ASK UOW) or +61 2 4221 3927
<b>Email</b>	askuow@uow.edu.au
<b>Online</b>	Enquiry Form ( <a href="https://bps.uow.edu.au/suite/sites/student-enquiry/page/submit-enquiry">https://bps.uow.edu.au/suite/sites/student-enquiry/page/submit-enquiry</a> )

## Library Services

Save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere.

- For Library support connect with [Live Chat](#) or [contact the Library](#).
- For self-help see [Frequently Asked Questions](#) or browse [Library guides](#) to find information, databases and skills tutorials.
- [Research consultations](#) are available to UOW Postgraduate, Honours and Deans Scholar students.

## 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.

<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:

<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 found here: <https://www.uow.edu.au/student/exams/>

## **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**

UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at

<http://www.uow.edu.au/about/policy/UOW058689.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. **For information on the Policy, eligibility and how to apply see:**

<https://www.uow.edu.au/student/admin/academic-consideration/>

## **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>

## **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/alphalisting/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/alphalisting/UOW222906.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/alphalisting/UOW016894.html>