

---

## **SCIP201: Chemistry and Molecular Bioscience Research Internship**

### **Subject Outline**

6 credit points

### **Subject Information**

**Autumn, 2024**, Wollongong

On Campus

On-Campus Delivery.

Subjects with a delivery mode of On Campus and/or Flexible with International Student enrolments will be delivered in accordance with the ESOS National Code. That is, online learning experiences (such as lectures, tuition, and resources) will be supplementary to in-person learning experiences such as scheduled classes and/or scheduled contact hours.

*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**

The Faculty of Science, Medicine and Health offers a range of undergraduate and postgraduate programs designed to meet the needs of a diverse student population. We carry out world-leading research which is strongly aligned with our teaching program.

As a student of our faculty, you will be actively engaged in learning with extensive clinical experiences, use of advanced educational technologies and opportunities for enriching work experience. More information about the Faculty of Science, Medicine and Health and our School is available on our web pages:

<https://www.uow.edu.au/science-medicine-health/>

---

### **Teaching Staff**

<b>Teaching Role</b>	Coordinator
<b>Name</b>	Professor Sluyter Ronald
<b>Telephone</b>	02 4221 5508
<b>Email</b>	<a href="mailto:rsluyter@uow.edu.au">rsluyter@uow.edu.au</a>
<b>Room</b>	32.306
<b>Consultation Times</b>	Friday 08:30 - 09:30 (by appointment only)

### **Teaching Staff Additional Information**

Students enrolling in SCIP201 will work under the supervision of an academic staff member. It is up to students to make enquiries of academic staff members who work in areas they would like to undertake a project, to see if they are both willing and available to act as a supervisor. If a suitable supervisor cannot be found, students can then contact the subject coordinator, but must be aware that there is no guarantee that a supervisor will be provided, owing to workload or resource issues.

## 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 MAY not be duplicated on any other forum on the Moodle site.
- 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

SOLS and Moodle announcements can NOT be responded to.

### Email

- Communication to UOW staff by students should only be via a UOW email account

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

© 2024 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.

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

# Table of Contents

<b>Section A: General Information</b> .....	<b>7</b>
Learning Outcomes .....	7
Subject Learning Outcomes .....	7
Subject Description .....	7
Course Handbook .....	7
Subject Details: Practical Activities, eLearning, Readings and Materials .....	7
Subject eLearning .....	7
Safety Guidelines .....	7
APPLIED Work Integrated Learning .....	8
Major Text(s) .....	8
Recommended Readings and Other Resources .....	8
Additional Materials .....	8
Lectures, Tutorials and Attendance Requirements .....	8
Lecture Times * .....	8
Lecture Program * .....	8
Additional Lecture Comments .....	9
Lecture Recording .....	9
Your Privacy - Lecture Recording .....	9
Recent Improvements to Subject .....	9
Extraordinary Changes to the Subject Outline .....	10
Learning Analytics .....	10
<b>Section B: Assessment</b> .....	<b>11</b>
Assessment Summary .....	11
Minimum Requirements to Pass this Subject .....	13
UOW Grade Descriptors .....	13
Assessment Learning Outcome Matrix .....	13
Submission, Retention and Collection of Written Assessment .....	14
Extensions .....	14
Late Submission Penalty .....	14
Collection .....	14
Retention .....	14
Scaling .....	14
Supplementary Assessment .....	15
Review and Appeal of Academic Decisions .....	15
Assessment Quality Cycle .....	15
Academic Integrity .....	15
Referencing .....	15
<b>Section C: General Advice for Students - Policies and Procedures</b> .....	<b>16</b>
Student Services and Support .....	16
Student Support Coordinator (SSC) .....	16
Student Advocacy Service .....	16
Student Central .....	16
Library Services .....	17
Academic Integrity Policy .....	17
Code of Practice - Research .....	17
Code of Practice - Honours .....	17
The Code of Practice - Work Integrated Learning (Professional Experience) .....	17
Copyright Policy .....	17
Course Progress Policy .....	18
Examination Rules and Procedures .....	18
Ethical or Religious Objection by Students to the Use of Animal and Animal Products in Coursework Subjects .....	18
Coursework Rules .....	18
Human Research Ethics .....	18
Inclusive Language Guidelines .....	18

Intellectual Property Policy.....	18
Review and Appeal of Academic Decisions Policy .....	18
Student Academic Consideration Policy.....	18
The Student Charter - Your Rights and Responsibilities .....	19
Student Assignment of Intellectual Property (IP) Policy .....	19
Student Conduct Rules.....	19
Teaching and Assessment: Assessment and Feedback Policy .....	19
Teaching and Assessment: Code of Practice - Teaching.....	19
Teaching and Assessment: Subject Delivery Policy .....	19
Workplace Health & Safety Policy .....	19

# Section A: General Information

## Learning Outcomes

### Subject Learning Outcomes

On successful completion of this subject, students will 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
5. Complete all required inductions and/or apply WHS 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.

### 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 when participating in labs or practical activities. Before commencing these activities you are to ensure that you understand specific procedures and policy related to safety.

- All first year students undertaking Chemistry (CHEM101/102/104/105) must complete the Moodle WHS Induction (see details below)
- Before commencing any activity you are to ensure that you understand specific procedures and policy related to the lab in which you work and safety in general.
- You may need to review a Risk Assessment and complete a Participant Acknowledgement form before commencing any experiments/practical work. These materials will be made available by the lab supervisor/Subject Coordinator.
- You must inform the Subject Coordinator of any medical conditions which may impact upon your ability to participate in these activities before commencing the practical.
- All Reasonable Adjustment cases (Access Plans) must be discussed with the Subject Coordinator prior to commencing the activity.

- Participation in the lab/practical/field/simulation activities may be denied to students who do not abide by these, and other conditions which may be specified by the Subject Coordinator.
- 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.

### **APPLIED Work Integrated Learning**

This subject has 'Applied WIL'. Students in this subject will experience both coursework and a work-related opportunity that typically includes interaction and feedback with industry professionals.

### **Major Text(s)**

There is no textbook associated with this subject.

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

### **Recommended Readings and Other Resources**

There are no recommended readings or other resources associated with this subject. Students may be given research articles or other documents to read from their supervisor, but will largely be expected to search online databases and conduct other forms of publication searches for relevant research articles.

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

### **Additional Materials**

There are no additional materials associated with this subject.

### **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 \***

<b>Week</b>	<b>Commencing</b>	<b>Topics Covered</b>
	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.



## **Additional Lecture Comments**

There are no lectures or tutorials associated with SCIP201.

## **Lecture 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 - Lecture 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.

None.

## **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.

## **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	Professional Task	S/US
Assessment 2	Lab/Prac/Simulation	S/US
Assessment 3	Report	S/US
Assessment 4	Presentation	S/US
	<b>TOTAL MARKS</b>	S/US

**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: Professional Task - Completion of WHS Induction

<b>Marking Criteria</b>	Attendance at WHS inductions and correct answers to all questions in any associated questionnaires. Completion of induction processes associated with the specific research group the student will work with. Grade of satisfactory (S) or unsatisfactory (US) is awarded. No numerical mark is associated with this assessment item.
<b>Weighting</b>	S/US
<b>Assessment Due</b>	08 Mar 2024 (Friday in Session Week 2)
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Attendance at workshops and inductions.
<b>Assessment return</b>	Within 10 working days.
<b>Detailed information</b>	Attendance at School/Faculty WHS information sessions, followed by completion of any associated questionnaires. Please note the Faculty WHS information session is typically held prior to Week 1 of Session. Completion of induction processes associated with specific research group the student will work with, which may include but not limited to completion of online safety courses and/or completion of a project risk assessment.

### Assessment 2: Lab/Prac/Simulation - Lab Work

<b>Marking Criteria</b>	Satisfactory demonstration of laboratory and/or field work skills, together with regularly attending required lab sessions on time. Students must show engagement throughout the session. Grade of satisfactory (S) or unsatisfactory (US) is awarded. No numerical mark is associated with this assessment item.
<b>Length</b>	80 hours of laboratory or field work.
<b>Weighting</b>	S/US
<b>Assessment Due</b>	31 May 2024 (Friday in Session Week 13)
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Participation in individual or group research activities.

<b>Assessment return</b>	Not applicable.
<b>Detailed information</b>	Laboratory experimentation and data analysis. Students are required to complete the requisite hours of laboratory or field work (80 hours) as recorded in their workbook and have this signed off by the direct supervisor. They are also required to attend all scheduled meetings with the supervisor(s).

### Assessment 3: Report - End of Project Report

<b>Marking Criteria</b>	Does the report have an appropriate structure and subsections? Is sufficient detail provided to enable the reader to determine the purpose of the experiment, how it was performed, and what were the results obtained? Is the analysis and discussion of results appropriate within the context of the field of study? Grade of satisfactory (S) or unsatisfactory (US) is awarded. No numerical mark is associated with this assessment item.
<b>Length</b>	Final report will be determined by the project supervisor but is typically between 10 and 20 pages in length, excluding raw results and appendices.
<b>Weighting</b>	S/US
<b>Assessment Due</b>	31 May 2024 (Friday in Session Week 13)
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Written, word-processed report that includes, where appropriate use of other software tools (e.g. Excel, ChemBioDraw, GraphPad, BioRender).
<b>Assessment return</b>	Report is not returned as it is intended for future use by the research supervisor.
<b>Detailed information</b>	Report should include a short literature review, aims of the laboratory work undertaken, general details of experiments carried out (full details should be contained in the student workbook), 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 10 – 20 pages long, excluding raw results and appendices.

### Assessment 4: Presentation - Seminar Or Journal Article Reports

<b>Marking Criteria</b>	Each report should provide a critical appraisal of the work presented in a seminar, webinar or journal article, and include details of the most important new techniques and results presented. Grade of satisfactory (S) or unsatisfactory (US) is awarded. No numerical mark is associated with this assessment item.
<b>Length</b>	1 to 2 pages.
<b>Weighting</b>	S/US
<b>Assessment Due</b>	31 May 2024 (Friday in Session Week 13)
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Word processed document.
<b>Assessment return</b>	Within 15 working days.
<b>Detailed information</b>	Six scientific seminars (or webinars) and/or journal articles relevant to the project area will be selected by the project supervisor for the student to attend or read during the session. A short summary (1 to 2 pages) should be prepared for each seminar or journal article.

	In consultation with their supervisor, students should consider providing an individual summary prior to Week 13 for incorporation of feedback into subsequent summaries.
--	---

## Minimum Requirements to Pass 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 this minimum performance requirement is grounds for awarding a Technical Fail (TF) in the subject.

It is expected that students will allocate approximately 8 hours per week to this subject, including a total of approximately 80 hours performing laboratory tasks or field work, in order to complete all assessment tasks. Absences from laboratory or field work 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>

## 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			
	Completion of WHS Induction	Lab Work	End of Project Report	Seminar Or Journal Article Reports
	S/US	S/US	S/US	S/US
Apply relevant laboratory and/or field methods efficiently and accurately, in a particular field of research in science		✓		
Work as part of a research team to achieve defined objectives		✓		
Display and analyse research results appropriately			✓	
Critically assess methods and results presented in published work and/or during research seminar presentations				✓
Complete all required inductions and/or apply WHS principles in the development of risk assessments for laboratory and/or field projects	✓			

## 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

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

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**

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>

# 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 Coordinator (SSC)

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 Coordinators may be able to help. There are Student Support Coordinators 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/support-services/coordinators/>

## 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>