Faculty of Science, Medicine and Health
School of Science

BIOL851: Principles of Ecology

Subject Outline
6 credit points

Subject Information

Autumn, 2025, Wollongong
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

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 <u>supplementary</u> 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

Teaching Role	Name	Telephone	Email	Room	Consultation Times
Coordinator	Dr Christopher (Chris) Friesen		cfriesen@uow.edu.au	35.122	Email for an appointment
Lecturer	A/Prog Katarina Mikac		kmikac@uow.edu.au		Email for an appointment
Lecturer	Dr Katharina Peters		katharinap@uow.edu.au		Email for an appointment
Lecturer	Mr Ryan Dallas		rdallas@uow.edu.au		Email for an appointment
Tutor	To be Announced				Email for an appointment
Tutor	Mrs Suzanne Middleton		suzan@uow.edu.au		Email for an appointment

Teaching Staff Additional Information

Demonstrators will be present at on-campus practicals and field trips and will be on the Moodle site when confirmed.

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 (Student Conduct Rules).

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).

School of Science - Communication and E learning
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/support-services/academic-skills/online-resources/technology-and-software/email-etiquette/

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.
- 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
- If you have a question of a general nature 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/support-services/academic-skills/
- Inclusive language guideline https://documents.uow.edu.au/about/policy/students/UOW140611.html
- The Student Charter https://www.uow.edu.au/student/charter/

Appropriate Online Behaviour

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.

Related Policies

Using UOWmail https://www.uow.edu.au/student/support-services/academic-skills/

Inclusive language guideline https://policies.uow.edu.au/document/view-current.php?id=239

Table of Contents

Section A: General Information

Learning Outcomes

Subject Learning Outcomes

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

1. Discuss the fundamental principles of ecology
2. Gain skills in several techniques for sampling populations and communities
3. Independently design, and analyse, simple ecological sampling programs and experiments
4. Analyse ecological research by: (i) organising and manipulating data; and (ii) using descriptive and analytical statistics
5. Communicate science effectively by: (i) critically evaluating published scientific literature; (ii) preparing a scientific report as a journal article

Subject Description

Factors and processes influencing the distribution, abundance and diversity of organisms. Population ecology: growth and regulation. Species interactions. Natural and anthropogenic disturbance. Community structure and dynamics in space and time. Sampling methods and techniques in ecology. Design and statistical analysis of sampling programs and experiments. Communicating science.

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.

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, practicals, fieldwork or simulated fieldwork 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 lab/practical/fieldwork activity you are to ensure that you understand specific procedures and policy related to safety.
- You may need to review a Risk Assessment and complete a Participant Acknowledgement form before commencing any fieldwork/practical work. These materials will be made available by the 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.
- For subjects including field trips, students may be required to contribute to costs associated with the provision of field trips that form part of the course of study.

EMBEDDED Work Integrated Learning

This subject contains elements of 'Embedded WIL'. Students in this subject will experience activities that relate to or simulate professional practice as part of their learning.

Additional Subject Details

This subject aligns with the United Nations Sustainable Development Goals (SDGs) enabling our students to be well informed global citizens that can continue to contribute to realising sustainable development through their studies and careers by being proactive, responsible and educated in relation to how realising the Global Goals will better the world.

Using Generative Artificial Intelligence (GenAI)

GenAI technology (such as ChatGPT or Microsoft Co-pilot) is reshaping the University experience worldwide. UOW is committed to embracing GenAI as a tool to enhance learning experiences and develop vital work-readiness skills. However, misuse or use of GenAI in assessments where prohibited constitutes academic misconduct (as specified by University Policy).

It is important that students check if GenAI is permitted for each assessment task and how it is to be used and acknowledged. Please read the student guidance available on how to use GenAI ethically and critically, equally recognising its capabilities and limitations. For example:

1. **Generative AI is not a substitute for decision-making:** GenAI should complement, not replace, your critical thinking and decision-making skills.
2. **Output quality depends on prompts:** The quality of GenAI outputs is influenced by prompting. Poorly constructed or unclear prompts may generate outputs that are incorrect.
3. **Fact verification is essential:** GenAI outputs can be fabricated, presenting inaccurate information or contain harmful bias. Verify all GenAI outputs against reliable sources.
4. **Protect data and copyright:** Many GenAI technologies collect information in ways that breach privacy and data protection provisions, particularly where the source material is confidential or subject to copyright. Please check the Terms and Conditions of GenAI technologies and if unsure, contact UOW Copyright Guidance. Learn more about how to access UOW secured GenAI tools here.
5. **Transparency in use:** Where required, you must acknowledge GenAI use, including providing prompt histories and detailing how GenAI was utilised.
6. **Thoughtful and appropriate application:** Be mindful of when and how to use GenAI tools. Assess its appropriateness for each use, and refrain from use when not suitable.

If you have any questions, please contact your Subject Coordinator.

Major Text(s)

Ecology: The Experimental Analysis of Distribution and Abundance, 6th Edition
by Charles Krebs. 2014 (Lecture material)
If there is a textbook available for purchase, you can find the details at University Bookshop
https://unishop.uow.edu.au/ or ebook_here

Practical field ecology: a project guide, 1st OR 2nd ed., By Wheater, C. P., Bell, J. R., & Cook, P. A. (2020 or 2011). Hoboken, N.J: Wiley-Blackwell. At UOW LIBRARY ONLINE **(Practical and group project resource)**

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

Other Ecology Textbooks (on Short Loan in the library)

- Stiling PD (2002) Ecology: Theories and Applications (4th ed.)
- Begon M, Townsend CR, Harper JL (2006) Ecology: From Individuals to Ecosystems (4th ed. or newer)

General Books to Help with Writing, Practical Skills, Statistics, etc.
The book on writing by Pechenik, practical skills by Jones et al., and statistics by Quinn and Keough are also recommended and will be useful in many subjects. These are on Short Loan in the library. Some are also available for purchase in the bookstore.

- Pechenik JA (various years) *A Short Guide to Writing about Biology* (various eds.).
- Barnard C, Gilbert F, McGregor P. *Asking Questions in Biology* (4th ed.).
- Jones A, Reed R, Weyers J (various years) *Practical Skills in Biology* (various eds.).
- Quinn GP, Keough MJ (2002) *Experimental Design and Data Analysis for Biologists*.
- Underwood AJ (1997) *Experiment in Ecology: Their Logical Design and Interpretation using Analysis of Variance*.
- Zar J (1999) Biostatistical Analysis (4th ed.).

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

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 *

Timetable for lectures, workshops and practicals will be updated on the Moodle site.

Week	Commencing	Lecture Topics Covered	Practical topics
1	03 Mar 2025	Introduction to Ecology--distribution and abundance Questions, Hypotheses, Predictions	Observing nature asking questions—prelude to the group project
2	10 Mar 2025	Behavioural Ecology and Evolution	Statistical models and hypotheses, and searching the literature for group project
3	17 Mar 2025	Limitations to Distribution and Abundance	Practice sampling methods in ecology (weather dependent)
4	24 Mar 2025	Populations, Demographics and Life Histories	Types of data and their distributions: implications for analytical methods
5	31 Mar 2025	Competition	Statistical modelling with continuous variables
6	07 Apr 2025	Predation and Herbivory	Statistical modelling with discrete explanatory variables
7	14 Apr 2025	Mutualism into Parasitism	Statistical modelling with discrete and continuous explanatory variables and interactions
	21 Apr 2025	**Mid-Session Recess**	
8	28 Apr 2025	Parasitism into disease	Focus on interpretation of statistical results
9	05 May 2025	Community structure	Finish Group Project Data Collection (outside prac)
10	12 May 2025	Equilibrium communities & non-equilibrium communities	Work on project reports (outside prac)
11	19 May 2025	Community stability Indirect effects	Peer-to-peer review of project reports
12	26 May 2025	Primary productivity & Secondary productivity	Finalise reports
13	02 Jun 2025	Nutrient cycling & Decomposition	
	09 Jun 2025	**Study Recess**	
	14 Jun 2025	**Examinations**	
	21 Jun 2025	**Examinations**	

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

Recording of Teaching and Learning Activities

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 - Recording of Teaching and Learning

In accordance with the Student Privacy & Disclosure Statement, and Lecture Recording Procedures 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 via the Learning Platform;
- 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;

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 and takes into consideration student feedback from many sources including, direct student feedback to tutors and lecturers and responses to the Subject and Course Evaluation Surveys.

The School is committed to continual improvement in teaching and learning. In assessing teaching and learning practices in a subject, the School takes into consideration student feedback from many sources. These sources include direct student feedback to tutors and lecturers, feedback through Student Services and Science, Medicine and Health Central, and responses to the Subject and Course Evaluation Surveys. These important student responses, along with University policies and Faculty practices inform ongoing changes to subjects and courses. This information is also used to inform systemic comprehensive reviews of subjects and courses. We have recently improved the practical components in this subject to provide greater practice at the scientific method and analysis.

Ecology is a rigorously quantitative science, and students often struggle with the statistics in this course. Our field has moved away from proprietary GUI-based statistical packages requiring the university to acquire expensive licences, which students can't access when they leave Uni, to open-source statistical coding software

R within RStudio. This shift to RStudio from proprietary software in our field requires us **to incorporate programming skills using R and RStudio into practicals, which are also used in Stats Department subjects.** Teaching coding and core ecological statistics require more time and an integrated layered teaching approach (we began trialling using RStudio in 2024 and have many plans for improving delivery on the tactical and strategic level in 2025.

We also must maintain our emphasis on understanding the importance of best scientific practices linking the generation of ecological questions, peer-reviewed literature searches, experimental design and analysis, which must be done before collecting data in the field. Thus, **our practical periods will help our students build a skill set to ask and answer scientific questions with a comprehensive view of the scientific process by assessing their demonstrated ability individually with a series of marked tasks throughout the session**. We think this approach will build student confidence and create a foundation for the group project and beyond this subject**.**

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/privacy/

Section B: Assessment

Assessment Summary

Assessment Item	Form of Assessment	%
Assessment 1	Participation	10%
Assessment 2	Lab/Prac/Simulation	35%
Assessment 3	Project	35%
Assessment 4	Exam	20%
	TOTAL MARKS	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: Participation - Participation

Marking Criteria	The marking criteria for this assessment task will be on Moodle marked as factions of completeness (number of parts answered/number of parts)
Length	6-10 Moodle activities at 0.5-2% each, roughly every two weeks throughout the session.
Weighting	10%
Assessment Due	To Be Announced Final submission time: 11:30pm
Type of Collaboration	Individual assessment
Style and format	Moodle-based quizzes, discussions/reflections, and activities based on lecture material that are marked for participation
Assessment submission	Online via Moodle
Assessment return	**Via Moodle—** general group-level feedback, within 10 days of submission
Detailed information	Moodle-based quizzes, discussions/reflections, and short activities that are marked for participation

Assessment 2: Lab/Prac/Simulation - Assignments

Marking Criteria	The marking criteria for this assessment task will be on Moodle
Length	Several short-medium length assessments
Weighting	35%
Assessment Due	To Be Announced Final submission time: 11:30pm
Type of Collaboration	Individual assessment
Style and format	Written assignment
Assessment submission	Online via Moodle
Assessment return	**Via Moodle—** general group-level feedback
Detailed information	Several sets of statistical problems and short answer questions related to in prac work to build and demonstrate competence in R programming language

	and how to analyse data and interpret statistical results in words and numbers.

Assessment 3: Project - Project Report

Marking Criteria	The marking criteria for this assessment task will be on Moodle
Length	Approximately 2000-3500(max!) words, but details will be outlined online guidance documents—there are several **1/0 marked individual checkpoint assessments** to keep students on track that account for 2-5 project % of the mark each. **For BIOL851, students may be required to present a PowerPoint Presentation of their project results to the BIOL251 students.**
Weighting	35%
Assessment Due	To Be Announced
Type of Collaboration	Individual assessment and group work
Style and format	**Written scientific report based on data and analysis of data produced as a group and the report is written as a group. Final uploaded version <u>must be a PDF.</u>**
Assessment submission	**Must be a PDF** Upload through Turnitin on Moodle site 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. 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.
Assessment return	**Before final exam**
Detailed information	Major Report on project written as Scientific Paper

Assessment 4: Exam - Final Examination

Marking Criteria	The marking criteria for this assessment task will be discussed in lecture
Length	3 hours
Weighting	20%
Assessment Due	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.
Type of Collaboration	Individual assessment
Style and format	Final exam, short answer. Interpreting graphs and word problems.
Detailed information	Final exam covers ALL material: Lectures, Tutorials AND Practicals. There is no separate practical exam, so this material is covered in the main exam.

Additional Assessment Information

For details of each assessment task refer to the assessment folder on Moodle

Minimum Requirements to Pass this Subject

Students should note that UOW equates one (1) credit point to around 1.5 - 2 hours of study per week, including lectures and tutorials/workshops/practicals, self-directed study and work on assessment tasks. **For example, in this subject, a 6-credit point subject requires that students commit about 9 - 12 hours of study a week, including attendance at lectures and tutorials.**

Lectures for this course are interactive, where the lecturer engages the students with questions that lead to back-and-forth discussions that are often not audible in the ECHO recordings. So, students are strongly advised to make every effort to attend. Student in-person attendance at tutorials, lectures, seminars and/or simulations is not compulsory. *However, it is strongly recommended*, as **you will struggle to pass this course without attending and conscientiously participating in all on-campus activities, especially the statistical tasks in practicals.**

Tutorials precede labs and will be online or pre-recorded, with associated checkpoint questions, **which must be completed during the week they are given as part of the practical attendance mark** (*see minimum performance below*). The tutorials are intended to provide the background for the practicals and, thus, should be completed BEFORE the practical.

For Practicals, in-person attendance is required (role will be taken or a completed in-prac quiz or assignment will count toward attendance for each prac)

A mark of 50% or more must be achieved to receive a clear pass in this subject. 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:
• Student Attendance - Students are expected to attend all practical lab sessions and demonstrate completion of tutorial-related quizzes/checkpoint questions, whether delivered online or face-to-face. 100% in-person attendance is expected, as absences may impact your ability to accomplish the learning outcomes. In addition, all tutorial-associated exercises/questions/quizzes must be completed within the week of the practical as a component of the student attendance in pracs.

• Academic Consideration - Students may miss a practical if they are granted an Academic Consideration application but **must makeup all group work and demonstrate they have completed the practical tasks within seven days of the missed practical. ACs should be applied for before the practical period you miss.**

Hurdle Assessment

Subjects may include a hurdle assessment. A hurdle assessment is an assessment that requires a minimum level of performance as a condition for passing the subject. Examples include, achievement of a pass grade or above in a skills-based assessment or final examination. Hurdle assessments are applied to subjects to ensure students:

1. meet learning outcomes
2. demonstrate you can complete a task safely and/or meet professional standards.

For more on hurdle assessments see the Assessment and Feedback Policy [Section 8: Hurdle Assessments (50-51-52)](#).

Should this subject contain a hurdle assessment, it will be stated under the specific assessment in Section B: Assessments.

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: Teaching and Assessment: Assessment and Feedback Policy

Assessment Learning Outcome Matrix

Learning Outcomes	Measures - Assessment weighting			
	Participation	Assignments	Project Report	Final Examination
	(10%)	*(35%)*	*(35%)*	*(20%)*
Discuss the fundamental principles of ecology	✓			✓
Gain skills in several techniques for sampling populations and communities;			✓	
Independently design, and analyse, simple ecological sampling programs and experiments;		✓		✓
Analyse ecological research by: (i) organising and manipulating data; and (ii) using descriptive and analytical statistics;		✓		
Communicate science effectively by: (i) critically evaluating published scientific literature; (ii) preparing a scientific report as a journal article			✓	✓

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 an extension of time to submit an assessment task, deferred exam or exemption of a compulsory attendance requirement, must apply using Academic Consideration through SOLS. Students must apply before, or on the assessment/s due date and where evidence is required, students must provide evidence no later than three working days after the assessable item's due date for their request to be considered. **For information on the Academic Consideration Policy, eligibility requirements and how to apply, see**: https://www.uow.edu.au/student/admin/academic-consideration/

Late Submission of Assessment Tasks and Penalties

Assessed work must be submitted in by the date and time given. If an assessment is submitted late, it will be marked in the normal way, and a penalty will then be applied.

In the absence of an approved request for Academic Consideration in the form of an extension, assessment tasks must be submitted in line with the assessment instructions.

- An assessment task that is submitted late will receive a penalty of 5% of the total possible marks for each 24-hour period, or part thereof, that it is late.
- Work submitted after seven calendar days will not be marked and will be given a mark of 0.
- No assessment task can be handed in for a mark once the assessment task has been returned to students.
- Penalties accrue on each day that the assessment task is late, including Saturday, Sunday and public holidays

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 Finalisation of Student Results Policy 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. For information about eligibility criteria and the form and timing of supplementary assessments see the Supplementary Assessment Procedure

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 Review and Appeal of Academic Decisions Policy

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 [Academic Integrity Policy](#)

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 or search for "Get Started @ UOW". Services available include:

Service	Link to information about the service
Aboriginal & Torres Strait Islander	https://www.uow.edu.au/about/services/woolyungah-indigenous-centre/about-us/
Careers advice	https://www.uow.edu.au/student/careers/
Counselling	https://www.uow.edu.au/student/support-services/counselling/
Student Accessibility and Inclusion (SAI)	https://www.uow.edu.au/student/support-services/sai/
Information Tech.	https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted
Study Skills	https://www.uow.edu.au/student/support-services/academic-skills/

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/

AskUOW

AskUOW is your primary administrative and information contact during your studies.

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, including key topics such as:

- Applying for academic consideration
- Fees and scholarships
- Official documentation and student letter requests
- Student forms such as course transfer and leave of absence applications
- Student ID card issuance and replacement
- Subject enrolment
- Transport concession cards and Opal cards
- Updating personal details

Get instant answers 24/7 online using AskUOW. Log in with your UOW username and password.

For further support contact askuow@uow.edu.au or call on 1300 275 869 (1300 ASK UOW) or +61 2 4221 3927.

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:
https://policies.uow.edu.au/document/view-current.php?id=26

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: https://policies.uow.edu.au/document/view-current.php?id=11

Honours Policy

This policy sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at: https://policies.uow.edu.au/document/view-current.php?id=36

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.
https://policies.uow.edu.au/document/view-current.php?id=12

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:
https://policies.uow.edu.au/document/view-current.php?id=135

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:
https://policies.uow.edu.au/document/view-current.php?id=30

Examination Rules and Procedures

The UOW rules and procedures outline exam conditions, student conduct in exams, and the procedures for exam management. Further information can be found here: https://www.uow.edu.au/student/exams/

Ethical 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: https://policies.uow.edu.au/document/view-current.php?id=154

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://policies.uow.edu.au/document/view-current.php?id=4

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: https://www.uow.edu.au/research-and-innovation/researcher-support/ethics/human-ethics/

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: https://policies.uow.edu.au/document/view-current.php?id=239

Intellectual Property Policy

UOW's IP 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 https://policies.uow.edu.au/document/view-current.php?id=146

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: https://policies.uow.edu.au/document/view-current.php?id=40

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. https://www.uow.edu.au/student/charter/

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: https://policies.uow.edu.au/document/view-current.php?id=146

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. https://policies.uow.edu.au/document/view-current.php?id=6

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: https://policies.uow.edu.au/document/view-current.php?id=38

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: https://policies.uow.edu.au/document/view-current.php?id=9

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: https://policies.uow.edu.au/document/view-current.php?id=39

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://policies.uow.edu.au/document/view-current.php?id=177