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## **HAS 963: OHS Workplace Project & Professional Experience**

### **Subject Outline**

12 credit points

### **Subject Information**

**Autumn, 2026**, Wollongong

Flexible

**Distance/ Online Delivery** This subject is delivered entirely online. It involves no on-campus or other in-person learning activities.

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 modify teaching locations, teaching delivery, and assessment delivery at short notice in response to unforeseen circumstances such as health or environmental factors.*

For up-to-date information please refer to your subject's Moodle site.

### **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, laboratory and/or field work 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/>

Within many of our courses, attending a workplace experience or clinical placement is an exciting part of your course program. Whilst integral to your learning, these health-related placements also let you experience what it's like to work as a professional in real-life workplace settings. More information about requirements for Health Placements is available on our webpage: <https://www.uow.edu.au/student/health-placements/>

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## Teaching Staff

<b>Teaching Role</b>	Coordinator
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<b>Email</b>	<a href="mailto:rcoman@uow.edu.au">rcoman@uow.edu.au</a>
<b>Room</b>	29.113
<b>Consultation Times</b>	Monday 13:30 - 14:30 (Book by email appointment only) Wednesday 13:30 - 14:30 (Book by email appointment only)

## 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).

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

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

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

SOLS and Moodle announcements can NOT be responded to.

### 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](#).

# Copyright

Commonwealth of Australia

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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
PROFESSIONAL Work Integrated Learning .....	8
Using Generative Artificial Intelligence (GenAI) .....	8
Major Text(s) .....	8
Lectures, Tutorials and Attendance Requirements .....	9
Lecture Times * .....	9
Lecture Program * .....	9
Recording of Teaching and Learning Activities .....	12
Your Privacy - Recording of Teaching and Learning .....	12
Recent Improvements to Subject .....	13
Extraordinary Changes to the Subject Outline .....	13
Learning Analytics .....	14
<b>Section B: Assessment</b> .....	<b>15</b>
Assessment Summary .....	15
Minimum Requirements to Pass this Subject .....	20
Hurdle Assessment .....	20
UOW Grade Descriptors .....	20
Assessment Learning Outcome Matrix .....	21
Submission, Retention and Collection of Written Assessment .....	21
Extensions .....	22
Late Submission of Assessment Tasks and Penalties .....	22
Collection .....	22
Retention .....	22
Scaling .....	22
Supplementary Assessment .....	22
Review and Appeal of Academic Decisions .....	23
Assessment Quality Cycle .....	23
Academic Integrity .....	23
Referencing .....	23
<b>Section C: General Advice for Students - Policies and Procedures</b> .....	<b>24</b>
Student Services and Support .....	24
Student Support Coordinator (SSC) .....	24
Student Advocacy Service .....	24
AskUOW .....	24
Library Services .....	25
Academic Integrity Policy .....	25
Code of Practice - Research .....	25
Honours Policy .....	25
The Code of Practice - Work Integrated Learning (Professional Experience) .....	25
Copyright Policy .....	25
Course Progress Policy .....	25
Examination Rules and Procedures .....	25
Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects .....	25
Coursework Rules .....	26
Human Research Ethics .....	26
Inclusive Language Guidelines .....	26
Intellectual Property Policy .....	26
Review and Appeal of Academic Decisions Policy .....	26

Student Academic Consideration Policy.....	26
The Student Charter - Your Rights and Responsibilities .....	26
Student Assignment of Intellectual Property (IP) Policy .....	26
Student Conduct Rules.....	27
Teaching and Assessment: Assessment and Feedback Policy .....	27
Teaching and Assessment: Code of Practice - Teaching.....	27
Teaching and Assessment: Subject Delivery Policy .....	27
Workplace Health & Safety Policy .....	27

# Section A: General Information

## Learning Outcomes

### Subject Learning Outcomes

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

1. Identify a suitable workplace OHS problem and plan and implement an appropriate investigation of the problem and explain and justify the process of a rigorous and systematic approach to investigating the OHS problem using scientific evidence and tools and techniques to identify, risk assess and justify controls as appropriate
2. Create and implement a solution to the OHS problem based on the investigation of the problem that considers feasibility, applicability and long-term sustainability of the solution
3. Identify barriers and challenges to implementation and apply a range of strategies to overcome barriers and challenges to successfully implement a solution to the OHS problem
4. Demonstrate an understanding of professionalism adhering to ethical principles, maintaining confidentiality and professional integrity
5. Critically observe and reflect on professional practice as part of a multidisciplinary team within the workplace
6. Create a portfolio of evidence of professional practice that includes a report that identifies the OHS problem, how the problem was addressed using scientific evidence, tools and techniques and showcases the solution, its implementation and communication strategies to all stakeholders followed by a reflection of the learnings from the professional experience

### Subject Description

The aim of this capstone subject is to provide students with an authentic learning approach by applying knowledge, research and critical thinking to inform a project based investigation of a contemporary workplace health and safety issue and disseminate findings to facilitate knowledge translation to WHS environments. Completion of assessment tasks for HAS 941 Health research methodology is considered a co-requisite or pre-requisite for this subject.

### 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 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 the subject Moodle site for more 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.

### **PROFESSIONAL Work Integrated Learning**

This subject has 'Professional WIL'. Students in this subject will spend substantial time in a workplace and receive guidance, supervision and feedback from a workplace supervisor.

### **Using Generative Artificial Intelligence (GenAI)**

UOW is committed to embracing gen AI as a tool to enhance learning and development of important digital and work-readiness skills.

Your subject coordinator will provide specific guidance on the use of gen AI in your assessment tasks via your Subject Outline and/or your subject Moodle site. If gen AI use is permitted, it should be used thoughtfully, critically, and in ways that support your own learning.

Guidance on appropriate use of AI in assessments, including how to [acknowledge GenAI](#) can be found on the [Using Generative Artificial Intelligence in Assessment website](#)

You are responsible for all work you submit, and ethical use of gen AI is an important part of maintaining academic integrity. Misuse or unauthorised use may breach the [Academic Integrity Policy](#).

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

1. University of Wollongong Student Manuals, resources and texts from: HAS 871, HAS 979, HAS 973, HAS 967, HAS 970, HAS 968, and HAS 941.
2. Australian Institute of Health & Safety (AIHS), 2023. The Core Body of Knowledge for Generalist OHS Professionals. 2<sup>nd</sup> ed. Tullamarine, VIC: Australian Institute of Health & Safety. [online] Available at: <http://www.ohsbok.org.au/download-the-body-of-knowledge/> [Accessed 10 January 2026].

### ***Additional Information:***

- Please refer to Moodle for additional resources.
- Access student manuals, lectures, and resources from previous subjects as needed.
- Conduct a comprehensive Library search for your literature review.
- If a textbook is required for purchase, details can be found at the University Bookshop: <https://unishop.uow.edu.au/>

Note: It is essential to thoroughly review all provided materials and conduct independent professional practice to support your project work.

## Lectures, Tutorials and Attendance Requirements

### Lecture Times \*

*UOW may need to modify teaching locations, teaching delivery, and assessment delivery at short notice in response to unforeseen circumstances such as health or environmental factors.*

For up-to-date information please refer to your subject's Moodle site.

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

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

### Lecture Program \*

Week	Commencing	Topics Covered	Activities
1	02 Mar 2026	Workplace Problem Concept Consultation with Subject Coordinator	<p><b>Orientation Week: Mandatory ZOOM Session. Monday 23rd February 2026, 4 - 5pm.</b>  <b>Topic: Discussion of your proposed workplace placement and potential project.</b></p> <p><b>Week 1:</b></p> <ol style="list-style-type: none"> <li>1. Email proposed workplace problem outline to Subject Coordinator, or</li> <li>2. Book appointment to discuss planned work during professional placement</li> </ol> <p>Mandatory for proper guidance and alignment with the requirements of professional experience portfolio development.</p>
2	09 Mar 2026	Deadline: One-Paragraph Workplace Problem Proposal	<p><b>Deadline: One-Paragraph Proposal</b>            Due: 13th March 2026, 11:30 PM            Submit to dropbox.</p>
3	16 Mar 2026	Identify a suitable workplace and secure placement (up to 2 days a week).	<p><b>Mandatory ZOOM Session. Monday 16th March 2026. 4 - 5pm</b>  <b>Identify a suitable workplace and secure placement (2 days a week for 6 weeks). If using existing workplace where you are working, gain permission to dedicate 2 days a week for 6 weeks to addressing your identified workplace problem.</b></p>
4	23 Mar 2026	ASSESSMENT 1 Due (Weighting 20%) Complete all UOW formalities to undertake the placement through the SONIA system.	<p><b>Deadline: ASSESSMENT 1 - Workplace Problem Proposal</b>            Due: 23rd March 2026, 11:30 PM            Submit to dropbox.</p> <p><b>Mandatory ZOOM session: Monday 23rd March 2026. 4 - 5pm.</b>  <b>Complete all UOW formalities and forms to undertake the placement through the SONIA system.</b>  <b>Complete a risk assessment and submit through the UOW SafetyNet system.</b></p>
5	30 Mar 2026	COMMENCE professional work placement (2 days a week for 6 weeks). (Approximately 100 hours).	<p>START collecting evidence to include in your portfolio.  <b>WEEK 5 PROGRESS REPORT:</b> using template provided, complete weekly progress report on workplace project and submit to drop box in WEEK 5 section.</p>

6	06 Apr 2026	Professional work placement.	Collecting evidence to include in your portfolio. <b>WEEK 6 PROGRESS REPORT:</b> using template provided, complete weekly progress report on workplace project and submit to drop box in WEEK 6 section.
7	13 Apr 2026	Professional work placement.	Collecting evidence. <b>WEEK 7 PROGRESS REPORT:</b> using template provided, complete weekly progress report on workplace project and submit to drop box in WEEK 7 section.
	20 Apr 2026	<b>Mid-Session Recess</b>	
8	27 Apr 2026	Professional work placement.	Collecting evidence <b>WEEK 8 PROGRESS REPORT:</b> using template provided, complete weekly progress report on workplace project and submit to drop box in WEEK 8 section.
9	04 May 2026	Professional work placement.	Collecting evidence. <b>WEEK 9 PROGRESS REPORT:</b> using template provided, complete weekly progress report on workplace project and submit to drop box in WEEK 9 section.
10	11 May 2026	Professional work placement.	Collecting evidence. <b>WEEK 10 PROGRESS REPORT:</b> using template provided, complete weekly progress report on workplace project and submit to drop box in WEEK 10 section.
11	18 May 2026	Data Analysis and Write-up Session	<b>Mandatory Zoom Meeting: Monday 18th May 2026. 3 - 5pm.</b> Agenda: <ul style="list-style-type: none"> <li>• Data analysis techniques</li> <li>• Interpreting results</li> <li>• Structuring your write-up</li> <li>• Common challenges and solutions</li> </ul> Preparation: <ul style="list-style-type: none"> <li>• Ensure data collection is complete</li> <li>• Begin preliminary data organisation</li> <li>• Prepare any questions about analysis or write-up process</li> </ul> Note: This session is crucial for guiding your data analysis and report writing. Be prepared to actively participate and take notes.
12	25 May 2026	Finalise Data Analysis and Write-up. Preparation of Final Report	Key Activities: <ul style="list-style-type: none"> <li>• Analyse collected data using approved methods</li> <li>• Interpret results in context of project questions</li> <li>• Begin drafting findings and discussion sections</li> </ul> Reminders: <ul style="list-style-type: none"> <li>• Maintain rigour in analysis procedures</li> <li>• Document all steps of analysis process</li> <li>• Regularly back up work</li> </ul> Best Practices: <ul style="list-style-type: none"> <li>• Refer to methodology literature for guidance</li> <li>• Consult with supervisor if encountering difficulties</li> <li>• Start writing early and revise frequently</li> </ul>

			<p>Support:</p> <ul style="list-style-type: none"> <li>• Zoom consultations available upon request</li> <li>• Utilise university statistical support services if needed. Make an appointment at <a href="#">Statistical Consulting Centre</a>.</li> </ul> <p>Note: Thorough analysis and clear articulation of findings are crucial for the success of your project.</p>
13	01 Jun 2026	<p><b><u>Final Report Preparation</u></b></p> <p><b><u>ASSESSMENT 2 Due. (Weighting 60%)</u></b>  <b>Assessment 2: Final Report Submission (Due) 15 June 2026, 11.30pm. (Exam Week 1)</b></p> <p><b><u>ASSESSMENT 3 Due. (Weighting 10%)</u></b>  <b>Assessment 3: Workplace Project Findings Presentation (Due) 22 June 2026, 11.30pm. (Exam Week 2)</b></p> <p><b><u>ASSESSMENT 4 Due. (Weighting 10%)</u></b>  <b>Assessment 4: Reflection (Due) 22 June 2026, 11.30pm. (Exam Week 2)</b></p>	<p><b><u>Final Report:</u></b>  Compile and refine your findings into a comprehensive final report.</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Review guidelines for report structure and formatting</li> <li>• Synthesise all sections into a cohesive document</li> <li>• Ensure all figures, tables, and references are properly formatted</li> <li>• Proofread thoroughly for clarity and accuracy</li> </ul> <p>Best Practices:</p> <ul style="list-style-type: none"> <li>• Start early to allow time for revisions</li> <li>• Seek feedback supervisors</li> <li>• Align conclusions with project objectives and findings</li> </ul> <p>Note: The final report is a crucial culmination of your project efforts. Allocate sufficient time for thorough preparation and review.</p> <p><b>Assessment 2: Final Report Submission</b>  Submission details:</p> <ul style="list-style-type: none"> <li>• Due Date: Monday 15 June 2026. 11.30pm.</li> <li>• Format: Written document uploaded to Moodle</li> </ul> <p>Submission Requirements:</p> <ul style="list-style-type: none"> <li>• Upload completed report to designated Moodle portal</li> <li>• Ensure all sections are included and properly formatted</li> <li>• Adhere to word limit and referencing style as specified in guidelines</li> </ul> <p>Important Notes:</p> <ul style="list-style-type: none"> <li>• Late submissions may incur penalties as per university policy.</li> <li>• Plagiarism checks will be conducted; ensure all work is original and properly cited.</li> </ul> <p><b><u>Assessment 3: Part A. Workplace Project Findings Presentation</u></b>  Submission Details:</p> <ul style="list-style-type: none"> <li>• Due Date: Monday 22 June 2026. 11.30pm</li> <li>• Format: Video recording of presentation</li> </ul> <p>Submission Requirements:</p> <ul style="list-style-type: none"> <li>• Upload video file to designated Moodle portal</li> <li>• Ensure video quality is clear and audio is audible</li> <li>• Adhere to specified time limit (15 minutes)</li> </ul> <p>Presentation Content:</p> <ul style="list-style-type: none"> <li>• Project objectives and context</li> <li>• Methodology overview</li> <li>• Key findings and outcomes</li> </ul>

		<ul style="list-style-type: none"> <li>• Implications for workplace practice</li> <li>• Reflection on learning experience</li> </ul> <p>Technical Guidelines:</p> <ul style="list-style-type: none"> <li>• Use a supported video format (e.g., MP4)</li> <li>• Test your video before submission to ensure it plays correctly</li> <li>• Include any visual aids or slides within the video recording</li> </ul> <p><b>Assessment 3: Part B. Project Reflection</b></p> <p>Submission Details:</p> <ul style="list-style-type: none"> <li>• Due Date: Monday 22 June 2026, 11:30 PM</li> <li>• Format: Written document uploaded to Moodle</li> </ul> <p>Submission Guidelines:</p> <ul style="list-style-type: none"> <li>• Adhere to specified word limit and formatting requirements</li> <li>• Ensure document is clearly written and well-structured</li> <li>• Include specific examples from your project experience</li> </ul> <p>Important:</p> <ul style="list-style-type: none"> <li>• Late submissions may incur penalties as per university policy</li> <li>• Start your reflection early to allow time for thoughtful analysis and revision</li> </ul>
	08 Jun 2026	<b>Study Recess</b>
	13 Jun 2026	<b>Examinations</b>
	20 Jun 2026	<b>Examinations</b>

\* 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. Feedback is also used to inform comprehensive reviews of subjects and courses.

### Version history and subject improvements

Version	Author/Reviewer	Amendments	Release date
11th edition	Robyn Coman	Revised lecture and task schedule for delivery in one session. AI requirements for all assessment tasks revised and amended.	2026
10th edition	Vinod Gopaldasani	Major change to subject name, subject learning outcomes and assessment tasks	2025
9th edition	Vinod Gopaldasani	Minor changes to tasks and dates	2025
8 <sup>th</sup> edition	Emmanuel Boateng	Minor Amendments	2024
7 <sup>th</sup> edition	Emmanuel Boateng & Grace Kennedy	Improvement in subject classification to Professional Work Integrated Learning. Major amendments to assessments and moderate improvements to subject learning outcomes. Changes to assessment weightings	2023
6 <sup>th</sup> edition	Vinod Gopaldasani & Robyn Coman	Minor amendments	2022
5 <sup>th</sup> edition	Elizabeth Mayland	Minor changes to tasks and dates	2021
4 <sup>th</sup> edition	Leanne Treadwell	Minor changes to tasks including due dates	2020
3 <sup>rd</sup> edition	Leanne Treadwell	Minor changes to tasks including due dates	2019
2 <sup>nd</sup> edition	Leanne Treadwell	Minor changes to tasks and assigned marks	2018
1 <sup>st</sup> edition	Leanne Treadwell	This subject is now focused on the risk stream in the WHS academic program	2017

## 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 for students identified who may be in need of assistance. 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	Proposal	20%
Assessment 2	Portfolio	60%
Assessment 3A	Presentation	10%
Assessment 3B	Report	10%
	<b>TOTAL MARKS</b>	100%

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

### Assessment 1: Proposal - Assessment 1: Proposal. Workplace Problem to Address.

<b>Marking Criteria</b>	<p>1. Background and Significance (20%) Does the research background make a good case for the relevance and significance of the proposed research?</p> <p>2. Literature Review (25%) Is the literature review comprehensive, relevant, and critically analysed? Does it effectively support the project proposal?</p> <p>3. Methods (25%) Is the design (including chosen methodology, sampling, methods of data collection and analysis (as applicable)) appropriate for the project?</p> <p>4. Benefits and barriers (10%) Have the benefits and barriers to tackling the workplace problem been discussed?</p> <p>5. Professional Ethical and Moral Considerations (10%) Have relevant professional ethical requirements and issues relating to the topic and design been articulated, assessed and strategies for mitigation discussed?</p> <p>6. Academic Writing and Referencing (10%) Is the proposal well written and accurately referenced using the Harvard referencing system?</p>
<b>Length</b>	<p>The project proposal should be a concise yet comprehensive document of 2000 words, presenting a clear and compelling case for your intended investigation. This word limit applies to the main body of the proposal, including all key sections such as the introduction, literature review, methodology, and conclusion.</p> <p>Supplementary materials that provide additional context or detail for your proposal can be included as appendices. These appendices do not count towards the 2000-word limit. However, it is crucial to remember that the main proposal should stand alone in addressing all key elements of your project plan. The appendices should serve only to provide supporting information that enhances understanding of your proposed study.</p>
<b>Weighting</b>	20%
<b>Assessment Due</b>	23 Mar 2026 (Monday in Session Week 4) Final submission time: 11:30pm

<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	<p>The proposal must be submitted as a Microsoft Word document (.doc or .docx format). This 2000-word document should present a well-structured and cogent argument for your proposed study. Throughout the proposal, maintain a high standard of academic writing, ensuring clarity, coherence, and proper use of language.</p> <p>Equally important is the accurate implementation of the Harvard referencing system for all citations and sources. This attention to proper formatting and referencing not only demonstrates academic rigour but also allows readers to easily verify and explore the foundations of your project. Remember, the quality of your writing and the precision of your referencing contribute significantly to the overall strength and credibility of your proposal.</p>
<b>Generative AI use</b>	<p>You are permitted to use GenAI with the Literature review component but <b>MUST BE DECLARED</b>.</p> <p>Specifically, you are permitted to use NotebookLM to understand, summarize, and generate insights from your peer-reviewed publications, relevant/pertinent grey literature, relevant standards and codes of practice and government websites and content. NotebookLM can act as a private "thinking partner" for studying, planning, or deep analysis by linking multiple sources.</p> <p>This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.</p>
<b>Assessment submission</b>	<p>Online via Moodle</p> <p>This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.</p>
<b>Assessment return</b>	Via Moodle.
<b>Detailed information</b>	<p>Your 2000-word proposal should clearly present your workplace safety topic, its importance, and your project plan. Include a concise introduction, literature review, and methodology. Address ethics and explain your study's potential impact. Use academic language and Harvard referencing. Appendices can provide additional information. Demonstrate your readiness to conduct an investigation that will improve workplace safety practices.</p>

### Assessment 2: Portfolio - Assessment 2. Portfolio of Activities and Report.

<b>Marking Criteria</b>	<ol style="list-style-type: none"> <li><b>1. Personal and Professional Information (5%)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional profile</li> <li><input type="checkbox"/> Career Goals Statement</li> </ul> </li> <li><b>2. Workplace Documentation (5%)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workplace description</li> <li><input type="checkbox"/> Job/role Description</li> <li><input type="checkbox"/> Training Materials Received / Training undertaken</li> <li><input type="checkbox"/> Workplace Policies to support you and workers in the workplace</li> </ul> </li> <li><b>3. Evidence of Work Completed (10%)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detailed description of Workplace Problem to be addressed</li> <li><input type="checkbox"/> Detailed evidence of work undertaken to address the identified workplace problem</li> </ul> </li> </ol>
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	<input type="checkbox"/> Supported by Visual Evidence (photos (if allowed with permission); documents created etc.) <b>4. Skills and Competencies (5%)</b> <input type="checkbox"/> Skills Matrix (skills applied and developed) <input type="checkbox"/> Written Reflections on Skill Development <input type="checkbox"/> Feedback from Supervisors or Colleagues (with evidence if available) <b>5. Communication and Collaboration (5%)</b> <input type="checkbox"/> Examples of Professional Communication (emails, notes) <input type="checkbox"/> Evidence of Teamwork or Groupwork <input type="checkbox"/> Conflict Resolution Examples <b>6. Learning and Development (5%)</b> <input type="checkbox"/> Certificates from Training or Workshops (if applicable) <input type="checkbox"/> Notes from Seminars or Webinars (if applicable) <input type="checkbox"/> Mentorship (industry or workplace mentor) Reflections <b>7. Achievements and Recognition (5%)</b> <input type="checkbox"/> Awards or Commendations (if applicable) <input type="checkbox"/> Milestones or Goals Achieved <input type="checkbox"/> Impact Statements (how your work contributed) <b>8. Final Reflection and Evaluation (5%)</b> <input type="checkbox"/> Self-Evaluation <input type="checkbox"/> Supervisor / Mentor Evaluation or Reference Letter <input type="checkbox"/> Future (Career) Plans Statement <b>9. Final Report (50%)</b> <input type="checkbox"/> Full report with the following sections (4,000 words) <ul style="list-style-type: none"> <li>• Title page</li> <li>• Executive summary</li> <li>• Table of contents</li> <li>• List of Tables and/or Figures</li> <li>• List of terms and abbreviations</li> <li>• Introduction</li> <li>• Statement of the problem</li> <li>• Literature review</li> <li>• Applicable relevant legislation/s, codes of practice and guidelines</li> <li>• Workplace and/or process description</li> <li>• Methodology</li> <li>• Results</li> <li>• Discussion</li> <li>• Conclusion</li> <li>• Recommendations</li> <li>• References</li> <li>• Appendices</li> </ul> <b>10. Academic Writing and Referencing (5%)</b> <input type="checkbox"/> Is the portfolio well written and accurately referenced using the Harvard referencing system?
<b>Length</b>	Your workplace project report should be 7000-10000 words, excluding appendices, in-text references, and the reference list. This word count allows for a comprehensive presentation of your project, from aims to implications. Ensure your writing is clear, concise, and addresses all assessment criteria while adhering to academic standards and Harvard referencing.
<b>Weighting</b>	60%
<b>Assessment Due</b>	15 Jun 2026 (Monday in Examinations Week 1) Final submission time: 11:30pm

<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Submit your workplace project report as a Microsoft Word document (.docx), including only the main body of your work. The report should be well-structured, using clear academic language and appropriate headings. Maintain consistent formatting throughout and adhere to the specified word count. Your document should present a cohesive narrative of your workplace project, demonstrating scholarly rigor and clarity of thought. Refer to Moodle for detailed submission guidelines and formatting requirements to ensure your report meets all necessary criteria.
<b>Generative AI use</b>	The use of Generative AI is <b>permitted</b> in this assessment to refine layout and writing; but <b>MUST BE DECLARED</b> and should only be used to enhance your report, not develop it.
<b>Assessment submission</b>	Online via Moodle  This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.
<b>Assessment return</b>	Via Moodle.
<b>Detailed information</b>	Your workplace project report, to be submitted on Moodle for assessment, should comprehensively address your project aims and objectives. Include a focused literature review, detailed methodology, clear presentation of findings with appropriate statistical analysis, and a discussion of implications for practice. The report should demonstrate your ability to synthesise your portfolio into an industry style report. Adhere to the specified word count and formatting guidelines, ensuring your document presents a cohesive narrative from introduction to conclusion. This submission represents the culmination of your project and your scholarly contribution to the field.

### Assessment 3A: Presentation - Assessment 3A: Pre-recorded PPT presentation (PPT with presenter notes)

<b>Marking Criteria</b>	<p>Part A: Presentation (10% weighting)</p> <ol style="list-style-type: none"> <li>Does the presentation clearly articulate the workplace project aims and objectives? 10%</li> <li>Does the presentation concisely establish the project design? 20%</li> <li>Does the presentation describe major findings arising from the workplace project? 25%</li> <li>Does the presentation discuss the significance and implications of these findings? 25%</li> <li>Is the presentation engaging, clear to a non-topic expert audience and delivered by the 15-minute time parameter? 10%</li> <li>Effective use of visual aids. 10%</li> </ol> <p>Note: Do not present in your workplace until approved.</p>
<b>Length</b>	<p>Presentation:</p> <ul style="list-style-type: none"> <li>Format: PowerPoint slides with speaker notes</li> <li>Duration: 15-minute presentation</li> </ul> <p>Presentation should address all required elements concisely yet comprehensively. The presentation should effectively communicate your workplace project to a non-expert audience within the time limit. Refer to Moodle for additional guidelines, submission instructions, and assessment criteria.</p>
<b>Weighting</b>	10%

<b>Assessment Due</b>	22 Jun 2026 (Monday in Examinations Week 2) Final submission time: 11:30pm
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Submit your presentation and reflection using only Microsoft file formats: <ul style="list-style-type: none"> <li>• Presentation: PowerPoint (.ppt or .pptx)</li> <li>• Reflection: Word document (.doc or .docx)</li> </ul> Audio Quality for Video Presentation: Ensure your voice is clear and audible throughout the presentation. Speak fluently, avoiding unnecessary pauses or filler words. Use appropriate modulation to maintain audience engagement. PDF files are not acceptable for submission.
<b>Generative AI use</b>	The use of Generative AI is <b>permitted</b> in this assessment to refine layout and writing of the abstract and presentation; but <b>MUST BE DECLARED</b> and should only be used to enhance your writing, not develop it.
<b>Assessment submission</b>	Online via Moodle  This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.
<b>Assessment return</b>	Via Moodle
<b>Detailed information</b>	Ensure your files are properly formatted, readable, and compatible with standard Microsoft Office versions. Double-check that all elements, including images and speaker notes in PowerPoint, are intact and visible before submission. Adhere to the specified presentation duration and reflection word count. Refer to Moodle for detailed formatting guidelines and submission instructions.

### Assessment 3B: Report - Assessment 3B. Reflection.

<b>Marking Criteria</b>	Part B: Reflection (10%) A 300 word (max) personal reflection on the project: <ol style="list-style-type: none"> <li>1. Describe what you learned both personally and technically. 40%</li> <li>2. What would you do differently next time? 20%</li> <li>3. The value of the experience for your professional development. 20%</li> <li>4. How you intend to apply this learning? 10%</li> <li>5. Clarity, structure and presentation of reflection. 10%</li> </ol>
<b>Length</b>	Word Limit: 300 words maximum Reflection should address all required elements concisely yet comprehensively. Reflection should succinctly capture your learning experience. Refer to Moodle for additional guidelines, submission instructions, and assessment criteria.
<b>Weighting</b>	10%
<b>Assessment Due</b>	22 Jun 2026 (Monday in Examinations Week 2) Final submission time: 11:30pm
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Word document (.doc or .docx) PDF files not acceptable.
<b>Generative AI use</b>	Generative AI cannot be used.
<b>Assessment submission</b>	Online via Moodle

	This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.
<b>Assessment return</b>	Via Moodle.
<b>Detailed information</b>	Ensure your files are properly formatted, readable, and compatible with standard Microsoft Office versions. Double-check that all elements are intact and visible before submission. Adhere to the specified reflection word count. Refer to Moodle for detailed formatting guidelines and submission instructions.

## Minimum Requirements to Pass this Subject

### Minimum Requirements for a Pass in a Subject with Workplace Experience:

To receive a clear pass in this subject, a total mark of 50% or more must be achieved. In addition, all assessment tasks must be attempted and submitted.

Where Professional Experience is attached to a subject students **must pass/satisfactorily complete both the coursework and the professional experience to pass this subject**. Students will be required to repeat both the coursework and the professional experience if they fail the subject. See the Coursework Rules at <https://policies.uow.edu.au/document/view-current.php?id=4> See also the Code of Practice- Work Integrated Learning (Professional Experience) at <https://policies.uow.edu.au/document/view-current.php?id=12>

### 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 \(50-51-52\)](#).

Failure to meet a hurdle assessment requirement may constitute grounds for the award of a Technical Fail (TF) grade in this subject.

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			
	Assessment 1: Proposal. Workplace Problem to Address.  (20%)	Assessment 2. Portfolio of Activities and Report.  (60%)	Assessment 3A: Pre-recorded PPT presentation (PPT with presenter notes)  (10%)	Assessment 3B. Reflection.  (10%)
Identify a suitable workplace OHS problem and plan and implement an appropriate investigation of the problem and explain and justify the process of a rigorous and systematic approach to investigating the OHS problem using scientific evidence and tools and techniques to identify, risk assess and justify controls as appropriate	✓			
Create and implement a solution to the OHS problem based on the investigation of the problem that considers feasibility, applicability and long-term sustainability of the solution	✓	✓		
Identify barriers and challenges to implementation and apply a range of strategies to overcome barriers and challenges to successfully implement a solution to the OHS problem		✓		
Demonstrate an understanding of professionalism adhering to ethical principles, maintaining confidentiality and professional integrity			✓	
Critically observe and reflect on professional practice as part of a multidisciplinary team within the workplace				✓
Create a portfolio of evidence of professional practice that includes a report that identifies the OHS problem, how the problem was addressed using scientific evidence, tools and techniques and showcases the solution, its implementation and communication strategies to all stakeholders followed by a reflection of the learnings from the professional experience		✓		

### 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.

## 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	<a href="https://www.uow.edu.au/about/services/woolyungah-indigenous-centre/about-us/">https://www.uow.edu.au/about/services/woolyungah-indigenous-centre/about-us/</a>
Careers advice	<a href="https://www.uow.edu.au/student/careers/">https://www.uow.edu.au/student/careers/</a>
Counselling	<a href="https://www.uow.edu.au/student/support-services/counselling/">https://www.uow.edu.au/student/support-services/counselling/</a>
Student Accessibility and Inclusion (SAI)	<a href="https://www.uow.edu.au/student/support-services/sai/">https://www.uow.edu.au/student/support-services/sai/</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/support-services/academic-skills/">https://www.uow.edu.au/student/support-services/academic-skills/</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/>

## 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](mailto: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>