
MEDI100: Human Structure and Function

Subject Outline

6 credit points

Subject Information

Autumn, 2026, 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 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 page: <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/>

Teaching Staff

Teaching Role	Name	Telephone	Email	Room	Consultation Times
Coordinator	Dr Sue Downie	4221 4732	sdownie@uow.edu.au	Building 41, Room 333	Please email for appointment
Lecturer	Mr Russell Young		russelly@uow.edu.au		
Lecturer	Dr Samara Walpole		samara@uow.edu.au		
Lecturer	Dr Benjamin Hunter		benjaminh@uow.edu.au		
Lecturer	Dr Cassandra Russell		cassr@uow.edu.au		
Lecturer	Dr Peng Zheng		pzheng@uow.edu.au		

Teaching Staff Additional Information

Refer to Moodle site for up-to-date information on teaching staff

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.

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Section A: General Information

Learning Outcomes

Subject Learning Outcomes

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

1. Describe how cell, tissue, organ and system relationships relate to skeletal, joint, muscular, nervous, cardiovascular, and respiratory systems
2. Identify gross anatomical structures on plastic models and images and diagrams
3. Relate the anatomical structure with basic physiology and function of each body system
4. Communicate in written form the relationship between anatomical structure and function
5. Students will observe EMG (Electromyography), blood pressure, ECG (Electrocardiogram) and lung function (spirometry) testing during practical classes and have an understanding of the physiology behind each of the tests

Subject Description

MEDI100 explores basic concepts of both structure (anatomy) and function (physiology) of the human body. The subject covers basic principles of anatomy and physiology in the areas of skeletal, joint, muscular, nervous, cardiovascular and respiratory systems. Teaching and learning will take place in lectures and the laboratory settings using state of the art resources.

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.

FOUNDATIONAL Work Integrated Learning

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

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)

Marieb, Human Anatomy and Physiology. 12th Edition. Pearson Education, Australia (earlier editions are also fine). The e-text is also available free online through subject readings via the UOW library, a link will be on the subject Moodle site.

Recommended Readings and Other Resources

Other resources:

- Prescribed Textbook (University bookshop, Pearson Australia or available free online via subject readings)
- MED1100 Practical Manual (University bookshop)
- Enclosed shoes, student ID card for entry in the laboratory spaces.

Recommended Readings:

The following references complement the prescribed readings and textbooks:

- Gray's Anatomy for students. Churchill Livingstone/Elsevier, Philadelphia, PA :Drake, Vogl, Mitchell, 3rd edition, 2015
- A brief atlas of the human body, 2nd ed Hutchinson, Matt.; Marieb, Elaine Nicpon.; Hutchings, R. T.; Zanetti, Nina Clare., 2007. Pearson Benjamin Cummings, San Francisco :
- A brief atlas of the human body, Second edition., Hutchinson, Matt., [2014], Pearson, Harlow, Essex, England, 2014

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 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 *

MEDI100: Human Structure and Function - Autumn 2026

Wk	Starting	Lectures: In person 67.107 weeks 1 & 7 Thurs 12.30pm-1.30pm; 2 hours of pre-recorded lecture material/week	Practical classes (41.G74)	In-lab quizzes (per lab stream)	Other Assessments (All students)	
1	2-Mar	Subject info (SD), Intro to A&P (SD), Skeletal System (RY)	-	-	Lab Inductions - Complete on Moodle	
2	9-Mar	Articulations (Joints & movement)(RY)	Stream 1 Practical 1 Skeletal System I	Stream 1 students In-lab prac quiz (5%)	-	
3	16-Mar	Muscular System I (RY)	Stream 2 Practical 1 Skeletal System I	Stream 2 students In-lab prac quiz (5%)	Intro to A&P online quiz (5%)	
4	23-Mar	Muscular System II (RY)	Stream 1 Practical 2 Skeletal II & Articulations	Stream 1 students In-lab prac quiz (5%)	-	
5	30-Mar	Nervous System I (PZ, SW, CR)	Stream 2 Practical 2 Skeletal II & Articulations	Stream 2 students In-lab prac quiz (5%)	-	
6	6-Apr	Nervous System II (PZ, SW, CR)	Stream 1 Practical 3 Muscular System	Stream 1 students In-lab prac quiz (5%)	-	
7	13-Apr	In-lecture Midsession Theory	Stream 2 Practical 3 Muscular System	Stream 2 students In-lab prac quiz (5%)	In-lecture Midsession Theory exam (25%)	
-	20-Apr	MID-SESSION RECESS				
8	27-Apr	Respiratory System I (SD)	Stream 1 Practical 4 Nervous System A&P	-	-	
9	4-May	Respiratory System II (SD)	Stream 2 Practical 4 Nervous System A&P	-	-	
10	11-May	Cardiovascular System I (BH)	Stream 1 Practical 5 Respiratory System A&P	-	-	
11	18-May	Cardiovascular System II (BH)	Stream 2 Practical 5 Respiratory System A&P	-	Online Physiology quiz (10%)	
12	25-May	Cardiovascular System III (BH)	Stream 1 Practical 6 Cardiovascular System A&P	-	-	
13	1-Jun	Revision (TBC)	Stream 2 Practical 6 Cardiovascular System A&P	-	-	
STUDY WEEK 8th -12th June. In-lab Final Prac Exam (41.G74) 20%					In-lab Final Prac Exam (20%)	
FINAL EXAMS 13th - 25th June. On campus Final Theory Exam 25%					On campus Final Theory Exam (25%)	
SUPPLEMENTARY/DEFERRED EXAMS 20th-24th July - **You may need to be available this week**						

* 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.

In response to student feedback and contemporary best-practice in learning design, this subject has transitioned from traditional didactic on campus lectures delivered via to a series of short, bite-sized recorded learning segments.

These recordings are embedded within a structured Moodle Book format and are designed to support students to engage with content in a flexible, self-paced manner. Each section is accompanied by integrated activities and reflective or formative questions, enabling students to actively check their understanding and monitor their progress throughout the subject.

This approach promotes deeper engagement with core concepts, supports scaffolded learning, and encourages students to take greater ownership of their learning and subject comprehension.

Extraordinary Changes to the Subject Outline

In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the amendment, where practicable, prior to the amendment being finalised.

Peer Assisted Learning (PAL) Program

Whether you could use some extra help or you are a top student, you will benefit from the skills and understanding gained from attending PAL. PAL is an opportunity to learn, prepare and discuss subject content through practice questions and activities. PAL sessions are structured weekly study groups facilitated by PAL Leaders, trained students who have successfully completed the subject. PAL Leaders facilitate group based

activities that incorporate important and challenging content with study tools, to help you successfully complete the subject. For more information, go to: <https://www.uow.edu.au/student/support-services/pass/>

Learning Analytics

Learning Analytics data (such as student engagement with Moodle, access to recorded lectures, University Library usage, task marks, and use of SOLS) may be used by the Subject Coordinator and your faculty's Head of Students to assist in analysing student engagement, and to identify and recommend support 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	Quiz	15%
Assessment 2	Quiz	15%
Assessment 3	Exam	25%
Assessment 4	Exam	20%
Assessment 5	Exam	25%
	TOTAL MARKS	100%

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

Assessment 1: Quiz - Practical Quizzes

Marking Criteria	1 mark will be given per correct answer unless otherwise stated
Length	5 minutes (3 x 5 min quizzes, worth 5% each)
Weighting	15%
Assessment Due	See Detailed information section below
Type of Collaboration	Individual assessment
Style and format	Short answer and multiple choice
Generative AI use	Not permitted, this is an in-lab assessment, the only resource permitted is your practical manual.
Assessment submission	In-lab
Assessment return	In-lab
Detailed information	To cover the practical content from the Skeletal I, Skeletal II & Articulations and the Muscular System, completed in-lab, at the end of classes. Open book quiz, based on that day's practical content. Students can only use their handwritten notes in their practical manual. Text books and non-original material pasted into practical manuals cannot be used.

Assessment 2: Quiz - Intro to A&P/Physiology quizzes

Marking Criteria	1 mark per correct answer
Length	2 x 15 min online quizzes. Intro to A&P quiz worth 5%; Physiology quiz worth 10%
Weighting	15%
Assessment Due	See Detailed information section below
Type of Collaboration	Individual assessment
Style and format	Multiple choice questions
Generative AI use	Although Generative AI use is permitted, please be aware that: <ul style="list-style-type: none"> • GenAI outputs can be inaccurate, fabricated or biased, verification against your course material provided is essential • Uploading personal, sensitive confidential information (eg. personal identification, photos, student names or IDs) to GenAI platforms will compromise your privacy

Assessment submission	Moodle quiz
Assessment return	Via Moodle
Detailed information	Introduction to Anatomy and Physiology quiz - based on week 1 Introduction to anatomy & physiology lecture material. Due Fri week 3. Opens 8.30am Mon 16th March, closes 11.59pm Fri 20th March. Physiology quiz - based on Nervous System and Respiratory system physiology practical content. Due Fri week 11. Opens 8.30am Mon 18th May, closes 11.59pm Fri 22nd May.

Assessment 3: Exam - Midsession theory exam

Marking Criteria	1 mark per correct answer
Length	30 questions in 35 min
Weighting	25%
Assessment Due	16 Apr 2026 (Thursday in Session Week 7)
Type of Collaboration	Individual assessment
Style and format	30 multiple choice questions
Generative AI use	No, Generative AI use is not permitted. This is an invigilated, closed book exam.
Assessment submission	Exam on campus in Thursday lecture week 7 12.30pm, 67.107
Assessment return	Within 15 days
Detailed information	Based on Skeletal system, articulations, muscles and nervous system lecture content and some concepts from practicals.

Assessment 4: Exam - Final Practical Exam

Marking Criteria	1 mark will be given per correct answer unless otherwise stated
Length	40 minutes
Weighting	20%
Assessment Due	To Be Announced
Type of Collaboration	Individual assessment
Style and format	Written answer and multiple choice
Generative AI use	No. Generative AI use is not permitted. This is an in-lab exam. You will be able to bring one A4 sheet of paper, with handwritten (double-sided) study notes into the exam, but not your practical manual.
Assessment submission	On campus exam in study week (between 9th - 12th June) in physiology lab 41.G74. Date and time of your exam will be announced in 2nd half of session.
Detailed information	Covers the anatomy practical content from all practical classes, with slightly more focus on the last 3 practicals

Assessment 5: Exam - Final Theory Exam

Marking Criteria	1 mark for each correct answer
Length	50 multiple choice questions in 60 min
Weighting	25%
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	Multiple choice, 50 questions, on campus.
Generative AI use	No, Generative AI use is not permitted. This is a closed book on campus, invigilated exam.
Detailed information	Respiratory and Cardiovascular System lectures, concepts from nervous system practical (physiology part of prac), respiratory system practical (anatomy & physiology parts) and cardiovascular system practical (anatomy & physiology parts).

Minimum Requirements to Pass this Subject

Minimum Student Attendance and Participation

Student attendance supports learning and achievement and is strongly encouraged in all classes. As a minimum requirement of this subject, students must attend at least 80% of practical laboratories (5 of 6). If attendance is affected due to compassionate, compelling, or extenuating circumstances an academic consideration (AC) application should be lodged via SOLS and supporting documentation, for example a Medical Certificate, submitted with your AC to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage:

<http://www.uow.edu.au/student/central/academicconsideration/index.html>

Minimum Requirements to Pass this Subject

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

The minimum performance requirements for this subject are:

- attempt all assessment tasks
- meet the minimum attendance requirements

Note: If a student is absent from one of the 3 classes that have an in-lab quiz, an academic consideration application for *attendance* must be submitted to avoid a zero mark for the in-lab assessment.

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				
	Practical Quizzes (15%)	Intro to A&P/Physiology quizzes (15%)	Midsession theory exam (25%)	Final Practical Exam (20%)	Final Theory Exam (25%)
Describe how cell, tissue, organ and system relationships relate to skeletal, joint, muscular, nervous, cardiovascular, and respiratory systems	✓		✓	✓	✓
Identify gross anatomical structures on plastic models and images and diagrams	✓		✓	✓	✓
Relate the anatomical structure with basic physiology and function of each body system	✓	✓	✓	✓	✓
Communicate in written form the relationship between anatomical structure and function	✓	✓	✓	✓	✓
Students will observe EMG (Electromyography), blood pressure, ECG (Electrocardiogram) and lung function (spirometry) testing during practical classes and have an understanding of the physiology behind each of the tests		✓			✓

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	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>