
SNPG956: Policy and Practice in the Care of Older People

Subject Outline

6 credit points

Subject Information

Autumn, 2026, UOW Online Wollongong
Distance

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

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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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

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 may 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

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. Critically analyse contemporary healthcare issues relevant to older people
2. Describe the policies that impact the health of older people
3. Communicate healthcare issues to a general audience
4. Revise existing policy using research evidence from academic and non-academic sources to justify change
5. Apply strategies to implement policy change that will improve the potential for older people to engage actively and meaningfully in their community

Subject Description

This subject aims to provide an opportunity for learners to explore health care issues, policy and practice relevant in the care of older people and develop a deeper understanding for appropriate responses to the needs of this group. This subject aims to provide an opportunity for learners to explore health care issues, policy and practice relevant in the care of older people and develop a deeper understanding for appropriate responses to the needs of this group.

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 in the nursing laboratory and simulation areas.

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

- Any accident, injury or near miss, potentially dangerous, malfunctioning or accident-prone equipment, fixtures or situation has to be reported promptly to the Simulation Technician/ Assistant or your demonstrator. The university approved 'Hazard and incident report form' must be completed and forwarded to the Head of School.
- If you have any allergies to latex, hand soaps, dressings or any other materials you could be exposed to during your laboratory or simulation class, please inform the Simulation Technician/ Assistant or your demonstrator.

EMBEDDED Work Integrated Learning

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

Additional Subject Details

Minimum Student Attendance and Participation:

It is expected that students will allocate 12hrs based on credit points per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Students are expected to participate in online discussions and forums and engage with subject material within the eLearning space. Please contact your Subject Coordinator to clarify the expectations related to your participation

Students who are enrolled in the Distance delivery instance of this subject do not have any workshop days, & the content is delivered entirely on-line.

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)

Please refer to the Moodle site for recommended readings.

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

Recommended Readings and Other Resources

Please refer to the Moodle site for recommended readings.

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 (online modules) *

Weeks	Week Commencing	Topics Covered	Readings and Activities
1-2	2 Mar 2026	Ageing and Contemporary Issues	Online module 1
3-4	16 Mar 2026	Root Cause Analysis	Online module 2
5-6	30 Mar 2026	Policy Development	Online module 3
7-8	13 Apr 2026	Quality Improvement and Evidence-Based Practice	Online module 4
	20 Apr 2026	Mid-Session Recess	
9-10	4 May 2026	Future Directions	Online module 5

The above program may be subject to change.

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'

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/>

Tutorial/Seminar/Workshop Times

The Faculty uses the SMP Online Tutorial System and your class times and locations can be found at <https://www.uow.edu.au/student/timetables/index.html>. Please note that class times on the timetable are provisional and may change.

Tutorial/Seminar/Workshop Program

Where the restrictions require temporary adjustments for delivery and tutorial/seminar/workshop arrangements, any necessary changes will be advised and provided by your Subject Coordinator. Please check Subject Moodle site regularly

Week	Week Commencing	Topics Covered	Readings and Activities
2	9 Mar 2026	Ageing and Contemporary Issues	Workshop
4	23 Mar 2026	Root Cause Analysis	Workshop
6	6 Apr 2026	Policy Development	Workshop
8	27 Apr 2026	Quality Improvement and Evidence-Based Practice	Workshop
	20 Apr 2026	Mid-Session Recess	
10	11 May 2026	Future Directions	Workshop

The above program may be subject to change.

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.

Following student feedback, the subject contents have been updated for this year.

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	Artefact/Resource	40%
Assessment 2	Portfolio	20%
Assessment 3	Proposal	40%
	TOTAL MARKS	100%

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

All assessments are due in Australian Eastern time. If you are not currently in Eastern Australia, it is important to check the local time: the following webpage will assist: <https://info.australia.gov.au/about-australia/facts-and-figures/time-zones-and-daylight-saving>.

Assessment 1: Artefact/Resource - Artifacts/Resource

Marking Criteria	Please refer to the Assessment Guide on Moodle for detailed marking criteria.
Length	Audio/Video = Five (5) minutes maximum Poster = One (1) A4 page maximum
Weighting	40%
Assessment Due	29 Mar 2026 (Sunday in Session Week 4) Final submission time: 11:30pm
Type of Collaboration	Individual assessment
Style and format	For this assessment, you will create an artefact or resource that highlights a contemporary issue relevant to older people. This issue may focus on healthcare, but other areas impacting older people (e.g., housing, social inclusion, transportation, or technology) are also acceptable. Your resource should: Please refer to the Assessment Guide on Moodle for detailed assessment information.
Generative AI use	Using GenAI tools is NOT permitted because the purpose of this assessment is to measure personal understanding, analytical skills, and writing proficiency, which cannot be validated if AI tools are used. Note: Generative AI should complement, not replace, your critical thinking and decision-making skills. Submitting content generated by AI as your own work is considered as dishonest or unfair behaviour and may be considered a breach of academic integrity.
Assessment submission	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.
Assessment return	Up to 15 business days from the date of your submission.
Detailed information	Purpose: This assessment is designed to encourage students to critically engage with contemporary issues affecting older people by drawing upon their personal and professional observations. By creating an artefact or resource, students will explore and creatively articulate their identified issue, demonstrating their ability to analyse its relevance and impact. This task will

	<p>help students to develop their communication skills by presenting their findings in a format suitable for a general audience, promoting awareness and advocacy for older people's needs.</p> <p>Context: Older people represent a diverse and growing segment of the population, with unique challenges that require thoughtful consideration. Healthcare practitioners and policymakers must understand these issues in order to develop meaningful solutions. This assessment mirrors real-world scenarios where professionals identify problems through observation, assess their impact, and communicate these issues effectively to influence change.</p> <p>Task Description: For this assessment, you will create an artefact or resource that highlights a contemporary issue relevant to older people. This issue may focus on healthcare, but other areas impacting older people (e.g., housing, social inclusion, transportation, or technology) are also acceptable. Your resource should:</p> <p>(1) Identify a Current Issue: Select an issue that you have observed in your personal or professional life that impacts older people. Consider how this issue relates to their ability to engage actively and meaningfully in their community.</p> <p>(2) Contextualise the Issue: Provide a brief explanation of the issue, including why it is relevant and important. Support your analysis with observations, examples, or references to current policies or academic/non-academic sources. Highlight any existing policy gaps related to the issue (if relevant).</p> <p>(3) Make a Call to Action: Propose potential solutions, raise awareness, or make recommendations for the next steps in addressing the issue. Your artefact or resource must be accessible and engaging to a general audience. Avoid technical jargon and use clear, concise language to explain the issue.</p> <p>You can choose any of the following formats to present your issue:</p> <ul style="list-style-type: none"> • Audio: Examples include a podcast, song, or spoken reflection; • Video: Examples include a visual presentation, storytelling, or interview format; or • Visual: Examples include a poster or other graphic resource. <p>Audio or video formats should be no longer than five (5) minutes. Visual formats should be no longer than one (1) A4 page. Anything beyond these limits will not be assessed by your marker.</p>
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Assessment 2: Portfolio - Portfolio of Activities

Marking Criteria	Please refer to the Assessment Guide on Moodle for detailed marking criteria.
Length	Please refer to the Assessment Guide on Moodle for detailed assessment information.
Weighting	20%
Assessment Due	To Be Announced Final submission time: 11:30pm
Type of Collaboration	Individual assessment
Style and format	Please refer to the Assessment Guide on Moodle for detailed assessment information.
Generative AI use	The use of generative AI when completing this assessment is PERMITTED in this Portfolio Assessments but may be used ONLY for the report editing and proofreading.

	<p>If generative AI is used within the assessment, students MUST provide a statement of HOW generative AI was used. For example: <i>“Generative AI was used to brainstorm possible essay structures and to refine grammar in the final draft. All ideas and arguments presented are my own.”</i></p> <p>Note: Generative AI should complement, not replace, your critical thinking and decision-making skills. Submitting content generated by AI as your own work is considered as dishonest or unfair behaviour and may be considered a breach of academic integrity.</p>
Assessment submission	<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>
Assessment return	Up to 15 business days from the date of your submission.
Detailed information	<p>In this assessment, you will compile a portfolio that reflects your active engagement and learning throughout the semester. The portfolio will consist of five (5) items, each contributing 4% to your final grade, for a total of 20%. These activities are designed to deepen your understanding of policy development and its impact on healthcare practice, while fostering collaboration with peers.</p> <p>Each module spans two weeks of the semester. During each module, a related activity will be made available on Moodle. These activities will open on the Monday of the relevant fortnight and close on the following Friday, allowing you two weeks to complete them. Activities must be completed within this timeframe, as they will not be reopened after the deadline.</p> <p>In cases where extenuating circumstances prevent you from completing an activity on time, you should notify your Subject Coordinators promptly and, if necessary, submit an Academic Consideration application. Exceptions may be granted at the discretion of the coordinators.</p>

Assessment 3: Proposal - Policy Proposal

Marking Criteria	Please refer to the Assessment Guide on Moodle for detailed marking criteria.
Length	Please refer to the Assessment Guide on Moodle for detailed assessment information.
Weighting	40%
Assessment Due	<p>Online Presentation: Between Monday 18 May (Week 11) and Friday 29 May (Week 12), depending on your selected booking time.</p> <p>Further details on how to book your assessment slot will be provided during the semester.</p> <p>Presentation slides submission: Sunday 17 May 2026, 11:30pm</p>
Type of Collaboration	Individual assessment
Style and format	Please refer to the Assessment Guide on Moodle for detailed assessment information.
Generative AI use	<p>Generative AI may be used ONLY for the report editing and proofreading. If generative AI is used within the assessment, students MUST provide a statement of HOW generative AI was used. For example: <i>“Generative AI was used to brainstorm possible essay structures and to refine grammar in the final draft. All ideas and arguments presented are my own.”</i></p> <p>Note: Generative AI should complement, not replace, your critical thinking and decision-making skills. Submitting content generated by AI as your own</p>

	work is considered as dishonest or unfair behaviour and may be considered a breach of academic integrity.
Assessment submission	<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>
Assessment return	Up to 15 business days from the date of your submission.
Detailed information	<p>Purpose: This assessment solidifies students' ability to apply their knowledge and understanding of the subject content by developing and defending a policy-based solution to the issue identified in Assessment 1. This scaffolded assessment aims to strengthen students' ability to propose, justify, and defend policy recommendations, which are critical skills reflective of real-world practice.</p> <p>Context: Policies play a pivotal role in shaping the health and wellbeing of older people. To advocate for meaningful change, professionals must identify existing gaps and propose evidence-based solutions. This assessment mirrors professional practices where practitioners and policymakers pitch their proposals to stakeholders in order to gain support and feedback. By presenting and defending a policy proposal, students will gain experience in persuasive communication, evidence-informed decision-making, and constructive peer feedback.</p> <p>Task Details: You will develop and present a policy proposal that addresses the contemporary issue you identified in Assessment 1. Your proposal should clearly define the problem, justify the need for policy intervention, and outline strategies for implementation and evaluation. You will then present and defend your proposal in a mock pitch meeting comprising your peers and a marker. Your policy proposal must include the following information:</p> <p>(1) Introduction and Background: Briefly describe the contemporary issue identified in Assessment 1, including its relevance and impact on older people.</p> <p>(2) Overview of Proposed Solution: Outline your proposed solution, including a description of its goals and objectives. Justify your solution using evidence from academic resources, current policies, or other credible sources.</p> <p>(3) Implementation Plan: Outline practical steps for implementing the policy, including timelines, stakeholders involved, and required resources.</p> <p>(4) Evaluation Plan: Describe how the success of the policy will be measured, including specific, objective indicators and methods of evaluation. You will have five (5) minutes to complete your presentation. Each section of your proposal (Introduction, Overview of Proposed Solution, Implementation Plan, Evaluation Plan) should take one minute to present. The final minute will be dedicated to responding to questions from your peers and the marker. Be prepared to clarify and defend your proposal during this Q&A session, demonstrating your understanding, critical thinking, and ability to justify your solution.</p>

Additional Assessment Information

Purpose: This assessment is designed to encourage students to critically engage with contemporary issues affecting older people by drawing upon their personal and professional observations. By creating an artefact or resource, students will explore and creatively articulate their identified issue, demonstrating their ability to analyse its relevance and impact. This task will help students to develop their communication skills by presenting their findings in a format suitable for a general audience, promoting awareness and advocacy for older people's needs.

For further details, please refer to the Moodle site

Minimum Requirements to Pass this Subject

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

- attempt all assessment tasks;

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		
	Artifacts/Resource (40%)	Portfolio of Activities (20%)	Policy Proposal (40%)
Critically analyse contemporary healthcare issues relevant to older people	✓	✓	✓
Describe the policies that impact the health of older people	✓	✓	✓
Communicate healthcare issues to a general audience	✓		✓
Revise existing policy using research evidence from academic and non-academic sources to justify change			✓
Apply strategies to implement policy change that will improve the potential for older people to engage actively and meaningfully in their community			✓

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

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

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

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

Feedback on quizzes, examinations and /or presentations:

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

Retention

The university may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records

Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

Scaling

Marks awarded for any assessment task or part of any assessment task, including an examination may be subject to scaling at the end of the session. Marks will be scaled only when unpredicted circumstances occur and in order to ensure fairness of marking across groups of students. The method of scaling will depend on the type of scaling required by the circumstances. When scaling is deemed necessary, it will follow a detailed consideration by the Unit Assessment Committee and/or the Faculty Assessment Committee of the marks of the group of students concerned. Scaling will not affect any individual student's rank order within their cohort. For more information please refer to [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

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

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

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

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

Section C: General Advice for Students - Policies and Procedures

Student Services and Support

There are a range of services available to students that are provided free of charge. A good place to get to know services that may be of use to you is the [Get Started @ UOW](#) 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>