Faculty of Science, Medicine and Health
School of Science

UNIVERSITY OF WOLLONGONG AUSTRALIA

BIOL104: Evolution, Biodiversity and Environment

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 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/

Teaching Staff

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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 Announcements will be the primary platform for communication of general information to students

- Students should ensure they regularly check the main announcements forum at the top of each subject's Moodle site.
- It is the student's responsibility to check all subject Moodle sites regularly for information and notifications.

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

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

SOLS and Moodle announcements can NOT be responded to.
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

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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 phylogenetic relationships and anatomical and life history characteristics of major groups of organisms
2. Explain interactions between physical and biotic components of ecosystems and the consequences of these interactions in populations, communities, and ecosystems
3. Discuss evolutionary processes which have combined to produce Earth\'s biological diversity
4. Utilise the methods of scientific inquiry, including accessing scientific literature, the formulation of scientific hypotheses, the design and conduct of experiments, and the analysis, interpretation and presentation of data

Subject Description

This subject aims to provide students with a comprehensive introduction to whole organism biology, from species to populations, communities and ecosystems. Specifically, the subject explores the identity, anatomical and life-history characteristics of the main groups of organisms, their patterns of diversity across Earth, the processes of evolution and speciation, ecology and conservation biology. In addition, through a series of practical classes, the subject equips students with an understanding of the scientific process, ways in which experiments are designed and implemented, the processes of data collection and analysis and hypothesis testing.

This subject is related to the United Nations Sustainable Development Goals. Find out more: www.uow.edu.au/united-nations-sustainable-development-goals/sdg-subjects-and-courses/

Course Handbook

Information about subject pre-requisites, co-requisites and restrictions as well as course completion requirements and Course Learning Outcomes can be found in the Course Handbook.

Subject Details: Practical Activities, eLearning, Readings and Materials

Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects. The subject Moodle site can be accessed via your SOLS page.

Safety Guidelines

The rules below are general rules that are required when participating in labs, practicals, fieldwork or simulated fieldwork activities. Before commencing these activities you are to ensure that you understand specific procedures and policy related to safety.

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

- All Reasonable Adjustment cases (Access Plans) must be discussed with the Subject Coordinator prior to commencing the activity.
- Participation in the lab/practical/field/simulation activities may be denied to students who do not abide by these, and other conditions which may be specified by the Subject Coordinator.
- Never use any equipment or attempt any experiment without checking the safety implications with your laboratory supervisor or experienced delegated laboratory worker
- Undergraduate students are not permitted to work after hours unless there is appropriate approval and supervision.
- For subjects including field trips, students may be required to contribute to costs associated with the provision of field trips that form part of the course of study.

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.

Additional Subject Details

Ethical Objection to the Use of Animal and Animal Products
In order to achieve specific learning objectives, the use of animals, animal tissues, and or animal-derived products (such as sera) is inherent and unavoidable. Students with conscientious objections to this use should not enrol in this subject.
Students who intend to avoid a particular learning activity on the basis of conscientious objection should notify the subject coordinator in writing as soon as possible and not later than the end of Week 1 of the session.
Students who do not participate in a particular learning activity are required to complete an alternative exercise or attend the practical and "observe". The material involved is examinable and the practical must be written up and completed in your workbook. For further information, refer to
http://www.uow.edu.au/about/policy/UOW058708.html

UN sustainable development goals
https://www.uow.edu.au/united-nations-sustainable-development-goals/sdg-subjects-and-courses/
This subject aligns with the United Nations Sustainable Development Goals (SDGs) and is part of UOW's SDG Portfolio which aims to ensure that our students are well informed global citizens that can continue to contribute to realising sustainable development through their studies and careers by being proactive, responsible and educated in relation to how realising the Global Goals will better the world.

Using Generative Artificial Intelligence (GenAI)

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)

- Urry, L. A., Meyers, N., Cain, M. L., Wasserman, S.A., Minorsky, P., Reece J. B. (2022). 'Campbell Biology.' Australian and New Zealand 12th Edition. (Pearson Australia)

AND

- Jones, A., Reed, R. and Weyers, J. (2021). 'Practical Skills in Biology.' 7th edition. (Pearson Education Limited, Harlow, UK)

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

The following references complement the prescribed readings and textbooks:
The following are provided in short loans section of library not necessary to purchase.

- Knisely, K. (2009). 'A Student Handbook for Writing in Biology.' 3rd edition. (Sinauer/ W.H. Freeman and Company, Sunderland, USA.) (808.06657/2)
- Pechenik, J. A. (2015). 'A Short Guide to Writing about Biology.' 9th edition. (Pearson Education Inc, Boston, USA.) (808.0665/13)
- Zeegers, P., Deller-Evans, K., Klinger, C., & Egege, S. (2008). *Essential Skills for Science & Technology*. Oxford University Press, USA.

The following books are also in the University Library's reserve or reference collections and may be referred to when necessary:

- Lawrence, E. (2011). 'Henderson's Dictionary of Biology.' 15th edition (Pearson Education Limited, Harlow, England) (574.0321/1)

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

Additional Materials

The following materials are compulsory:

- Practical Manual (purchased from UniShop)
- Biology Instrument kit
- Laboratory coat

Lectures, Tutorials and Attendance Requirements

Lecture Times *

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

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

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

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

Lecture Program *

Week	Commencing	Topics Covered	Readings
1	03 Mar 2026	BIOL104 Subject Introduction	
1	03 Mar 2026	Biodiversity, Biomes and populations and Introduction to the Scientific Method	Campbell Biology Chapter 52

2	10 Mar 2026	Evolution	Campbell Biology Chapter 22
2	10 Mar 2026	Phylogeny and the tree of life	Campbell Biology Chapter 26
3	17 Mar 2026	Speciation lecture and workshop	Campbell Biology Chapter 24
4	24 Mar 2026	Origins of Life GUEST LECTURE Professor Allen Nutman	Campbell Biology Chapter 25
4	24 Mar 2026	Archaea, Bacteria, Protista	Campbell Biology Chapter 27 & 28
5	31 Mar 2026	Population Ecology I: Distribution, dispersion and demographics	Campbell Biology Chapter 53
5	31 Mar 2026	Population Ecology II - Population Growth	Campbell Biology Chapter 53
6	07 Apr 2026	Community Ecology	Campbell Biology Chapter 54
6	07 Apr 2026	Ecosystem Ecology	Campbell Biology Chapter 55
7	14 Apr 2026	Scientific Literacy and Group report workshop	BIOL104 Group Report Handbook
	20 Apr 2026	**Mid-Session Recess**	
8	28 Apr 2026	Mid-session quiz during lecture time	
9	05 May 2026	Major events in animal evolution	Campbell Biology Chapter 32
9	05 May 2026	Cnidarians and corals- threats to coral reefs	Campbell Biology Chapter 33
10	12 May 2026	Dominance of Insects	Campbell Biology Chapter 33
10	12 May 2026	Nine major Animal Phyla	Campbell Biology Chapter 33
11	19 May 2026	Biodiversity of fungi and workshop	Campbell Biology Chapter 31
12	26 May 2026	Plant Evolution - Primitive plants	Campbell Biology Chapter 29
12	26 May 2026	Plant evolution - Seed plants	Campbell Biology Chapter 30
	08 Jun 2026	**Study Recess**	
	13 Jun 2026	**Examinations**	
	20 Jun 2026	**Examinations**	

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

Recording of Teaching and Learning Activities

The University of Wollongong supports the recording of UOW educational content as a supplemental study tool, to provide students with equity of access, and as a technology-enriched learning strategy to enhance the student experience.

If you make your own recording of a lecture, class, seminar, workshop or any other educational session provided as part of your course of study you can only do so with the explicit permission of the lecturer and those people who are also being recorded.

You may only use educational content recorded through the delivery of subject or course content, whether they are your own or recorded by the university, for your own educational purposes. Recordings cannot be altered, shared or published on another platform, without permission of the University, and to do so may contravene the University's Copyright Policy, Privacy Policy, Intellectual Property Policy, IT Acceptable Use Policy and Student Conduct Rules. Unauthorised sharing of recordings may also involve a breach of law under the Copyright Act 1969.

Most lectures in this subject will be recorded, when they are scheduled in venues that are equipped with lecture recording technology and made available via the subject Moodle site within 48 hours.

Your Privacy - Recording of Teaching and Learning

In accordance with the Student Privacy & Disclosure Statement, and Lecture Recording Procedures when undertaking our normal teaching and learning activities, the University may collect your personal information. This collection may occur incidentally during the recording of lectures in equipped venues (i.e. when your identity can be ascertained by your image, voice or opinion), or via the delivery of online content therefore the University further advises students that:

- Lecture recordings are made available to students, university staff, and affiliates, securely via the Learning Platform;
- Recordings are made available only for the purpose for which they were recorded, for example, as a supplemental study tool or to support equity and access to educational resources;

If you have any concerns about the use or accuracy of your personal information collected in a lecture recording, you may approach your Subject Coordinator to discuss your particular circumstances.

The University is committed to ensuring your privacy is protected. If you have a concern about how your personal information is being used or managed, please refer to the University's Privacy Policy or consult our Privacy webpage https://www.uow.edu.au/privacy/

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
1	02 Mar 2026	Practical 1 - Scientific experiments	
2	09 Mar 2026	Practical 2 - Micropipettes	

3	16 Mar 2026	Practical 3 – Sampling and Populations	
4	23 Mar 2026	Practical 4 – Data skills	
5	30 Mar 2026	Practical 5 - Describing variation in excel: distributions, error and visualisation	
6	06 Apr 2026	Practical 6 - Hypothesis testing with linear models: differences and relationships	
7	13 Apr 2026	Practical 7 – Report writing workshop	
	20 Apr 2026	**Mid-Session Recess**	
8	27 Apr 2026	Practical 8 - Student led group report meeting	
9	04 May 2026	Practical 9 - Animal Phylogeny 1	
10	11 May 2026	Practical 10 – Animal Phylogeny 2	
11	18 May 2026	Practical 11 - Dry Practical: Peer review of Group report	
12	25 May 2026	Practical 12 - Plants Evolution - transition to land	
13	01 Jun 2026	Practical 13 - Djeera teaching lab	
	08 Jun 2026	**Study Recess**	
	13 Jun 2026	**Examinations**	
	20 Jun 2026	**Examinations**	

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.

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	Quiz	5%
Assessment 2	Quiz	20%
Assessment 3	Report	35%
Assessment 4	Exam	35%
Assessment 5	Reflection	5%
	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 - Online Quiz

Marking Criteria	The marking criteria will be made available on your Moodle site by week 1 of session.
Length	Details provided in class
Weighting	5%
Assessment Due	To be completed between Wednesday 18 March and Friday 20 March, final submission time 11:55pm
Type of Collaboration	Individual assessment
Style and format	Online Tutorial and Practical exercises
Generative AI use	GenAI is prohibited. This task assesses the individual's understanding of core biological concepts and skill proficiency. These foundational skills enable success in later years of study and in the professional context. Students must complete all quiz questions independently, using only permitted materials, so that the assessment reflects their own learning and abilities.
Assessment submission	Complete an online quiz.
Assessment return	Within 15 days of due date
Detailed information	Online quiz 1 is worth 5% and must be completed between Wednesday 18 March and Friday 20 March 11.55 pm at the latest.

Assessment 2: Quiz – Mid-session Quiz

Marking Criteria	The marking criteria will be made available on your Moodle site by week 1 of session.
Length	Details provided in class
Weighting	20%
Assessment Due	Week beginning 27 Apr 2026 (In lecture in Session Week 8)
Type of Collaboration	Individual assessment
Style and format	Online Tutorial and Practical exercises
Generative AI use	GenAI is prohibited. This task assesses the individual's understanding of core biological concepts and skill proficiency. These foundational skills enable success in later years of study and in the professional context. Students must complete all quiz questions independently, using only

	permitted materials, so that the assessment reflects their own learning and abilities.
Assessment submission	Complete an invigilated online quiz.
Assessment return	Within 15 days of due date
Detailed information	Online Quiz 2 (mid-session quiz) is worth 20% and is completed under supervision in the lecture class time in week 8.

Assessment 3: Report - Scientific Report Group task

Marking Criteria	The marking criteria will be made available on your Moodle site.
Length	2000 words excluding references
Weighting	35%
Assessment Due	01 Jun 2026 (Monday in Session Week 13) Final submission time: 11:55pm
Type of Collaboration	Group work
Style and format	Word document submitted as a pdf through Moodle.
Generative AI use	GenAI can be used for: • understanding concepts • understanding scientific writing conventions • polishing your final draft for readability You must write the following sections yourself: • Hypothesis and predictions • Description of your methods • Data analysis and statistical reasoning • Interpretation of results • Scientific argument in discussion Do not cut and paste Gen AI generated text into scientific sections. You must only cite references you have read and verified yourself. If you use GenAI you must explain how it was used and cite the tool you used. You should keep drafts of your report on record. If academic misconduct is suspected, you may be required to provide these.
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	Within 15 days of due date
Detailed information	Students develop skills in data collection, data visualisation and analysis throughout the course. Students will work in groups to conduct an experiment, analyse the data using basic statistics and submit a scientific report. The report will use a combined class data set. An initial draft of the group report will be submitted for peer review in week 11 on Monday 18 May 11.55 pm. The final report and team evaluation is due in week 13.

Assessment 4: Exam - Final Theory Examination

Marking Criteria	Marked against a standardised marking sheet.
Length	3 hours
Weighting	35%
Assessment Due	To Be Announced
Type of Collaboration	Individual assessment
Style and format	Faculty run exam held during the exam period.
Generative AI use	GenAI is prohibited. This task assesses the individual's understanding of core biological concepts and skill proficiency. These foundational skills enable success in later years of study and in the professional context. Students must complete all quiz questions independently, using only permitted materials, so that the assessment reflects their own learning and abilities.
Detailed information	This exam will occur during the exam period as an invigilated exam. The exam schedule will be available when the exam timetable is released. Students will complete multiple choice and short-answer questions including basic data analysis and graphing in MS Excel.

Assessment 5: Reflection - Personal reflection

Marking Criteria	This reflection is not graded.
Length	Minimum 500 words.
Weighting	5%
Assessment Due	05 Jun 2026 (Friday in Session Week 13) Final submission time: 11:30pm
Type of Collaboration	Individual assessment
Style and format	The personal reflection is a written task.
Generative AI use	GenAI is prohibited
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	Within 15 days of due date.
Detailed information	Students will reflect on the Djeera teaching lab class and submit a pdf document through Moodle.

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 and attendance requirements outlined below.
Minimum Student Attendance and Participation
Laboratory attendance is 100% compulsory and must be met to successfully complete the subject. If you miss a class, an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate can be made 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

Students should note that UOW policy equates 1 credit point to around 1.5 hours of work (engagement hours involving attendance and self-directed study) per week. For example, in a 6 credit point subject, a total of 9 hours of study per week is expected.

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**				
	Online Quiz	Mid-session Quiz	Scientific Report Group task	Final Theory Examination	Personal reflection
	(5%)	***(20%)***	***(35%)***	***(35%)***	***(5%)***
Describe phylogenetic relationships and anatomical and life history characteristics of major groups of organisms				✓	
Explain interactions between physical and biotic components of ecosystems and the consequences of these interactions in populations, communities, and ecosystems				✓	
Discuss evolutionary processes which have combined to produce Earth\'s biological diversity	✓	✓		✓	
Utilise the methods of scientific inquiry, including accessing scientific literature, the formulation of scientific hypotheses, the design and conduct of experiments, and the analysis, interpretation and presentation of data	✓	✓	✓		

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