
PSYP945: Research Project A

Subject Outline

12 credit points

Subject Information

Autumn, 2026, Wollongong
On Campus

Flexible Delivery A combination of online and on-campus or location-based components where the on-campus/location component is compulsory

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/>

Psychology Inherent Requirements

Inherent requirements are the essential components of a course or unit that demonstrate the abilities, knowledge and skills to achieve the core learning outcomes of the course or unit, while preserving the academic integrity of the University's learning, assessment and accreditation process. The inherent requirements are the abilities, knowledge and skills needed to complete the course that must be met by all students.

3 Year course inherent requirements: [3 year course - University of Wollongong - UOW](#)

Honours course inherent requirements: [Honours - University of Wollongong - UOW](#)

Teaching Staff

Teaching Role	Coordinator
Name	Professor Marc de Rosnay
Telephone	42213455
Email	marcd@uow.edu.au
Room	21.110c
Consultation Times	Tuesday 11:00 - 13:00 Thursday 15:00 - 17:00 (By appointment)

Teaching Role	Lecturer
Name	Professor Marc de Rosnay
Telephone	42213455
Email	marcd@uow.edu.au
Room	21.110c
Consultation Times	Tuesday 11:00 - 13:00 Thursday 15:00 - 17:00 (By appointment)

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).

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](#).

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Hardcopies of this document are considered uncontrolled please refer to your Moodle site for the latest version.

Table of Contents

Section A: General Information	6
Learning Outcomes	6
Subject Learning Outcomes	6
Subject Description	6
Course Handbook	6
Subject Details: Practical Activities, eLearning, Readings and Materials	6
Subject eLearning	6
Safety Guidelines	6
Lab/Practical/Fieldwork/Simulation Safety Guidelines	6
FOUNDATIONAL Work Integrated Learning	7
Additional Subject Details	7
Using Generative Artificial Intelligence (GenAI)	7
Major Text(s)	7
Additional Materials	8
Workshop Times	8
Individual Consultation Meetings	8
Minimum Attendance Requirements	8
Lectures, Tutorials and Attendance Requirements	8
Lecture Times *	8
Lecture Program *	8
Additional Lecture Comments	10
Recording of Teaching and Learning Activities	10
Your Privacy - Recording of Teaching and Learning	10
Recent Improvements to Subject	11
Extraordinary Changes to the Subject Outline	11
Learning Analytics	11
Section B: Assessment	12
Assessment Summary	12
Additional Assessment Information	14
Minimum Requirements to Pass this Subject	14
Hurdle Assessment	14
UOW Grade Descriptors	15
Assessment Learning Outcome Matrix	15
Submission, Retention and Collection of Written Assessment	15
Extensions	15
Late Submission of Assessment Tasks and Penalties	15
Collection	16
Retention	16
Scaling	16
Supplementary Assessment	16
Review and Appeal of Academic Decisions	16
Assessment Quality Cycle	16
Academic Integrity	17
Referencing	17
Section C: General Advice for Students - Policies and Procedures	19
Student Services and Support	19
Student Support Coordinator (SSC)	19
Student Advocacy Service	19
AskUOW	19
Library Services	20
Academic Integrity Policy	20
Code of Practice - Research	20
Honours Policy	20
The Code of Practice - Work Integrated Learning (Professional Experience)	20
Copyright Policy	20

Course Progress Policy	20
Examination Rules and Procedures.....	20
Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects	20
Coursework Rules.....	21
Human Research Ethics	21
Inclusive Language Guidelines	21
Intellectual Property Policy.....	21
Review and Appeal of Academic Decisions Policy	21
Student Academic Consideration Policy.....	21
The Student Charter - Your Rights and Responsibilities	21
Student Assignment of Intellectual Property (IP) Policy	21
Student Conduct Rules.....	22
Teaching and Assessment: Assessment and Feedback Policy	22
Teaching and Assessment: Code of Practice - Teaching.....	22
Teaching and Assessment: Subject Delivery Policy	22
Workplace Health & Safety Policy	22

Section A: General Information

Learning Outcomes

Subject Learning Outcomes

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

1. Investigate a substantive individual research question relevant to the discipline of psychology

Subject Description

PSYP945 is run as a series of workshops. Students will develop a manual focusing on the analysis methods relevant to their research project. This manual will be the student's preparation for formally analysing the data from their project. Therefore PSYP945 is an important building block towards the completion of the research project in the form of a research article submitted for assessment in PSYP946.

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

Lab/Practical/Fieldwork/Simulation Safety Guidelines

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

- Before commencing any activity, you are to ensure that you understand specific procedures and policy related to the lab in which you work and safety in general.
- You may need to review a Risk Assessment and complete a Participant Acknowledgement form before commencing any experiments/practical work. These materials will be made available by the lab supervisor/Subject Coordinator.
- You must inform the Subject Coordinator of any medical conditions which may impact upon your ability to participate in these activities before commencing the practical.
- All Reasonable Adjustment cases must be discussed with the Subject Coordinator prior to commencing the activity
- Participation in the lab/practical/field/simulation activities may be denied to students who do not abide by these, and other conditions which may be specified by the Subject Coordinator.
- Never use any equipment or attempt any experiment without checking the safety implications with your laboratory supervisor or experienced delegated laboratory worker.
- Undergraduate students are not permitted to work after hours unless there is appropriate approval and supervision.

FOUNDATIONAL Work Integrated Learning

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

Additional Subject Details

CPs	Assessment Type	Weighting (%)	SLOs	APAC Level 3 Competencies
12			Investigate a substantive individual research question relevant to the discipline of psychology	
	1. Professional Task	30	1	3.17
	2. Assignment	70	1	3.17

Further information regarding your professional competencies can be found here:

<https://apac.au/education-providers/standards/>

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)

Recommended Readings

Readings and resources will be made available via Moodle throughout the course. Some helpful texts and links are presented below

American Psychological Association. (2020). *Publication of the American Psychological Association* (7th ed.). Washington, DC.

(See: <https://apastyle.apa.org/style-grammar-guidelines>)

Allen, P., & Bennett, K. (2008). *SPSS for the Health and Behavioural Sciences*. Melbourne: Thomson.

Field, A. (2024). *Discovering statistics using SPSS* (6th ed.). University of Sussex, UK: Sage. (Or previous editions.)

Shadish, W. R., Cook, T. D., & Campbell, D. T. (2002). *Experimental and Quasi-Experimental Designs for Generalized Causal Inference*. New York: Houghton Mifflin.

Tabachnick, B. G., & Fidell, L. S. (2019). *Using Multivariate Statistics* (7th ed.). Pearson.

Additional Resources

<https://statistics.laerd.com/>

Laerd offers well structured step-by-step explanation for a wide range of statistical procedures common to psychological research

There are also a wide range of resources for Jamovi that are freely available on the web.

This is not an exhaustive list. Students are encouraged to use the UOW Library catalogue and databases to locate additional resources including the e-readings list: <https://ereadingsprd.uow.edu.au/>

Additional Materials

Workshop Times

Current timetable information is located at <http://www.uow.edu.au/student/timetables/index.html>

Individual Consultation Meetings

As part of PSYP945 (and PSYP946 in Session 2), individual consultation meetings will be scheduled with the Subject Coordinator (marcd@uow.edu.au) through the course of the semester. **There will be a minimum of one consultation each in both PSYP945 and PSYP946.** The purpose of these consultations will be to consider the progress of your research project in more detail, and to attend to any complexities or difficulties that you may be experiencing. Please note, these are not supervisions meetings for your research project, which you are expected to schedule, attend, and document (see Assessment 1) with your supervisor(s) on a regular basis.

Minimum Attendance Requirements

Students are expected to attend all classes unless advised otherwise. Attendance records are kept for all classes and students are required to attend a minimum of 80% of all workshops. Where attendance is affected due to illness or misadventure an application for academic consideration should be lodged. Failure to comply with mandatory minimum attendance requirements may constitute grounds for the award of a grade of Technical Fail (TF) in this subject.

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	05 Mar 2026	Introductory meeting with Subject Coordinator & Course Overview: Discussion of the requirements of the course will be prioritised, including assessment and timing	In Week 1 is an Introductory meeting to discuss both PSYP945 and PSYP946 (in Session 2). These subjects are conjoined and unified by your research project. They provide structure to help you complete a high-quality research project in a timely manner. We will discuss normal expectations, assessments, progress, and the strategies we can employ if there are delays in your research project or if you have transferred from the MPP. The Subject Coordinator will also outline the <i>individualised meetings</i> approach that has been developed to ensure that each student's individual project can be supported adequately.
2	12 Mar 2026	Research Planning and Data Analysis: Where are you up to? What resources are there to assist you?	In this workshop we will discuss how you can start to establish an initial timetable for your research project through 2024 (i.e., your <i>paper</i>). We will also discuss the data analysis plan, with a particular focus on the design of your study. (You will be asked to prepare a single slide for week 5 that summarises your study design.)

3	19 Mar 2026	Understanding the link between study design, data, and analysis	This workshop will be focused on making direct links between the design of your study, its operationalisation through measurement and data collection, and the implications for analysis. Risks of driving research questions by data analytic methods (e.g., making the world conform to the kind of analysis we want to run or already have experience with) will be discussed, and a framework will be presented for planning your data analytic strategy.
4	26 Mar 2026	Presenting your study design 1	In this workshop you will have a chance to present and discuss your <i>study design</i> . We will also use this time to trouble shoot in relation to your Research Plan and discuss any issues you might be having with your Data Analysis Plan.
5	02 Apr 2026	Presenting your study design 2	In this workshop you will have a chance to present and discuss your <i>study design</i> . We will also use this time to trouble shoot in relation to your Research Plan and discuss any issues you might be having with your Data Analysis Plan. In this workshop we will also be discussing the format of you Rapid Fire Presentations in weeks 10 to 12
6	09 Apr 2026	RESEARCH WEEK (no workshop)	There will be no workshop in week 7 because of Research Week. However, you can use this week to work on your data analysis plan. Materials and guidance for this process will be provided via Moodle. <u>Your Research Plan and DRAFT Data Analysis Plan are due by Monday 27th April for review by the Subject Coordinator.</u>
7	16 Apr 2026	NO WORKSHOP (Subject Coordinator available for consultation)	
	20 Apr 2026	Mid-Session Recess	
8	30 Apr 2026	Individual consultations	DUE: Research Plan and DRAFT Data Analysis Plan by 5PM Monday 27th April (via Moodle) The Subject Coordinator will catch up with each of you individually, by appointment, to discuss your research progress and provide some initial feedback on your Research Plan and Data Analysis Plan.
9	07 May 2026	Individual consultations	The Subject Coordinator will catch up with each of you individually, by appointment, to discuss your research progress and provide some initial feedback on your Research Plan and Data Analysis Plan.
10	14 May 2026	Rapid Fire Research Presentations: Group 1	In weeks 10 to 12 you will be asked to present (using no more than 4 slides; 4-6 minutes) your research project to the rest of the group and provide a brief overview of your progress. Guidelines for preparing your presentation will be discussed briefly in weeks 5 and 6 and made available via Moodle.
11	21 May 2026	Rapid Fire Research Presentations: Group 2	(See week 10 for details)
12	28 May 2026	Selected Topics in Study Design and Analysis #1	The Selected Topics workshops will focus on general issues arising from the course (based on your presentations and Data Analyses Plans) that relate to the appropriate use of analytic methods for specific research questions and designs. Examples will be provided and links to resources (available on Moodle) will be discussed in relation to issues that have arisen for students in this course. Previous examples include: Data Cleaning, Imputation, Ordinal Logistic Regression.

13	04 Jun 2026	Selected Topics in Study Design and Analysis #1	See Week 12 Description ASSESSMENTS 1 & 2 DUE FRIDAY 5th JUNE (via Moodle)
	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.

Additional Lecture Comments

Lectures will be scheduled from 1.30PM to 3PM on Thursdays in Building 29, Room G08

Recording of Teaching and Learning Activities

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

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

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

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

Your Privacy - Recording of Teaching and Learning

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

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

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

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

Recent Improvements to Subject

The Faculty of Science, Medicine and Health is committed to continual improvement in teaching and learning and takes into consideration student feedback from many sources including, direct student feedback to tutors and lecturers and responses to the Subject and Course Evaluation Surveys. Feedback is also used to inform comprehensive reviews of subjects and courses.

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	Professional Task	30%
Assessment 2	Assignment	70%
	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: Professional Task - Research Plan

Marking Criteria	Students are required to make a Research Plan in keeping with the examples provided in the workshops (or as agreed with the Subject Coordinator) and keep a log of their key activities regarding the progress of their research paper. A minimum of 5 to 6 emails summarising supervisory sessions and evidence of a project plan (e.g., printed copy of year planner and progress) is required to pass. For completion of PSYP945 and progression onto PSYP946 students must satisfactorily complete Assessment 1.
Length	NA
Weighting	30%
Assessment Due	05 Jun 2026 (Friday in Session Week 13) Final submission time: 11:59pm
Type of Collaboration	Individual assessment
Style and format	The style and format for this assessment will be discussed in workshops. Students will have chance to submit a draft in week 8 for feedback.
Generative AI use	Yes, you may use Generative AI tools for this assessment. Use of Generative AI Tools: It is permitted to use Generative AI tools in the completion of this assessment, which you may find useful in organising your Research Plan. If you do use Generative AI, please acknowledge the ways in which you have used it, providing details about the platform and any specific or bespoke processes (e.g., bespoke bots) you employed. It is not necessary to provide your code or any data exports.
Assessment submission	Online via Moodle
Assessment return	Examination week
Detailed information	Other information specific to your Assessment: Students will be required to submit a research plan with documentation that contains the following: <ol style="list-style-type: none"> 1. A year planner that identifies the milestones and key dates in completing a literature review and project proposal on their chosen research topic. Progress to date should be mapped against plan. Note any gross discrepancies and identify the appropriate contingent actions. 2. An email after each supervisory session specifying the date of meeting and in bullet form summarising what was covered in that session and any actions arising from it. Please try to include a

	<p>minimum of 5 to 6 emails (or equivalent documentation of supervision)</p> <p>3. An explicit statement of how many supervisory sessions occurred during session.</p>
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Assessment 2: Assignment - Data Analysis Plan

Marking Criteria	<p>Students will be graded based on the information provided in workshops, the template (provided via Moodle), and adherence to the elements discussed below (see Detailed Information)</p> <p>For completion of PSYP945 and progression onto PSYP946 students must Pass Assessment 2.</p>
Length	Please follow the template OR arrange an alternative format agreed with the Subject Coordinator.
Weighting	70%
Assessment Due	05 Jun 2026 (Friday in Session Week 13) Final submission time: 11:59pm
Type of Collaboration	Individual assessment
Style and format	Template will be provided via Moodle. Students will have chance to submit a draft in week 8 for feedback.
Generative AI use	<p>No, you are not normally permitted to use generative AI tools for this assessment.</p> <p>Use of Generative AI Tools: It is anticipated that you will NOT use Generative AI tools in the preparation of Assessment 2. This assessment requires you, as a lead researcher, to fully understand the rationale, design and analytic methods appropriate for your research study. Whilst it is anticipated that Generative AI can play an important role in the research process, it cannot take responsibility for the decisions and design considerations of your (clinical) research, this responsibility rests with you and your research team. <u>If, however, you do see a role for Generative AI in the completion of Assessment 2 that you think is legitimate, it is your responsibility to discuss this with the Subject Coordinator and provide written documentation of any such use.</u> If you do anticipate a potential use of Generative AI in preparing Assessment 2, please raise this with your Subject Coordinator no later that week 8.</p>
Assessment submission	Online via Moodle
Assessment return	Examination week
Detailed information	<p>Other information specific to your Assessment: You will be provided with a template for the completion of your Data Analysis Plan, which will be made available on Moodle and was discussed in detail in the workshops. While you do not need to use every section heading in the Data Analysis Plan, you need to provide a satisfactory description and strategy of your proposed approach to data analysis for your paper. The following points (see list below) may also be of assistance in completing the Data Analysis Plan (although they will not all be relevant to every analytic method).</p> <p>(Please note. Each of you will be at a different stage in the preparation of your Data Analysis Plan so not all the points below may be relevant to you, and some may not be relevant because of the method you are adopting. We will return to this Data Analysis Plan in PSYC946, so the document will evolve as your data becomes available.)</p>

	<ul style="list-style-type: none"> • You need to provide a document that identifies the links between the research question, hypotheses, data, and analytical method(s) (<i>analysis plan</i>) • You need to demonstrate working knowledge of the methods outlined in the plan • Depending on the state of your data collection, you need to identify any issues around data integrity, data cleaning and general preparation prior to analysis (reliability analysis etc.) • You need to show an understanding of the assumptions of your proposed analytic plan, and what to do when assumptions are violated (e.g., transformations). It is helpful to discuss the possible effects on statistics when assumptions are violated (e.g., greater likelihood of Type I error) • Depending on the state of your data collection, you can provide a worked example of each method which will include an interpretation of results (SPSS output and APA formatted write up using actual or analogue of their data) • Depending on your chosen method, you can use an alternative data set to <i>practice</i> your analysis. If you wish to pursue this option, please contact the Subject Coordinator. • Depending on your chosen method and the state of your data collection, you can include an SPSS syntax file • Also consider including examples of published literature demonstrating how to format results for write-up <p>Students with more straightforward analyses (e.g., <i>t</i>-tests, correlation, simple regression) can include descriptions and examples of secondary/exploratory analysis that might be relevant to their project.</p> <p>Students completing qualitative analysis can provide a thorough description of the approach taken, with justification, processes used (and software, if appropriate) together with limited worked examples.</p> <p>Students will present their Data Analysis Plan in weeks 9 & 10 for discussion.</p>
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Additional Assessment Information

You will be asked to submit both your Research Plan and your DRAFT Data Analysis Plan for feedback on Monday 27 April prior to your individual meeting with the Subject Coordinator. You will receive feedback at this time on both assessments. You will also receive feedback on your project via the workshop discussions on study design (weeks 5 and 6) and the Rapid Fire Research Presentations (weeks 10 and 11).

Minimum Requirements to Pass this Subject

Both assessment tasks **must be submitted**. Also, **you are expected to attend at least 80% of the workshops** (minimum attendance requirement). Students who do not meet the minimum performance requirements (i.e. complete all assessment tasks) **will** be given a TF (Technical Fail) grade on their Academic Transcript.

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	
	Research Plan (30%)	Data Analysis Plan (70%)
Investigate a substantive individual research question relevant to the discipline of psychology	✓	✓

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 American Psychological Association (APA) referencing system is to be used. For a comprehensive guide to APA referencing please visit the Library website: <https://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>