



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

# School of Psychology

## STUDENT POLICY

### Student Information

This document is supplementary to university policy contained in the [Course Handbooks](#) and [Coursework Rules](#) and should be read in conjunction with it. Please refer to your Subject Outline for information regarding referencing, late submission, Academic Consideration, plagiarism, and tutorial attendance.

You should be aware of the Communications Guidelines, listed below.

### GENERAL COMMUNICATION GUIDELINES IN THE SCHOOL OF PSYCHOLOGY

- General enquiries about a specific subject should be directed to the Subject Co-ordinator in the first instance.
- General enquiries about course enrolment or course structure should be directed to the Head of Students in the first instance.
- Lecturers can be contacted during their student consultation hours or immediately after a lecture.

### WHAT UNDERGRADUATE STUDENTS SHOULD EXPECT FROM TEACHING STAFF

- That face-to-face consultation will be available at a fixed time each week with tutors (1 hour) and lecturers (4 hours), with times provided in the subject outline. Lecturers will also post consultation times on their office door.
- That if, due to university-related commitments, students are unable to consult with their tutor/lecturer at the posted times, they can arrange another time to meet.
- That if teaching staff are absent for a period that includes the consultation time, the likely return date will be posted on the tutor/lecturer's door.
- That one-on-one meetings with markers to obtain feedback on marked coursework is available upon request within 2-3 weeks of the work being returned.

### WHAT UNDERGRADUATES SHOULD NOT EXPECT FROM TEACHING STAFF:

- Replies to requests for information that is either common policy or contained in available subject, school, or university documents including website documents.
- Immediate replies to their email enquiries.
- Access to teaching staff at a time of the student's choosing.
- Comments on draft essays or reports to be submitted for assessment.



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## PROCEDURE FOR SUBMITTING YOUR WORK

The majority of written assessments will be submitted via Moodle. Information on the submission process will be provided by teaching staff in your subject.

If a particular assessment is to be submitted in hardcopy, you will be advised by teaching staff and the Subject Outline. In these cases, an Assignment Cover Sheet will be required. Your tutor or another teaching staff member from the subject will sign the Assignment Cover Sheet, and you should keep it as the record of submission. Students must submit their assignment personally. Posted, emailed or faxed submissions will NOT be accepted.

## RETURNED WORK

Marked assignments that were submitted via Moodle will be made available on a specified date via Moodle.

Hardcopy assignments will be returned according to instructions provided by teaching staff. In accordance with University Policy marked hardcopy assignments will usually only be retained by the Subject Coordinator for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.

## EXAMINATION ATTENDANCE

Students should ensure that they are available throughout the official university examination period. Going on overseas trips, taking holidays or returning home, are not justifications for the re-scheduling of an examination. Applications to sit a supplementary exam should be made via SOLS and with supporting evidence as soon as practicable. The grounds for the granting of a supplementary are the same as those applying to extensions, eg. medical, compassionate, and inordinate psychological stress.

## SCALING

Students should note that in some circumstances marks may be rescaled in accordance with University policy. Please see your Subject Outline for further information.

## MARKS AND GRADE

Grades correspond to a range of marks as follows: **HD** 85-100; **D** 75-84; **CR** 65-74; **P** 50-64; **F** 49-0.

## GRIEVANCE

Students with a grievance have a chain of appeal. This begins with the person with whom the grievance has occurred. Next would be the relevant subject coordinator, then year coordinator. The Head of Students or postgraduate coordinator would be next in the chain followed then by the Head of School. The year student representative may also be involved at any stage. More information is available: <https://www.uow.edu.au/student/complaints/>.

## SEXIST AND RACIST LANGUAGE

The University does not support the use of sexist and racist language.

## DISABILITY

Reasonable accommodation will be made for those with a registered disability in line with university policy. See Disability Liaison Officer <http://www.uow.edu.au/student/services/ds/>

