The University of Wollongong has in place codes of practice, rules and guidelines that define a range of policy issues on both educational and student matters. Students must refer to the Arts Faculty Handbook or online reference which contains a range of policies on educational issues and student matters. Some of the policies relevant to the Arts Faculty are listed below:


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**Conventions Governing Written Work**

Consult the relevant School and Program on the Faculty of Arts website for the appropriate referencing system used for this subject at

www.uow.edu.au/arts

OR


**Presentation**
- assessments must be laid out in 1.5 line spacing (minimum) or in double spacing
- use A4 paper
- leave a margin of no less than 4 cm
- students are strongly encouraged to print on both sides of the paper
- all assessments should be word processed
- all assessments must be page numbered, including bibliographies or works cited (not including coversheets or title pages).

A new learning support product is now available. It provides a structured framework to guide students through citing and referencing protocols across a range of styles including AGLC, Harvard, APA6, Oxford, Chicago and MLA.


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Autumn Session 2013
**Submission of Assignments: Wollongong Campus**

To submit an assignment and for all student enquiries please go to Arts Central - located in 19.1050. Unless your tutor or lecturer asks you to do otherwise, submit all assignments by depositing them in one of the three slots (100, 200 or 300 level) opposite Arts Central, 19.1050 in the Arts building. **All assignments are to be submitted by 4.00pm on the due date. Any assignments handed in after 4.00pm will be considered late and will be deemed submitted on the next business day.**

All assignments deposited in the specific "Level" slots must have a cover sheet attached. Ensure that all sections of the cover sheet are filled in, including your tutor’s name and the assignment question. Remember to sign, the plagiarism declaration. The cover sheet is appropriate for all assignments being submitted to the Faculty of Arts. Cover sheets can also be downloaded from the Faculty’s webpage at: [http://www.uow.edu.au/content/groups/public/@web/@arts/documents/doc/uow075742.pdf](http://www.uow.edu.au/content/groups/public/@web/@arts/documents/doc/uow075742.pdf) Ensure that you download both pages.

**PLEASE also ensure that you include the name of your tutor on all work submitted to Arts Central; if you are unsure about your tutor’s name please consult the Subject Coordinator for clarification.**

It is the responsibility of the student to keep a copy of all work submitted for assessment to the Faculty. Receipts for work submitted are optional and issued by the Faculty upon request.

Assignments sent by fax or e-mail will not be accepted unless by prior agreement between the lecturer and student.

Where assignments are submitted by Australia Post it is imperative that this be done using registered mail – this will ensure that students have an official receipt of mailing their assignment. The assignment should be mailed on the day it is due, and the envelope should indicate this by having the post date of Australia Post date stamped on there. The envelope should be addressed to the specific tutor or academic, Faculty of Arts, University of Wollongong, Northfields Avenue, NSW 2522.

**Submission of Assignments: South Coast and Southern Highlands Campuses**

Unless your tutor or lecturer asks you to do otherwise, submit all assignments following the procedures set out on your campus.

All assignments must have a cover sheet attached. Ensure that all sections are filled in including your tutor’s name, the assignment question and sign the plagiarism declaration. You can download a coversheet from the Faculty’s webpage at: [www.uow.edu.au/arts/coversheets/index.html](http://www.uow.edu.au/arts/coversheets/index.html) - Make sure you download both pages.

Students must keep a copy of all work submitted for assessment to the Faculty.

Assignments sent by fax or e-mail will not be accepted unless by prior agreement between the lecturer and student.

**Return of Assignments: Wollongong Campus**

The University’s Code of Practice Teaching and Assessment requires that at least one assignment be assessed and returned before Week 9 of session.

Assignments submitted during session will be returned to you by your lecturer or tutor. Arts Central does not hold any assignments during session.

Assignments submitted at the end of session will be held at Arts Central for 21 days after the release of results. After this time, assignments will be disposed of. Please take your student card with you when collecting your work. During this period, assignments can be collected: Monday-Friday between 10:00am-12.00pm and 2:00pm-4:00pm.

Autumn Session 2013
If you cannot collect assignments personally during the allocated hours and have confirmed that your assignment has been marked and returned to Arts Central, you can drop off a stamped and self-addressed envelope any time to Arts Central and it will be mailed out to you. Please mark your Subject Code/s on the back. Most Faculty of Arts assignments can be sent out this way but allow enough space/postage for all your work in one envelope.

**Return of Assignments: South Coast and Southern Highland Campuses**

The University’s Code of Practice Teaching and Assessment requires that at least one assignment be assessed and returned before Week 9 of session.

Assignments submitted during session will be returned to you by your lecturer or tutor.

Assignments submitted at the end of session will be held at your campus until the end of Week 3 of the following session. After this time, assignments will be disposed of. Please take your student card with you when collecting your work.

**Academic Consideration**

Students who miss a deadline, or fall below the minimum attendance requirements, or otherwise find their work in the subject affected by illness or serious misadventure should lodge a formal request for Academic Consideration via SOLS. The procedures for lodging a request are available at: [http://www.uow.edu.au/about/policy/UOW060110.html](http://www.uow.edu.au/about/policy/UOW060110.html)

**Performance Grades and Notes on Assessment**

The approved grades of performance and associated ranges of marks for 100, 200, 300 and 400 level subjects are as follows:

Satisfactory completion:

- High Distinction: 85% to 100%
- Distinction: 75% to 84%
- Credit: 65% to 84%
- Pass: 50% to 64%
- Fail: 0% to 49%

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. The precise form of supplementary assessment will be determined at the time the offer of a supplementary is made.
Changes to Examination Rules:

The Examination Rules and a supporting Examination Procedure has been implemented in exam periods for any sessions starting from 1 January 2012.

Key changes to note include:

- exams now have a standard duration of either one (1) hour, two (2) hours or three (3) hours, with writing permitted from the outset;
- the practice of allowing international students access to foreign language translation dictionaries in exams has been discontinued; and
- calculators approved for use in exams will be identified by a UOW tamper-evident label.

Penalty for late submission of work:

Late work (i.e. any work required for assessment that has not been given an extension) will be subject to a 10% penalty per day. The penalty is applied to the original mark awarded. Work submitted after seven calendar days will not be marked and will be given a mark of 0.

Plagiarism

Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. 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 has led to the expulsion of students from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes promoted 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. This is considered academic misconduct and students place themselves at risk of being expelled from the University.

For full details about the University’s plagiarism policy see: http://www.uow.edu.au/about/policy/UOW058648.html

Faculty Handbook

The Faculty issues a Handbook free of charge to all students enrolled in degrees administered by the Faculty of Arts which can be picked up at Arts Central. It contains information on the structure of the Faculty’s degrees, Diplomas, Certificates and the majors and minors offered. An up-to-date version of the handbook is also available in downloadable format on the Faculty of Arts website on the Arts Central webpage: http://www.uow.edu.au/arts/current/artscentral

Grievance Procedures

The term "academic grievance” refers to a complaint by a student concerning an act, omission or decision by a member of staff that adversely affects a student's academic experience. Some examples of a grievance include the following:

- failure to assess work in accordance with specified criteria;

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- administrative error in the collating or recording of marks;
- failure to address requests for Special Consideration in accordance with the Special Consideration Policy;
- failure of a member of staff to adhere to General Course Rules or requirements of a relevant Code of Practice;
- failure to adhere to Faculty assessment or examination requirements.

The University and the Faculty of Arts have formal Student Academic Grievance Policies that are to be used only after informal approaches have been made to the relevant staff member. If the informal approach has an unsatisfactory outcome the student should follow the procedure outlined in the Faculty of Arts Student Grievance Form.

This form can be downloaded from the UOW website or a copy may be obtained from Arts Central, Level 1, Building 19.


**Support Services**

Both the Faculty and the University offer support services to its undergraduates.

<table>
<thead>
<tr>
<th>Arts Central</th>
<th>Student Support Adviser</th>
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</thead>
<tbody>
<tr>
<td>Building 19  Level 1</td>
<td>Viv McIlroy</td>
</tr>
<tr>
<td>phone: 02 4221 5328     fax: 02 4221 5341</td>
<td>Mon &amp; Tues Room 67.207</td>
</tr>
<tr>
<td>Mon – Fri: 9.00am to 5.00pm</td>
<td>Wed, Thurs, Fri Room 19.1075</td>
</tr>
<tr>
<td>Email: <a href="mailto:fac-arts@uow.edu.au">fac-arts@uow.edu.au</a></td>
<td>Support, information and referral for all UOW students, especially:</td>
</tr>
<tr>
<td><a href="http://www.uow.edu.au/arts">www.uow.edu.au/arts</a></td>
<td>- international students</td>
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<td></td>
<td>- students with a disability</td>
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<td></td>
<td>- students on low incomes</td>
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<td></td>
<td>- indigenous students</td>
</tr>
<tr>
<td>Sub Dean</td>
<td>Email: <a href="mailto:vmcilroy@uow.edu.au">vmcilroy@uow.edu.au</a></td>
</tr>
<tr>
<td>to make an appointment to see the Sub Dean, contact:</td>
<td><a href="http://www.uow.edu.au/student/services/SSA/index.html">www.uow.edu.au/student/services/SSA/index.html</a></td>
</tr>
<tr>
<td>Sub Dean’s Assistant - Mark Hutchings:</td>
<td></td>
</tr>
<tr>
<td>Location: 19.1055</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:arts-subdean@uow.edu.au">arts-subdean@uow.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Ph: 4221 4838</td>
<td></td>
</tr>
<tr>
<td>Student Administration</td>
<td>Learning Assistance</td>
</tr>
<tr>
<td>Student Central – Building 17</td>
<td>Learning Resource Centre – Bldg. 11, 209 (level 3)</td>
</tr>
<tr>
<td>phone: 02 4221 3927     fax: 02 4221 4322</td>
<td>phone: 02 4221 3977</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:askuow@uow.edu.au">askuow@uow.edu.au</a></td>
<td><a href="http://www.uow.edu.au/student/services/ld">www.uow.edu.au/student/services/ld</a></td>
</tr>
<tr>
<td><a href="http://www.uow.edu.au/student">www.uow.edu.au/student</a></td>
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<tr>
<td>University Library, including the Faculty Librarian</td>
<td>Careers Service</td>
</tr>
<tr>
<td>Building 16</td>
<td>Building 11</td>
</tr>
<tr>
<td>phone: 02 4221 3545</td>
<td>phone: 02 4221 3325</td>
</tr>
<tr>
<td><a href="mailto:uba@uow.edu.au">uba@uow.edu.au</a></td>
<td><a href="mailto:careers@uow.edu.au">careers@uow.edu.au</a></td>
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<tr>
<td></td>
<td>Counselling Service</td>
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<tr>
<td></td>
<td>Building 11 (level 3)</td>
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<td></td>
<td>phone: 02 4221 3445</td>
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<td><a href="mailto:StudentServices@uow.edu.au">StudentServices@uow.edu.au</a></td>
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