

# Faculty of Creative Arts

## Essential Information for Students

### Spring Session 2009

**Attendance Requirements:** Students are expected to attend all classes. Your active and constructive presence in class is an important contribution to your education as well as that of your peers.

While attendance at classes is not an assessable component of the subject per se, failure to meet attendance requirements as set out below may significantly diminish your mark, and possibly lead to failure.

Students who do not attend at least 80% of tutorials, seminars, screenings, workshops or studios risk possible failure in the subject; roll books will be maintained (ie those who attend fewer than 10 classes of 12 risk failing the subject).

Arrival 10 minutes late at class may be deemed an absence. Similarly, students who leave a class early without a satisfactory explanation will be regarded as having been absent from that class and roll books marked accordingly.

Early departure in order to attend another class or an employment commitment does not constitute a satisfactory explanation.

Should your attendance fall below 60% owing to unforeseen circumstances or a serious medical condition, you should apply for a withdrawal on compassionate grounds. A passing grade cannot be awarded in these circumstances (ie those who attend fewer than 8 classes of 12 will fail the subject).

Absences incurred by a timetable clash with another subject or by employment commitments do not represent legitimate reasons for absence.

It is the student's responsibility to advise the subject coordinator or tutor the reasons for any absence from a class.

Please note that it is not the responsibility of the teacher to provide remedial instruction to those who have not attended classes.

The maximum mark for a student who fails to satisfy the above requirements is 44% (Technical Fail).

**Special Requirements:** Students with a disability requiring special arrangements or assistance should contact the Disability Officer in Student Services, or the Faculty's SEDLO. The SEDLO is available on 4221 4529, and is located in 23.G17. For more information:

<http://www.uow.edu.au/about/policy/documents/disabilitypolicy-students.pdf>

#### **Student Academic**

**Consideration:** Academic consideration is a process intended to help minimize the impact of serious or extenuating circumstances beyond a student's control which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

Academic consideration is not intended to excuse students from meeting their responsibilities as outlined in the Code of Practice – Students, or to accommodate those common occurrences which interfere with daily life. Students who need assistance with study skills, essay writing or time management should contact Student Services.

<http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf>

## **Submission, Receipt &**

**Collection of Assignments:** Assignments are to be submitted on the due dates as specified in the subject outline. Penalties apply for late submission. Unless otherwise specified in the subject outline, assignments are to be submitted and returned only in tutorial, seminar or studio classes. Assignments are to have coversheets (available from School offices or may be downloaded from: <http://www.uow.edu.au/crearts/>)

Coversheets have a "tear off" section, which provides receipt documentation for the student upon submission of work: the tutor/assessor will sign and date this receipt and return it to the student. On return of a marked assignment the student will sign and date the assignment cover sheet, which will then be retained by tutor/assessor and forwarded to the subject coordinator.

**Students should retain copies of all written work submitted. At all times it is the responsibility of students to submit and collect his/her own assignments.**

## **Electronic Submission**

**of Assignments:** In accordance with the Code of Practice — Teaching and Assessment, students may not email or fax assignments without prior approval from the Program Coordinator. Where assignments must be submitted electronically (i.e. through an e-Learning site) the procedures for doing so will be in accordance with the Code of Practice — Teaching and Assessment, and documented in the Subject Outline. It is imperative that students retain receipts for materials submitted electronically. Generally speaking, assignments will not be accepted or marked if submitted by fax except in special cases when the Program Coordinator has given prior approval.

**Late Work Policy:** Assignments submitted within three (3) working days beyond the due date will be marked no higher than a Pass Grade (50 - 64%). Work submitted beyond this date will be assessed as a component of the subject but no mark will be awarded. Late assignments are to be lodged by 5.00pm (Mon-Fri) via the assignments box located at the Administration Desk adjacent to the FCA Gallery.

**Retention of Assignments:** Assignments worth 20% or more of the aggregate mark of the subject which have been made available for collection but are unclaimed must be retained by the academic unit or the Faculty until the end of the first week of the following session (not including Summer session); those worth less than 20% must be retained for a period of one month after the date of submission.

[http://www.uow.edu.au/handbook/codesofprac/teaching\\_code.html - retention](http://www.uow.edu.au/handbook/codesofprac/teaching_code.html-retention)

**Internet Access:** The University provides every student with Email and Internet access. This is intended for academic purposes only. Students should be aware that internet quotas are strictly enforced. Students are expected to use the free email account provided by the University. Students are warned that use of Hotmail (and other non-UoW web mail accounts) consumes quota at a high rate. Quotas will not be renewed for students using their access for non-academic purposes: eg downloading music, visiting entertainment or recreational sites (i.e. Facebook and MySpace), or accessing other mail accounts such as Hotmail. Details of the University Policy and Guidelines for Email and Internet Access are available at <http://www.uow.edu.au/student/sols/> under "email & internet". The Guidelines clearly explain the quota system that the University applies.

**Learning Resource Centre:** Learning Development is available to assist students to develop academic skills. There are a range of free workshops devoted to essay writing and editing, reading for assignments, presentation skills, and exam preparation. For further information visit the Learning Resource Centre (LRC), Building 19, Ground Floor, Room G102. Phone: 42213977. For further information:

<http://www.uow.edu.au/student/services/ld/index.html>

**Woolyungah Indigenous Centre:**

WIC aims to achieve distinction in the education and professional development of Aboriginal and Torres Strait Islander people, with the non-Aboriginal peoples who will embrace and promote cultural diversity in the enrichment of all communities'. For further information:

<http://www.uow.edu.au/wic/index.html>

**Faculty Librarian:** Students are encouraged to use the full information resources that the Library can offer. Please direct your enquiries to the Research Help Desk or contact the Faculty Librarian, Ms Vicki Dodd, Phone: 4221 4867. For more Library information:

<http://www.library.uow.edu.au/>

**Information Literacies Introductory Program:**

ILIP is compulsory for all new UoW undergraduates and for all new postgraduate coursework students who have not completed the online undergraduate ILIP assignment in the past five years.

You are encouraged to complete ILIP in your first six weeks at University as it will assist you in learning how to make the most of the information resources available from the University. Non-completion of ILIP will result in your results being withheld. For more information:

<http://www.uow.edu.au/student/attributes/ilip/>

**Non-discriminatory language:**

The Faculty of Creative Arts upholds the use of non-sexist and non-racist language in all material submitted for assessment. For more information:

<http://staff.uow.edu.au/eo/nondiscrimlanguage.html>

## Referencing:

Referencing is an essential component of academic writing or presentation since it enables the reader to follow up the source of ideas and information presented in your work, and to examine the interpretation you place on the material discovered in your research. Reliable referencing clearly indicates where you have drawn your own conclusions from the evidence presented. Importantly, much of the material you will use is covered by copyright which means that you must acknowledge any source of information, including books, journals, newsprint, and the internet. Failure to acknowledge adequately all your source materials - it is called **plagiarism** - not only ignores scholarly ethics, but violates the requirement that all students reference appropriately. Plagiarism has severe consequences, including failure in an assessment, the subject, or even exclusion or expulsion from the university.

The Faculty of Creative Arts uses the UOW Author-Date system (Harvard) as its referencing system. The following website provides a useful guide to using this system:

<http://www.library.uow.edu.au/referencing/>

**It is the responsibility of students to ensure they are familiar with the UOW/Harvard system and that it is used correctly in any written work or presentation that draws on material or information provided by others.**

## Citation of Electronic

### Sources:

It is obligatory for students to reference all sources used in their written work including electronic material. Students should consult the University library website for a detailed explanation and examples of how to reference electronic material correctly.

<http://www.library.uow.edu.au/helptraining/guides/citeelec.html>

### Plagiarism:

Plagiarism is the use of another person's work or ideas as if they were your own. The other person may be an author, artist, critic, lecturer or another student or material on a website. When it is desirable or necessary to use other people's material, you must include appropriate references and attribution. Do not pretend the ideas are your own. Take care not to plagiarise unintentionally. Penalties for plagiarism are severe: examples include 0% fail for the particular assignment; fail grades for the subject; or expulsion from the University.

For more information:

<http://www.uow.edu.au/handbook/courserules/plagiarism.html>

### Mid-session Reviews:

A mid-session review of each student's progress will be undertaken. Students whose performance is of concern (eg owing to poor assessment outcomes, unsatisfactory participation) will be advised in writing and remedial action recommended. Students may be required to attend an interview with the Program Coordinator or Head of School. Please note the **last date to withdraw without academic penalty** for Spring Session is **27 September 2009**.

### Academic Grievances:

Academic grievance means a complaint by a student concerning a decision, act or omission of a member of UoW staff or committee, which affects the student's academic experience. Grievance procedures for the Faculty of Creative Arts are outlined at:

<http://www.uow.edu.au/crearts/ProceduresPoliciesForms/WhatisaGrievance.html>

**Laboratories and Studios:** The Faculty's labs and studios are common spaces that are used by other users. In particular, users are required to keep these spaces clean and not work in a way that risks damage to any equipment. For this reason food and drink are not permitted in labs and studios. Further information:  
[http://www.uow.edu.au/handbook/generalrules/comp\\_rules.html](http://www.uow.edu.au/handbook/generalrules/comp_rules.html)  
<http://www.uow.edu.au/its/userguides/pdf/labrules03.pdf>

**Counselling Service:** At the University Counselling Service a free and confidential service is provided five days per week from 9.00am until 6.00 pm to assist postgraduate and undergraduate students with personal, work or study related difficulties. To make an appointment call our receptionist on 4221 3445 or drop into the Counselling Service on Level 3, Building 11. Feel free to ask for a male or female counsellor if you have a preference.  
<http://www.uow.edu.au/student/services/ds/index.html>

**Academic Advice:** Should you require academic advice or information, please check the Faculty website to determine the most appropriate advisor.  
<http://www.uow.edu.au/crearts/students/ug/index.html>  
 Relying on the word of fellow students may prove misleading

**University Policies:** Information on the following University Policies can be found at the websites below:

Code of Practice –Teaching & Assessment	<a href="http://www.uow.edu.au/about/policy/UOW058666.html">http://www.uow.edu.au/about/policy/UOW058666.html</a>
Code of Practice – Practical Placements	<a href="http://www.uow.edu.au/about/policy/UOW058662.html">http://www.uow.edu.au/about/policy/UOW058662.html</a>
Code of Practice –Students	<a href="http://www.uow.edu.au/about/policy/UOW058664.html">http://www.uow.edu.au/about/policy/UOW058664.html</a>
Acknowledgement Practice (Plagiarism)	<a href="http://www.uow.edu.au/about/policy/UOW058648.html">http://www.uow.edu.au/about/policy/UOW058648.html</a>
Course Progress Policy	<a href="http://www.uow.edu.au/about/policy/UOW058679.html">http://www.uow.edu.au/about/policy/UOW058679.html</a>
Graduate Qualities Policy	<a href="http://www.uow.edu.au/about/policy/UOW058682.html">http://www.uow.edu.au/about/policy/UOW058682.html</a>
Ethical Issues	<a href="http://www.uow.edu.au/about/policy/research/index.html">http://www.uow.edu.au/about/policy/research/index.html</a>
Non Discriminatory Language*	<a href="http://www.uow.edu.au/about/policy/UOW058706.html">http://www.uow.edu.au/about/policy/UOW058706.html</a>
Occupational Health & Safety	<a href="http://www.uow.edu.au/about/policy/UOW016894.html">http://www.uow.edu.au/about/policy/UOW016894.html</a>
Intellectual Property	<a href="http://www.uow.edu.au/about/policy/UOW058689.html">http://www.uow.edu.au/about/policy/UOW058689.html</a>
Student Academic Consideration	<a href="http://www.uow.edu.au/about/policy/UOW060110.html">http://www.uow.edu.au/about/policy/UOW060110.html</a>
Student Academic Grievance Policy*	<a href="http://www.uow.edu.au/about/policy/UOW058653.html">http://www.uow.edu.au/about/policy/UOW058653.html</a>
Disability Policy – Students	<a href="http://www.uow.edu.au/about/policy/UOW058672.html">http://www.uow.edu.au/about/policy/UOW058672.html</a>
Rules for Student Conduct & Discipline	<a href="http://www.uow.edu.au/about/policy/rules/UOW060095.html">http://www.uow.edu.au/about/policy/rules/UOW060095.html</a>

\* see brief explanation listed above