Faculty of Engineering Subject Information

Details on acknowledgment practice, how to avoid plagiarising and the University procedures for dealing with suspected plagiarism can be found at:

1. FACULTY OF ENGINEERING POLICIES

a. Academic Consideration and Supplementary Exams

Students who feel that they should receive special consideration on the basis of medical certificates or other supporting material must direct their request through SOLS. It would also be advisable also to inform the subject coordinator as soon as possible. Outside the session special considerations are processed via SOLS before the final examination and via the faculty student grievance procedures after the final examination for the subject. Supplementary examinations may only be permitted in extenuating circumstances such as verified illness beyond the student’s control or for religious reasons. A supplementary exam is NOT provided automatically. Students should bear in mind that this type of exam can take the form of a written exam, an oral exam or a practical test. The decision to hold a supplementary exam for a particular student is determined during the School Examination Committee Meeting, which is usually held during the first week of the recess period following the formal end-of session exam period. All students concerned will be notified at their term address as shown in the University’s records. It is important to notify the Student Administration of any changes of address. Whilst the Faculty will endeavour to notify a student of a supplementary exam, the onus is on the student to check with the Faculty either by phone or by checking the Notice Board (Bldg 4) if they feel that they may have been granted a supplementary exam. It is the student’s responsibility to confirm the date, time and location of the exam by contacting the Engineering Enquiries Centre. The University Special Consideration Policy can be found at


Submission, Receipting and Return of Written Assessment Materials

Submission of Assignments - Assignments should be submitted at the EEC and a receipt obtained. Assignments will be returned in class or can be collected from the EEC (your student card is required for collection). Submission of Assessment Tasks by Fax or Email -Students may not fax or email assignments etc without prior approval from the subject coordinator.

c. Late Submission and Extensions

Due date - The due date is the last date for the University to receive an assignment. Extensions - An extension of time to submit material for assessment can only be granted in exceptional circumstances. Applications for extensions should be made through SOLS. Refer to special consideration details above.

d. Acknowledgement Practice/ Plagiarism

Plagiarism

Plagiarism is not acceptable and may result in the imposition of severe penalties including exclusion. Plagiarism is the use of another person’s work, or idea, as if it is your own - if you have any doubts at all on what constitutes plagiarism, please consult your subject coordinator or lecturer.

e. Grievance Procedures

If you have a grievance concerning a decision or action of a member of the academic staff of this Faculty that you believe has affected your academic experience and that you are unable to resolve informally, you may lodge a formal grievance with the Faculty. Details of the Faculty policy can be found at:

The University Student Academic Grievance Policy can be found at
Other Support Services and Facilities

1. Occupational Health and Safety

The over-riding responsibility of all students is to ensure that no action of theirs places the well-being of themselves or any other person at risk.

Safety in Laboratories

When participating in laboratory activities, students must wear appropriate clothing and footwear (footwear - thongs and sandals are not permitted; clothing - singlets and tank tops are not permitted). If you have long hair, your hair must be tied back and covered appropriately to avoid injury from moving objects, etc. You must not use any item of equipment until you have permission from the officer in charge of the lab or the academic/tutor supervising. Consult the academic or officer in charge of the lab for further information about safe practices.

Safety on Field Trips

Field trip safety will be addressed by the subject coordinator before each trip.

The University Occupational Health and Safety Policy can be found at


3. OTHER UNIVERSITY POLICIES These general policies will apply, where relevant.

- Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects
- Human Research Ethics Guidelines
- Animal Research Guidelines

4. Other Faculty Policies

Study Time

2 hours per week per credit point. This includes lectures, tutorials, practicals and self study.

Non-discriminatory Language

As part of its Equal Opportunity/Affirmative Action initiatives, the University of Wollongong endorses a policy of non-discriminatory language practice and presentation in all academic and administrative activities of the University. University Policy on Non-Discriminatory Language Practice and Presentation can be found at http://www.uow.edu.au/about/policy/UOW058706.html

New Undergraduate Students

The University has a requirement that all new undergraduate students complete the compulsory Information Literacies Introductory Program. This is a zero credit point subject indicated on your enrolment record as ILIP100. As these skills are assumed knowledge for some subjects, students are encouraged to meet the Information Literacy requirements within the first 6 weeks of session. At the end of Spring session, students who have not satisfied these requirements will have results withheld until the requirements are met. To complete satisfactorily the Information Literacies requirements, students must: complete an information literacy session at the Library either by attending a workshop or through a self-paced alternative, and complete and submit the information literacy assignment via the web.

eLearning

If your subject has an eLearning site you may be required to access eLearning on a regular basis. Details on how to access eLearning and other Learning on Line (LOL) issues can be found at: http://www.uow.edu.au/student/elearning/vista/index.html

2. SUPPORT SERVICES AND FACILITIES AVAILABLE TO STUDENTS

Students with a Disability

If a student with a disability requires reasonable accommodation in a subject, they are advised strongly to discuss the issues early in the session with one of the following people: the Disability Liaison Officer in Student Services, the Faculty Disability Officer and/or the subject coordinator. Disability Liaison Officer (within Student Services) Ms Petria McGoldrick, Bld 11 Rm 201F, Tel. 42 214372 Faculty Student Support Advisors (SSA) Ms Virginie Schmeltischeck, Bld 4 Rm 40, Tel. 42 215670 / 42 213833