



STUDENT POLICY

For student information

This document is supplementary to university policy contained in the University Handbook/Calendar and should be read in conjunction with it. There are also a number of university web pages that contain information that is **essential** for students to be aware of. They relate to students' obligations, assessment, plagiarism, special consideration, disabilities and disadvantage, grievances, among others. Please bookmark this link so that this information can be accessed readily and make yourself familiar with the content:

<http://www.uow.edu.au/health/psyc/infocurrent/index.html>

This link also contains contacts for more specialised assistance provided by the Centre for Learning Resources, Woolyungah Indigenous Centre, the Disability Officer and Faculty Librarian. It is your responsibility to regularly access relevant information specific to individual subjects provided by staff via handouts, your university email box, VISTA, the year noticeboard, or in class. You should be aware of the Communications Guidelines, available via the web address above.

• **GENERAL COMMUNICATION GUIDELINES IN THE SCHOOL OF PSYCHOLOGY**

1. General enquiries about a specific subject should be directed to the Senior Tutor in the first instance.
2. General enquiries about course enrolment or course structure should be directed to the undergraduate coordinator in the first instance.
3. Lecturers are best approached immediately after a lecture or during their student consultation hours.

What undergraduates 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 on the subject outline. Lecturers will also post their 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, but not necessarily within a week.
- 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 be 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.

• **PROCEDURE FOR SUBMITTING YOUR WORK**

You should fill in the (yellow) Assignment Cover Sheet (available from the pamphlet board in Building 41 Foyer), and attach it to the front of your assignment. **1st – 3rd Year:** submit ONLY to your TUTOR. **4th – 6th Year:** Check your Subject Outline for submission instructions. The person receiving your assignment will sign the bottom half of the Assignment Cover Sheet, and you should keep it as the record of submission. To guard against accidental loss you **must** keep a copy of your assignment. You will be given a clear indication of the submission deadline for your work (e.g. noon on a certain day, or at the start of a particular class or tutorial). **Students who submit assignments on time will not be penalised relative to**

those students who take a longer period to submit the same assignment. If you cannot produce work by that time then your submission is late and you are liable for penalty.

Students must submit their assignment personally.
Posted, emailed or faxed submissions will NOT be accepted.

- **REFERENCING**

Students should reference their work using the system of the American Psychological Association. See the information link for helpful websites.

- **INTERNET SOURCES**

Students should be aware that internet sources are not necessarily reputable or authoritative. Exercise considerable caution and do not rely solely on this source for information.

- **PENALTIES FOR LATE SUBMISSION**

Marks will be deducted for late submission at the rate of 5% of the total marks available for that piece of work per day. A weekend will be regarded as two days.

Note that no mark will be given to assignments after marked assignments on the same topic have been returned to other students, or once the assignment is two weeks overdue, although it is still necessary to submit a serious attempt at the assignment in order to complete the requirements for most subjects.

Failure to complete all required components of the subject result in a 44F for the subject, even if your marks for other work have exceeded 50%.

- **RETURNED WORK**

Ordinarily work will be returned in class within three weeks of submission. Assignments will be retained until the end of the second week of the following session.

- **SPECIAL CONSIDERATION**

The university recognises grounds for special consideration for the following grounds: Medical, compassionate or inordinate psychological stress. Requests for special consideration will only be considered if they are made through the SOLS system, though it is advisable to consult your tutor/lecturer informally. See linkage webpage for the University procedure for making such a request.

- **PROCEDURE FOR APPLYING FOR AN EXTENSION**

In line with university policy, the School of Psychology may grant extensions. Applications for extension must be made through SOLS. You should also inform your tutor about your application.

- **PLAGIARISM**

Plagiarism is the use of someone else's work as if it were your own, whether that work be of a fellow student, an author or critic. It includes written material provided by staff. Plagiarism will not be tolerated. See linkage webpage. Electronic aids such as search engines and Turnitin may be used for detection of plagiarism.

You may use the ideas of others in your work but this must be clearly acknowledged. Any directly quoted passage should be in quotation marks with the author, date and page references given, as indicated in the Publication Manual of the American Psychological Association (5th edition). If the ideas of others are summarized this must also be clearly stated (e.g. Jones (1976) argues that....)

Subject assessment is designed to reflect the student's understanding of the subject. It is important therefore that essays and projects are the work of the individual submitting that work. Cases of plagiarism will be treated as cheating and will be penalised. Penalties include no marks being given for that assignment and may also lead to exclusion from the subject or course. For additional information see university guidelines.

Students discussing their work with other students should be particularly careful to ensure that the work submitted does not overlap significantly with that of their friends. Cooperation in facilitating plagiarism such as providing another student with access to your own work is also an offence that will result in penalty.

The contents of all lab-report/essay handouts are intended as a general guide to your lab-report/essay, and under no circumstances should any text or figures be referenced, quoted, or copied in the body of your lab-report/essay, unless clearly specified on the handout itself.

- **LABORATORY/SEMINAR ATTENDANCE**

In order to meet subject requirements students must attend all laboratory/seminars unless their absence has been approved as a consequence of application for Special Consideration on medical/compassionate grounds via SOLS (see over). Failure to meet these requirements can lead to a fail grade.

- **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, viz. medical, compassionate and inordinate psychological stress.

- **RESCALING**

Students should note that in some circumstances marks may be rescaled in accordance with University policy.

- **MARKS AND GRADE**

Grades correspond to a range of marks as follows:

HD = 85-100	D = 75-84	CR = 65-74
P = 50-64	PC/PR = 45-49	F = 0-44

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 undergraduate 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. At any point in this process students may consult the School Grievance Officer, Dr. Nadia Crittenden. See web-links.

- **SEXIST AND RACIST LANGUAGE**

The University does not support the use of sexist and racist language. See web-links.

- **DISABILITY**

Reasonable accommodation will be made for those with a registered disability in line with university policy. See Disability Liaison Officer to register <http://www.uow.edu.au/student/services/ds/> Please notify your lecturer. Faculty Disability Officer is Erin Hiesley 02 42 215332.

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