4. GENERAL INFORMATION

4.1 THE CREDIT POINT SYSTEM

Credit points are a basic measure of workload. A normal full-time annual workload is 48 credit points. Subjects are given a credit point value, usually 6 credit points for single session subjects and 12 credit points for double session or annual subjects. At 300-level most single session subjects are 8 credit points. As the academic year is divided into two main sessions - Autumn Session (Session 1) and Spring Session (Session 2), full-time students usually enrol in 24 credit points each session (part-time students 12 credit points each session or less). Students may not enrol in less than 12 credit points in any year except for the purpose of completing a degree.

Subjects are allocated an identification label; the first digit indicates the level of difficulty of the subject, e.g. BIOL103 is a 100-level (or first year) subject.

100-level subjects are usually completed in first year but can also be undertaken at any time during a degree course. (The number of 100-level subjects that can be counted towards a degree is limited to a maximum of 60 credit points).

200-level subjects are usually completed in second year but can be undertaken in later years of a degree course provided that the required prerequisite subjects have already been completed.

300-level subjects are usually completed in third year but may be undertaken before that if the required prerequisite subjects have been completed.

Summer Session

Credit points towards a degree can be obtained from subjects offered in Summer Session. Only five subjects in the Science Schedule are currently offered in Summer Session:

- MATH151 General Mathematics 1A
- MARE357 Advances in Molluscan Biology
- EESC250 Field Geology
- SCIE292 Science Research Internship
- SCIE392 Science Research Internship B

Science students may take, as electives, subjects listed in the General Schedule that are offered for credit in the Summer Session. These credit points are counted as part of the 54 credit points (maximum) of non-Science subjects that are permitted in the BSc.

<table>
<thead>
<tr>
<th>NORMAL PATTERN OF FULL TIME ENROLMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Year</strong></td>
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<td></td>
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<tr>
<td></td>
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<tr>
<td><strong>2nd Year</strong></td>
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<td></td>
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<tr>
<td><strong>3rd Year</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Degree Total:</strong> 144 credit points</td>
</tr>
</tbody>
</table>

The total 144 credit points evenly divided over three years is 48 credit points per year. Some students will find this guideline difficult to adhere to. It is possible to do slightly more than 48 in one year and slightly less in another. In such cases, however, students should consult their Head of Academic Unit or an Academic Adviser to avoid administrative difficulties. Students who wish to attempt more than 30 credit points in either Autumn or Spring Session, more than 54 credit points in a year or more than 14 credit points in Summer Session, must formally apply to do so and consult with the Associate Dean.
4.2 PREREQUISITES AND CO-REQUISITES

A system of prerequisite subjects operates to ensure that students are adequately prepared for any particular subject. Most subjects (except 100-level, Session 1 subjects) have one or more prerequisite subjects which must be completed at Pass grade before enrolment in that subject is allowed. Please note that a Pass (Restricted) PR does not count as a Pass grade for prerequisite purposes. Prerequisites can only be waived by permission of the Head of Academic Unit and only in exceptional circumstances. A co-requisite subject is a subject that must be studied at the same time as or prior to another subject.

IMPORTANT

Check the University's Online Course Handbook and Subject Database for prerequisites, co-requisites, session of offer and other important information relating to subjects you wish to enrol in. These resources are available on the UOW Website under “Current Students” - www.uow.edu.au/handbook

4.3 NEW ENROLLING STUDENTS

Full-time students MUST enrol in not more than four (6 cp) Session 1 subjects and four (6 cp) Session 2 subjects (or equivalent Annual subjects) totalling 48 credit points for the year. Part-time students usually enrol in half of the workload, ie. two subjects per session totalling 24 credit points for the year.

The BSc degree has been structured to allow the maximum amount of flexibility and personal choice. There are many possible combinations of disciplines to suit your particular talents, ambitions and preferences. You are not expected to make any final decisions at the beginning of your degree but you do need to give the matter some thought so that the 100-level subjects that you choose are, as far as possible, the prerequisite subjects for particular strands of study that you may wish to pursue later. 100-level subjects can be taken in later years but if these are basic building blocks for a major study this will mean that it will take longer to complete your degree than you had anticipated.

Planning and Decisions on a final choice of major study and optional subjects need not be taken until the beginning of second or even third year provided that the necessary prerequisite 100 and 200 level subjects have been selected. However, it is wise to gain an overview of your degree structure and the possible options at the commencement of your course. Only then will you know how many credit points must be taken up by compulsory subjects necessary for completion of a major or majors and how many credit points are “spare” for optional, general interest subjects of your own choosing.

All students should have a declared major after first year. Note that you may change your major at any time by applying at Student Central, Building 17. The reason for this is that the system of student mentoring and academic advice to students is based on the Academic Units in the Faculty. Students who have not registered a major will be referred to the Dean or Associate Dean for advice. Students with an undeclared major at the end of their study may be unable to graduate.

4.4 ASSESSMENT

At the conclusion of each subject the candidate is awarded a mark and grade of either

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>85-100%</td>
</tr>
<tr>
<td>Distinction</td>
<td>75-84%</td>
</tr>
<tr>
<td>Credit</td>
<td>65-74%</td>
</tr>
<tr>
<td>Pass</td>
<td>50-64%</td>
</tr>
<tr>
<td>Pass Restricted</td>
<td>45-49%</td>
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<tr>
<td>or Pass Conceded</td>
<td></td>
</tr>
<tr>
<td>Fail</td>
<td>0-44%</td>
</tr>
</tbody>
</table>

Tech Fail Mark awarded when a student fails an exam component or a required practical component of a subject. A grade of F, PC, or PR is recorded depending upon the policy in each Academic Unit.

A Pass Restricted grade may be awarded for a 100- or 200-level subject that is a prerequisite for a more advanced subject. A PR grade prevents a candidate progressing to the more advanced subject for which the subject is a prerequisite unless the Head of the appropriate Academic Unit determines otherwise. If a waiver of the prerequisite is not granted, students must either change the direction of their study program or repeat the subject. The credit points for a subject awarded a PR grade can be counted towards a degree as an elective subject.
To achieve an overall pass grade in a subject (i.e. \( \geq 50\% \)), a student is required to achieve a satisfactory performance in the examination components. ‘Satisfactory performance’ is defined as 40% for 100-level subjects, 45% for 200- and 300-level subjects, and 50% for postgraduate coursework subjects. Some subjects may be excluded because of specific learning objectives. The examination components are defined as the formal theory and practical examinations for a subject—usually run at the end of the session. They exclude any quizzes or tests run during the session. Students not meeting the pass criteria for exams will receive a Technical Fail.

Detailed Assessment procedures for each subject will be determined by the Academic Unit and given to each student at the beginning of the session in the subject outlines for each subject.

A student may appeal against a grade if he/she believes the mark awarded is not a true reflection of the assessment for the subject. In such cases students should first consult with the subject coordinator and then, if necessary, with the Head of the Academic Unit.

### 4.5 ADMINISTRATION

**Assignments submitted by E-mail or Facsimile**

E-mail (for some subjects): Assignments may be submitted by e-mail, however you should note that the decision to accept assignments electronically is at the discretion of the relevant academic staff member. Facsimile: Generally, assignments will not be accepted or marked if submitted by facsimile, except in specific cases when approval has been granted by the relevant academic staff member and under conditions laid down by the Head of the relevant academic unit. You are advised to keep originals and copies of all essays, assignments or reports submitted in any subject.

**Examinations**

Subject assessment may include a final examination, which takes place at the end of the session. Personalised timetables showing the time and place of your exams are available from SOLS. Misreading the timetable is not an acceptable excuse for failure to attend an examination. No information concerning examinations or results will be given by telephone. Where an oral examination is conducted, a second staff member should be present during the examination.

**Special Consideration**

If you believe that your performance in a subject (including an examination) has been affected by illness or other cause beyond your control, you may apply for special consideration through SOLS. For further information please review the Special Consideration Policy in the University's Online Course Handbook: [www.uow.edu.au/handbook/courserules/specialconsideration.html](http://www.uow.edu.au/handbook/courserules/specialconsideration.html)

**Supplementary Examinations**

Supplementary Examinations are run by the Academic Registrar’s Division after the normal examination period. A supplementary exam will normally only be granted where a student did not sit the standard examination due to an acceptable reason. For a definition of what constitutes “an acceptable reason” please refer to Section 6.1: “Supplementary Examinations” of the Special Consideration Policy in the University’s Online Course Handbook: [www.uow.edu.au/handbook/courserules/specialconsideration.html](http://www.uow.edu.au/handbook/courserules/specialconsideration.html)

**Minimum Rate of Progress**

The Minimum Rate of Progress defines the academic level that students should maintain. Any student that fails 50% or more of subjects attempted in any academic session (excluding summer session), will be in the first instance, placed on referral and advised to seek student service support and/or academic advice that may assist them in improving their progress. A student is eventually excluded from the University if they fail 50% or more subjects attempted in three consecutive sessions.

The full policy can be found in the University's Online Course Handbook: [www.uow.edu.au/student/mrp](http://www.uow.edu.au/student/mrp)

**Advanced Standing**

Students who have completed studies at pass grade or better at another Tertiary institution may request advanced standing for these studies. Specified credit may be given for subjects which are equivalent to those offered by the University of Wollongong and count as prerequisites where the corresponding Wollongong subject is a prerequisite. Unspecified credit may be given for other subjects, relevant to the respective degree for which advanced standing is sought, completed at another institution. This form of advanced standing cannot be used as a prerequisite for any subject.
Students requesting advanced standing should consult with the Associate Dean, preferably at enrolment. Applications for Advanced Standing should be made on the appropriate form. Details on maximum advanced standing are given in the University's Online Course Handbook: [www.uow.edu.au/handbook/courserules/advancedstanding.html](http://www.uow.edu.au/handbook/courserules/advancedstanding.html)

**Leave of Absence**

Students may seek leave of absence from study for one year. For further details consult the Associate Dean.

**Procedures for Changing Enrolment details**

Variation of enrolment can be made provided that the application is made within the time limits as specified in the University's Online Course Handbook: [www.uow.edu.au/handbook](http://www.uow.edu.au/handbook)

### Deadlines for the Addition and Withdrawal of Subjects:

<table>
<thead>
<tr>
<th></th>
<th>Autumn Session</th>
<th>Spring Session</th>
<th>Summer Session 2006/2007</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Addition of Subjects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to add subject via the Web</td>
<td>11 March</td>
<td>5 August</td>
<td>9 December 2007</td>
</tr>
<tr>
<td>Last day to add subject with approval of Academic Adviser &amp; Head of Department</td>
<td>18 March</td>
<td>12 August</td>
<td>16 December 2007</td>
</tr>
<tr>
<td><strong>Withdrawal from subjects</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from single session subjects without financial penalty (CSS refunded/ International Student Fees credited if withdrawn by)</td>
<td>31 March</td>
<td>31 August</td>
<td>17 December 2007</td>
</tr>
<tr>
<td>Last day to withdraw from single session subjects without academic penalty - subject deleted from record. (Fail grade recorded if subject withdrawn after this date)</td>
<td>6 May</td>
<td>23 September</td>
<td>23 December 2007</td>
</tr>
</tbody>
</table>

**Transferring to another Degree**

Transferring between degree courses within the Faculty of Science is usually approved provided that students meet the requirements for the particular course and places are available. Students in their first year cannot transfer their degree until they have completed 48 credit points of study. Transfer to a degree program offered by another Faculty is subject to the approval of the Dean or Sub-Dean of that Faculty. In either case academic advice should be sought.

An application must be made on the appropriate form obtained at the following website: [www.uow.edu.au/student/centre/pdf/](http://www.uow.edu.au/student/centre/pdf/). Applications are usually made towards the end of the year so that enrolment in another degree program can be made at the beginning of the year. Transfer within the Faculty of Science is subject to the applicant's academic record and the approval of the Associate Dean.

**Academic Misconduct**

Exams: There are clearly defined rules for student conduct at examinations and procedures and penalties if a student is found to be in breach of any provision of these rules. Please refer to the Section 8.3 “Procedure for Formal Examinations” of the Assessment Rules in the University’s Online Handbook: [www.uow.edu.au/handbook/courserules/assessment.html](http://www.uow.edu.au/handbook/courserules/assessment.html)

Plagiarism: Plagiarism is the use of another person's work or idea as if it is your own. The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to use other people's material, take care to include appropriate references and attribution - do not pretend the ideas are your own. Plagiarism may lead to expulsion from the University. The University’s practice concerning plagiarism is set out under “Acknowledgment Practice/Plagiarism” in the University’s Online Handbook [www.uow.edu.au/handbook/courserules/plagiarism.html](http://www.uow.edu.au/handbook/courserules/plagiarism.html)

Bribery and Corruption: Any attempt to corrupt the integrity of staff involved in the marking and grading of student work or processing of those grades or maintenance of student records is regarded as a very serious matter and the University will not tolerate such behaviour. Students should note that the giving of gifts to members of staff may be perceived as an inducement by others, thus creating a potential conflict of interest. The University’s Code of Conduct stipulates that staff should not solicit or encourage gift giving or benefits in relation to their professional duties.
Non-academic Misconduct

The University advises that there is a range of penalties for non-academic misconduct. Penalties include fines, suspension and expulsion from the University. Further information can be obtained by consulting the University's Online Handbook at www.uow.edu.au/handbook/generalrules/student_discipline_rules.html

Grievances

A grievance may arise from any decision, act or omission by any person or persons within the University, which is considered wrong, mistaken, unjust or discriminatory, and is causing concern or distress. The University has both formal and informal procedures in place to resolve student grievances.

The University expects that all parties involved in grievance procedures adhere to the principles of natural justice and respect confidentiality. If you feel you have been unfairly treated you may wish to consult, in the first instance, the Head of the relevant Academic Unit.


4.6 MONITORING STUDENT PROGRESS

The Faculty has a formal procedure for ensuring that students’ chosen programs and academic progress is reviewed frequently so that any potential problems may be dealt with early.

Bachelor of Science Students

(1) All students are required to nominate a major by the end of their first year. Note that you may change your major at any time at Student Central, Building 17.

(2) Students who have declared an intended major or majors will be contacted by the relevant Academic Unit, invited to discuss their proposed program of study and progress with a member of the academic staff of the Academic Unit.

(3) Students who have not identified a major will be referred to the Dean or Associate Dean, who will invite them to make an appointment for an interview to discuss their progress and study options. This will normally take place in the second half of the first year of enrolment.

Students enrolled in Specialist 4-Year Degrees or BSc Prescribed Majors

The progress of these students will be monitored by the relevant Degree Coordinator.

Transfers to Another Degree

Students wishing to transfer to a four-year degree from the BSc must first consult the coordinator of that degree before seeking approval from the Associate Dean. Transfers are normally only approved where a student's performance is at a credit grade or higher.

4.7 PRIZES AND AWARDS

The following prizes and awards are offered each year for academic performance:

Faculty of Science

Gina Savage Prize - best academic performance for a woman graduating in Science.

School of Biological Sciences

Biology Prize - best academic performance in a biological sciences major.

Jim Campbell Honours Prize - awarded to the BSc(Hons) or BBiotech(Hons) student who performs best in the overall mark and grade for their Honours year.

Department of Chemistry

Bert Halpern Prize in Chemistry - best First Class Honours in Chemistry.

G.W. Daniels Prize - best academic performance in 200-level chemistry subjects.

Peter Beckmann Memorial Prize - best academic performance in 300-level chemistry subjects.

Royal Australian Chemical Institute (RACI) (NSW Branch) Student Prize in Chemistry - best academic performance in all undergraduate chemistry subjects.
School of Earth and Environmental Sciences

Geography

Illawarra Prize in First Year Earth and Environmental Sciences - best performance in 100-level Geography.
Illawarra Prize in Second Year Earth and Environmental Sciences - best performance in 200-level Geography.
Illawarra Prize in Third Year Earth and Environmental Sciences - best performance in 300-level Geography.
Illawarra Prize in Fourth Year Earth and Environmental Sciences - best graduate with Honours Class I.
Murray Wilson Prize for Human Geography - best performance for a Bachelor degree student majoring in Human Geography.
ESRI Australia Prize for Introductory Spatial Science - best performance in EESC204 - Introductory Spatial Science.
ESRI Australia Prize for Geographic Information Systems - best performance in EESC304 - Geographic Information Science.
Toni O’Neill Prize – best performance for innovative project work in the spatial sciences in either undergraduate or postgraduate.

Geology

Australasian Institute of Mining and Metallurgy (Illawarra Branch) Geology Prize - best academic performance in EESC101 and/or EESC102 by student proceeding to further study in Geology.
Prospectors Earth Sciences Estwing Prize - best academic performance in first year Geology.
Geoscience Australia Jubilee Prize - outstanding performance in two strands of 200-level EESC subjects.
Foundation Prize in Geology - best overall academic performance in 200-level Geology.
Geological Society of Australia (NSW Division) Prize in Geology - best performance in 300-level geology subjects.
Howard Worner Ore Deposits Prize - best performance in EESC subjects relating to ore deposits.
Ian R. McDonald Prize in Geology - best performance in geological mapping in EESC subjects.
Merit Award in Geology - commendable performance in geology subjects.
Evan Phillips Prize in Geology - best performance in practical work in Geology subjects.

Environmental Science

Environmental Science First Year Student Prize – best average mark for the eight subjects (48cp) in the first year program.
Howard Worner Prize - best academic performance in Second Year Environmental Science.
Prospectors Earth Sciences Suunto Prize in Environmental Geosciences Prize – best performance in BEnvSc 300-level Earth Sciences or Land Resources strands.
Environment Institute of Australia & New Zealand (NSW Division) Prize for Environmental Science – best performance of a BEnvSc student in the subject ENVI391 Environmental Science.
Allan Sefton Prize in Environmental Science - best academic performance in the Honours degree of Bachelor of Environmental Science.

4.8 DEAN’S MERIT LIST

The Dean’s Merit List for academic performance in the Faculty of Science is compiled each year after declaration of results following Spring Session. The list is based on the top 5% of students in each degree determined by the Weighted Average Mark achieved by each student over at least 24 credit points in two consecutive sessions. Students who achieve this standard will receive a letter of congratulations from the Dean as well as having the achievement noted on their official University record and on their academic transcript.