

5. GENERAL INFORMATION

5.1 THE CREDIT POINT SYSTEM

Credit points are the 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. A maximum of 60 credit points of 100-level subjects can be counted towards a degree.

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

300-level subjects are usually completed in third year but may be undertaken in other years, if the required pre-requisite subjects have been completed.

Summer Session

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

EESC250 Field Geology

MATH151 General Mathematics 1A (alternating Summers - 2008/2009, 2010/2011, 2012/2013)

MARE357 Advances in Molluscan Biology (alternating Summers - 2009/2010, 2011/2012, 2013/2014)

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.

NORMAL PATTERN OF FULL TIME ENROLMENT:

| | | |
|--|----------------------------------|--|
| 1st Year | Session 1: four 6 cp subjects = | 24 credit points |
| | Session 2: four 6 cp subjects = | 24 credit points |
| | Total | 48 |
| | (normally 12 cps per discipline) | |
| 2nd Year | Core or major subjects: | 24 (or more) credit points |
| | Optional or Elective subjects: | Balance of credit points |
| | Total | 48 |
| 3rd Year | Core or major subjects: | between 24 and 48 credit points |
| | Elective subjects: | Balance of credit points |
| | Total | 48 |
| Degree Total: 144 credit points | | Part time students enrol in approximately 24 cps per year. |

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. Slightly more than 48 credit points may be completed in one year and slightly less in another year. In such cases, however, students should consult their Head of School or an Academic Adviser to avoid administrative difficulties. Students who wish to attempt more than 32 credit points in either Autumn or Spring Session, more than 64 credit points in a year or more than 16 credit points in Summer Session, must formally apply to do so and consult with the Associate Dean.

5.2 PRE-REQUISITES AND CO-REQUISITES

A system of pre-requisite 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 pre-requisite subjects which must be completed at Pass grade or above before enrolment in that subject is allowed. Please note that a Pass Restricted (PR) does not count as a Pass grade for pre-requisite purposes. Pre-requisites can only be waived by permission of the Head of School 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.

PLEASE NOTE:

Students need to check the University's Online Course Handbook and Subject Database for pre-requisites, 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

5.3 NEW ENROLLING STUDENTS

New students cannot enrol in 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, that is, 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. Many possible combinations of disciplines to suit your particular talents, ambitions, preferences and availability. 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 pre-requisite 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.

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

5.4 ASSESSMENT

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

| | |
|---|---|
| High Distinction (HD) | 85-100% |
| Distinction (D) | 75-84% |
| Credit (C) | 65-74% |
| Pass (P) | 50-64% |
| Pass Restricted (PR) or Pass Conceded (PC) | 45-49% |
| Fail (F) | 0-44% |
| Technical Fail (TF) | Where a student does not meet a specified minimum level in an assessment task or examination required to pass the subject, a Technical Fail will be recorded. |
| No | mark will appear on the student's transcript. |

To achieve a pass grade or higher 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-, 300-level and 400-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 achieving a satisfactory performance in examination components will receive a Technical Fail.

Some subjects may also specify that satisfactory performance must be attained in laboratory components of the subject for a pass grade or higher to be recorded. This usually specifies the number of laboratory exercises to be completed and the overall laboratory mark. A Technical Fail may also be recorded if a student does not meet the satisfactory criteria for a compulsory assessment task. Any subject requiring satisfactory performance in a laboratory component or assessment task will be identified to students in the subject outline distributed at the beginning of session.

A Pass Restricted (PR) grade may be awarded for a 100- or 200-level subject that is a pre-requisite for a more advanced subject. A PR grade prevents a candidate progressing to the more advanced subject for which the subject is a pre-requisite unless the Head of the appropriate School determines otherwise. If a waiver of the pre-requisite 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. A PR grade is not permitted for 300 level core subjects.

To achieve an overall pass grade (that is $\geq 50\%$) in ENVI491, BIOL421, CHEM430, CHEM431, CHEM432 or CHEM440, a student is required to achieve an satisfactory performance ($\geq 45\%$) in the examination components. The examination components are defined as the formal theory and practical examinations for a subject - usually run at the end of the session. Quizzes or tests run during the session are not components of the examination.

Detailed Assessment procedures for each subject will be determined by the School 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 School. If this is formalised it becomes a grievance (see Grievance Procedures at the end of Section 4.5).

5.5 POLICIES

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 pre-requisites where the corresponding Wollongong subject is a pre-requisite. 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 pre-requisite 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/generalcourserules/UOW028638.html

Assignments submitted by E-mail or Facsimile

E-mail (for some subjects): In some circumstances assignments may be submitted by e-mail, however, please 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 School. 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.

Leave of Absence

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

Minimum Rate of Progress

The Minimum Rate of Progress defines the academic level that students should maintain. Any student who 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

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

Academic 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 academic consideration through SOLS. For further information please review the Academic consideration Policy in the University's Online Course Handbook:

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 Academic consideration Policy in the University's Online Course Handbook:

www.uow.edu.au/handbook/courserules/specialconsideration.html

Transferring to another Course

Transferring between courses within the Faculty of Science is usually approved provided that students meet the requirements for the particular course and places are available. Students cannot transfer their course until they have completed 48 credit points of study. Transfer to a course 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.

The application form for Course Transfer can be downloaded from: www.uow.edu.au/student/forms/UOW008135.html.

Applications are usually made towards the end of the year so that enrolment in another course 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. Below are some general guidelines to assist students in determining whether or not they will be eligible to transfer.

Basic Rules

1. A course transfer can be undertaken during the period between the release of marks at the end of session and the end of the second week of the following session.
2. Students wishing to change their course for the purpose of graduating can do so at any time during their last session. Students should be aware that time and subject constraints may apply. For example, if a course transfer occurs after the release of marks, the transfer may not be processed in time for a student's participation in the subsequent graduation ceremony.
3. Newly enrolled students cannot change their course in the first year of study or until they have completed 48 credit points.

Transfers involving Prescribed Majors, Specialist Degrees and Advanced Degrees

4. Transfer to a Prescribed Major or Specialist degree requires a credit average and the permission of the degree Coordinator.
5. A student enrolled in an Advanced degree who does not maintain a distinction average will be transferred to the closest complementing degree. This rule only takes effect after a student completes 72 credit points of study.
6. A student can transfer to an Advanced degree after completing 72 credit points of study if they have obtained a distinction average.
7. A student enrolled in a B Biotechnology degree will not be permitted to enrol in the 4th year unless they have maintained a credit average. If they have not met this requirement, they will be transferred to the 3-year BSc (Biotechnology) degree at the completion 144 credit points of study.
8. It is not possible to transfer into the International BSc degree.

Transfers from outside the Faculty

9. A student can normally only transfer to a degree offered by the Science Faculty based upon performance. The performance criteria are as follows: Majors - pass average, Prescribed Majors and Specialist degrees - credit average, Advanced degrees - distinction average.
10. In addition, if a student wishes to transfer to a Major, they must have successfully completed at least 24 credit points of subjects offered by the Science Faculty or pertinent to their intended degree.
11. If a student wishes to transfer to a Prescribed Major or Specialist degree, they must have completed the first year of offerings for that degree.

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/generalcourserules/UOW028639.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

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:

www.uow.edu.au/handbook/generaluniversityrules/UOW028668.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 School.

5.6 APPROVED REFERENCING SCHEMES USED IN THE FACULTY OF SCIENCE

Vancouver referencing system

Chemistry uses the Vancouver Referencing System. This system is used by Nature, Medical journals and most Chemistry journals. The Vancouver system uses numbers to identify references. Each reference is given a number, starting from 1. This can be above the line like this¹, or enclosed in brackets like this (1). If a reference is repeated, you use the original number, not a new one. All the referenced sources are listed continuously together at the end of the essay^{2,3}. While tricky to use initially, the Vancouver system has some advantages⁴. The titles of books and articles are given minimal capitalisation. Book titles and journal titles are not italicised. Journal titles are highly abbreviated. All authors are listed when there are six or fewer. When there are more than six, only the first three are listed and the expression 'et al.' is added. Authors' initials follow the surnames and are set without full stops or spaces.

The reference list at the end of an essay would look something like this:

References

- 1 Ulman LG, Potter EK, McCloskey DI. Inhibition of vagally induced gastric contractions by sympathetic stimulation. *J Auton Nerv Syst* 1995; 55:193- 8.
- 2 Liu D, van Heeswijck R, Coloe S, Pedersen J, Baird R. On the fungal DNA trail. *Today's Life Science* 1996; 8(3):38-41.
- 3 Dale JW. *Molecular genetics of bacteria*. 2nd ed. Chichester, West Sussex: Wiley & Sons Ltd; 1994.
- 4 Shaffer RA. Advances in chemistry are starting to unlock mysteries of the brain: How the messengers work. *Wall Street Journal* 1977 Aug 12;1 (col. 1), 10(col. 1).

For further information on the formatting used in the Vancouver Referencing System see the following website:

www.lib.monash.edu.au/tutorials/citing/vancouver.html

Harvard referencing system

In the Harvard System where the author is referred to in the text along with the year of publication (Bryant, 1999; Bryant et al., 2003).

Authors are arranged alphabetically in the bibliography. Multiple authors come after single authors. There is no precise formula for punctuation and italicisation in a bibliography. Just make certain it is consistent throughout.

For further information on the formatting of references using the Harvard Referencing System see one of the following websites:

www.lib.monash.edu.au/tutorials/citing/harvard.html

www.tvu.ac.uk/lrs/guides/harvard.html

5.7 MONITORING STUDENT PROGRESS

The Faculty has a formal procedure for ensuring that a student's nominated program and academic progress are 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 School and invited to discuss their proposed program of study and progress with a member of the academic staff of the School.
- (3) Students who have not identified a major will be referred to the 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.

5.8 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 student who performs best in the overall mark and grade for their Honours year.

Ross McC Lilley Prize - awarded to the BBiotech student who performs best in the overall mark and grade for their Honours year.

School 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.

JJR Medicinal Chemistry Honours Prize - highest mark in CHEM460 and 1st Class Honours

Larry Hick Prize - best HDR (Chemistry) research paper.

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

RACI Analytical Chemistry Award - awarded on recommendation of Head of School (Chemistry)

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.

AAM Hatch Associates Prize for Remote Sensing - best performance in EESC305 - Remote Sensing of the Environment.

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.

A.J. & I. Waters Prize in Geology - best overall academic performance in 300-level geology subjects.

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.

PIMS Endeavour Award - greatest commitment to studies by demonstrating enthusiasm and competence in lectures, practical classes and field tutorials.

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 – 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 ENVI491 Environmental Science.

Allan Sefton Prize in Environmental Science - best academic performance in the Honours degree of Bachelor of Environmental Science.

5.9 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.