Section A: Subject Information

Subject Code & Name: SHS 935 Public Health Policy
Credit Points: 6
Pre-requisite(s): None
Co-requisite(s): None
Restrictions: None
Equivalence: None
Assessment: a) Structured analysis 25%; b) Use of evidence to frame advocacy 30%; c) Essay 45%.
Session: Autumn
Campus Locations: Wollongong
Delivery Method: On Campus/Distance
Contact Hours: 3

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable at via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Subject Coordinator
Name: Belinda Giles
Location: School of Health Sciences, Building 41, Room 242
Consultation times: Wednesdays 2.30 pm – 3.30 pm. Other times by e-mail
Telephone: 61 2 4298 1344
Email: belindag@uow.edu.au

Student Administration
Location: 41.152
Telephone: 61 2 4221 3492
Email: hbs_central@uow.edu.au

Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for general advice and information. For information refer to the following link http://www.uow.edu.au/health/hbs_central/index.html

Prescribed Text


Assessment Tasks

<table>
<thead>
<tr>
<th>1- Structured Analysis</th>
<th>2- Use of evidence to frame advocacy</th>
<th>3- Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date: 22/03/2013</td>
<td>Due Date: 19/04/2013</td>
<td>Due Date: 7/06/2013</td>
</tr>
<tr>
<td>Percentage: 25%</td>
<td>Percentage: 30%</td>
<td>Percentage: 45%</td>
</tr>
</tbody>
</table>

eLearning Space
For information refer to the following link http://www.uow.edu.au/student/elearning/vista/index.html.
Section A: Subject Information

Subject Description
Public health policy will be critically examined at the global, national and local levels and from government and non-government perspectives. The range of public health policy instruments will be explored. Contemporary public health policy issues will be critically examined, including establishment of the policy agenda, implementation and monitoring of the policy, ethics and values, the roles and responsibilities of agencies and health professional groups, participatory processes and the effectiveness in management of population health risk. Policy analysis will be informed by different theoretical approaches and practical examples.

Learning Outcomes
On completion of this subject, students should be able to:
(a) Describe current Australian public health policies, how they are developed and how they are shaped by other policy agendas
(b) Describe the structures and forces that influence public health policy at global, national and local levels.
(c) Describe and apply an analytical framework for critically appraising public health policy
(d) Analyse and critique the formulation of public health policy at state and national levels, including roles played by key stakeholders and groups, using relevant theoretical frameworks

Subject Contacts
Subject Coordinator/Lecturer
Name: Mrs Belinda Giles
Location: School of Health Sciences, Building 41, Room 242
Consultation times: 2.30 pm – 3.30 pm Wednesdays.
Telephone: 61 2 4298 1344
Email: belindag@uow.edu.au

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable at via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Attendance/Study time
On-campus delivery: It is expected that students will allocate 12 hours per week to this subject, including class attendance. Class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject—please see Section B: Assessment Information for details.

Distance delivery: It is expected that students will allocate 12 hours per week to this subject to complete the study guide requirements, complete your assignments and prepare for an examination where applicable.
### Timetable of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Week start date</th>
<th>Lecture 1</th>
<th>Readings</th>
</tr>
</thead>
</table>
| 1    | 04/03/2013      | Introduction Policy as a process. The policy cycle. | - Subject Outline SHS935  
- Study Guide Introduction and Week 1  
| 7    | 15/04/2013      | Reflection Policy Analysis | - No prescribed reading, please prepare questions and insights from your second assessment. |

Break 22/04/2013  Break  Midsession Break
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Relevant References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week</td>
<td>Week start date</td>
<td>Tutorial</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>1</td>
<td>04/03/2013</td>
<td>On-line activity</td>
</tr>
<tr>
<td>2</td>
<td>11/03/2013</td>
<td>In-class and on-line: Social determinants of health and ethics</td>
</tr>
<tr>
<td>3</td>
<td>18/03/2013</td>
<td>On-line: Outcomes and political context</td>
</tr>
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<td></td>
<td>22/04/2013</td>
<td>Break</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8 29/04/2013</td>
<td>In-class*: Use of data</td>
<td>Interesting uses of data by advocates.</td>
</tr>
<tr>
<td>9 06/05/2013</td>
<td>On-line: Use of data</td>
<td>Uses of data – continued.</td>
</tr>
<tr>
<td>10 13/05/2013</td>
<td>On-line: What is meant by community health? What is meant by consumer health involvement?</td>
<td>What is the level of community participation in PHC provision in Australia? What are the differences in community participation and consumer involvement in health?</td>
</tr>
<tr>
<td>11 20/05/2013</td>
<td>In-class*: A policy debate.</td>
<td>Debating a health policy proposal: Local community hospital boards.</td>
</tr>
<tr>
<td>12 27/05/2013</td>
<td>On-line: How to propose action.</td>
<td>Use these readings to add a reflective comment on last week’s discussions.</td>
</tr>
<tr>
<td>13 03/06/2013</td>
<td>In-class*: Policy iterations. Discussion of framework for final assessment</td>
<td>Being involved in the public health policy domain. Review framework for assignment.</td>
</tr>
</tbody>
</table>

* Distance students complete all tutorial tasks via on-line tutorial group and class submissions.

### Textbooks and Supplementary Materials

**Prescribed Text**

**Recommended Additional Readings**
Readings as indicated in the lecture and tutorial lists.
Recommended readings are not intended as an exhaustive list and students should use the Library catalogue and databases to locate additional resources. Distance students studying within Australia should refer to the information and resources found via the Library link on the UOW homepage regarding off-campus library services available. Distance students studying outside Australia should contact their subject coordinator, as arrangements for library services may be available within their own country.

**eLearning Space**
This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column. For information on eLearning, click on the eLearning Space under IT Services on the Current Students page, http://www.uow.edu.au/student/elearning/vista/index.html.

**eReadings**
Electronic readings for this subject are available through the library website. Visit the Catalogue via the Library link on the UOW homepage or see staff at the Information Desk in the Library for information and help with eReadings.

**Graduate Qualities**
Information on the UOW Graduate Qualities can be found at via the Learning and Teaching link on the UOW homepage. The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:

1. **Informed**: Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.
2. **Independent learners**: Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.
3. **Problem solvers**: Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.
4. **Effective communicators**: Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.
5. **Responsible**: Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

**Recent Improvements to this Subject**
Change: Subject was developed in 2010 has undergone minor changes.

Reason: To reflect student feedback and incorporate more recent policy-related events.

**Other Information**
Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for general advice and information. The Student Guide is available on the HBS Central website, which is accessed by navigating the links on the Faculty of Health & Behavioural Sciences homepage.
Minimum Requirements for a Pass in this Subject

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below. Failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject even where total marks accumulated are greater than 50%.

Minimum Academic Performance: A Technical Fail (TF) grade will be awarded for the subject even where a student gains a total mark that would otherwise allow a passing grade if a student meets one or more of the following criteria:

- does not attempt all assessment tasks
- does not pass the final assessment task

Minimum Attendance: student attendance at tutorials, practicals seminars and/or simulations is compulsory and students must attend at least 80% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to the Subject Coordinator as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

Minimum Participation: Student participation in tutorials and/or seminars is not an assessable component of this course. Students who do not meet minimum participation requirements may be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.

Details of Assessment Tasks

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Structured analysis: Public health policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Structured analysis</td>
</tr>
<tr>
<td>Due date</td>
<td>22/03/2013</td>
</tr>
<tr>
<td>Weighting</td>
<td>25%</td>
</tr>
<tr>
<td>Length</td>
<td>1500 words</td>
</tr>
</tbody>
</table>
| Details      | The Public Health Association of Australia (PHAA) has a number of policy statements on public health issues - http://www.phaa.net.au/policyStatementsInterim.php  
A short list of three policy statements will be given during Lecture 1. Select one of these policy areas, summarise the intent of the policy against basic public health principles. Select a policy statement from the Australian government or from the Liberal or National political parties that addresses the same public health topic. Discuss the differences in principles and strategies between these policy statements and that of the PHAA. Your discussion should include:  
1. An outline of the policy principles and proposed / actual strategies of the two documents; 2. A discussion of the relationship between political ideology and policy principles and strategies; 3. A conclusion regarding the likely impacts on public health outcomes of the policy statements.  
Incorporate wider literature that provides scholarly discussion of the strengths and weaknesses of different public health policy principles or report on the effectiveness of their implementation. |
| Submission   | Submit hardcopy of your assignment to HBS Central on Level 1 in Bld 41 |
Assessment 1 will be marked using the following criteria:

<table>
<thead>
<tr>
<th>Assessment Criteria for Assignment 1:</th>
<th>Mark /25</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Description of the policy positions specific to public health</td>
<td>/5</td>
</tr>
<tr>
<td>2. Description of the proposed/actual strategies that arise from the policy statements</td>
<td>/5</td>
</tr>
<tr>
<td>3. Discussion of the link between the policy principles and actions and political ideologies</td>
<td>/5</td>
</tr>
<tr>
<td>4. Concluding remarks – analysis of the policy position that is more likely to achieve improvement in</td>
<td>/5</td>
</tr>
<tr>
<td>public health outcomes and reasons provided.</td>
<td></td>
</tr>
<tr>
<td>5. Overall structure of paper, grammar and citations, range of references used</td>
<td>/5</td>
</tr>
</tbody>
</table>

Assessment 2

<table>
<thead>
<tr>
<th>Assessment 2</th>
<th>Use of evidence to frame advocacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Use of evidence to frame advocacy</td>
</tr>
<tr>
<td>Due date</td>
<td>19/04/2013</td>
</tr>
<tr>
<td>Weighting</td>
<td>30%</td>
</tr>
<tr>
<td>Length</td>
<td>1500 words</td>
</tr>
</tbody>
</table>

Details

This assignment has a focus on preparing your policy arguments, using the evidence available to you.

At any one time there are a number of public health policy papers that are available for public consultation. In week 4 (tutorial and on-line) selected current policy documents available for public consultation will be discussed. Students will individually select a policy consultation as the focus for their assignment.

Individual policy submissions to include:
1. Key public health points that the policy needs to address, using evidence to support your argument.
2. Linkage between the key public health points and relevant sections of the draft policy document. Specific comments made regarding support/ do not support/ other comments regarding the relevant sections of the document.
3. Identification of strengths and deficits of current document (from a public health perspective) and identification of improvements in outcomes expected following the changes that you advocate.
4. Identification of 2-3 key articles/reports that you recommend should be considered as part of the policy review.

Submission
Submit hardcopy of your assignment to HBS Central on Level 1 in Bld 41

Assessment 2 will be marked using the following criteria:

<table>
<thead>
<tr>
<th>Assessment Criteria for Assignment 2:</th>
<th>Mark /30</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Key points supported by evidence</td>
<td>/10</td>
</tr>
<tr>
<td>2. Positioning of your submission within a public health frame</td>
<td>/6</td>
</tr>
<tr>
<td>3. Analysis of strengths and weaknesses of policy document</td>
<td>/7</td>
</tr>
<tr>
<td>4. Concluding remarks – key points about the policy position taken and key articles/reports cited</td>
<td>/4</td>
</tr>
<tr>
<td>5. Overall structure of paper, grammar and citations, range of references used</td>
<td>/3</td>
</tr>
</tbody>
</table>

Students are encouraged to use the marking criteria and their explanation as a device to plan their writing. Marks allocated to each section should be a general reflection of emphasis and word allocation.
### Assessment 3

**Format:** Essay  
**Due date:** 7/06/2013  
**Weighting:** 45%  
**Length:** 2500

**Details**

Theoretical frameworks assist us to understand a policy area in a way that makes relationships of influence more clear (Sabatier 2002). This assessment will give you the opportunity to integrate the major themes of this course (Governance, Theoretical Frameworks, Evidence, Advocacy and Action) and apply them to understand one aspect of the public health policy area of alcohol control and use. You will:

- Explore and discuss the international policy actions which influence national, regional and local decisions
- Use a theoretical framework to analyse the Australian policy agenda for the selected aspect of alcohol control and use
- Identify the strategies and unique perspectives for the stakeholders

**Submission**

Submit hardcopy of your assignment to HBS Central on Level 1 in Bld 41

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**Assessment 3 will be marked using the following criteria:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation of the criteria</th>
<th>Mark /45</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select and describe a theoretical framework for public policy development</td>
<td>• Briefly identify a framework of your choice and explain its origin</td>
<td>/5</td>
</tr>
</tbody>
</table>
| 2. Describe the alcohol control and use policy area using the chosen framework | • Explain how the policy area translates into the elements of the framework  
  o Identification of stakeholder groups  
  o Identification of existing policies  
  o Identification of political context | /10 |
| 3. Review of current alcohol control and use policy using the framework to organise your response | • Succinct summary of what has been implemented at national and regional levels  
  • Comments on the effectiveness of reviewed policies and an explanation of how effectiveness was evaluated  
  • Discussion of current policy impact on public health principles – equity; social justice; social determinants | /10 |
| 4. Discussion of alternative strategies | • Identification of the tensions and alliances within the stakeholder groups  
  • Discussion of evidence of the benefits of policy alternatives  
  • Discussion of potential impact of the alternative policy on public health principles – equity; social justice; social determinants | /10 |
| 5. Analysis of the usefulness of theoretical frameworks | • In what way are theoretical frameworks useful from the perspective of stakeholders represented in them  
  • What are the limitations of theoretical frameworks | /7 |
| 6. Structure and presentation of paper including | • 12 font, one and a half line spaced  
  • Introduction, paragraphs, conclusion  
  • References (including correct in-text referencing)  
  • Academic literature and diversity of sources | /3 |
Scaling
Scaling will not occur in this subject.

Submission of Assignments
Specific submission instructions have been included in the assignment details section of this outline. A Health and Behavioural Sciences assignment cover sheet must be attached to all assignments and all sections of the cover sheet must be completed by the student. Receipts will be issued on submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. The receipt is the only proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required.

Note that if assignments are submitted in the after-hours slot in HBS Central or via post, the receipt must be filled out and left attached to the coversheet. The receipt will be stamped and retained under the counter at HBS Central for later collection during business hours. You must collect your receipt personally and you will be required to show your student card at the counter of HBS Central to obtain your receipt. Any assignments received without the coversheet attached, receipt section completed in full or receipt missing will not be receipted.

Students may post their assignments in to:
HBS Central (41.152)
University of Wollongong
Wollongong NSW 2522

Distance assignment coversheets provided with the subject materials package are to be completed and attached to all assignments individually – do not attach more than one assignment to a coversheet. Receipt of assignments from Distance students will be acknowledged by email provided that you include your student email account (e.g. js234@uowmail.edu.au) on the assignment coversheet. If you have submitted an assignment that includes your email account details and have not received an email receipt within 5 working days, please contact HBS Central on 02 4221 3492. Please keep a copy of your assignment in case of loss after mailing. Assignments will be returned by post as quickly as possible after marking.

Due Date
Unless otherwise specified, assignments are due by 4:00pm on the due date specified for the assessment task.

The date of submission by post for students will be considered to be the postmark date stamped on the assignment envelope. Note that it is not generally necessary to use Express Post as long as the envelope is clearly postmarked. However, approved late submission or other requirements of the Subject Coordinator may necessitate use of Express Post. If Express Post is used you will need to specifically request that the Post Office postmark your envelope, as Express Post envelopes do not normally carry a postmark.

Late Submission
Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For example:

Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment (85 (original mark) – 35 marks (late penalty) = 50/100 (final mark)).

Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ((20 x 0.05 x 3). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report (17 (original mark) – 3 marks (late penalty) = 14/20 (final mark)).
For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

Extensions
An extension of time to submit assignments can only be granted by the subject coordinator in exceptional circumstances. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

Assessment Return
Marked assignments will be handed out in class or be available for collection during academic consultation hours OR according to the arrangement announced by the Subject Coordinator. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.

Supplementary Assessments
Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link; http://www.uow.edu.au/student/exams/suppassess/index.html.

Supplementary assessment may be offered to students who apply for student academic consideration and can demonstrate suitable grounds in accordance with the Student Academic Consideration Policy. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

Examination Rules
In 2012, there were a number of changes to the University Examination Rules that affect all current students. You can find this information at the following link; http://www.uow.edu.au/student/exams/index.html.

Supplementary Examinations
You can find the information for supplementary examinations at the following link; http://www.uow.edu.au/student/exams/aboutsupp/index.html.

Student Academic Consideration Policy
Academic Consideration is a process intended to help minimise 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.

It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student’s academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

To apply for academic consideration you must submit an application via SOLS, as well as relevant documentation which is submitted in person to Student Central in Bld 17. The Subject Coordinator will be automatically notified of your request once you have submitted documentation and they will approve or decline your application. Students should log on to SOLS to see if their request has been approved. In the event of a genuine emergency, you must notify the Subject Coordinator as soon as possible by whatever means practical at the time, and follow with a formal academic consideration request as soon as you are able.
The full policy on Student Academic Consideration is found in the Policy Directory on the UOW website.

**System of Referencing Used for Written Work**
The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.


**Use of Internet Sources**
Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

**Plagiarism**
Plagiarism means using the ideas of someone else without giving them proper credit. ALL work submitted for assessment MUST BE YOUR OWN. The other person may be an author, a lecturer or another student. The work may previously have been published in print or on the Web.

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.

"Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University's Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism has led to the expulsion from the University."

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your tutor or lecturer. The Learning Development Centre also provides assistance to students on how to correctly reference.

Please note that you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately. Academic staff will return your assignment unmarked if you have not signed the declaration.

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

**Section C – General Advice**
Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for information on policies, learning and support services and other general advice.

The HBS Student Guide is available on the HBS Central website, which is accessed by navigating the links on the Faculty of Health & Behavioural Sciences homepage.