



Student Policy

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, student academic consideration, disabilities and disadvantages, 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, eLearning, or in class. You should be aware of the Communications Guidelines, listed below.

General Communication Guidelines in the School of Psychology

- General enquiries about a specific subject should be directed to the Senior Tutor in the first instance.
- General enquiries about course enrolment or course structure should be directed to the undergraduate coordinator in the first instance.
- 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 is 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.

Please refer to your Subject Outline for information regarding Referencing; Internet Sources; Late Submission; Student Academic Consideration; Applying for an Extension; Plagiarism and Tutorial Attendance.

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 students: submit **ONLY to your TUTOR.**

4th – 6th Year students: 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.**

Returned Work

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.

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, eg. medical, compassionate and inordinate psychological stress.

Scaling

Students should note that in some circumstances marks may be rescaled in accordance with University policy. Please see your Subject Outline for further information.

Marks and Grade

Grades correspond to a range of marks as follows:

HD 85-100	D 75-84	CR 65-74
P 50-64	F 49 - 0	

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.

Sexist and Racist Language

The University does not support the use of sexist and racist language.

Disability

Reasonable accommodation will be made for those with a registered disability in line with university policy. See Disability Liaison Officer <http://www.uow.edu.au/student/services/ds/> for more information. Please also notify your lecturer.