



Faculty of Science
School of Psychology

STUDENT GUIDE

INFORMATION FOR COURSEWORK STUDENTS

Welcome to your Psychology course! This document contains School policies and procedures relevant for all students enrolled in undergraduate and Masters psychology courses. These policies and procedures have been formulated in accordance with the

TIMETABLE CLASHES

If you cannot enrol in a course due to a timetable clash, you should complete the electronic [Timetable Clash Enrolment form](#).

The School Office cannot process requests to override timetable clashes without a completed Timetable Clash Enrolment form.

WITHDRAWING FROM A COURSE

You can drop courses via myUNSW until the last day of the Teaching Period (inclusive). The Teaching Period dates can be found on the [Academic Calendar](#). There are implications for your financial liability and/or academic record, depending on when you drop a course.

On or before the Census Date

The Census Date is the last day to drop a course without having to pay the tuition fee or HECS/FEE-HELP contribution.

If you drop a course on or before the Census Date:

You will **not** be financially liable for the course.

The course will **not** appear on your transcript.

The course will **not** be included in the calculation of your Weighted Average Mark (WAM).

The course will **not** be included in the calculation of your academic standing.

2024 Census Dates:

Term 1	Term 2	Term 3
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Late Penalty

In accordance with the [UNSW Assessment Implementation Procedure](#), failure to meet the submission deadline (“the initial deadline”) will attract a penalty. Unless an extended deadline has been granted, if an assignment is submitted late, but within five days (120 hours) of the initial deadline, 5% of the maximum possible mark for that assignment will be deducted for each day (including weekend days) it is overdue. For example, if an assignment is worth 100 marks, you will automatically lose five marks ($100 \times 0.05 = 5$) for each day it is late. If you submit the assignment three days after the initial deadline, a penalty of 15 marks will be deducted.

Students can submit an assessment late, incurring the late penalty, until the “overdue submission

No extensions will be granted for group work.

ELS-registered students who require educational adjustments with respect to group work should discuss their specific needs with their Course Convenor within one week of receiving their ELP and no later than the end of Week 1. We will do our best to accommodate these needs in accordance with the ELP, however it should be noted that APAC standards involve the demonstration of interpersonal and teamwork skills, which is often what is being assessed during group work.

(iii) Exams Other Than Final Exams

“Exams other than final exams” include but are not limited to mid-term exams and quizzes. It is students’ responsibility to check the Course Outline for the dates of, and make themselves available for, these exams.

If you miss one of these exams due to unexpected short-term illness, misadventure, or other circumstances beyond your control and wish to sit a supplementary exam, you will need to apply for Special Consideration through The Nucleus: Student Hub. ***Students registered with Equitable Learning Services are no exception.***

unusual circumstances, the duration of circumstances impacting academic work must be more than 3 consecutive days, or a total of 5 days within the teaching period.

Students should also note that UNSW has a **Fit to Sit** rule for all exams – see Section 1.3 of the UNSW Application and Assessment Information document available [here](#) (under the heading “Check the Timeframe to Submit In Fit to Sit Policy”). If a student wishes to apply for Special Consideration for an exam, the application must be submitted prior to the start of the exam. If a student sits the exam, they are declaring themselves well enough to do so and are unable to subsequently apply for Special Consideration (unless it is clear that the student was unfit to make reasonable judgement on their fitness to undertake the exam due to mental illness or other extenuating circumstances). If a student becomes ill on the day of the exam, they must provide evidence dated within 24 hours of the exam, with their application. **Fit to sit** means that students should not attend an exam if they are feeling unwell and therefore must ensure that

Inappropriate citation: Citing sources which have not been read, without acknowledging the “secondary” source from which knowledge of them has been obtained.

Self-plagiarism: “Self-plagiarism” occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as “recycling”, “duplication”, or “multiple submissions of research findings” without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

Where can I find out more information?

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism. The first place you can look is the section about referencing and plagiarism in each Course Outline, as this will also include information specific to the discipline the course is from. There are also other sources of assistance at UNSW:

How can the Academic Skills Centre help me?

The [Academic Skills Centre](#) assists students with understanding [academic integrity](#) and how to not plagiarise. They also hold workshops and students can book [one-on-one appointments](#).

How can ELISE help me?

ELISE (Enabling Library & Information Skills for Everyone) is an online tutorial to help you understand how to find and use information for your assignments or research. It will help you to search databases, how to identify good quality information and how to write assignments. It will also help you understand plagiarism and how to avoid it. All undergraduate and postgraduate coursework students are required to review the [ELISE tutorial](#) in their first term and complete the quiz, but any student can review it to improve their knowledge.

What is Turnitin?

Turnitin is a checking database which reviews your work and compares it to an international collection of books, journals, Internet pages and other students’ assignments. The database checks referencing and whether you have copied something from another student, resource, or off the Internet. Oftentimes, students are asked to submit an electronic version of their work into Turnitin, but academics can also use it to check a student’s work when it is being marked. You can find out more about Turnitin [here](#).

What if plagiarism is found in my work?

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the

Important Notes on File-sharing Websites

There are some file-sharing websites around that specialise in buying and selling academic work to and from university students. Examples of such websites include but are not limited to:

Course Hero;
Nexus Notes;
StudyMode; and
Thinkswap

You should be aware that you would be committing plagiarism if you download a piece of work from these websites and present it as your own either wholly or partially.

If you upload your original work to these websites, and if another student downloads and presents it as their own either wholly or partially, you might be found guilty of collusion—even years after graduation.

Your work may be posted by others unbeknownst to you. The surest way to avoid putting yourself at risk is to take care to not share your work with another student. If you stumble across your work online, the School of Psychology recommends you take action to have it removed at the earliest opportunity.

These file-sharing websites may also accept for purchase course materials, such as copies of lecture slides and tutorial handouts. By law, the copyright on course materials, developed by UNSW staff in the course of their employment, belongs to UNSW. It constitutes copyright infringement, if not plagiarism, to trade these materials.

Important notes on chatGPT and other generative AI tools

Using another's login or password, or allowing others to use yours;

Gaining unauthorised access to systems by any means, including port scans, 'hacking' and use of 'password sniffer' software;

Using UNSW ICT resources to attack or compromise any other system, whether on or off-campus, including circumventing system security or protection measures;

Knowingly propagating or installing computer viruses or malicious code;

Accessing or intercepting others' electronic communications without permission;

Creating/sending email under another's name (forgery); creating/sending/forwarding electronic