Faculty of Science
School of Psychology

STUDENT GUIDE T1 2022

Mailing Address

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 EnrolmentBLE CLASHES

2022 Last Day to Drop a Course <u>With</u> Academic Penalty:

Term 1	Term 2	Term 3
Friday, 22 April 2022	Friday, 5 August 2022	Friday, 18 November 2022

After the last day of the Teaching Period

You will not be able to drop courses via myUNSW after the last day of the Teaching Period. You will be assigned the final mark and grade awarded to you by the School.

Special Circumstances

In defined special circumstances, you can apply for Fee Remission. If successful:

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

The course **will** appear on your transcript with a grade of PW (Permitted Withdrawal).

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

The course **will** be included in the calculation of your academic standing as units of credit attempted but not passed.

ATTENDANCE

Students are required to attend at least 80% of tutorial / lab classes in a course and be punctual in attendance at all lectures and tutorial / lab classes. Note that in some courses 100% attendance is required – be sure to check the course outline. Tutorial attendance is required to ensure students are consistently working towards achieving the foundational graduate competencies required by the APAC Accreditation Standards. These Accreditation Standards are incorporated in Program and Course Learning Outcomes. Attendance is monitored for tutorials and labs and may be monitored for lectures. You should make sure your name has been marked on the class roll for each class you attend. Failure to meet these specified attendance requirements may result in course failure.

Explanations for an occasional absence from a class or requests for permission to be absent from a class should be discussed with the lecturer / tutor, and where applicable, accompanied by a medical certificate.

MOODLE   ONLINE COURSE CONTENT

Most Psychology courses have an online component offered through Moodle, which can be accessed via myUNSW. Course Moodle sites are made available to students enrolled in the course the *week before* the start of each Term. Check with your Course Coordinator if your course is not listed on Moodle once the Term has commenced.

(i)   **Individual Written Assignments**

Submission

Students are required to submit an electronic copy of their assignment to the School via the course

(ii)   Group Work

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 Coordinator within one week of receiving their ELP and <u>no later than the end of Week 1</u>. 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, youthese exams.

These provisions must be arranged with ELS, who will liaise with the Examinations Team. If you believe you may need special provisions for final exams, you should discuss your needs with an ELS Equitable Learning Advisor (via els@unsw.edu.au, 8374 9201, or virtual drop-in appointment).

If you miss a final exam due to unexpected short-term illness, misadventure, or other circumstances beyond your control, you may be eligible for a supplementary exam after a successful application for Special Consideration. ***Students registered with Equitable Learning Services are no exception***. See "Supplementary Exams" and "Special Consideration" below for details.

SUPPLEMENTARY ASSESSMENT

A supplementary assessment is an additional assessment that may be provided to a student who, due to extenuating special circumstances, was unable to complete an initial assessment and has a special consideration application approved. The form of supplementary assessment may not be identical to the original assessment but will assess the same learning outcomes. Moreover, the timing and conditions of the supplementary assessment may differ from the standard assessment and will be determined by the course coordinator, or by the director of undergraduate administration.

For students in the final term of their program who have failed an assessment task, one supplementary assessment will be offered in cases where passing the task would result in passing the course and completing the program. For such cases, in the absence of Special Consideration, the mark awarded for the supplementary assessment will be capped at 50% of the value of the assessment task.

A supplementary exam is one type of supplementary assessment. For further information regarding supplementary exams, see "Supplementary Exams" below.

SUPPLEMENTARY EXAMS

A supplementary exam may be given to students who:

(a) Are absent from the initial exam due to unexpected short-term illness, misadventure, or circumstances beyond their control and who successfully apply for Special Consideration; or

(b) Are in the final term of their program and for whom a pass mark would enable successful completion of their degree program.

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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/Submit** rule for all assessments - see Section 1.3 of the UNSW Application and Assessment Information document available [here](#). If a student wishes to apply for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/submits an assignment, they are declaring themselves well enough to do so and are unable to subsequently apply for special consideration (unless it

FEEDBACK

Assessments, other than final exams, will be marked and returned to students within 10 working days from the assessment submission date. Students will receive a mark for the assessment and written comments from the marker. Students who would like further feedback on their assessment should contact the Course Coordinator within five working days of the return of marks for the assessment. The Course Convenor is responsible for responding to this request in a timely manner, and within 5 working days from the receiving the student's request.

COURSE EVALUATION AND DEVELOPMENT

Courses are periodically reviewed, and students' feedback is used to improve them. Feedback is gathered using various means, including UNSW's myExperience survey.

INFORMATION REGARDING HONOURS

Students undertaking Honours in psychology

ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.

Inappropriate citation

Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

HEALTH & SAFETY FOR STUDENTS

UNSW is a leading Australian University with a diverse range of research, teaching programs and centres of excellence, covering a multitude of disciplines and research areas. Health and safety is intrinsic to the way we do business at UNSW. Our overall aim is "Harm to Zero", with the expectation that all persons shall come to no harm while in the workplace.

The following values form the basis of achieving our aim of "Harm to Zero":

People are our most valuable asset, and we are all committed to ensuring the health, safety and wellbeing of everyone in the workplace.

Everyone has a responsibility for safety, their own and others.

Injuries can be prevented, and an incident-

USE OF SCHOOL COMPUTING FACILITIES

The following is a summary of computer-related information for all undergraduate and postgraduate students.

Accounts

In most cases, psychology computer accounts will be available from Week 1 of each term. Fourth-Year accounts are available in early February.

Students in the following Programs/Courses are provided with their own psychology accounts:

Bachelor of Psychology (Honours)

Bachelor of Psychological Science

Honours year students

Master of Psychology (Clinical and Forensic)

PSYC2001

All Level 3 Psychology courses

Please note that due to limited School resources it is not possible to create psychology computing accounts for all students taking psychology courses (whether as part of a major or not).

Absolutely no food or drinks permitted in computer labs

Print Quotas

The following initial quotas will be assigned:

> 350 pages for Honours and Master of Psychology students.

> 250 pages for all other students.

Students can top-up their print quotas by bringing a ream of A4 paper (500 sheets) to the TSU (Mathews Rm 138). They will receive credit for 150 pages. This credit system considers the major cost factor associated with laboratory printing which is the toner and printer itself rather than paper. Only one top-up per term is generally allowed with the exception of Honours and Master of Psychology students.

Rules

While at UNSW, students are responsible for ensuring that their use of the University's information and computing technology (ICT) facilities is ethical and lawful. By using any of the School computing facilities, students acknowledge that they have read and will abide by the University rules relating to student use of computing and electronic communications facilities. The full *Acceptable Use of UNSW Information and Communication Technology Resources* policy and procedures documents are available [here](#).

Users of computing and communications facilities must be aware that use of these facilities is subject to the full range of State and Federal laws that apply to communications and to the use of computers, as well as any other relevant laws. This includes copyright, breach of confidence, defamation, privacy, contempt of court, harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and criminal laws.

Examples of Inappropriate Use

Examples of inappropriate use include (but are not limited to):

> Making/using illegal copies of a licensed computer program;

> Downloading, copying, storing or transmitting copyrighted material such as music, graphic, video or movie files without the express permission of the copyright holder or as permitted by law;

> 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 chain letters, unsolicited broadcast emails ('Spam'), obscene, abusive, fraudulent, threatening or repetitive messages;

> Using ICT resources to harass, threaten, defame, vilify or discriminate against any group or individual;

> Causing intentional or irresponsible damage to ICT resources, or stealing equipment;

> Making excessive personal use of ICT resources; and

> Deliberately or negligently accessing, preparing, storing, displaying or transmitting of material that: is obscene, pornographic or paedophilic; is used to harass, threaten, defame, vilify or discriminate against any group or individual; promotes illegal acts, or that advocates violence; is offensive or

potentially unlawful; or promotes/allows online gambling - unless this material is a requisite component of an approved course of study or research program.

Penalties for Breaching Conditions of Use

Penalties will depend upon the type and severity of breach. The School of Psychology reserves the right to suspend the psychology account privileges of any student found in breach of the UNSW Information Technology policies. In addition, penalties may range from loss or restriction of ICT access to formal University disciplinary action for breach of the UNSW Information Technology policies. Misuse of ICT resources by students may attract financial penalties. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.