

University of Wollongong  
School of Mathematics and Applied Statistics

## Policies and Services of the University, Faculty and School

It is University policy that a subject outline sheet be written and distributed for every subject. In the School of Mathematics and Applied Statistics, a subject outline sheet mainly gives subject-specific information. However, there is a background of general information, at University, Faculty and School level, applying uniformly across all subjects in the School, of which students need to be aware. This document outlines or gives on-line references (correct at time of printing) to this general information, and you should read every subject outline you receive from the School in conjunction with this document. The on-line version of this document, at <http://www.math.uow.edu.au/current/generic.html>, is linked to the web pages referred to and these references are kept up-to-date.

You should keep in mind that in some cases general University policies are supplemented by more specific Faculty and School policies. Please read through this whole document so that you are aware of such cases and have a general understanding of what the policies are on various matters and where you can find further information. You are in any case welcome to ask staff in the School for help with any of the matters covered by this document.

### Email and Internet

The University provides Email and Internet access for all students. This access is for academic purposes only. You are expected to use SOLSMail and the free email account provided by the University as subject coordinators may need to contact you concerning your studies. Messages regarding unavoidable assessment changes and other important matters will be sent to SOLSMail (and your University email address) and are deemed to have been read. **You should check your SOLSMail and email accounts at least twice a week.**

You should also be aware that internet quotas are strictly enforced. Be warned that use of HotMail (and other non-UoW web mail accounts) consumes quota at a high rate. Quotas will not be renewed for students using their access for non-academic purposes such as downloading music, or for entertainment, recreation or access to other mail accounts such as HotMail. Details of the University policy and guidelines for email and internet access, along with more information regarding the use of computer facilities on campus, are available at <http://www.uow.edu.au/its/userguides/students.html>

### Grades

The approved grades of performance in all subjects and associated ranges of marks are:

*Satisfactory Completion:*

High Distinction	85% – 100%
Distinction	75% – 84%
Credit	65% – 74%
Pass	50% – 64%
Pass Conceded*	45% – 49%

*Unsatisfactory Completion:*

Fail	0% – 44%
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\*Note: A Pass Conceded (PC) grade is acceptable as a pre-requisite, but you may only include a limited number of credit points at the PC level in your degree (refer to the University Handbook). Further, the PC grade is not awarded in 900-level subjects and a mark in the range 45% – 49% corresponds to a Fail grade.

### Minimum Weekly Workload

Most subjects in the School are worth 6 credit points. This indicates that a student of average ability would be expected to work 12 hours per week (2 hours per credit point) in the subject to achieve an average result. A student who is below average in ability or wishes to achieve an above average result should expect to work more than 12 hours per week. This figure of 12 hours *includes* the hours taken up with formal classes. For example, if there are 2 hours of lectures, 1 hour of tutorial and 2 hours of labs for the subject each week, then an average student would be expected to work at least 7 hours per week on the subject

outside of class. Similarly for subjects worth other than 6 credit points.

### Cheating and Plagiarism

The University regards cheating and plagiarism very seriously. You may be failed in the subject, and perhaps even excluded or expelled from the University, for copying assignments from other students or other authors and submitting them as your own work; any student from whom you copy may also receive the same penalty.

***Ensure that all submitted work is your own.***

A breach of Examination Rules (even innocently having illegal aids in the examination room) may result in an automatic Fail in the subject and exclusion or expulsion from the University.

For further information, visit

<http://www.uow.edu.au/handbook/courseules/plagiarism.html>

### Special Consideration

If you believe **any** aspect of your performance in a subject is affected in any way by substantial medical, compassionate or other circumstances (such as absences on religious grounds or for participation in national or international cultural or sporting events), you may apply for special consideration. The application must be made via SOLS, and medical certificates or other substantiating documentation submitted to the University Administration, *within 7 days of the event or problem*. The medical certificate or other official documentation must stipulate precisely and legibly the degree to which the event has affected, or is likely to affect, your performance, and the exact period of time of the incapacity. *You must also contact the subject coordinator within 7 days* to discuss the effect of the problem on your performance, and to make any special arrangements that are necessary.

For further information, please refer to the section in the University Undergraduate Handbook entitled "Special Consideration Policy", or visit the following web site.

<http://www.uow.edu.au/handbook/courseules/specialconsideration.html>

### Regarding Tests and Examinations

You are strongly advised to attempt all School of Mathematics and Applied Statistics tests and exams at the prescribed time, as the School offers supplementary tests and exams only under extraordinary circumstances. If special circumstances exist at the time you attempt a test or exam (for example substantial medical or compassionate circumstances) that you would like to be taken into account when the paper is assessed, you are advised *to notify the subject coordinator by email, phone or in person immediately after the test or exam*. Further, make sure you

provide adequate written information in your official documentation or you will forfeit your claim for special consideration.

If you miss a test or exam in a subject, you are not guaranteed a special test or exam, even with reasonable documentation for medical or other misadventure. *Your attendance at classes and performance in other assessment tasks will be taken into account*, and a special test or exam is unlikely unless such attendance and performance has reached a level found acceptable by the subject coordinator. This principle applies, in general, to students who request any form of special consideration.

If you are granted a special "in-session" test after applying for special consideration, this will normally be held within 7 days of the original test date. In the case that you are granted a special final exam, this will be held during the official supplementary exam period scheduled by the University after the normal exam period. Further, *any special test or exam may involve an oral component*.

For further information regarding special consideration for late assignments and other work, you are referred to the individual subject handout.

### Withdrawal

University regulations allow you to withdraw from an Autumn Session or Spring Session subject until the end of Week 9. Withdrawal from a subject after the University's withdrawal deadline (without substantial medical, compassionate or other reason) will result in a Fail grade being recorded. Note that the HECS payment is calculated based on your enrolment at the earlier dates of 31 March for Autumn Session subjects and 31 August for Spring Session subjects.

When considering withdrawal, you should be aware of the University's Minimum Rate of Progress (MRP) rules, which require a student to pass 50% of the credit points in which they are enrolled each semester. If you are struggling in a subject, you may be wise to withdraw by the due date to eliminate a possible failure, and to minimise the risk of being caught by the MRP rules. (Subjects awarded a "technical fail", that is, a Fail grade incurred through failure to complete a subject, are included in the MRP calculations.)

If you wish to withdraw from a subject in the School of Mathematics and Applied Statistics, you should first consult the subject coordinator, and then perhaps an academic adviser in your own faculty or school.

### Information Literacies Introductory Program

The University has a requirement that all students complete the Information Literacies Introductory Program. This is a zero credit point subject, indicated on your enrolment record as ILIP100 (ILIP009 for Postgraduate students). As these literacy skills are assumed knowledge for some subjects, you are obliged to meet the Information Literacies requirements within the first 6 weeks of your first session of study at the University. At the end of that session, if you have not satisfied the requirements your results will be withheld until the requirements are met.

For details regarding the program, visit <http://www.uow.edu.au/student/attributes/ilip/>

### Student Services

The Student Services web site at <http://www.uow.edu.au/student/services/index.html> provides information on a range of services and programs and how they can assist you during your time at the University. These include Careers Services, Counselling Services, Peer Assisted Study Sessions, and International Student Advisers.

Other important services are

### Disability Services

<http://www.uow.edu.au/student/services/ds/index.html>

To contact the Disability Liaison Officer, phone (02) 4221 3445 or call into the office on the third floor of the UniCentre building.

### Learning Development Services

<http://www.uow.edu.au/student/services/ld/>

### Woolyungah Indigenous Centre

<http://www.uow.edu.au/aec/>

### Faculty Librarian

Annette Meldrum: (02) 4221 4637

### Faculty Student Enquiry Centre

The Faculty of Informatics has a "one-stop" shop for all student enquiries, providing basic assistance and advice to students regarding the Faculty of Informatics, including appropriate referral to general and academic staff within the Faculty.

*Location:* Building 3, Level 1

*Phone:* (02) 4221 3606

*Email:* [informatics\\_students@uow.edu.au](mailto:informatics_students@uow.edu.au)

*Web Site:* <http://www.informatics.uow.edu.au/students/enquirycentre/>

*Note:* Enquiries about a particular subject should be directed to the lecturer or tutor in the first instance.

### Student Academic Grievance Policy

The University has a Grievance Policy for when a student has a complaint about a decision, act or omission of a member of University staff or committee which affects the student's academic experience. This policy must be followed and can be found at

<http://www.uow.edu.au/handbook/courserules/studacgrievpol.html>

Part of the process includes following the Faculty Grievance Policy. This policy can be obtained from the Faculty Resource Centre or at

[http://www.informatics.uow.edu.au/students/enquirycentre/prospective/Informatics\\_Grievance\\_Procedures.pdf](http://www.informatics.uow.edu.au/students/enquirycentre/prospective/Informatics_Grievance_Procedures.pdf)

### Appropriate Language

Staff at the University of Wollongong are committed to the use of non-sexist and non-racist language in all work submitted for assessment. For more information visit

<http://staff.uow.edu.au/eed/nondiscrimlanguage.html>

### More Information

A listing of the University's educational and student support policies can be found at

<http://www.uow.edu.au/about/teaching/excellence/policies.html>

You are referred specifically to the following policies.

"Code of Practice—Teaching and Assessment"

[http://www.uow.edu.au/handbook/codesofprac/teaching\\_code.html](http://www.uow.edu.au/handbook/codesofprac/teaching_code.html)

"Code of Practice—Students" (Responsibilities)

[http://www.uow.edu.au/handbook/codesofprac/cop\\_students.html](http://www.uow.edu.au/handbook/codesofprac/cop_students.html)

There is moreover a listing of over 100 policies, procedures and guidelines pertaining to the whole University at

<http://www.uow.edu.au/about/policy/>

You are specifically referred to the following policies.

"Occupational Health and Safety Policy"

<http://staff.uow.edu.au/ohs/commitment/index.html>

"Intellectual Property Policy"

<http://www.uow.edu.au/research/lcu/ip/>