

General University Rules & Student Information

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Academic Calendar for 2006

Please note: The University's Academic Calendar for 2007 is currently under review. Please refer to the myUNSW website for up-to-date information <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

Faculties Other than Medicine, AGSM and University College, ADFA

Summer Session	2006
Summer Session (9 weeks)	12 Dec 2005 to 23 Dec 2005
Xmas Recess	24 Dec 2005 to 2 Jan 2006
Summer Session continues	3 Jan 2006 to 17 Feb 2006
Session 1	
Session 1 (14 weeks)	27 Feb 2006 to 13 April 2006
Mid-session recess	14 April 2006 to 23 April 2006
Session 1 continues	24 April 2006 to 9 June 2006
Study Period	10 June 2006 to 15 June 2006
Examinations	16 June 2006 to 4 July 2006
Mid-year recess	5 July 2006 to 23 July 2006
Session 2	
Session 2 (14 weeks)	24 July 2006 to 22 Sept 2006
Mid-session recess	23 Sept 2006 to 2 Oct 2006
Session 2 continues	3 Oct 2006 to 3 Nov 2006
Study Period	4 Nov 2006 to 9 Nov 2006
Examinations	10 Nov 2006 to 28 Nov 2006

Public Holidays

	2006
New Year's Day	Monday 2 January
Australia Day	Thursday 26 January
Good Friday	Friday 14 April
Easter Saturday	Saturday 15 April
Easter Monday	Monday 17 April
Anzac Day	Tuesday 25 April
Queen's Birthday	Monday 12 June
Labour Day	Monday 2 October
Christmas Day	Monday 25 December
Boxing Day	Tuesday 26 December

Faculty of Medicine

	2006
Medicine I, II	
Teaching Period 1	27 Feb to 28 Apr
Mid-Session Break	14 Apr to 23 Apr
Recess	1 May to 7 May
Teaching Period 2	8 May to 30 Jun
Mid-Year Break	3 Jul to 23 Jul
Teaching Period 3	24 Jul to 15 Sep
Recess	18 Sep to 2 Oct
Teaching Period 4	3 Oct to 24 Nov
Medicine III	
Teaching Period 1	27 Feb to 28 Apr
Mid-Session Break	14 Apr to 23 Apr
Study and Examination Period	1 May to 14 May
Teaching Period 2	15 May to 7 Jul
Mid-Year Break	10 Jul to 23 Jul
Teaching Period 3	24 Jul to 15 Sep
Recess	18 Sep to 2 Oct
Teaching Period 4	3 Oct to 24 Nov
Medicine IV	
Summer Teaching Period	16 Jan to 10 Mar
Teaching Period 1	13 Mar to 12 May
Mid-Session Recess	14 Apr to 23 Apr
Teaching Period 2	15 May to 7 Jul
Mid-Year Break	10 Jul to 23 Jul
Teaching Period 3	24 Jul to 15 Sep
Recess	18 Sep to 2 Oct
Teaching Period 4	3 Oct to 24 Nov
Medicine V	
Summer Teaching Period	16 Jan to 10 Mar
Teaching Period 1	13 Mar to 12 May
Mid-Session Recess	14 Apr to 23 Apr
Teaching Period 2	15 May to 7 Jul
Mid-Year Break	10 Jul to 23 Jul
Teaching Period 3	24 Jul to 15 Sep
Recess	18 Sep to 2 Oct
Teaching Period 4 (Elective)	3 Oct to 24 Nov
Medicine VI	
Teaching Period 1	Elective – variable dates
Teaching Period 2	20 Feb to 2 Apr
Recess	3 Apr to 9 Apr
Teaching Period 3	10 Apr to 21 May
Teaching Period 4	
Hospital Program	22 May to 2 Jul
Campus Program 2	3 Jul to 14 Jul
Recess	17 Jul to 23 Jul
Teaching Period 5	24 Jul to 3 Sep
Teaching Period 6	4 Sep to 13 Oct

Important Dates in 2006

January

W	4	UNSW Info Day
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February

M	27	Session 1 commences (faculties other than Medicine, AGSM and University College, ADFA)
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March

F	3	UNSW Payment Due Date for all Session 1 fees
F	10	Last day to enrol in Session 1 courses
F	31	Census Date for Session 1 Last day for students to discontinue without financial penalty from Session 1 courses Last day for students to finalise arrangements for HECS-HELP and FEE-HELP.

April

F	14	Commencement mid-session recess
M	17	Commencement AVCC Common Vacation week
F	28	Last day for students to discontinue without academic penalty from Session 1 courses

May

T	9	Publication of the provisional timetable for the June examinations
W	17	Last day for students to advise of examination clashes
T	30	Publication of the Final Timetable for the June examinations

June

F	16	Examinations begin for faculties other than Medicine, AGSM and University College, ADFA
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July

M	3	Commencement AVCC Common Vacation week
T	4	Examinations end for faculties other than Medicine, AGSM and University College, ADFA
W	5	Commencement mid-year recess
M	24	Session 2 commences (faculties other than Medicine, AGSM and University College, ADFA)
F	28	UNSW Payment Due Date for all Session 2 fees

August

F	4	Last day to enrol in Session 2 courses
Th	31	Census Date for Session 2 Last day for students to discontinue without financial penalty from Session 2 courses Last day for students to finalise arrangements for HECS-HELP and FEE-HELP

September

S	2	UNSW Courses and Careers Day
F	15	Last day for students to discontinue without academic penalty from Session 2 courses
S	23	Commencement mid-session recess
M	25	Commencement AVCC Common Vacation week

October

T	3	Publication of the provisional timetable for the November examinations
W	11	UNSW Postgraduate Expo
W	11	Last day for students to advise of examination clashes
T	24	Publication of the Final Timetable for the November examinations

November

F	10	Examinations begin for faculties other than Medicine, AGSM and University College, ADFA
T	28	Examinations end for faculties other than Medicine, AGSM and University College, ADFA

Schedule of UNSW Undergraduate Programs 2006

The range of programs offered by the University is indicated in the tables below, listed by faculty. For details of the programs, please consult the relevant faculty section of this Handbook.

Please refer, in addition, to the '2006 Tuition Fee Schedule' which follows the 'Schedule of UNSW Undergraduate Programs 2006'.

This information is current as at 31 August 2005 and is subject to change.

Table Category	Description
Program	Name of degree program – also see Glossary.
Award	Degree/s awarded in this program – also see Glossary.
Code	Four digit program code.
Total UOC	Total units of credit required to complete program.
2006 Entry	Program availability for students commencing in 2006.
Hons +	Additional units of credit are required for Honours.
Fee Category - CS	Commonwealth Supported places available for this program.
Fee Category - L	Local fee places available for this program. Please note that the availability of Local fee places for these programs is not guaranteed.
Fee Category - I	International fee places available for this program. Please note that the availability of International fee places for these programs is not guaranteed.

Program	Award	Program Code	Total UOC	2006 Entry	Hons +	Fee Category		
						CS	L	I

FACULTY OF ARTS & SOCIAL SCIENCES

Arts	BA	3400	144	✓	✓	✓	✓	✓
Arts	BA(Hons)	3401	192					
Arts (Dance / Education)	BA(Dance)BEEd	3408	192	✓	✓	✓	✓	✓
Arts (Media and Communications)	BA(Media)	3402	144	✓	✓	✓	✓	✓
Arts / Education	BABEd	4055	192	✓	✓	✓	✓	✓
International Studies	BInSt	3413 – 3416	192					
International Studies	BInSt	3424	192	✓	✓	✓	✓	✓
Languages	DipLang	3417	42	✓		✓	✓	
Music	BMus	3425	144	✓	✓	✓	✓	✓
Music	DipMus	3418	42	✓		✓	✓	
Music / Arts	BMus BA	3427	192	✓	✓	✓	✓	✓
Music Education	BMusBEEd	3426	192	✓	✓	✓	✓	✓
Social Science	BSocSc	3420	144	✓	✓	✓	✓	✓
Social Science (Criminology)	BSocSc	3422	144	✓	✓	✓	✓	✓
Social Work	BSW	4031	192	✓	✓	✓	✓	✓
Social Work / Arts	BSW BA	4035	240	✓	✓	✓	✓	✓
Social Work / Social Science	BSW BSocSc	4036	240	✓	✓	✓	✓	✓

FACULTY OF THE BUILT ENVIRONMENT

Architecture	BArch	3260	264	✓		✓	✓	✓
Architecture / Arts	BArch BA	3262	288	✓		✓	✓	✓
Architecture / Social Science	BArch BSocSc	3263	288	✓		✓	✓	✓
Science Architecture	BSc(Arch)	3265	144	✓	✓	✓	✓	✓
Building Construction Management	BBCM	3331	204	✓		✓	✓	✓
Industrial Design	BIndDes	3385	192	✓		✓	✓	✓
Interior Architecture	BIA	3255	192	✓		✓	✓	✓
Landscape Architecture	BLArch	3380	216	✓		✓	✓	✓
Planning	BPlan	3360	240	✓		✓	✓	✓

FACULTY OF THE COLLEGE OF FINE ARTS

Art Education	BArtEd	4801	192	✓		✓	✓	✓
Art Theory	BArtTh	4803	144	✓	✓	✓	✓	✓
Art Theory / Arts	BArtTh BA	4806	192	✓	✓	✓	✓	✓

Program	Award	Program Code	Total UOC	2006 Entry	Hons +	Fee Category		
						CS	L	I

FACULTY OF THE COLLEGE OF FINE ARTS (continued)

Art Theory / Social Science	BArtTh BSocSc	4807	192	✓	✓	✓	✓	✓
Design	BDes	4802	192	✓		✓	✓	✓
Design / Art Education	BDes BArtEd	4808	240	✓		✓	✓	✓
Digital Media	BDM	4810	144	✓	✓	✓	✓	✓
Fine Arts	BFA	4800	144	✓	✓	✓	✓	✓
Fine Arts / Arts	BFA BA	4812	192	✓	✓	✓	✓	✓

FACULTY OF COMMERCE AND ECONOMICS

Business Information Technology	BSc	3971	192	✓		✓		
Commerce	BCom	3502	144	✓	✓	✓	✓	✓
Commerce / Arts	BCom BA	3525	240	✓	✓	✓	✓	✓
Commerce / Science	BCom BSc	3529	192	✓	✓	✓	✓	✓
Commerce / Social Science	BCom BSocSc	3527	240	✓	✓	✓	✓	✓
Economics	BEc	3543	144	✓	✓	✓	✓	✓
Economics / Arts	BEc BA	3526	240	✓	✓	✓	✓	✓
Economics / Social Science	BEc BSocSc	3528	240	✓	✓	✓	✓	✓
Information Systems	BSc	3979	144	✓	✓	✓	✓	✓
Marketing, Tourism and Hospitality Management	BCom	3571	192	✓	✓	✓	✓	✓

FACULTY OF ENGINEERING

Bioinformatics	BE	3647	192	✓		✓	✓	✓
Bioinformatics / Arts	BE BA	3756	240	✓		✓	✓	✓
Bioinformatics / Science	BE BSc	3755	240	✓		✓	✓	✓
Bioinformatics / Biomedical Engineering	BE MBIomedE	3757	240	✓		✓	✓	✓
Chemical Engineering	BE	3040	192	✓		✓	✓	✓
Chemical Engineering (part-time)	BSc(Tech)	3050	144	✓		✓	✓	
Chemical Engineering / Arts	BE BA	3043	240	✓		✓	✓	✓
Chemical Engineering / Biomedical Engineering	BE MBIomedE	3048	240	✓		✓	✓	✓
Chemical Engineering / Science	BE BSc	3042	240	✓		✓	✓	✓
Civil Engineering	BE	3620	192	✓		✓	✓	✓
Civil Engineering / Arts	BE BA	3621	240	✓		✓	✓	✓
Civil Engineering / Science	BE BSc	3730	240	✓		✓	✓	✓
Civil Engineering / Environmental Engineering	BE BE	3631	240	✓		✓	✓	✓
Civil Engineering / Mining Engineering	BE BE	3146	240	✓		✓	✓	✓
Computer Engineering	BE	3645	192	✓		✓	✓	✓
Computer Engineering / Arts	BE BA	3722	240	✓		✓	✓	✓
Computer Engineering / Science	BE BSc	3726	240	✓		✓	✓	✓
Computer Engineering / Biomedical Engineering	BE MBIomedE	3728	240	✓		✓	✓	✓
Computer Science	BSc	3978	144	✓	✓	✓	✓	✓
Computer Science / Arts	BSc BA	3968	192	✓	✓	✓	✓	✓
Computer Science / Digital Media	BSc BDM	3982	192	✓	✓	✓	✓	✓
Science / Computer Science	BSc BSc	3983	192	✓	✓	✓	✓	✓
Electrical Engineering	BE	3640	192	✓		✓	✓	✓
Electrical Engineering / Arts	BE BA	3720	240	✓		✓	✓	✓
Electrical Engineering / Science	BE BSc	3725	240	✓		✓	✓	✓
Electrical Engineering / Biomedical Engineering	BE MBIomedE	3727	240	✓		✓	✓	✓
Engineering / Commerce	BE BCom	3715	264	✓		✓	✓	✓
Environmental Engineering	BE	3625	192	✓		✓	✓	✓
Environmental Engineering / Arts	BE BA	3626	240	✓		✓	✓	✓
Environmental Engineering / Science	BE BSc	3735	240	✓		✓	✓	✓
Food Science (Honours)	BSc(Hons)	3065	48	✓		✓		✓
Food Science and Technology	BSc	3060	192	✓		✓	✓	✓
Food Science and Technology (part-time)	BSc(Tech)	3070	144	✓		✓	✓	
Industrial Chemistry	BE	3100	192	✓		✓	✓	✓

Program	Award	Program Code	Total UOC	2006 Entry	Hons +	Fee Category		
						CS	L	I

FACULTY OF ENGINEERING (continued)

Industrial Chemistry (part-time)	BSc(Tech)	3110	144	✓		✓	✓	
Industrial Chemistry / Arts	BE BA	3103	240	✓		✓	✓	✓
Industrial Chemistry / Science	BE BSc	3102	240	✓		✓	✓	✓
Mechanical and Manufacturing Engineering	BE	3710	192	✓		✓	✓	✓
Mechanical and Manufacturing Engineering / Arts	BE BA	3712	240	✓		✓	✓	✓
Mechanical and Manufacturing Engineering / Science	BE BSc	3711	240	✓		✓	✓	✓
Mechanical Engineering / Biomedical Engineering	BE MBiomedE	3683	240	✓		✓	✓	✓
Mechatronic Engineering / Biomedical Engineering	BE MBiomedE	3688	240	✓		✓	✓	✓
Mining Engineering	BE	3140	192	✓		✓	✓	✓
Mining Engineering / Arts	BE BA	3144	240	✓		✓	✓	✓
Mining Engineering / Science	BE BSc	3142	240	✓		✓	✓	✓
Petroleum Engineering	BE	3045	192	✓		✓	✓	✓
Petroleum Engineering / Science	BE BSc	3047	240	✓		✓	✓	✓
Photonic Engineering	BE	3644	192	✓		✓	✓	✓
Photonic Engineering / Science	BE BSc	3634	240	✓		✓	✓	✓
Photovoltaics and Solar Energy	BE	3642	192	✓		✓	✓	✓
Photovoltaics and Solar Energy / Arts	BE BA	3656	240	✓		✓	✓	✓
Photovoltaics and Solar Energy / Science	BE BSc	3655	240	✓		✓	✓	✓
Renewable Energy	BE	3657	192	✓		✓	✓	✓
Renewable Energy / Science	BE BSc	3658	240	✓		✓	✓	✓
Software Engineering	BE	3648	192	✓		✓	✓	✓
Software Engineering / Arts	BE BA	3652	240	✓		✓	✓	✓
Software Engineering / Science	BE BSc	3651	240	✓		✓	✓	✓
Software Engineering / Biomedical Engineering	BE MBiomedE	3749	240	✓		✓	✓	✓
Software Engineering / Commerce	BE BCom	3653	240	✓		✓	✓	✓
Surveying and Spatial Information Systems	BE	3741	192	✓		✓	✓	✓
Surveying and Spatial Information Systems / Arts	BE BA	3747	240	✓		✓	✓	✓
Surveying and Spatial Information Systems / Science	BE BSc	3746	240	✓		✓	✓	✓
Telecommunications	BE	3643	192	✓		✓	✓	✓
Telecommunications / Arts	BE BA	3646	240	✓		✓	✓	✓
Telecommunications / Science	BE BSc	3641	240	✓		✓	✓	✓
Telecommunications / Biomedical Engineering	BE MBiomedE	3723	240	✓		✓	✓	✓

FACULTY OF LAW

Accounting / Law	BCom LLB	4732	240					
Architecture / Law	BArch LLB	4705	336	✓		✓	✓	✓
Arts / Law	BA LLB	4760	240	✓		✓	✓	✓
Arts (Asian Studies) / Law	BA(Asian Studies) LLB	4762	240					
Arts (Media and Communications) / Law	BA(Media) LLB	4764	240	✓		✓	✓	✓
Art Theory / Law	BArtTh LLB	4703	240	✓		✓	✓	✓
Civil Engineering / Law	BE LLB	4775	288	✓		✓	✓	✓
Commerce / Law	BCom LLB	4733	240	✓		✓	✓	✓
Economics / Law	BEc LLB	4745	240					
Economics / Law	BEc LLB	4744	240	✓		✓	✓	✓
Environmental Engineering / Law	BE LLB	4777	288	✓		✓	✓	✓
Finance / Law	BCom LLB	4735	240					
Information Systems / Law	BCom LLB	4736	240					
International Business / Law	BCom LLB	4738	240					
International Studies / Law	BInSt LLB	4766	288					
		4769						
International Studies / Law	BInSt LLB	4765	288	✓		✓	✓	✓
Jurisprudence / Law	BJuris LLB	4780	240	✓		✓	✓	✓

Program	Award	Program Code	Total UOC	2006 Entry	Hons +	Fee Category		
						CS	L	I

FACULTY OF LAW (continued)

Law (graduate entry)	LLB	4790	144	✓		✓	✓	✓
Law (part-time)	LLB	4791	144	✓		✓	✓	
Marketing / Law	BCom LLB	4710	240					
Planning / Law	BPlan LLB	4707	336	✓		✓	✓	✓
Science / Law	BSc LLB	4770	240	✓		✓	✓	✓
Social Science / Law	BSocSc LLB	4761	240	✓		✓	✓	✓
Social Work / Law	BSW LLB	4785	288	✓		✓	✓	✓
Taxation	BTax	4620	144	✓		✓	✓	✓

FACULTY OF MEDICINE

Arts / Medicine	BA BSc(Med) MB BS	3840	336					
Arts / Medicine	BA MB BS	3841	336	✓		✓		
Science / Medicine	BSc MB BS	3821	336					
Science (Medicine) (exit program only)	BSc(Med)	3811	168	✓		✓		✓
Health and Exercise Science	BSc	3870	192	✓		✓		✓
Health and Sports Science	BSc	3850	192					
Medicine	BSc(Med) MB BS	3801	288					
Medicine	MB BS	3802	288	✓		✓		✓
Medicine	BSc(Med) Hons	3831	48	✓		✓		✓

FACULTY OF SCIENCE

Advanced Science	BSc	3985, 3990	192					
Advanced Science	BSc	3972	192	✓		✓		✓
Advanced Science / Arts	BSc BA	3931	240	✓	✓	✓		✓
Advanced Science / Social Science	BSc BSocSc	3936	240	✓	✓	✓		✓
Applied Geography	BSc	3010	192					
Applied Geology	BSc	3000	192					
Aviation – Flying	BAv	3980	144	✓	✓	✓	✓	✓
Aviation – Management	BAv	3981	144	✓	✓	✓	✓	✓
Biotechnology	BSc	3052	192	✓		✓	✓	✓
Ceramic Engineering	BE	3025	192					
Ceramics (part-time)	BSc(Tech)	3030	144	✓		✓	✓	
Communication	BSc(Comm)	3993	144	✓	✓	✓	✓	✓
Environmental Science	BEnvSc	3988	192	✓		✓	✓	✓
Environmental Science / Arts	BEnvSc BA	3932	240	✓		✓	✓	✓
Innovation Management	DiplInnovMan	3451	36	✓		✓		✓
Materials Engineering	BMatE	3615	192					
Materials Science and Engineering	BE	3135	192	✓		✓	✓	✓
Materials Science and Engineering / Biomedical Engineering	BE MBIomedE	3138	240	✓		✓	✓	✓
Media and Communications	BSc(Media)	3994	144	✓	✓	✓	✓	✓
Medical Science	BMedSc	3991	144	✓	✓	✓	✓	✓
Metallurgical Engineering	BMetE	3125	192					
Metallurgy (part-time)	BSc(Tech)	3130	144	✓		✓	✓	
Nanotechnology	BSc	3617	192	✓		✓	✓	✓
Optometry	BOptom	3950	192			✓	✓	✓
Optometry / Science	BOptom BSc	3952	240	✓		✓	✓	✓
Psychology	BPsychol	3432	192	✓		✓	✓	✓
Science and Mathematics	BSc	3970	144	✓	✓	✓	✓	✓
Science / Arts	BSc BA	3930	192	✓	✓	✓	✓	✓
Science / Education	BScBEd	4075	192	✓		✓	✓	✓
Science / Optometry	BSc Optom	3951	240					
Science / Social Science	BSc BSocSc	3935	192	✓	✓	✓	✓	✓

Program	Award	Program Code	Total UOC	2006 Entry	Hons +	Fee Category		
						CS	L	I

UNIVERSITY COLLEGE, AUSTRALIAN DEFENCE FORCE ACADEMY

Aeronautical Engineering	BE	4424, 4425	192	✓				
Aeronautical Engineering / Arts	BE BA	4445	240	✓				
Aeronautical Engineering / Science	BE BSc	4435	240	✓				
Aeronautical Engineering	BTech	4430	144	✓				
Arts	BA	4400	144	✓	✓			
Aviation	BTech	4437	144	✓				
Business	BBus	4405	144	✓	✓			
Civil Engineering	BE	4421	192	✓				
Civil Engineering / Arts	BE BA	4441	240	✓				
Civil Engineering / Science	BE BSc	4431	240	✓				
Electrical Engineering	BE	4422	192	✓				
Electrical Engineering / Arts	BE BA	4442	240	✓				
Electrical Engineering / Science	BE BSc	4432	240	✓				
Mechanical Engineering	BE	4423	192	✓				
Mechanical Engineering / Arts	BE BA	4443	240	✓				
Mechanical Engineering / Science	BE BSc	4433	240	✓				
Science	BSc	4410	144	✓	✓			
Science / Arts	BSc BA	4450	240	✓	✓			

2006 Tuition Fee Schedule

Identification of Courses and Course Fees 2006

A course is defined by the Academic Board as 'a unit of instruction approved by the University as being a discrete part of the requirements for a program offered by the University'.

Each approved course of the University is identified by a sequence of eight characters, consisting of a four character alphabetical prefix which identifies the subject area, and a four digit numeric suffix which identifies the course. Each course has a unit of credit value defined.

Course identifiers are approved by the Registrar and the system of allocation is based on the following guidelines:

1. A four character alphabetical prefix is used to indicate the subject areas. This usually correlates with the authority offering the course (normally a School of the University), but in some cases identifies subject specialisations or cross-disciplinary subject areas.
2. Each course identifier is unique and is not used for more than one course title.

Courses taught are listed in full in the Undergraduate and Postgraduate Handbooks and in the Online Handbook. The subject areas and organisational units for each identifying alphabetical prefix are also described in the Handbooks and the specialisation pages in the Online Handbook.

Course Prefixes and Associated Fees Per Unit of Credit

A standard session academic load is 24 units of credit (48 UOC per annum).

Fees for courses are charged by unit of credit according to the classification of the course (that is undergraduate, postgraduate, research) and then the classification of the student.

To calculate the charge for a course - refer to the course prefix, appropriate course classification and student classification to determine the fee per unit of credit.

Non-award courses will also be charged according to the classification of the course as above.

For Example: An International student is enrolling in a Faculty of Commerce and Economics course, ACCT3563, which has a value of 6 units of credit and the course is classified as undergraduate.

The fee for this course will be $6 \times \$400 = \2400.00

The fees listed are applicable to students who commenced study from Summer Session 2003 onwards.

2006 Tuition Fee Schedule				
		Course Classification		
		Undergraduate	Postgraduate	
		Student Classification		
		Local and International Undergraduate Fee	Postgraduate International Fee	Postgraduate Local Fee
Course Details Faculty and Course Prefixes	Organisational Unit	Course ID Range (where applicable)	Fee Band per unit of credit	
Faculty of Arts & Social Sciences				
ARTS	Faculty of Arts and Social Sciences		350	350 281
ASIA	Faculty of Arts and Social Sciences		350	350 281
AUST	Faculty of Arts and Social Sciences		350	350 281
CHIN	Department of Chinese and Indonesian Studies		350	350 281
COMD	Faculty of Arts and Social Sciences		350	350 281
CRIM	School of Social Science and Policy		350	350 281
DANC	School of Media, Film and Theatre		350	350 281
EDST	School of Education		350	350 281
ENGL	School of English		350	350 281
EURO	Faculty of Arts and Social Sciences		350	350 281
FREN	Department of French		350	350 281
GENT	Faculty of Arts and Social Sciences		350	na na
GERG	School of Modern Language Studies		350	350 281
GLST	Faculty of Arts and Social Sciences		350	350 281
GREK	School of Modern Language Studies		350	350 281
HIST	School of History		350	350 281
HPSC	School of History and Philosophy of Science		350	350 281
INDO	Department of Chinese and Indonesian Studies		350	350 281
INST	Faculty of Arts and Social Sciences		350	350 281
INTD	Faculty of Arts and Social Sciences		350	350 281
IRSH	Faculty of Arts and Social Sciences		350	350 281
ITAL	Faculty of Arts and Social Sciences		350	350 281

Course Details		Local and International Undergraduate Fee	Postgraduate International Fee	Postgraduate Local Fee	
Faculty and Course Prefixes	Organisational Unit	Course ID Range (where applicable)	Fee Band per unit of credit		
JAPN	Department of Japanese and Korean Studies		350	350	281
JWST	School of Politics and International Relations		350	350	281
KORE	Department of Japanese and Korean Studies		350	350	281
LATN	School of Modern Language Studies		350	350	281
LING	Department of Linguistics		350	350	281
MDCM	School of Media, Film and Theatre		350	350	281
MEFT	School of Media, Film and Theatre		350	na	281
MODL	School of Modern Language Studies		350	350	281
MUSC	School of Music and Music Education		350	350	281
MUSI	School of Music and Music Education		350	350	281
PECO	School of Social Science and Policy		350	350	281
PHIL	School of Philosophy		350	350	281
POLS	School of Politics and International Relations		350	350	281
PORT	School of Modern Language Studies		350	350	281
RUSS	School of Modern Language Studies		350	350	281
SLSP	School of Social Science and Policy		350	350	281
SOCA	School of Sociology & Anthropology		350	350	281
SOCF	School of Social Work		na	na	337
SOCW	School of Social Work		350	350	281
SPAN	Department of Spanish and Latin American Studies		350	350	281
WOMS	Faculty of Arts and Social Sciences		350	350	281
Australian Graduate School of Management					
MNGT	Australian Graduate School of Management		Refer to Australian Graduate School of Management for Tuition Fee Schedule		
Faculty of the Built Environment					
ARCH	School of the Built Environment (Architecture)		400	400	311
BENV	School of the Built Environment		400	400	311
BLDG	School of the Built Environment (Building)		400	400	311
CONS	School of the Built Environment (Building Construction Management)		400	400	311
GENR	The Faculty of Built Environment		350	na	na
GEOH	School of the Built Environment		400	400	311
GSBE	School of the Built Environment		400	400	311
HERI	School of the Built Environment		400	400	311
IDES	School of the Built Environment (Industrial Design)		400	400	311
INTA	School of the Built Environment (Interior Architecture)		400	400	311
LAND	School of the Built Environment (Landscape Architecture)		400	400	311
PLAN	School of the Built Environment (Planning and Urban Development)		400	400	311

Course Details		Local and International	Postgraduate	Postgraduate
Faculty and		Undergraduate Fee	International Fee	Local Fee
Course Prefixes	Organisational Unit	Course ID Range (where applicable)	Fee Band per unit of credit	
REST	School of the Built Environment (Building Construction Management)	400	400	311
SUSD	School of the Built Environment (Sustainable Development)	400	400	311
UDES	School of the Built Environment	400	400	311
Faculty of the College of Fine Arts				
COFA	College of Fine Arts	400	400	311
GEND	College of Fine Arts	350	na	na
SAED	School of Art Education	400	400	311
SAHT	School of Art History and Theory	400	400	311
SART	School of Art	400	400	311
SDES	School of Design Studies	400	400	311
SOMA	School of Design Studies	400	400	311
Faculty of Commerce & Economics				
ACCT	School of Accounting	400	455	337
ACTL	School of Economics (Actuarial Studies)	400	455	337
COMM	Faculty of Commerce and Economics	400	455	337
ECOH	School of Economics	400	455	337
ECON	School of Economics	400	455	337
FINS	School of Banking and Finance	400	455	337
GBAT	Business and Technology Programs	na	455	337
GENC	Faculty of Commerce and Economics	350	na	na
HOSP	School of Marketing	400	455	337
IBUS	School of International Business	400	455	337
IMGT	School of Information Systems, Technology and Management	400	455	337
INFS	School of Information Systems, Technology and Management	400	455	337
IROB	School of Industrial Relations and Organisational Behaviour	400	455	337
LEGT	School of Business Law and Taxation	400	455	337
LIBS	School of Information Systems, Technology and Management	400	455	337
MARK	School of Marketing	400	455	337
MFIN	School of Banking and Finance	na	455	337
MGMT	Faculty of Commerce and Economics	400	455	337
SERV	School of Marketing	400	455	337
TAHM	School of Marketing	400	455	337
Faculty of Engineering				
AERO	School of Mechanical and Manufacturing Engineering	455	455	337
AVEN	School of Mechanical and Manufacturing Engineering	455	455	337
BINF	School of Computer Science and Engineering	455	455	337
BIOM	Graduate School of Biomedical Engineering	455	455	337
CEIC	School of Chemical Engineering and Industrial Chemistry	455	455	337

Course Details Faculty and Course Prefixes	Organisational Unit	Course ID Range (where applicable)	Local and International Undergraduate Fee	Postgraduate International Fee	Postgraduate Local Fee
			Fee Band per unit of credit		
CHEN	School of Chemical Engineering and Industrial Chemistry		455	455	337
COMP	School of Computer Science and Engineering		455	455	337
CVEN	School of Civil and Environmental Engineering		455	455	337
ELEC	School of Electrical Engineering and Telecommunications		455	455	337
FUEL	School of Chemical Engineering and Industrial Chemistry		455	455	337
FOOD	School of Chemistry		455	455	337
GENE	Faculty of Engineering		350	na	na
GMAT	School of Surveying and Spatial Information Systems		455	455	337
GSOE	Graduate School of Engineering		455	455	337
INDC	School of Chemical Engineering and Industrial Chemistry		455	455	337
MANF	School of Mechanical and Manufacturing Engineering		455	455	337
MECH	School of Mechanical and Manufacturing Engineering		455	455	337
MINE	School of Mining Engineering		455	455	337
MINP	School of Chemical Engineering and Industrial Chemistry		455	455	337
MNNG	School of Mining Engineering		na	na	403
MTRN	School of Mechanical and Manufacturing Engineering		455	455	337
NAVL	School of Mechanical and Manufacturing Engineering		455	455	337
PHTN	School of Electrical Eng and Telecommunications		455	455	337
POLY	School of Chemical Engineering and Industrial Chemistry		455	455	337
PTRL	School of Petroleum Engineering		455	455	337
SENG	School of Computer Science & Engineering		455	455	337
SOLA	Centre for Photovoltaic Engineering		455	455	337
TELE	School of Electrical Engineering and Telecommunications		455	455	337
Faculty of Law					
ATAX	Faculty of Law (Taxation)		400	400	311
GENL	Faculty of Law		350	na	na
GENQ	Faculty of Law (Taxation)		350	na	na
LAWS	School of Law		400	400	311
LAWX	School of Law		400	400	311
Faculty of Medicine					
ANAT	School of Medical Sciences		455	455	337
ANAM	School of Medical Sciences		750	na	na
CMED	School of Public Health & Community Medicine		750	na	na
CMED	School of Public Health & Community Medicine	9539 to 9550	na	400	311
GENM	Faculty of Medicine		350	na	na
HESC	School of Medical Sciences		455	na	na

Course Details		Local and International	Postgraduate	Postgraduate	
Faculty and Course Prefixes	Organisational Unit	Undergraduate Fee	International Fee	Local Fee	
		Course ID Range (where applicable)	Fee Band per unit of credit		
MDCN	School of Medicine		750	na	na
MDSG	Faculty of Medicine		750	na	na
MEDM	School of Medicine		455	na	na
MFAC	Faculty of Medicine		750	na	na
OBST	School of Women's and Children's Health		750	na	na
PAED	School of Women's and Children's Health		750	na	337
PATH	School of Medical Sciences		455	na	na
PATM	School of Medical Sciences		750	na	na
PHCM	School of Public Health & Community Medicine		750	400	281
PHCM	School of Public Health & Community Medicine	0006 0007 9001 9002 9200 9201 9300 9301 9506	na	na	na
PHCM	School of Public Health & Community Medicine	9003 9004 9801	na	na	na
PHPH	School of Medical Sciences		455	na	na
PHPH	School of Medical Sciences	5401 5411 5420 5421 5431 5440 5441 5450 5451 5453 5470 5510 5530 5571 5581 5591 5611 5621 5631 5711	na	350	337
PHPH	School of Medical Sciences	5461 5471 5481 5491 5501 5511 5521 5531 8006 9100 to 9119 9122 9123 9171 9172 9120 9121 9999	na	455	337
PHPM	School of Medical Sciences		750	na	na
PROR	School of Medical Sciences		455	na	na
PSCY	School of Psychiatry		455	na	na
PSYM	School of Psychiatry		750	na	na
SURG	School of Surgery		750	na	na
Faculty of Science					
AVIA	Department of Aviation		455	455	311
BEES	School of Biological, Earth and Environmental Sciences		455	455	311
BIOC	School of Biotechnology and Biomolecular Science		455	455	311
BIOD	School of Biotechnology and Biomolecular Science		455	455	311
BIOS	School of Biological, Earth and Environmental Sciences		455	455	311
BSSM	Faculty of Science		455	455	311
BIOT	School of Biotechnology and Biomolecular Science		455	455	311
CHEM	School of Chemistry		455	455	311
ENVS	Faculty of Science		455	455	311
FMAT	School of Mathematics		na	455	337
GENS	Faculty of Science		350	na	na
GENB	Faculty of Science		350	na	na
GEOG	School of Biological, Earth and Environmental Sciences		455	455	311
GEOH	School of Biological, Earth and Environmental Sciences		400	400	311

Course Details Faculty and Course Prefixes	Organisational Unit	Course ID Range (where applicable)	Local and International Undergraduate Fee	Postgraduate International Fee	Postgraduate Local Fee
			Fee Band per unit of credit		
GEOL	School of Biological, Earth and Environmental Sciences		455	455	311
GEOS	School of Biological, Earth and Environmental Sciences		455	455	311
INOV	Faculty of Science		455	455	311
LIFE	Faculty of Science		455	455	311
MATH	School of Mathematics		455	455	311
MATS	School of Materials Science and Engineering		455	455	311
MICM	School of Biotechnology and Biomolecular Science		455	455	311
MICR	School of Biotechnology and Biomolecular Science		455	455	311
MSCI	Centre for Marine and Coastal Studies		455	455	311
NANO	School of Materials Science and Engineering		455	455	311
OCEA	School of Mathematics (Oceanography)		455	455	311
OPTM	School of Optometry and Vision Science		455	455	311
PHYS	School of Physics		455	455	311
PSYC	School of Psychology		455	455	311
SAFE	School of Safety Science		455	455	311
SCIF	Faculty of Science		455	455	311
SCOM	Faculty of Science		455	455	311
SESC	School of Safety Science		455	455	311
VISN	School of Optometry and Vision Science		455	455	na
University College - Australian Defence Force Academy					
ACHM	Chemistry		na	400	311
ACIV	Civil Engineering		na	400	311
ACSC	Computer Science		na	400	311
AECM	Economics & Mgt		na	400	311
AELE	Electrical Engineering		na	400	311
AENG	English		na	400	311
AGOC	Geography & Oceanography		na	400	311
AHIS	History		na	400	311
AIND	Indonesian		na	400	311
AINT	University College (Interdisciplinary)		na	400	311
AMAT	Mathematics		na	400	311
AMEC	Mechanical Engineering		na	400	311
APHY	Physics		na	400	311
APOL	Politics		na	400	311
ZBUS	School of Business		na	400	311
ZPEM	School of Physical, Environmental & Mathematical Sciences		na	400	311
ZITE	School of Information Technology & Electrical Engineering		na	400	311
ZACM	School of Aerospace, Civil & Mechanical Engineering		na	400	311
ZHSS	School of Humanities & Social Sciences		na	400	311

Course Details			Local and International Undergraduate Fee	Postgraduate International Fee	Postgraduate Local Fee
Faculty and Course Prefixes	Organisational Unit	Course ID Range (where applicable)	Fee Band per unit of credit		
ZINT	University College (Interdisciplinary)		na	400	311
ZIND	School of Humanities & Social Sciences		na	400	311
Non Faculty Specific					
ATSI	Nura Gili (Indigenous Programs)		350	350	281
GENX	Nura Gili (Indigenous Programs)		350	na	na
IEST	Institute of Environmental Studies		400	455	311

UNSW Student Central (Student Enquiries)

UNSW Student Central (Student Enquiries) is the public face of the University's student administration. It provides advice and assistance in relation to admission procedures and queries of an academic or administrative nature.

UNSW Student Central is located on the lower ground floor of the Chancellery, open 8.30am – 5.30pm Mondays, Tuesdays, and Thursdays, 10.00am – 5.00pm on Wednesdays, and 8.30am – 5.00pm on Fridays.

Information regarding fees, online enrolment, policies and procedures is also available on the web at: <https://my.unsw.edu.au>

Admission Requirements and Procedures

Admission Enquiries

The Student Recruitment Office (Kensington Campus) is the initial referral point for **local students** for information on undergraduate programs, and admission requirements. The office is located in Rm LG20, The Chancellery Building and is open from 9am-5pm, Monday to Friday. Tel: (+61 2) 9385 1844/1866/2413 email: studentrecruitment@unsw.edu.au

Program and course information for prospective students can be found at www.unsw.edu.au/futureStudents

UNSW International is the initial referral point for **international students** for information on undergraduate and postgraduate programs. The office is located on the Ground Floor, East Wing of the Red Centre Building. Tel: (+61 2) 9385 6996, email: internationaloffice@unsw.edu.au

Program information for prospective international students can also found at www.international.unsw.edu.au

College of Fine Arts: The Student Centre is located on the ground floor of B Block. It is open from 8.30am to 5.30pm Monday-Friday.

UNSW@ADFA - University College, Australian Defence Force Academy: The Student Centre is located on the top floor in the Administration Building. It is open from 8.30am to 5pm Monday – Thursday and 8.30am – 4pm Friday. Tel: (+61 2) 6268 6000.

Admission Procedures

The procedures for applying to UNSW will vary, depending on whether you are a local or international applicant:

- **Local** applicants are Australian citizens, Australian permanent residents or New Zealand citizens.
- **International** applicants are citizens of a country other than Australia or New Zealand and are not Australian permanent residents.

Local Applicants

All local applicants must apply through the Universities Admissions Centre (UAC). Students who are enrolled in Year 12 in NSW/ACT in 2006 will be issued with a copy of the UAC Guide by their school or TAFE. Other local applicants can purchase the Guide from newsagents in August or apply online at www.uac.edu.au.

The UAC Guide outlines admission/application requirements and procedures for all UNSW undergraduate programs (including ADFA) and includes important information regarding deferment, special consideration for applicants who have experienced long term educational disadvantage (the ACCESS Scheme for students who have not undertaken tertiary study before and SCATS for applicants with a tertiary record) and key dates.

International Applicants

If you are an **international applicant currently completing Year 12 in Australia** you must apply through the Universities Admissions Centre (UAC). You will be issued with a UAC Guide by your school or TAFE and should read Part 3 of the Guide thoroughly.

All other international applicants (i.e. international applicants who have completed or are completing qualifications OTHER than the current Australian Year 12 or are completing an Australian Year 12 outside Australia) must apply for admission directly to UNSW. Before you lodge your application, please refer to UNSW International's website at www.international.unsw.edu.au for further information and entry requirements, or telephone (+61 2) 9385 6996.

Online applications can be lodged at <https://apply.unsw.edu.au>

Entry Requirements

Admission to UNSW is based on academic merit. If you are seeking admission to an undergraduate program you must be able to provide

evidence that you have the potential for tertiary study. Age alone is not a sufficient criterion for admission. Some programs may consider work experience where this is relevant to the application, but this factor alone is not a basis for admission.

Some programs may require additional entry criteria, such as an admissions test, interview and/or audition.

Though there are no specific prerequisite requirements for entry to UNSW undergraduate degrees it will be assumed candidates have studied certain subject areas in their last year of high school or other studies. (See 'Assumed Knowledge' below).

It is also assumed that students are competent at communicating in both written and spoken English. (See 'English Language Requirements').

The following are considered for admission:

Australian and New Zealand High School Qualifications:

- Universities Admission Index (UAI)
- Equivalent National Tertiary Entrance Rank (ENTER) or other interstate Year 12 qualification rank
- Overall Position (OP) and New Zealand National Certificate of Educational Achievement (NCEA level 3)

Other Australian and New Zealand Qualifications:

TAFE Qualifications and qualifications from private colleges - If you hold completed TAFE qualifications including an advanced diploma, diploma, associate diploma or AQF Certificate Level IV or above, you are eligible to be considered for admission. However, due to the high demand for places in most programs, successful applicants generally require a Credit or above average with no failures. Trade certificates are not acceptable for admission purposes.

Currently, UNSW has formal articulation arrangements for students holding a Diploma of Building Studies who wish to study the Bachelor of Building Construction Management (program 3331), and may award approximately 18 months advanced standing, depending upon course selection. Similarly, holders of a 2-year Diploma of Community Services (Welfare) may be granted up to 25% of a 4-year Social Work degree (programs 4031, 4035, 4036).

In the past, students holding other TAFE diplomas have been admitted to degree programs such as Bachelor of Arts, Bachelor of Fine Arts and various Engineering programs. All applicants are considered on a case-by-case basis

Nursing Qualifications - If you are a registered nurse who has completed hospital-based training you are eligible to be considered for admission to some programs. In general, it would be an advantage to have completed at least one post-basic course. Completion of Enrolled Nurse training is not acceptable for admission purposes.

International Qualifications:

Local Students (Australian Citizens, Permanent Residents and New Zealand Citizens) who hold qualifications from overseas should contact Admissions. Tel: (+61 2) 9385 3228, email: ugadmis@unsw.edu.au.

International students should check the following website for entry requirements from their country:

www.international.unsw.edu.au/future/entry

Honours Entry:

Current UNSW students should apply to their Faculty or School Office. Other local students should refer to the following website: www.unsw.edu.au/honours. Other international students should refer to www.international.unsw.edu.au

Alternative Entry

If you do not possess any of the qualifications outlined in 'Entry Requirements', there are a number of alternative avenues through which you may seek admission to an undergraduate program at UNSW.

- **Degree Level Studies** - If you have successfully completed the equivalent of at least two whole-year degree level courses at any recognised Australian tertiary institution on a non-award basis, or four one-unit Open Learning degree level courses, you are eligible to be considered for admission. However, due to the high demand for places in most programs, successful applicants generally hold Credit average results and, in the case of Open Learning at least eight one-unit courses, with credit average results. Please note: If you have attempted any post-secondary studies you will be considered for selection on the basis of your overall record, i.e. both secondary and post-secondary studies. In general, greater weight will be given to your post-secondary record.

- UNSW University Preparation Program (UPP) – local students only
- UNSW Foundation Year
- Limited UAI
- TAFE Certificate in Tertiary Preparation (TPC)
- University of Sydney Preparation Course or Foundation Year from another Group of Eight (Go8) Australian University

The avenue, which is most appropriate for you, will depend on your age, your previous educational qualifications and the program you would like to study.

The follow entry schemes are also in operation:

- AEP Admission Scheme (for Aboriginal and Torres Strait Islander peoples)
- ACCESS scheme (for local high school students who have experienced long-term educational disadvantage)
- Rural Entry Scheme to Medicine
- SCATS (Special Consideration for Applicants with Tertiary Studies) – local UNSW students only
- Early Entry for Exceptionally Talented Students Scheme.

For further information, please contact Admissions (tel: (+61 2) 9385 3228, email: ugadmis@unsw.edu.au) or refer to the following website: www.unsw.edu.au/entryrequirements

Assumed Knowledge

www.unsw.edu.au/assumedknowledge

For some degree programs and first-year courses, it is assumed that through secondary studies or other equivalent studies a student will have achieved a level of knowledge of the subject area that is considered desirable for successful university level study.

Students who do not have the recommended level of assumed knowledge are not prevented from enrolling but they may be placed at a considerable disadvantage. Any students who have not achieved the recommended level of assumed knowledge are strongly advised to undertake a bridging program or other appropriate preparation. (See 'Bridging Programs').

When a student enrolls in a program at UNSW, it is assumed that they are competent at communicating in both written and spoken English. Many courses require students to make oral presentations, prepare assignments or write essays. Without a high level of written and spoken English, it would be difficult to meet the requirements for successful course completion. Fundamentals of English and English as a Second Language are not considered adequate preparation for study at UNSW. (See 'English Language Requirements').

Where Mathematics is listed as assumed knowledge, it is expected that performance at Band 4 has been achieved. General Mathematics does not meet the recommended level of assumed knowledge.

Prerequisite (P) Assumed knowledge (A), Recommended studies (R)

Aviation (Flying)	(P) Flight screening and medical examination and interview (A) Mathematics (R) Physics
Aviation (Management)	(A) Mathematics (R) Physics
Advanced Science	(A) Mathematics and Chemistry, plus one or more of: Biology, Earth and Environmental Science, Physics, HSC Mathematics Extension 1 (depending on chosen area of study) (R) For Science Communications: English Advanced
Art Education	(A) Visual Arts
Biotechnology	(A) Mathematics and Chemistry (R) Biology
Business Information Technology	(A) Mathematics
Commerce & Commerce/Law	(A) Mathematics
Commerce (Marketing, Tourism and Hospitality Management)	(P) Questionnaire and interview (A) Mathematics
Computer Science & Computer Science/Law	(A) HSC Mathematics Extension 1 (R) Software Design and Development or Information Processes and Technology

Design	(A) Visual Arts
Economics & Economics/Law	(A) Mathematics
Education (Dance/Education)	(P) Audition and interview
Education (Music/Education)	(P) Audition and interview (R) Music 2 or AMEB (7th grade Practical and 6th grade theory or Musicianship) or equivalent study.
Education (Science/Education)	(A) Mathematics (prospective science teachers must have Physics or Chemistry) (R) HSC Mathematics Extension 1
Engineering & Engineering/Law	(A) HSC Mathematics Extension 1, plus Physics and/or Chemistry
Environmental Science	(A) Mathematics and Chemistry (R) Earth and Environmental Science or Physics or Biology
Fine Arts	(A) Visual Arts
Health and Sports Science	(A) Mathematics and Chemistry (R) Biology and/or Physics
Industrial Design	(A) Mathematics (R) Physics or Engineering Studies
Information Systems	(A) Mathematics (R) Physics or Chemistry
Medical Science	(A) Mathematics and Chemistry (R) Biology
Medicine	(P) Undergraduate Medicine and Health Sciences Admission Test (UMAT) and interview (A) English Standard (R) Chemistry <i>Note: English as a second language (ESL) and Fundamentals of English are not considered suitable preparation for this program</i>
Music	(P) Audition and interview (R) Music 2, or AMEB (7th Grade Practical and 6th Grade Theory or Musicianship) or equivalent study.
Nanotechnology	(A) HSC Mathematics Extension 1 and Physics and Chemistry
Optometry	(A) Mathematics and Chemistry and English Advanced (R) Physics
Psychology	(A) Mathematics (R) Biology or Chemistry or Earth and Environmental Sciences or Physics
Science & Science/Law	(A) Mathematics and Chemistry, plus one or more of: Biology, Earth and Environmental Science, Physics, HSC Mathematics Extension 1 (depending on chosen area of study)

Assumed Knowledge for Commerce and Economics: Quantitative Methods A (QMA) and Quantitative Methods B (QMB) are compulsory first year courses for students enrolled in Commerce and Economics programs at UNSW. These courses assume students have knowledge of algebra (logarithms, exponentials and graphs), calculus (differentiation and integration) and basic probability concepts. Without a background equivalent to HSC Mathematics, a student would be placed at a considerable disadvantage in QMA and QMB.

Assumed Knowledge for Engineering: All Engineering programs at UNSW assume knowledge of HSC Mathematics Extension 1. Common mathematics courses taken by engineering students in their first year include Mathematics 1A and Mathematics 1B. Students enrolled in these courses whose level of mathematics is below HSC Mathematics Extension 1, will be placed at a considerable disadvantage. In addition to these first year courses, some Engineering programs also require additional study of mathematics in upper level years. Physics is also a compulsory course in many programs. However some programs offer introductory level studies in mathematics and physics to assist those students without a thorough knowledge of both.

Assumed Knowledge for Medicine: The Medicine program at UNSW assumes that students have studied HSC English Standard (or higher), and

have achieved a level of performance of at least Band 4. As is the case in all undergraduate programs at UNSW, Fundamentals of English and English as a Second Language (ESL) are not considered suitable preparation for this program. Medicine students are required to satisfactorily complete a communications course in Year 1 and clinical work from Year 2.

Assumed Knowledge for Science: All Science programs at UNSW assume a level of knowledge equivalent to HSC Mathematics. Some programs require students to continue studying mathematics throughout the program, while others involve the study of mathematics in first year only. In addition, all science degrees recommend studies of at least one HSC science subject and/or HSC Mathematics Extension 1.

Bridging Programs

UNSW bridging courses offer you the opportunity to revise Mathematics, Chemistry and Physics subjects and experience how these subjects are taught at university. Each course has a total of 33-40 hours of lectures, tutorials, laboratory classes and/or demonstration sessions.

All Year 12 (or equivalent) students, older students, and deferring students are eligible. If you intend to study at another university you may still enrol in a UNSW bridging course. However, we advise that you first ensure that the bridging course you select is recognised by that institution.

For further information, please refer to the following website or contact Admissions (tel: 1300 36 8679, email: ugadmis@unsw.edu.au): www.unsw.edu.au/bridging

English Language Requirements

All applicants for admission to UNSW undergraduate or postgraduate programs either in Australia or overseas whose first language is not English, must provide evidence that their English language ability meets the requirements for admission.

The required evidence may take the form of results from an acceptable English Language test undertaken no more than **two years** prior to the commencement of the program at UNSW.

Only ORIGINAL test certificates are acceptable. The University does not accept certified copies of English language results.

Alternatively, applicants whose first language is not English, but who have undertaken at least **one year** of full-time study at a university or other post-secondary educational institution where the sole language of instruction was English, will not be required to undertake a language test, if they can provide a statement or certificate issued by the Registrar's office of that institution confirming this. This study must have been undertaken no more than **two years** prior to the commencement of the program at UNSW.

For further information, please refer to the following website: www.unsw.edu.au/englishproficiency

Non-Award Enrolment

Non-award enrolment refers to all enrolments in courses or a sequence of courses which do not lead to or count towards a formal award (e.g. degree or diploma) of the University of New South Wales.

Non-award enrolments fall into two categories, **voluntary and cross-institutional**.

- A **voluntary** course enrolment is where the student enrolls in a course either out of interest, or to develop professional competence in an area of specialisation. Students enrolled for award programs sometimes simultaneously enrol voluntarily in courses additional to their award requirements. Students should note that they are liable to pay Student Activity Fees each session at the published rate.
- A **cross-institutional** enrolment is where the student enrolls in a course at UNSW for credit towards an award at another Australian tertiary institution in which the student is concurrently enrolled. Before an application for cross-institutional enrolment can be approved, the student must submit both the **home institution's written confirmation that the course applied for will be credited towards award requirements and a certified copy of the student's complete academic transcript**. Undergraduate cross-institutional enrolments will incur Student Contribution liability for the courses taken at UNSW in addition to the liability at the student's home institution. Students enrolled as local fee paying students at their home institution will also be charged tuition fees at UNSW. International students are permitted to enrol on a cross-institutional basis, and are charged tuition fees for their courses.

Rules and Guidelines

The following principles and rules govern the acceptance and enrolment by the University of non-award students, and of students enrolled in award programs in courses, which are additional to their award requirements:

(1) Non-award enrolment in a course, taken either voluntarily or cross institutionally, may be permitted provided that the student has **appropriate educational qualifications** and in each case the Head of School offering the course considers that the student will benefit from the enrolment, that accommodation is available, and that the enrolment does not prevent a place in the course being available to a student proceeding to an award.

(2) The University may limit the number of non-award courses in which a student may enrol, regardless of the permission to enrol that the student may have received from Heads of Schools offering the courses. In general, enrolment will not be permitted in more than four half-year courses in any one academic year.

(3) A student who is under exclusion from any course of the University may not enrol in that course as a voluntary enrolment.

(4) A student who is under exclusion from any program at the University may not enrol in any course which forms a compulsory component of the program from which the student is excluded.

(5) A student who is subsequently admitted to an award program at the University for which the courses completed as a non-award student form a part, may apply for credit for those courses.

(6) As a general rule the University does not permit non-award enrolments in first year undergraduate courses. In addition, the University may decline permission to enrol in a course if the student has not completed prerequisites for that course.

Fees

Tuition fees are charged according to the classification of the course. Please refer to the 'Fee Schedule' in this Handbook.

Application Procedures

Applications to enrol as a non-award student must be made on the Non-Award Enrolment application form available from UNSW Student Central or on the following website: www.unsw.edu.au/futureStudents/nonAward/sad/fsnacrossinst.html

Permission to enrol as a non-award student is conditional on the permission of the Head of School and authorisation from the Director, UNSW Student Services. Applicants should follow the instructions given to them with the application form.

Admission with Advanced Standing and Credit Transfer

Students may be admitted to undergraduate degrees or award with credit for previous study and/or attainments. All credit granted in undergraduate degrees or awards must comply with the following rules:

(1) Any credit granted must be consistent with the rules governing progression within the program which are operative at the time the application is determined.

(2) Students who transfer from another program shall not, in general, be granted standing which is superior to what they had in the program from which they are transferring.

(3) Students who are admitted to the University after completing, or partly completing, the requirements of another degree or award of another tertiary institution must complete a program of study deemed to be no less than that required of students in full-time attendance in the final year of the program concerned.

(4) Where faculty rules permit, students who have been awarded the degree of Bachelor at Pass level may be permitted to enrol for the award of the degree at Honours level with credit for all courses completed if, during their studies for the Pass degree, they have satisfied the prerequisites for entry to the Honours level laid down by the schools concerned or the equivalent of those prerequisites.

(5) Enrolled students have the right of appeal against credit transfer decisions under the Procedures for Resolution of Student Grievances and Disputes.

Applicants should also note that eligibility for credit in a UNSW program does not guarantee admission to that program.

Student Fees

Please note: The information provided in this Handbook relating to Student Activity Fees is subject to change pending the outcome of proposed changes to Commonwealth legislation. For the latest information, please refer to <https://my.unsw.edu.au>

Commonwealth Support

Commonwealth Supported Places (Formerly HECS)

A Commonwealth supported place is a higher education place for which the Commonwealth makes a contribution towards the cost of your

education. If you are enrolled in a unit of study as a Commonwealth supported student, you will generally be required to contribute to the cost of your education through a student contribution.

There are three classes of Commonwealth Supported Students:

- (1) **Post-2005 students** commenced a program of study on or after 1 January 2005. These students pay student contributions at rates approved by UNSW within ranges set by the Commonwealth (indexed annually). (See *Student Contribution Ranges* for information about how rates have been set at UNSW.)
- (2) **Pre-2005 students** commenced a program of study before 1 January 2005. These students pay student contributions at rates set by the Commonwealth (indexed annually). This classification lapses at the end of 2008: from 1 January 2009 students in this category will pay student contributions at the same rates as students commencing after 1 January 2005.
- (3) **Pre-1997 students** commenced a program of study before 1 January 1997. In most respects these students have the same status as pre-2005 students, except that they pay a fixed student contribution set by the Commonwealth (indexed annually).

Student Contributions

Student contributions are paid either up-front or are deferred and paid later through the tax system. The options available for paying your student contribution will depend on your citizenship or residency status.

Student Contribution Ranges

For post-2005 students, higher education providers determine student contribution amounts for each unit of study within ranges set by the Commonwealth. The Commonwealth permits Higher Education Providers to set student contribution rates within a range from \$0 to 125% of the Commonwealth's rate. In June 2004 the UNSW Council approved the University setting its higher education student contribution rates for all courses as follows:

2005: 100% of the indexed indicative Commonwealth rate

2006: 125% of the indexed indicative Commonwealth rate

2007: 125% of the indexed indicative Commonwealth rate

Please refer to the Student Contribution Rate Table for 2006 student contribution rates.

The range that applies to a unit of study is dependent on the student contribution band in which the unit of study is classified. The amount of a student's contribution will also depend on the weight of the unit within the course of study (the equivalent full-time student load [EFTSL] value of the unit).

Student Learning Entitlement

From 1 January 2005 all Commonwealth Supported students will commence using their Student Learning Entitlement (SLE). The SLE gives all Australian citizens, New Zealand citizens and holders of a permanent visa access to seven years of equivalent full-time study in a Commonwealth supported place.

Eligibility for Loans and Discounts

Only Australian citizens and holders of a permanent humanitarian visa are eligible for HECS-HELP assistance. The discount for full up-front payments or up-front payments of \$500 or more is 20%. New Zealand

citizens and holders of non-humanitarian Permanent Resident visas are still entitled to Commonwealth Support, but must pay 100% of their Student Contribution up-front.

If you enrol in a Commonwealth supported place, you **must complete** a 'Request for Commonwealth Support and HECS-HELP' application on or before the relevant census date. There are two types of 'Request for Commonwealth Support and HECS-HELP' application: One is for new students commencing their course of study from 1 January 2005; the other is for pre-2005 HECS students who are continuing with the course of study they began prior to 1 January 2005.

Failure to complete the appropriate Request for Commonwealth Support and HECS-HELP application will result in the cancellation of your enrolment as a Commonwealth supported student.

Before signing the application, students must read the *Information for Commonwealth Supported Students* booklet in order to be aware of their obligations as the recipient of assistance from the Commonwealth.

Provision of your Tax File Number (TFN)

You need to supply your TFN if you are eligible for HECS-HELP assistance and you wish to obtain a HECS-HELP loan for all or part of your student contribution; or you are paying your student contribution up-front but, as a safety net, you want to ensure that if you fail to make the payment on or before the census date, that you can still obtain a HECS-HELP loan.

If you have not paid your student contribution in full on or before the census date and you did not provide your TFN, UNSW will be obligated to cancel your enrolment as a Commonwealth supported student.

Students who Commenced Studies before 2005 (Pre-2005 Students)

If you commenced your program of study as a Higher Education Contribution Scheme (HECS) student before 1 January 2005, you may be considered to be a pre-2005 HECS student. However, you will be affected by most of the provisions outlined in the previous section. That is:

- you will become a Commonwealth supported student;
- commence using SLE; and
- if eligible, access HECS-HELP assistance, including the new discount rate of 20% for up-front payments of \$500 or more.

Pre-2005 HECS students will also be subject to the current thresholds for the repayment of HECS debt and the new bonus for voluntary repayments.

The only changes that affect students differently as a pre-2005 HECS student are:

- changes to the student contribution amounts; and
- new eligibility criteria for HECS-HELP.

The arrangements that apply are described below. From the end of 2008, however, all students will be subject to the new arrangements, regardless of whether they have completed their program.

Student Contribution Amounts 2006

UNSW has set the following Student Contribution amounts for Commonwealth supported students. **In 2006, all 'post-2005 students', including those who commenced a program of study on or after 1 January 2005 will pay student contributions at 125% of the indicative Commonwealth rate** (see *Student Contribution Ranges* above and the Student Contribution Rate Table for further information.)

Student Contribution Rate Table – 2006

Student Contribution Band	Student Contribution – Post-2005 Students (including those commencing in 2005 and 2006)	Student Contribution – Pre-2005 Enrolled Commonwealth Supported HECS Students
Band 1 (humanities, behavioural science, social studies, foreign languages, visual and performing arts)	\$4,899	\$3,920
Band 2 (accounting, administration, economics, commerce, mathematics, statistics, computing, built environment, health, engineering, science, surveying, agriculture)	\$6,979	\$5,583
Band 3 (law, dentistry, medicine, veterinary science)	\$8,170	\$6,535
National Priorities (education, nursing)	\$3,920	\$3,920

For pre-2005 HECS students who began their program **before 1 January 1997**, the Student Contribution for 2006 is \$2,943. The pre-1997 rate is indexed each year.

Calculating Student Contribution Amounts and EFTSL

Equivalent full-time student load (EFTSL) is a measure of the study load, for a year, of a student undertaking a program on a full-time basis. The amount of the student contribution depends on the EFTSL value of the course.

Calculating EFTSL for a course

At UNSW, a normal full-time enrolment for one year is defined as 48 units of credit (24 units per session). A course (unit of study, e.g. MATH1011) has the same unit of credit value and generates the same load (EFTSL) irrespective of the program (e.g. BSc) or the stage in which it is taken. Most courses at UNSW have a value of 6 units of credit (6 UOC).

To calculate the EFTSL of a course, you will need to note its units of credit (UOC) value. The unit of credit value for a course is displayed in this Handbook or in the Online Handbook at www.handbook.unsw.edu.au.

Eligibility for HECS-HELP assistance

HECS-HELP loans are available to eligible students enrolled in Commonwealth supported places. A HECS-HELP loan will cover all or part of the student contribution amount.

Commonwealth supported students who are eligible for HECS-HELP can either:

- pay their student contribution amount up-front and receive a 20% HECS-HELP discount, or
- defer payment, request a HECS-HELP loan and pay later through the tax system.

HECS-HELP assistance is available only to Australian citizens or holders of a permanent humanitarian visa.

HECS-HELP assistance eligibility for New Zealand citizens or holders of a permanent visa (other than a permanent humanitarian visa) who are pre-2005 HECS students will be determined under the old HECS rules until the end of 2008.

FEE-HELP

- FEE-HELP is a new loan program that assists eligible fee-paying students to pay their tuition fees at eligible higher education providers. Australian citizens and holders of a permanent humanitarian visa are eligible for FEE-HELP assistance.
- Under FEE-HELP, students can borrow up to a maximum of \$50,950 (indexed each year) over their lifetime.
- Undergraduate FEE-HELP loans are subject to a 20% loan fee.

OS-HELP

- OS-HELP is a new loan program that assists eligible undergraduate students who wish to study overseas for one or two study periods. It assists these students with payment of their tuition fees at eligible higher education providers. Australian citizens and holders of a permanent humanitarian visa are eligible for OS-HELP assistance.
- Under OS-HELP, students can borrow up to \$5,095 per study period for one or two study periods of overseas study.
- OS-HELP loans are subject to a 20% loan fee.

Commonwealth Assistance Notice

A Commonwealth Assistance Notice (CAN) is a notice that contains information about a student's enrolment and use of Commonwealth assistance. This notice is published to the web and is available via the *My Student Profile* tab on myUNSW within 28 days of the census date for each semester.

If you are a Commonwealth supported student, your CAN will include the following information:

- the units of study for which you have received Commonwealth assistance
- your student contribution amounts
- your Student Learning Entitlement (SLE) usage
- the amount of any up-front payments you have made
- your HECS-HELP assistance.

If you have applied for FEE-HELP, your CAN will include the following information:

- tuition fees for your unit(s)
- units of study for which you have received FEE-HELP
- amount of any up-front payments you have made
- loan fee for undergraduate units of study

You are required to check your CAN notice for any discrepancies within 7 days of the issue of the notice, and you have the right to request correction of information contained in this notice until the date as shown in the last paragraph of the notice.

Payment of Fees

Fees are charged and are payable on a semester basis. Tuition fees and Student Activity Fees are payable each semester in advance. Students must access their statements online. Students will be able to view their fee statement and payment options (Statement of Student Debt) online approximately 2-3 weeks before classes commence. Students should refer to this online statement (available at <https://my.unsw.edu.au>) for payment deadlines and payment options.

Students with An Existing HECS or PELS Debt

HECS or PELS Debts

From 1 June 2006, an accumulated HECS or PELS debt will become known as an accumulated HELP debt. Any HECS-HELP or FEE-HELP debts you incur from 1 January 2005 will be added together with your HECS or PELS debt to become one accumulated HELP debt on 1 June 2006.

Repayment Thresholds

The repayment threshold for compulsory repayment of HELP debts in 2005-06 is \$36,185.

Bonus for Voluntary Repayments

From 1 January 2005, if you make a voluntary repayment of \$500 or more, you will receive a bonus of 10% of the repayment you make.

Bankruptcy Rules

From 1 January 2005, HELP debts and accumulated HELP debts are not provable under the *Bankruptcy Act 1966* and you will have to pay them as if you had not been declared bankrupt. Your HECS or PELS debt will remain provable until it becomes part of your accumulated HELP debt on 1 June 2006. Further information is available from: <https://my.unsw.edu.au> or www.goingtouni.gov.au.

Student Activity Fees

Please note: The information provided in this Handbook relating to Student Activity Fees is subject to change pending the outcome of proposed changes to Commonwealth legislation. For the latest information, please refer to <https://my.unsw.edu.au>

Total Activity Fee charged per semester

(incl. Miscellaneous Student Activity Fee and GST)

Kensington Students

full-time students: \$257.80

part-time students: \$205.00

COFA Students

full-time students: \$176.40

part-time students: \$125.80

1.1 Student Activity Fees have two components: Semester Subscriptions (to the various student organisations (listed in (a) below) and the Miscellaneous Activity Fee (see (b) below).

a) 2006 Semester Subscriptions:

These are charged and payable each standard semester. Due dates are the same as for student contributions and tuition fees. Subscriptions are adjusted annually by a system of indexation. Please note that, as explained below, GST has been included in these fees.

Kensington Campus:

University Union per semester subscription:

full-time students: \$137.50

part-time students: \$103.40

Sports Association per semester subscription:

full-time students: \$44.00

part-time students: \$33.00

Student Guild per semester subscription:

full-time students: \$36.30

part-time students: \$28.60

College of Fine Arts:

College of Fine Arts Students' Association per semester subscription:

full-time students: \$136.40

part-time students: \$85.80

GST (Good and Services Tax)

The Australian Government has determined that a Goods and Services Tax (GST) of 10% applies to most goods and services and anything else consumed in Australia. Certain exceptions include most education courses provided by the University. If you are enrolled in an award program you will not be liable for the GST.

However subscriptions for membership of the Students' Union, Guild and Sports Association are not part of the academic award program and these fees are therefore subject to GST.

b) 2006 Miscellaneous Activity Fee:

This fee is used to finance expenses generally of a capital nature relating to student activities and includes an allocation for insurance cover for students. Funds are allocated for projects approved by the University Council.

Kensington: \$40.00 per session

College of Fine Arts: \$40.00 per session

1.2 Exemption from Student Activity Fees

Students often seek exemption from Student Activity Fees for reasons other than those set out below. It is stressed that the fees charged are a contribution by students towards services and amenities for the University community both now and in the future and exemption from them cannot be claimed because a student is unable or unwilling to make use of some of those services or amenities.

(1) Life members of the University Union and the Sports Association are exempt from Subscriptions.

Students who consider themselves eligible for life membership of the University Union or the Sports Association should make enquiries at the offices of those organisations. Once life membership has been approved, contact the Treasury with your life membership details.

(2) Students enrolled in programs classified as external or who are enrolling in programs where for a semester or semesters the formal academic requirements are undertaken at a part of the University away from their campus such as a teaching hospital or field station or at another tertiary institution or elsewhere, are exempt from all Semester Subscriptions but not the Miscellaneous Activity Fee. Students who consider themselves eligible for a Semester Subscription fee concession on the basis of external study should contact their Program Authority in the first instance.

(3) Students enrolled in programs at the University College, Australian Defence Force Academy, are exempt from the Student Activity Fees, but shall pay such other fees and charges as the Council may from time to time determine.

(4) Students who while enrolled at and attending another tertiary institution in a degree or diploma course are given approval to enrol at the University in courses to be credited towards the degree or diploma for which they are enrolled elsewhere are exempt from all subscription Student Activity Fees. Students should provide proof of payment of such fees at another tertiary institution to the Student Financials Section at UNSW Student Central.

(5) Graduate students who have completed all the experimental and research work for their degree at the commencement of session, except for the submission of their thesis or project report, may be exempted from the payment of all Student Activity Fees by the Registrar on production of an appropriate statement from the student's supervisor or Head of School certifying that the student is no longer using University facilities.

(6) Graduate students required to resubmit their thesis or project report where resubmission requires no further experimental or research work may be exempted from payment of all Student Activity Fees by the Registrar on production of an appropriate statement from the supervisor or Head of School.

(7) The Registrar is empowered to grant exemption from membership of the University Union, Student Guild and/or the Sports Association to students who have a genuine conscientious objection to such membership, subject to payment of all prescribed fees to the Miscellaneous Activity Fee fund.

1.3 Refund of Student Activity Fees Paid

(1) If notice of discontinuation of a program is received on or before 31 March a full refund of Session 1 Subscriptions and the Miscellaneous Activity Fee paid will be made; if notice is given on or before 31 August a refund of Session 2 Subscriptions and the Miscellaneous Activity Fee paid will be made; thereafter no refund will be made except that provided for in (2) below.

(2) The refunds mentioned above may be granted to a student unable to notify the Registrar in writing by the dates required provided evidence is supplied that the student had ceased attendance by those dates. Students who consider themselves eligible for a refund should contact the Treasury.

(3) The refunds mentioned in (1) above also apply to graduate students who submit a thesis or project report for examination or whose enrolment is discontinued by the dates given.

UNSW Fee Policy: Local Students

Australian citizens, New Zealand citizens and Australian permanent residents are categorised as local students. Fee-paying programs include postgraduate, undergraduate and non-award programs. These rules apply only to students enrolled as fee-paying students. They do not apply to Commonwealth supported students (HECS).

Acceptance of an Offer of Admission

There is no tuition fee deposit required, however your reply must be received within 4 weeks of date of offer, or as otherwise advised, to secure your place. Tuition fees for the first semester of the program are payable by the end of the first week of the semester, as indicated on the fees statement available at <https://my.unsw.edu.au>

Fees Payable

Tuition Fees:

Fees are reviewed annually and may increase. See the '2006 Tuition Fee Schedule' in this Handbook for a complete schedule of tuition fees.

Non-Award, Cross-Institutional and Voluntary Course Fees:

Fees are charged for non-award enrolment in a course, and for enrolment in a cross-institutional course. Fees are charged according to the classification of the course (Undergraduate, Postgraduate, Research). See the '2006 Tuition Fee Schedule' in this Handbook for a list of a complete schedule of tuition fees.

Student Activity Fees:

All students enrolling in fee-paying programs, including non-award enrolments, are liable to pay Student Activity Fees each semester at the published rates (please refer to 'Student Activity Fees' under 'Student Fees' for more information). Student Activity Fees are additional to tuition fees and are separately identified on fee statements. Student Activity Fees are subject to annual review and may increase from one year to the next. These fees (with the exception of the Miscellaneous Activity Fee component) are subject to the Australian Government's Goods and Services Tax (GST), which is levied at 10%. Students enrolling in distance education programs are required to pay the Miscellaneous Activity Fee component only.

Calculation of tuition fees:

Tuition fees are calculated on a student's enrolment in specific courses. UNSW students enrolled in most programs have some flexibility in the courses they choose and, at times, these courses will be from outside their own Faculty. Tuition fees are derived from the relative cost of providing each type of course and will be calculated on the basis of that year's current fee. Information on tuition fees is provided in the offer letter. Further information is also available on the following website: <https://my.unsw.edu.au/student/fees/FeesMainPage.html>

Repeated Courses – Students who are required to repeat courses will be charged the full cost to re-enrol in the course, based on the units of credit for that course at the time it is repeated.

Payment of fees:

Fees are charged and payable on a semester basis. Tuition fees and Student Activity Fees are payable by semester in advance. Students must access their statements online. Students will be able to view their fee statement and payment options (Statement of Student Debt) online approximately 2 – 3 weeks before classes commence. Students should refer to this online statement (available at <https://my.unsw.edu.au>) for payment deadlines and payment options.

Please note: Costs associated with payments for deposit requirements, tuition and/or activity fees to the University via electronic or direct funds transfer will be seen as the students' responsibility and the cost shall be borne by the student. Please check with your financial institution before making any transfer of payment.

Non-Payment of Fees:

Failure to pay fees according to the payment guidelines may result in a student's enrolment being cancelled. If, with notice, a student's enrolment is cancelled for non-payment of fees and that student is subsequently permitted to have his/her enrolment reinstated, a \$250.00 reinstatement fee will be levied. A student whose enrolment is cancelled will retain her/his fee liability, so that re-enrolment in a subsequent year, or semester, will not be permitted until such a time as the debt is either paid in full or agreement reached between the student and the Registrar on the method of repayment.

Students indebted to the University will not be issued with academic transcripts or any other official credentials and will not be permitted to graduate.

Refund of Fees Paid

(1) Refund of Deposit

Where a student is required to make an initial deposit to confirm her/his place in a program, the deposit is non-refundable.

(2) Refund of Program Fees – New Students

If a student in her/his commencing semester lodges a notice of discontinuation of a program after enrolment and before the census date for that semester, all tuition fees will be refunded less \$500.00. The student will incur and retain a liability for payment of \$500.00 regardless of whether or not fees have been paid.

(3) Refund of Program Fees Paid – Re-Enrolling Students:

For re-enrolling students, if notice of discontinuation of course is received on or after the census date of a new academic semester, no refund of tuition fees paid for that semester will be made. In such instances, the student will incur and retain a liability for that semester's fees regardless of whether or not fees have been paid.

(4) Refund of Program Fees - Non-Award Enrolment

If notice of discontinuation of a course is lodged on or before the census date for that semester, a full refund of the fee for the course will be made.

A student will incur and retain liability for the course fee, regardless of whether the fee has been paid, if notice of discontinuation is not lodged before the census date for that semester.

In the case of a course(s) conducted outside the normal semester format, such as those conducted in summer or winter semesters, a refund will only be made if notice of discontinuation is lodged before the commencement of the course.

(5) Refund of Program Fees Paid – Special Cases:

A refund may be granted to a student unable to notify the Registrar in writing by the dates required, provided evidence is supplied that the student had ceased attendance by the census date, and was unable to notify the Registrar or reasons beyond her/his control. A refund may be granted in cases where the applicant is unable to commence or continue in the program because of documented illness or misadventure.

A postgraduate student who submits a project report or thesis for examination by the census date for that semester will not be liable for fees in that semester.

Commonwealth Assistance Notice (CAN)

A Commonwealth Assistance Notice (CAN) is a notice that contains information about a student's enrolment and use of Commonwealth assistance. This notice is issued to the web and is available via the *My Student Profile* tab on myUNSW within 28 days of the census date for each semester.

The Commonwealth Assistance Notice (CAN) is issued to Commonwealth Supported and FEE-HELP students only.

Relevant Dates

A complete schedule of semester and census dates is available on the UNSW website: <https://my.unsw.edu.au>

Disclaimer

Students should note that courses, programs and any arrangements for programs, including staff allocated, as stated in any University publication, are an expression of intent only, and are not to be taken as a firm offer of undertaking. Students wishing to take particular elective courses should ensure that these will be available prior to accepting the offer.

UNSW Fee Policy: International Students

This policy applies to all international students. An international student is a student who is not a citizen or permanent resident of Australia, or a New Zealand citizen. All enrolled international students (or their sponsors), whether in attendance at a campus of UNSW or offshore are liable for payment of tuition fees and Student Activity Fees.

Acceptance of an Offer of Admission

Tuition Fee Deposit: International students wishing to accept an offer of admission to a program must pay a deposit fee to secure their place. Places in programs will be allocated in order of receipt of the deposit. The balance of tuition fees for the first session of the program is payable according to the payment guidelines on the fees statement issued after enrolment. External or offshore students and some government-sponsored students have different deposit requirements, as detailed in the offer letter.

Student Visa: On receipt of the deposit and, if appropriate, the health insurance payment, the University will issue an Electronic Confirmation

of Enrolment for Overseas Students (e-COE) form which a student requires in order to apply for a student visa for travel to, and temporary residence in, Australia.

Deferment: Requests to defer initial enrolment from one year to the next, or one session to the next, must be made in writing or online by the deadline stipulated in the offer letter. Not all programs permit deferment. Students not permitted to defer must lodge a new application for admission at the time appropriate for their intended commencement of the program. A student who defers will be liable for the tuition fees applicable in the year in which he/she will enrol.

Fee Charges and Payments

Fees Payable

(1) Tuition Fees:

Fees are reviewed annually and may increase. See the '2006 Tuition Fee Schedule' in this Handbook for a list of a complete schedule of tuition fees.

(2) Student Activity Fees:

All students enrolling in fee-paying programs, including non-award enrolments, are liable to pay Student Activity Fees each session at the published rates (please refer to 'Student Activity Fees' under 'Student Fees' for more information). Student Activity Fees are additional to tuition fees and are separately identified on fee statements. Student Activity Fees are subject to annual review and may increase from one year to the next. These fees (with the exception of the Miscellaneous Activity Fee component) are subject to the Australian Government's Goods and Services Tax (GST), which is levied at 10%. Students enrolling in distance education programs are required to pay the Miscellaneous Activity Fee component only.

(3) Health Insurance:

It is a requirement of the Australian Government that student visa holders are covered by medical insurance (Overseas Student Health Cover, OSHC) for the duration of their study in Australia. Students must ensure that they have made arrangements for their OSHC when accepting their offer of a place. OSHC can initially be paid for a minimum period of 12 months or for the duration of the student's program*. Students who pay for a minimum of 12 months are responsible for renewing their health cover directly with either the University's Preferred Provider for medical insurance for international students or other approved provider, when their initial cover expires. OSHC charges are regularly reviewed and charges quoted on the UNSW offer letter are subject to change.

Students should be aware that the duration of cover might be shorter than anticipated, should an increase in the charge occur after the offer letter has been sent. Students on external/distance education programs and not residing in Australia are not required to pay OSHC. Similarly, students who do not need a student visa to study in Australia are not required to pay OSHC.

** Please note that the University will require students to take out program-length cover from Semester 2 2006 onwards.*

(4) Calculation of Tuition Fees:

Tuition fees are calculated on a student's enrolment in specific courses. UNSW students enrolled in most programs have some flexibility in the courses they choose and, at times, these courses will be from outside their own Faculty. Tuition fees are derived from the relative cost of providing each type of course and will be calculated on the basis of that year's current fee. Information on the tuition fees is provided in the offer letter. However further information can be found on the myUNSW website: <https://my.unsw.edu.au/student/fees/FeesMainPage.html>

(5) Full-Time Program Study Requirement:

Students holding a student visa are required to undertake their studies on a full-time basis. UNSW defines a standard normal full-time enrolment as 24 units of credit (UOC) per session. A minimum load of 18 UOC will satisfy the full time requirement. However, if students enrol in the minimum full-time load, they will need to take additional courses in a future session to complete their program within the time frame specified on their visa. The University expects that students will undertake their studies on a full-time basis and complete the program in the minimum time.

(6) Payment of Tuition Fees & Student Activity Fees:

Fees are calculated and payable on a session basis. Tuition fees and Student Activity Fees are payable per session in advance. Students must access their statements online. Students will be able to view their fee statement and payment options (Statement of Student Debt) online approximately 2 to 3 weeks before classes commence. Students should refer to this online statement (available at <https://my.unsw.edu.au>) for payment deadlines and

payment options. Students who have an agreement with the University that their fees will be paid by a recognised sponsor (i.e. home government/institution) will be able to view a fees statement online indicating if any fees are required (i.e. fees which are not covered by their sponsor). If a student is not liable for any fees, the online statement simply serves as a confirmation of their enrolment. A separate invoice for fees will be sent to the sponsor after the census date of each session. Unless stipulated in the offer letter, all fee payments must be made in Australian dollars, and finalised by the University payment due date for each session.

Please note: Costs associated with payments for deposit requirements, tuition and/or activity fees to the University via electronic or direct funds transfer will be seen as the students' responsibility and the cost shall be borne by the student. Please check with your financial institution before making any transfer of payment.

(7) Non-Payment of Fees:

Failure to pay tuition fees and Student Activity Fees according to the payment guidelines may result in a student's enrolment being cancelled. If, with notice, a student's enrolment is cancelled for non-payment of fees and that student is subsequently permitted to have his/her enrolment reinstated, a \$250.00 reinstatement fee will be levied. A student whose enrolment is cancelled, will retain her/his fee liability, so that re-enrolment in a subsequent year or session will not be permitted until such a time as the debt is either paid in full or agreement reached between the student and the Registrar on the method of repayment. Students indebted to the University will not be issued with academic transcripts or any other official credentials and will not be permitted to graduate.

Fee Variations (including Change of Residency)

Permanent Resident Status:

If a student obtains Australian permanent residency before enrolling in the program, or prior to the census date of the session of first enrolment in that program, the offer of a place (or the enrolment) as an international student will lapse. The student will then be considered for admission as a local student.

The Department of Science, Education and Training (DEST) guidelines clearly state that all students must finalise enrolment issues (including permanent residency status) by the relevant census date. There is no provision to extend the census date deadlines.

Students must provide proof of residency on or before the relevant session census date in order to be assessed for admission as a local student and be eligible for the local tuition rate. Students who receive their residency on or prior to the relevant session census date but fail to provide the University with a certified copy of their evidence until after the census date will remain liable for the international tuition rate for the remainder of the session.

Please note: the University cannot be held accountable for problems which may occur between students and the Department of Immigration and Multicultural Affairs (DIMIA) regarding the issuing of permanent residency visas and is unable to apply retrospective adjustments for prior sessions.

Students who are granted Australian permanent resident status after the census date of their first session of enrolment or after the census date of any subsequent session will be seen as having entered into a contract with the University to pay international fees for that session.

Please note that because of government controls on the number of local students that can be enrolled, students who obtain permanent residency may not qualify for a Commonwealth Supported place (HECS).

Repeated Courses:

Students who are required to repeat courses will be charged the full cost to re-enrol in the course, based on the units of credit for that course at the time it is repeated.

Non-Award Course Enrolment:

In certain cases, students may be permitted by a Faculty to enrol in additional courses that cannot be counted towards award requirements. If permitted to do so, the student will need to apply for and be enrolled in a separate non-award program and charged at the international student rate according to the band fee for the course enrolled in.

Graduate students completing a thesis or project report:

Graduate students who have completed all work (i.e. all research, laboratory, computational and field work) before the commencement of a session, except for the preparation and submission of the thesis or project report, will be exempted from the fees for that session if the thesis or project report is submitted before the census dates. After these dates fees will be charged at the rate of 50% for the session in which the thesis or project report is submitted, provided the student has exceeded

the minimum period of enrolment specified in the degree conditions. Graduate students who are permitted to resubmit a thesis or project report and required to undertake a further period of study are liable for the full cost of the further study period.

Refund of Fees Paid

(1) Withdrawal Prior to Enrolment (Refund of all fees paid less administrative charge of \$500):

Applicants who notify the University in writing before they enrol in the program for the first time that they wish to withdraw, will receive a refund of all tuition fees paid less an administrative charge of \$500. The full amount may be refunded in cases where the applicant has not been granted a student visa or is unable to attend because of documented illness or misadventure. Any refund so made will be at the discretion of the Registrar. A student may receive a full refund if it can be shown that, following discussions with program authorities, it is not possible for that student to enrol in an appropriate program. Refunds of tuition fees will normally be made within four weeks from the date of request or the date of clearance of the original payment, whichever is the later.

(2) Commencing Students - Withdrawal By Census Date (Refund of all fees paid less administrative charge of \$1000):

Students who withdraw from the program prior to the census date in their commencing session will receive a refund of all fees paid less an administrative charge of \$1,000.

(3) Commencing Students - Withdrawal After Census Date (No refund):

Students who withdraw after the census date in their commencing session will not receive a refund for fees paid unless they have also paid fees for a full year, in which case, fees paid for the second session will be refunded in full.

(4) Re-enrolling Students - Withdrawal By Census Date (Refund of all fees paid):

Students who withdraw from the program prior to the census date of that session will receive a refund of all fees paid for the session.

(5) Re-enrolling Students - Withdrawal After Census Date (No Refund):

Students who withdraw from the program after the census date will not receive a refund of fees paid unless they have also paid fees for a full year, in which case, fees paid for the second session will be refunded in full.

(6) Illness and Misadventure:

Students who have to withdraw at any time because of documented ill health or misadventure may apply for a refund of fees paid. However, pro-rata refunds will be considered only in exceptional circumstances. Any refund so made will be at the discretion of the Registrar.

(7) Students Not Permitted to Continue:

Students not permitted to continue in their program because of a determination made by the University in relation to unsatisfactory progress, or any other reason, at the end of Session 1, will receive a refund of any fees paid for Session 2.

(8) Refunds for Tuition Fees Paid:

Refunds will be processed and normally paid within 4 weeks of receiving a written request, and all required documentation from the student. Refunds will only be made in Australian Dollars, following clearance of the original payment, and are usually in the form of a bank draft, mailed to the student. If a telegraphic transfer is required to a bank account, please ensure you include all bank details on the refund request. This method of refund is not recommended because of banking difficulties in some countries.

(9) Difficulties with Payment:

Students who are unable to pay their fees by the agreed dates should apply in writing to the Student Financials Section, Student Administration and Records Office, through UNSW Student Central, Lower Ground Floor of the Chancellery Building. In exceptional circumstances special payment arrangements may be made for students, taking into account their financial and other circumstances. Students should not assume that extensions will be granted automatically and are reminded that non-payment of fees may result in cancellation of enrolment.

(10) OSHC

Students who decide not to enrol with the University will be eligible for a full refund of any OSHC paid. The refund will be issued by the University, if the payment has not been sent to the OSHC Provider. However, students will be responsible for contacting the Provider directly, if the payment has been sent and processed.

Students who enrol with the University, but who decide to withdraw, should be aware that they are required to pay a minimum of 3 months cover, and this will be deducted from any refund.

In requesting a refund, students must provide the Provider with the following information: full name, date of birth, OSHC membership number together with the reason for refund and either evidence of transferring to another university, or the date of departure from Australia.

Relevant Dates

A complete schedule of session and census dates is available on the myUNSW website: <https://my.unsw.edu.au>

Disclaimer

Students should note that courses, programs and any arrangements for programs including staff allocated, as stated in any University publication, are an expression of intent only and are not to be taken as a firm offer or undertaking. Students wishing to take particular elective courses should ensure that these will be available prior to arriving in Australia

This fee policy does not remove the right to take further action under Australia's consumer protection laws (Education Services for Overseas Students Act 2000 Section 43.1).

Other Fees and Charges

Special Examination Fees

Examinations conducted in special circumstances for each course: \$85

Other Charges

In addition to any of the fees outlined above and depending on the course being taken, students may be asked to make a payment for equipment; money so paid is, in general, refunded if the equipment is returned in a satisfactory condition. Charges may also be payable for accommodation and subsistence on excursions and fieldwork; and for hospital residence by medical students.

Penalty Fees

- (1) Failure to lodge enrolment or pay fees* according to enrolment procedure: \$100
- (2) Late enrolment penalty for re-enrolling students: enrolment in Week 1 of Session 1 or later: \$250
- (3) Reinstatement of enrolment fee: \$250
- (4) A penalty fee of \$250 will be incurred by a student when a result is returned for a course which is not included in the student's enrolment program.

Penalties (1) and (2) may accumulate.

** Fees include Student Activity Fees, fees levied for voluntary enrolment, non-award enrolment, international student fees, tuition fees for postgraduate and undergraduate programs, and up-front Student Contribution liability.*

Sponsored or Assisted Students

Sponsored or Assisted students are those who have an official sponsor recognised by the University and whom the University invoices directly, rather than invoicing the individual student.

Students who have an "unofficial sponsor" such as an employer or a family member who have agreed to cover study costs should note that in all cases UNSW considers the student is solely responsible for any financial liability to the University.

Students in receipt of an official sponsor should note that they will be liable for any unpaid tuition and activity fee costs should the sponsor default on payment in any given semester. A student with an outstanding debt may not be permitted to re-enrol in a subsequent year or semester until such time as the debt is paid in full. Students indebted to the University will not be issued with academic transcripts or any other official credentials and will not be permitted to graduate.

Debts

Any student who is indebted to the University and who fails either to make a satisfactory settlement of indebtedness upon receipt of due notice or to receive a special exemption will be disenrolled and will cease to be entitled to membership and privileges of the University. Such a student is not permitted to attend classes or examinations, or to be granted any official credentials. Re-enrolment in a subsequent session or year will not be permitted until such time as the debt is either paid in full, together with any enrolment reinstatement penalty fee (if appropriate) or agreement is reached between the student and the Registrar on the method of repayment.

In exceptional cases the Registrar may grant exemption from the provisions referred to in the preceding paragraph upon receipt of a written statement from the student setting out all relevant circumstances.

Enrolment Rules and Procedures

Enrolment

All students must re-enrol each year for the full academic year. Students who fail to enrol in accordance with advertised procedures or who enrol after the nominated date will incur a penalty fee.

By enrolling, students incur Student Activity Fees, tuition fee charges or liability under the Student Contribution Scheme.

Refer to myUNSW (<https://my.unsw.edu.au>) for full details of enrolment procedures and up-to-date fee information.

All students are required to confirm their enrolment details e.g. check that they are enrolled in the correct course(s) by accessing their online Fee Statement/Confirmation of Enrolment at <https://my.unsw.edu.au> prior to the session's census date. Any enrolment issues must be referred immediately to the Program Authority in writing.

A complete schedule of session and census dates is available on the website: <https://my.unsw.edu.au/student/resources/KeyDates.html>

1. New Undergraduate Enrolments

For application procedures, please see 'Admissions Procedures' above.

Successful applicants will be required to complete enrolment on the web via myUNSW and to complete any other procedures required by their program office before the start of session.

2. Re-enrolling Undergraduate Students

Re-enrolling undergraduate students are required to re-enrol on the web via myUNSW, and complete any other procedures required by their program office. Different enrolment procedures may apply for some programs, particularly some distance or alternative mode programs. In these instances, students should follow the instructions emailed or sent to them by their program office. Detailed information regarding enrolment is available on myUNSW and students should check this site regularly for updated information: <https://my.unsw.edu.au>

3. Re-enrolment Deadlines and Penalties

Students must enrol in accordance with the enrolment procedures for their program. The University has established enrolment deadlines and penalties for late enrolment or failure to enrol in accordance with program office requirements as follows.

Students who have an outstanding debt to the University will not be able to process any enrolment changes until the outstanding debt is finalised.

Students must access their Fee Statement online at <https://my.unsw.edu.au>. Students should refer to this online statement for payment deadlines and payment options.

(1) On the recommendation of the program authority, the Registrar may impose a penalty fee of \$100 on students who fail to enrol in accordance with their program office's instructions. Circumstances under which the penalty may be imposed include:

- failure to re-enrol by the deadline set by the University or the student's program office;
- failure to attend the program office to enrol on or by the published date where this is a requirement of enrolment for the program.

(2) Lodgement of a proposed enrolment, and acceptance of a student's enrolment, in Week 1 of session and subsequently, will incur a late enrolment penalty fee of \$250.

(3) Students who do not pay all the fees assessed on their fees statement (including up-front Student Contributions where relevant) by the end of the first week of teaching may have their enrolment cancelled.

4. Summer Session Enrolments

Students will be required to complete formal enrolment procedures prior to the commencement of their Summer Session of study. Enrolment at this time will be for a student's approved Summer Session program. Students must access their fee statement online.

5. Restrictions on Re-enrolling

Students whose progress is deemed to be unsatisfactory should follow the written instructions they have received from the Registrar.

6. Multiple Enrolment

The University has laid down the following rules on multiple enrolments:

(1) No person shall be permitted to enrol in a degree, diploma or certificate course at the University of New South Wales at the same time as he/she is enrolled for any other degree, diploma or certificate in the University

or at any other tertiary institution, except with the approval of the faculty or faculties concerned.

(2) The Registrar may suspend from enrolment any student who is found to be enrolled, without approval, in more than one degree, diploma or certificate course.

7. Non-Award Enrolment

Non-award enrolment refers to all enrolments in courses or a sequence of courses which do not lead to or count towards a formal award (e.g. degree or diploma) of the University of New South Wales. Non-award enrolments fall into two categories, voluntary and cross-institutional.

Applications to enrol as a non-award student must be made on the Non-Award Enrolment application form available from UNSW Student Central or the following website: www.unsw.edu.au/futureStudents/nonAward/sad/fsnacrossinst.html. Permission to enrol as a non-award student is conditional on the permission of the Head of School and authorisation from the Director, UNSW Student Services. Applicants should follow the instructions given to them with the application form.

8. Final Dates for Enrolling in Courses

No enrolments for Session 1 courses will be accepted from students after the end of the second week of Session 1, except with the express approval of the Registrar and the Head(s) of the School(s) concerned.

No enrolments for Session 2 courses will be accepted after the end of the second week of Session 2, except with the express approval of the Registrar and the Head(s) of the School(s) concerned.

9. Deadlines for Payment of Fees, Charges and Student Contributions

The University has set deadlines for the payment of all fees that are set out below. Students who do not pay all fees by the due date may be disenrolled. Students who are permitted to be reinstated following disenrolment will be required to pay a penalty fee of \$250 plus all outstanding fees before reinstatement.

Under Government legislation, a student who has elected not to provide their Tax File Number and has not made the required student contribution payment by the date set by the University, must have their enrolment cancelled. Such students will not be permitted to undertake studies in their program in that session as a Commonwealth supported student.

Session 1

Session 1 Student Activity Fees, Student Contributions and tuition fees:
Friday 3 March 2006

Session 2

Session 2 Student Activity Fees, Student Contributions and tuition fees:
Friday 28 July 2006

Variations in Enrolment (including Discontinuation and Program Leave)

1. Variation of Enrolment

Undergraduate students wishing to vary their enrolment program will be able to do so on the web (<https://my.unsw.edu.au>) at specified times throughout the year. Where a student is unable to successfully vary their enrolment online, or they are in doubt as to whether the courses they wish to enrol in will count towards their program requirements, they should contact their program office or appointed academic adviser for further advice.

It is a student's responsibility to ensure that they enrol in accordance with the University's rules, and that the courses they enrol in will count towards their program requirements. Students should take care to enrol only in classes that are defined as core units or electives for their academic program. If they enrol in classes that cannot be counted, they may have to enrol in extra classes, or for an extra session. They may also incur additional fees.

2. Variation of Summer Session Enrolment

Students may vary their Summer Session enrolment program on the web. Students should check with the relevant course authority for the last day to discontinue a course without failure, and for the census date for the course.

3. Discontinuation of Program

Students discontinuing programs are required to notify the Registrar in writing or to complete the discontinuation form available from UNSW

Student Central. Such students may be entitled to a fee refund for fees paid (see 'Student Fees' entry in this Handbook). The Registrar acknowledges discontinuation of a program in writing.

A new undergraduate student in Stage 1 of a program who discontinues that program without failure **prior to the census date** must reapply through UAC and is guaranteed re-admission to the same program the following year. A student who does not resume study in the following year must compete for a place, if and when re-admission is sought.

A new undergraduate student in Stage 1 of a program who discontinues **after the census date** may apply for leave for Session 2 prior to the Session 2 census date. It should be noted that discontinuation after the census date for a session may result in failures being recorded.

4. Discontinuation of Courses

Discontinuation of courses prior to the census date for a session can generally be processed by a student on the web (<https://my.unsw.edu.au>). All variations to course enrolments can also be confirmed by students on the web.

Students can discontinue a course online without academic and financial penalty until the census date.

Students can discontinue a course online without academic penalty until half session plus one week (the withdraw without academic penalty date).

Students should be aware that they will be financially liable for all courses in which they are enrolled as at the census dates.

Written applications to discontinue courses after the withdraw without academic penalty date may be lodged with the course authority but will result in students being regarded as having failed the courses concerned, except in special circumstances.

5. Program Leave

Leave from a program of study may be granted to undergraduate or postgraduate students. Leave is generally restricted to a total of two sessions; applications for leave in excess of two sessions will be approved only in exceptional circumstances at the discretion of the program authority.

Undergraduate students may be granted leave before commencement of the program. This type of leave, usually referred to as deferment of enrolment, will normally be granted once only and for a maximum of 2 sessions.

The following procedures apply:

- A request for leave should be made in writing to the Registrar either by letter or by using the Discontinuation/Leave form available from program offices and the Student Centres at each campus.
- Leave must be sought prior to the census date. For information about census dates, please refer to: <https://my.unsw.edu.au/student/resources/KeyDates.html>
- A student who discontinues a program with or without failure after the census date for a session retains an enrolment record for that session and is subject to the rules on student progression. A student who discontinues after the Session 1 census date may apply for leave for Session 2.
- A student whose application for leave is rejected or who does not resume study at the end of the approved leave period must formally apply, in the usual manner, for re-admission to the program.

Enquiries about re-admission to a program should be directed to the Admissions Office.

6. Resumption of Program

Students who have had leave for twelve months and wish to resume their program should follow the instructions about re-enrolling given in the letter granting leave of absence. If these instructions are not fully understood or have been lost, students should contact UNSW Student Central in the Chancellery before November in the year preceding the one in which they wish to resume their program.

If students have not obtained leave of absence from their program and have not been enrolled in the program over the past twelve months or more, they should apply for re-admission to the program through the Universities Admissions Centre before the end of September in the year preceding that in which they wish to resume studies or to the Admissions Office by the appropriate closing date.

Program Transfers

Local Students:

Students in the Faculty of Arts and Social Sciences who wish to transfer between the Bachelor of Arts, Bachelor of Social Science or Bachelor

of Arts/Bachelor of Education should apply to the Faculty Office in December.

Students in the Faculty of Commerce and Economics, who wish to combine either the Bachelor of Commerce with Arts, Science or Social Science, or the Bachelor of Economics with Arts or Social Science, should apply to the Faculty Office in December.

Students in the Faculty of Engineering who wish to combine their undergraduate engineering program with MEng, or MEngSc should apply to the relevant Engineering School Office in December.

Students in the Faculty of Law who wish to change their non-law program (e.g. Commerce/Law to Arts/Law) or major in their non-law degree (e.g. Accounting to Finance) should apply to the Law Faculty Office in December. Students who wish to transfer from a combined Law program to the single non-law program should apply to the Faculty Office of the program in which they wish to continue. Graduate Law students wishing to change from full-time to part-time study or vice versa should also apply to the Faculty Office in December.

Students wishing to change their plan within their current degree should apply to their Faculty Office.

All other local students wishing to transfer to an undergraduate program must apply through the Universities Admissions Centre (UAC) by the end of September (late applications are accepted until early February on payment of a late fee) or in May for mid-year transfers. Further information is available from the Admissions Office, telephone 1300 36 8679.

International Students:

All international students can apply for an internal transfer by completing the form available from UNSW Student Central or online via <https://my.unsw.edu.au>. For further information, international students may contact the Direct Admissions Office, tel: (+61 2) 9385 3656.

Progression Rules and Procedures

Attendance at Classes

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Registrar.

In the case of illness or of absence due to other unavoidable causes students may be excused by the Registrar for non-attendance at classes for a period of not more than one month or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

Absence from Classes

Explanations of absences from classes, or requests for permission to be absent from forthcoming classes, should be addressed to the Registrar and, where applicable, should be accompanied by a medical certificate. If examinations or other forms of assessment have been missed, this should be stated in the application.

If students attend less than eighty per cent of their possible classes they may be refused final assessment.

General Education Requirements

UNSW requires that undergraduate students undertake a structured program in General Education as an integral part of studies for their degree. General Education requirements are set out in detail in the General Education section of this Handbook.

Plagiarism

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.¹ Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying materials, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, website, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor change keeping the meaning, form and/or progression of ideas of the original;

- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or tutor; and;
- claiming credit for a proportion of work contributed to a group assessment item that is greater than that actually contributed.²

Submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered plagiarism.

Note that an assessment item produced in oral, not written, form, or involving a live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does not amount to plagiarism.

¹Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle.

²Adapted with kind permission from the University of Melbourne.

UNSW Policy on Plagiarism

At UNSW plagiarism is considered to be a form of academic misconduct and is viewed very seriously. UNSW is committed to helping students understand the conventions which govern academic communication to assist them avoid action which may result in academic misconduct.

In the interests of maintaining high standards in scholarship and research, the University reminds students that when they are writing essays, theses, and assessment items of any nature, they are ethically bound to refrain from plagiarism in all its forms. Students are advised to inform themselves about University policies and practices concerning assessment and Academic Misconduct (including plagiarism). Wherever possible, students should also take up those opportunities provided to them by the University to improve their academic and/or information literacy.

The UNSW Approach to Student Plagiarism

The UNSW approach to plagiarism is educative. The University wishes to foster a culture of learning informed by values of integrity and honesty and all staff and students are encouraged to consider their rights and responsibilities as set out in this Handbook.

UNSW is also committed to providing a consistent, fair and equitable approach to managing student plagiarism. It is therefore expected that Faculties and Schools will strive to ensure the fair, consistent and equitable treatment of students when handling student plagiarism, and adopt relevant policy, procedures and guidance provided by the University. It is also expected that staff will be conscientious in their evaluation of students' work and the identification of cases of possible plagiarism. All Faculties and Schools will provide students with discipline-specific examples of good and bad academic practice according to the conventions of the discipline, and provide specific advice regarding those techniques that will be required of students whilst studying at UNSW.

UNSW has published an e-document handbook for students, *Guidelines and Rules on Student Plagiarism*, which contains detailed information on UNSW's policy, approach and resources for students. UNSW has also developed an online information literacy tutorial (ELISE) to assist students. See *Further Information* below

The Learning Centre

The Learning Centre Plagiarism and Academic Integrity website is the central University online resource for staff and student information on academic honesty and understanding and avoiding plagiarism. It can be found at: www.lc.unsw.edu.au/plagiarism. The Learning Centre also provides substantial educational written materials, workshops, and individual assistance to aid students, for example, in:

- correct referencing and citation practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Further Information

Learning Centre's Plagiarism and Academic Integrity website: www.lc.unsw.edu.au/plagiarism/index.html

Guidelines and Rules on Student Plagiarism – Handbook for Students – online at www.lc.unsw.edu.au/plagiarism/link.html

ELISE online information literacy tutorial see *ELISE* under *Information Technology Rules and Procedures* in this Handbook and online at: <https://my.unsw.edu.au/student/atoz/ELISE.html>

Student Misconduct Rules see *Academic Misconduct and Student Misconduct* in this Handbook and online at: <https://my.unsw.edu.au/student/academiclife/assessment/StudentMisconductRules.html>

Assessment Policy, including Ethical Use of Scholarly Materials, see *Assessment Policy* in this Handbook and online at: <https://my.unsw.edu.au/student/academiclife/assessment/AssessmentPolicyIndex.html>

Academic Misconduct and Student Misconduct

1. Introduction

Students and staff are governed by the normal laws that regulate our daily lives. However, the University has its own code of rules and conduct. This is because good conduct and academic honesty are fundamental to the mission of the University as an institution devoted to the pursuit of excellence in scholarship and research, and to the service of society. These principles apply not only to students but also to the whole University community, including staff engaged in research. They have been developed over many years and are widely supported by staff and students. Staff and students are committed to good conduct and academic honesty and are keen to see that these values and principles are upheld.

The University is committed to helping students understand the conventions which govern academic communication and thereby to avoid action which may result in academic misconduct. Students are also advised to refer to Section 5 of the Assessment Policy (Ethical Use of Scholarly Materials) for further University policy advice as to the ethical use of scholarly materials, in addition to Section 7 (Rights and Responsibilities) which includes reference to the Rights and Responsibilities of the University, staff and student in this regard.

The University Council has defined student misconduct as follows (29 August 1994): “Student misconduct includes student academic misconduct and also encompasses conduct which impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the University.”

Section 2 provides an overview of the University’s rules regarding student academic misconduct, and of what kinds of activity constitute student academic misconduct according to current academic usage. Section 3 relates to further kinds of student misconduct, namely those that impair the reasonable freedom of others at the University.

It is very important that all students are familiar with the rules under which they attend the University, use University facilities, and are assessed. This is because students are responsible for managing their own conduct and for knowing what the University’s rules concerning good conduct are. Ignorance of the rules is not an acceptable defence against charges of misconduct.

If you have any concerns about what constitutes misconduct either in general or specific situations, make sure you discuss them with the relevant University authority. In academic matters this will usually be the lecturer in charge of a particular course. You can also seek general advice from the Registrar through the UNSW Student Services.

2. Academic Misconduct

These notes describe the University’s policy on academic misconduct and define actions and behaviour which constitute misconduct. They include a description of procedures followed by the University where misconduct is alleged and penalties which the University may impose on students guilty of misconduct.

2.1 What is academic misconduct?

The University Council has defined academic misconduct as follows (29 August 1994):

Student academic misconduct means:

- (a) breach of such rules or guidelines relating to student academic conduct as may be prescribed by faculties, schools or the Vice-Chancellor;
- (b) misconduct relating to assessment or examinations; and
- (c) any other conduct (the general nature of which has been made known to students) regarded as student academic misconduct according to current academic usage.

2.2 Types of academic misconduct

It is important that students realise just how broad the definition of academic misconduct may be. It certainly covers practices such as

cheating or copying or using another person’s work. Furthermore, practices that may be acceptable in other situations are considered to be misconduct according to current academic usage within a University.

The following are important examples of the actions that have resulted in students being found guilty of academic misconduct in recent years:

Misconduct concerning examinations

- taking unauthorised materials into an examination;
- impersonation in examinations;
- permitting another student to copy answers in an examination;
- exchanging notes between students in an examination;
- improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
- removing an examination paper from an examination room when it is specified that the paper is not to be retained by the student;

Misconduct concerning academic works

Plagiarism is the presentation of the thoughts or work of another as one’s own. See *Plagiarism* in this Handbook for further information.

Misconduct through misrepresentation

- submitting a falsified medical certificate;
- submitting a falsified academic transcript.

Two instances of academic misconduct – plagiarism and cheating in exams – are discussed in further detail below in Sections 2.3.1 and 2.3.2.

2.3 Specific examples of academic misconduct

The following are two examples of academic misconduct that have been detected frequently in recent years. Penalties imposed on students found guilty of misconduct in these areas have included failure in the course and exclusion from the University for periods as long as five years.

2.3.1 Plagiarism and failure to acknowledge sources

Plagiarism involves using the work of another person and presenting it as one’s own. Acts of plagiarism include copying parts of a document without acknowledging and providing the source for each quotation or piece of borrowed material. These rules against plagiarism apply whatever the source of the work relied upon may be, whether printed, stored on a compact disc or other medium, found on the World Wide Web or Internet.

Similarly, using or extracting another person’s concepts, experimental results or conclusions, summarising another person’s work or, where, there is collaborative preparatory work, submitting substantially the same final version of any material as another student constitutes plagiarism.

It is your responsibility to make sure you acknowledge within your presented work where you have “sourced” the information, ideas and facts etc.

The basic principles are that you should not attempt to pass off the work of another person as your own, and it should be possible for a reader to check the information and ideas that you have used by going to the original source material. Acknowledgment should be sufficiently accurate to enable the source to be located speedily. If you are unsure whether, or how, to make an acknowledgment consult your lecturer.

The following are some examples of breaches of these principles:

- (a) Quotation without the use of quotation marks. It is a serious breach of these rules to quote another’s work without using quotation marks, even if one then refers to the quoted source. The fact that it is quoted must be acknowledged in your work.
- (b) Significant paraphrasing, e.g. several sentences, or one very important sentence, which in wording are very similar to the source. This applies even if the source is mentioned, unless there is also due acknowledgment of the fact that the source has been paraphrased.
- (c) Unacknowledged use of information or ideas, unless such information or ideas are commonplace.
- (d) Citing sources (e.g. texts) which you have not read, without acknowledging the ‘secondary’ source from which knowledge of them has been obtained.

These principles apply to both the text and footnotes of sources. They also apply to sources such as teaching materials, and to any work by any student (including the student submitting the work) which has been or will be otherwise submitted for assessment. You must obtain the prior approval of your lecturer if you wish to submit to that lecturer an essay substantially similar to one which has already been, or will be, submitted to another lecturer.

Using the principles mentioned above about proper acknowledgment, you should also proceed on the general assumption that any work to be

submitted for assessment should in fact be your own work. It ought not be the result of collaboration with others unless your lecturer gives clear indication that, for that assignment, joint work or collaborative work is acceptable. In this latter situation, you should specify the nature and extent of the collaboration and the identity of your co-workers.

2.3.2 Unauthorised materials in exams

The possession of unauthorised materials in exams is another common example of academic misconduct. The University's rules for the conduct relating to examinations state that no materials are to be brought into the examination room other than those specified in the examination timetable.

The following are examples of materials which would be regarded as unauthorised (and if not specified as being permitted in the examination):

- (a) A bag, writing paper, blotting paper, manuscript or book, other than the specified material;
- (b) A mobile telephone brought into the examination room must be switched off and placed under the candidate's seat for the duration of the examination;
- (c) Written or printed notes of any kind or size;
- (d) Writing on the hand or any other part of the body;
- (e) Writing on a ruler or any other instrument;
- (f) A calculator or hand-held computer where these are not permitted or where calculators are supplied by the University for the examination.

It does not matter whether or not the notes or writing are relevant to the exam. It does not matter that the notes are inside your pocket or a closed pencil case. It also does not matter that writing on the body is illegible. It is academic misconduct simply to be in possession of such notes and writing, or to have writing on your body, in the first place.

There are simple steps that you can take to ensure they do not infringe the University's rules for examinations:

- Read the examination timetable carefully and make sure you fully understand what materials are permitted in the exam;
- Place all bags and belongings outside or at the front of the room before the exam commences;
- Check your pockets and inside any pencil cases or calculators to ensure that you haven't accidentally left notes in them;
- Listen carefully to the instructions given to you by the examination supervisor. Ask for assistance if you have any questions about the rules and arrangements for the examination;
- Surrender any unauthorised notes or other materials before the exam begins: if you are found with these after the exam commences you will have broken the examination rules.

2.4 Penalties

Students found guilty of academic misconduct may be excluded from the University for up to two years, depending on the individual circumstances. In serious cases, penalties may include permanent exclusion from the University.

2.5 Breach of Discipline and Misconduct in Assessment Procedures

The University has detailed procedures for dealing with allegations or complaints of academic misconduct. Please contact UNSW Student Central or refer to the following website: <https://my.unsw.edu.au/student/academiclife/assessment/BreachDisciplineMisconductProcedures.html>

3. Student Misconduct

3.1 University Rules and Codes of Conduct

While the University has not formulated a formal general code of conduct, it has defined rules and good practice for many activities. That is, a number of areas within the University have specified rules and codes of conduct for particular activities for the use of facilities. For example, there are rules for the conduct of examinations, rules for borrowing privileges and the use of other University Library resources, and behaviour in the Library. The Division of Information Services has also formulated rules for the use of computers and computer laboratories, and for behaviour in laboratories. These rules are publicised to all users of these facilities.

There are, in addition, University rules governing general student conduct. These are described below.

3.2 What is student misconduct?

Student misconduct of a kind that impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the University includes such activity as:

- (a) breach of any rule relating to student conduct in the University;

(b) conduct which unduly disrupts or interferes with a class, a meeting or any other official activity within the University;

(c) conduct detrimental to University property, such as stealing, destroying or deliberately damaging laboratory equipment;

(d) stealing, destroying, impairing the accessibility of, or defacing any part of the University Library collection;

(e) using University computing or communications facilities in a manner which is illegal or which will be detrimental to the rights and properties of others;

(f) acting so as to cause students or staff or other persons within the University to fear for their personal safety;

(g) refusing or failing to identify oneself truthfully when so required by a member of the academic staff or other officer of the University.

3.3 Penalties

The following penalties may apply:

(a) A student who commits a breach of the University parking rules or damages University property (including, but not limited to fittings, fixtures, equipment, facilities, trees, plants, shrubs, and lawns) shall be guilty of a breach of discipline and shall be liable for the payment to the University of a fine not exceeding \$1,000 and/or the cancellation of her or his parking permit.

(b) A student who misuses University Library facilities, or computing or communications facilities, shall be guilty of a breach of discipline and shall be liable for the payment to the University of a fine not exceeding \$1,000 and/or restriction or withdrawal of borrowing or access privileges.

(c) Fines and other penalties may only be imposed under these rules by the Registrar, the Chief Information Officer, or a person who holds a written delegation from either officer so authorising her or him.

(d) It shall not be necessary for the University to prove in any case that it has suffered financial or actual loss.

(e) The University may withhold any benefit (including any degree, diploma or result) from a student until any penalty imposed under these rules has been discharged.

(f) Students adversely affected by determinations made and penalties imposed under this rule may appeal to the Vice-Chancellor. The appeal must be in writing and lodged within fourteen days of the student receiving notification of the adverse determination. Such notification shall include notice of the student's right of appeal. In all other respects, action under this rule is final.

In addition, in situations where it is considered that students present a threat of destruction to University property and/or disruption of academic instruction, assessment, examinations, and the proper functioning of the University, they may be temporarily suspended from part or all of the University.

3.4 Student Misconduct Procedures

The University has detailed procedures for dealing with allegations or complaints of student misconduct. The full text of the Council resolution on student misconduct, which contains details of these procedures, can be obtained from UNSW Student Central or the following website: <https://my.unsw.edu.au/student/academiclife/assessment/StudentMisconductRules.html>

Academic Standing

At the end of every standard 14-week session the University determines each undergraduate or coursework postgraduate student's Academic Standing in his or her program of study.

The purpose of specifying a student's Academic Standing is to alert the student and his or her program authority as early as possible to any problem that may prevent the student graduating in minimum time, or (in more extreme cases) that may prevent the student graduating at all. With early intervention by a University academic advisor, the more serious consequences of a student's continued poor performance may be prevented. Academic Standing is determined differently for undergraduate and postgraduate students.

Academic Standing for Undergraduate Students

A student's Academic Standing is determined by two factors: his or her academic standing at the end of the previous standard 14 week session and his or her academic achievement in the current 14 week session. In normal circumstances, academic achievement is classified as satisfactory if the number of units of credit in all courses passed is at least half the total number of units attempted. If it is not satisfactory, academic achievement

is classified either as poor if some units are passed (but fewer than half the total number attempted), or nil if no units at all are passed. If 6 or fewer units of credit are attempted, then academic achievement is classified as indeterminate if any of these units are passed, or as poor if no units at all are passed.

Table 1 indicates how each academic achievement classification is determined. The far right-hand column describes how a student's academic standing at the end of the current session is derived from that student's academic standing at the end of the previous session.

Table 2 lists the undergraduate academic standing categories and their implications. Each student not in Good Standing is assigned an academic adviser, whom the student consults to discuss his or her progress, plans for improving results, and future enrolment options. The student is also encouraged to contact other University services, especially the Counselling Service and the Learning Centre, who can offer advice on ways in which the student may enhance his or her academic performance.

The usual effect is modified in certain situations:

- as it is not possible to skip Suspension, a student whose previous standing was Probation 2 must pass at least half of the attempted units to avoid Suspension. A similar rule applies to Probation 4 in respect to Exclusion.
- after Suspension, a student is assigned Probation 3. The student may then be assigned to Probation 1, if he or she passes half of the attempted units in the first session after returning (i.e. during Probation 3) from Suspension. Thus, two successive satisfactory sessions are required for Good Standing to be regained. If poor progress is recorded the student moves to Probation 4. If nil progress is recorded the student moves to Exclusion and
- in exceptional circumstances a student's academic adviser, in consultation with the program authority, may alter the student's standing. The usual action in this case is to retain the previous standing or to move the standing one step instead of two.

Academic Standing – Re-Enrolment Appeal Procedures

In June 2000, the University's Academic Board adopted the following rules governing appeals against suspension or exclusion:

- (1) Students who are suspended or excluded from a program have the right of appeal. An Undergraduate Re-enrolment Appeal Committee and a Postgraduate Re-enrolment Appeal Committee of the Academic Board will be constituted for the purpose of hearing such appeals.
- (2) Each Committee will have a membership of five members of academic staff (with a quorum of three) and will be chaired by a member of the Academic Board nominated by the President. The remaining members of the Committee need not be members of the Academic Board but will be nominated by the President taking into account their relevant experience and expertise. Members will not currently be involved in

managing student progress and will disqualify themselves if they have previously been involved in the case of a particular student.

(3) The decision of the Committee shall be final.

(4) The notification to students that they have been suspended or excluded shall indicate that they may appeal that decision to the relevant Re-enrolment Appeal Committee. The appeal must be lodged with the Registrar within fourteen days of the date of notification; in special circumstances a late appeal may be accepted at the discretion of the chairperson of the Appeal Committee.

(5) In lodging such an appeal with the Registrar, students should provide a complete statement of all grounds on which the appeal is based.

(6) The Appeal Committee shall determine appeals after consideration of each appellant's academic record and stated grounds of appeal. Students may elect to appear before the Committee and/or be represented.

Academic Standing - Re-admission after Suspension or Exclusion

Students who are suspended for one year have an automatic right of re-admission to the program in which they were previously enrolled.

Students who are excluded must re-apply for re-admission. Local undergraduate students re-apply through the Universities Admissions Centre; international undergraduate students re-apply through the Direct Admissions Office of the University. Applications should include evidence that the factors that contributed to the earlier failure no longer apply and any action taken to demonstrate the students' ability to resume studies.

Assessment

(See also 'Assessment Policy' under 'Other University Policies & Procedures')

Assessment of Progress

In the assessment of a student's progress in a program, consideration may be given to work in laboratory and class exercises and to any term or other tests given throughout the year, as well as to the results of written examinations.

Results of Assessment

Assessment result advices include the final composite marks students achieve in courses taken that session.

Passes are graded as follows:

High Distinction: an outstanding performance

Distinction: a superior performance

Credit: a good performance

Pass: an acceptable level of performance

Satisfactory: satisfactory completion of a course for which graded passes are not available

Table 1: The effect of the current session's achievement on Academic Standing:

Units of credit attempted	Units of credit passed	Achievement	Usual effect on Academic Standing
6 or fewer	Any	Indeterminate	Remains unchanged
6 or fewer	None	Poor	Moves one category down
More than 6	Half or more	Satisfactory	Moves up one category
More than 6	Some, but less than half	Poor	Moves one category down
More than 6	None	Nil	Moves two categories down

Table 2: The implications of undergraduate Academic Standing categories:

Academic Standing	Implications for the student
Good Standing	May continue in program
Referral	Recommended to consult Faculty advisor to discuss academic progress
Probation 1	Required to consult assigned advisor who advises on and approves next session's program
Probation 2	Required to consult assigned advisor, who approves next session's program. Student must improve to avoid suspension
Suspension	Not permitted to re-enrol for two standard sessions (one year)
Probation 3	Return from suspension period
Probation 4	Required to consult assigned advisor, and must improve to avoid exclusion
Exclusion	Excluded from the University for four standard sessions (two years)

Pass Conceded: this may be granted provided that the overall performance is considered to warrant such a concession. A Pass Conceded in a course will allow progression to another course for which the former course is a prerequisite.

For more information, please refer to the 'Guide to UNSW Grades', expressing grade distributions in international terms: <https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html>

Notification of Results

Assessment results are available on the web via <https://my.unsw.edu.au>. You will need your Student ID and UniPass to use these services.

Review of Results

A student may make application to the Registrar for the review of a result. The application form must be submitted not later than fifteen working days after the date of confirmation of assessment results via the web.

A review of result may take one of two forms:

- (1) Checking that all marks have been included in the final composite mark.
- (2) An academic reassessment of a piece of work. Before applying for a reassessment, students must first discuss their performance in the course with the course examiner. If students still have reason to believe that the mark awarded does not reflect their performance, they may apply for reassessment. Reasons must be given to justify a request. Requests may be refused where insufficient reasons are put forward.

Examinations

Examinations are held in June/July and in November/December.

It is inadvisable for students to make any vacation travel arrangements within the examination period until dates for all assessment requirements have been finalised.

Provisional timetables are posted on the University website/intranet in May and October.

Final timetables are posted on the University website/intranet in May and October.

Clash of examinations: Students must advise UNSW Student Central of any clash in examinations as soon as the provisional timetable is released.

The following website provides important information about the rules and procedures governing examinations at UNSW. It is the students' responsibility to be aware of these rules and procedures: <https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinations.html>

Special Consideration – Illness and Misadventure

On some occasions, sickness, misadventure, or other circumstances beyond students' control may prevent them from completing a course requirement or attending or submitting assessable work for a course. Such assessable requirements may include formal end of session examination, class test, laboratory test, seminar presentation, etc. It is also possible that such situations may significantly affect your performance in an assessable task. The University has procedures that allow students to apply for consideration for the affected assessments. Depending on the circumstances, the University may take action to allow students to overcome the disadvantage; e.g. offer an additional assessment or extend a deadline.

Students should note that merely submitting a request for Consideration does not automatically mean they will be granted additional assessment, nor that they will be awarded an amended result. For example, if a student has a poor record of attendance or performance throughout a session/year in a course, the student may be failed regardless of illness or other reason affecting a final examination in that course.

The University has a centralised procedure for Consideration applications. Many course authorities and faculties have 'local' procedures that students will also need to follow.

It sometimes happens that a student may encounter a situation that is so significant or personal they do not want to use the Special Consideration procedures. In a case like this you may prefer to contact the University Health Service, the Counselling Service, an academic advisor in your program office or the Assistant Registrar in the Student Information and Systems Office. Remember that it is always important to let the University know if there is anything that may affect your ability to continue your studies.

How to apply for Consideration

A student must make formal application for Consideration for the course/s affected as soon as practicable after the problem occurs and within three working days of the assessment to which it refers.

The application must be made on the 'Request for Consideration' form available from UNSW Student Central (or the Student Centre at your campus), from faculty and program offices, the University Health Service, the Counselling Service or from the web at: <https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>

To assist you the 'Request for Consideration' form has a sheet attached explaining the procedures and the information required. The form and information sheet must be taken with you when you obtain the certification so as to ensure all the key information is provided.

The completed application form must be submitted to the Student Centre at each campus.

Applications are accepted only in the following circumstances:

1. Where academic work has been hampered to a substantial degree by illness or other cause. Except in unusual circumstances a problem involving only three consecutive days or a total of five days within the teaching period of a session is not considered sufficient grounds for an application.
2. The circumstances have to be unexpected and beyond your control. Students are expected to give priority to their University study commitments and any absence must clearly be for circumstances beyond your control. Work commitments are not considered a justification.
3. An absence from an examination should be supported by a medical certificate or other document that clearly indicates you were unable to be present.
4. A student absent from an examination or who attends an examination and wants to request special consideration is normally required to provide a medical certificate dated the same day as the examination.
5. An application for special consideration has to be provided within three working days of the assessment to which it refers. In exceptional circumstances an application may be accepted outside the three-day limit.

To give the University sufficient and appropriate information on which to base its decision about your request, you must support your application with certified official documentation that normally contains at least the following key information:

- (1) the assessment task/s for which you are seeking consideration
- (2) the dates/deadlines associated with these tasks
- (3) the basis of your request i.e. the nature of your misadventure, illness, etc.
- (4) the date/s on which you were seen by the professional/authority providing your official documentation
- (5) the date of the illness or misadventure or the dates of the period of time of the illness or misadventure
- (6) the professional's/authority's assessment of the severity of your illness or misadventure and opinion of the likely effect on your capacity to undertake the assessment task/s concerned.

Items 4. to 6. need to be certified by the provider. For example, by your medical practitioner or other health professional (for illness or injury) or counsellor (for personal or family problems), so you will need to make the provider aware of the University's requirements.

For causes other than sickness, (e.g. road accident, court hearing, or death of a relative) written evidence (e.g. a police report, a court summons, or a death certificate) instead of the documentation required in 6 above is acceptable (i.e. Section B of the Consideration form need not be completed).

You should note that Consideration requests normally will not be considered:

- unless the application is made on the appropriate form;
- unless all the key information is provided;
- if more than 3 days have elapsed since the assessment for which Consideration is sought;
- if the assessment task is worth less than 20% of the total course assessment, unless the student can provide a Medical Certificate that covers three consecutive days.

In exceptional circumstances the University may waive these requirements, for example, if an accident or sudden illness occurs which requires your immediate hospitalisation.

You also need to follow any local procedures of the relevant course or program authority. You will have been informed of these procedures by the course authority or faculty representative in the course brochure/information sheet made available to you upon commencement of the course or program. For example, as well as submitting your application through UNSW Student Central, the course authority may require you to contact them.

If you need advice about any of the policies or procedures relating to Consideration contact UNSW Student Central.

What happens after you make the application

If your application meets the University's criteria for acceptance, it is stamped, a copy is taken and the original is returned to you. Only documentation that meets the requirements listed above will be accepted. No consideration will be given when the condition or event is not related to performance or is considered not to be serious.

Details, including the summary information provided by you, are made available to the relevant course authority/faculty. The University's procedures ensure that confidentiality of this information is maintained.

Note that many course authorities require you to take action within a specified period of time to determine the outcome; for example to consult the course authority's notice board, to contact the authority in person or by phone, etc. Details of the arrangements will have been made available to you in the course information sheet. Failure to take this action will normally result in forfeiture of any additional assessment granted to you.

On the basis of the information provided in your application, a decision is made regarding the appropriate response in your particular case. The following may be taken into account:

1. Your performance in other items of assessment in the course.
2. The severity of the event.
3. Academic standing in other courses and in the program.
4. History of previous applications for special consideration.

For enquiries relating to your application, please contact the relevant course authority or head lecturer of the course.

What outcomes you can expect

If an application for illness or misadventure is accepted, the following may ensue:

1. No action.
2. Additional assessment or a supplementary examination. Additional assessment may take a different form from the original assessment. If you are granted additional assessment, the original assessment may be ignored at the discretion of the course authority. Consequently, a revised mark based on additional assessment may be greater or less than the original mark.
3. Marks obtained for completed assessment tasks may be aggregated or averaged to achieve a percentage.
4. The deadline for assessment may be extended.
5. Discontinuation from the course. This is unlikely to occur after an examination or final assessment has taken place.

The following examples are included to give an indication of the outcomes you can expect in the most common circumstances. (Many course authorities include similar examples for the special types of assessment used by them in their course information sheets.)

Formal end of session examinations

- If you miss such an examination through an illness, other circumstance beyond your control, etc., which is certified as being severe enough to have prevented your attendance, in general, you will be granted additional assessment. This is usually in the form of a supplementary examination.
- If you attend an examination but prior to it an illness or other circumstance beyond your control occurs which, because of its duration or severity, is certified as having a significant effect on your preparation for that course, in general you will be granted additional assessment. This is usually in the form of a supplementary examination.

Note: In either of these cases if you have attained a Pass in the course concerned from assessment tasks completed during session, it may not be regarded as necessary to grant you additional assessment.

- If you attend an examination but have an illness on the day, which is either certified as not having a significant effect on your performance (such as a minor head cold), or for which you were examined after the illness had subsided, you will not be granted additional assessment.

Class tests, laboratory examinations, vivas

The same types of outcomes as outlined above for formal end of session examinations normally will apply in the circumstances listed.

Essays, reports, mini-theses, models, creative work, etc.

If an illness or other circumstance beyond your control occurs which, because of its duration or severity, is certified as having a significant effect on your ability to submit the work by the deadline given, you will generally be granted an extension of the deadline. You should not, however, expect the deadline to be extended for a time in excess of the period for which the certification was given.

Field work, practical placements, etc.

Each course authority conducting field work etc. has in place appropriate mechanisms for dealing with consideration for these type of assessments. Details are provided in the relevant course information sheets.

Additional assessment

The time at which any additional assessment granted to you is held, is determined by the course authority concerned. Consult the course information sheet for detailed information about the times and arrangements for the various additional assessment tasks in that course.

Most course authorities conduct supplementary examinations in the period immediately after the formal end of session examination period. For example, for the end of Session 2, supplementary examinations are often held in the three-week period just prior to Christmas. In general, course authorities will provide only one opportunity for you to sit a supplementary examination except in exceptional circumstances. You need to ensure you will be available during this period to take any supplementary examination granted to you.

You should expect any additional assessment granted to you to be of the same degree of difficulty as the original assessment task which it replaces.

Student Contact Details

It is essential that students maintain current email and postal addresses.

The University cannot accept responsibility if official communications fail to reach students who have not amended their postal and/or email address as soon as possible after any change of postal and/or email address. See also *Email Policy* in this Handbook.

Student ID Card

All students enrolling at the University are issued with a student identification card. The number appearing on the card is the student identifier used in the University's records. This number should be quoted in all correspondence.

(1) The card must be carried at the University and shown on request. It must be presented when borrowing from the University libraries, when using library facilities and when applying for concessions. The card is encoded by University Security to allow building access.

(2) The card is not transferable.

(3) The student to whom the card has been issued must notify the University Security (*e-spot@unsw* located in the Red Centre) of its loss or theft. Failure to do so may result in the cardholder being held responsible for items issued on the card after its loss or theft.

(4) The card is valid only for the period of enrolment each year.

(5) The cardholder accepts responsibility for all library books issued on his/her card and agrees to return books by the due date.

(6) If the card is damaged or becomes otherwise unusable, it is the cardholder's responsibility to seek replacement.

(7) The card always remains the property of the University and must be returned to it when the holder leaves the University.

Note: Students may be required to provide photo identification such as a driver's licence or passport in special circumstances where their student ID card does not satisfactorily verify their identity.

Graduation

The University's policy is to graduate at the next series of ceremonies all students who have completed requirements for their degree or diploma in the previous academic session. Graduands who are indebted to the University will not be permitted to graduate until the debt has been cleared.

The University usually holds graduation ceremonies in the following periods:

March/May: All degrees and diplomas

June/July: Overseas graduation ceremonies in Hong Kong and Singapore/Kuala Lumpur. (No ceremony will be held in Kuala Lumpur in 2006).

September/October: All degrees and diplomas

December: University College, Australian Defence Force Academy. Undergraduate and research degrees within the Faculty of Medicine.

Updated graduation information is posted on the myUNSW website each session before results for that session are released.

All graduands and potential graduands are expected to read the detailed graduation information on myUNSW, and to check their graduation details. In particular, graduands and potential graduands should check that their name, address and degree details are correct. The website is located at: <https://my.unsw.edu.au/student/academiclife/graduations.html>

Queries regarding graduations can be directed to the Graduations Section on (02) 9385 3092 or graduations@unsw.edu.au.

Information Technology Rules and Procedures

Introduction

The University is committed to using technology to support teaching and learning. For information on the IT resources and services available to students, please refer to 'Information Technology Services' in the 'Student Services and Resources' section below.

The rules and procedures relating to information technology at UNSW are detailed below.

Please note that students undertaking computing studies in any program are responsible for ensuring that they have appropriate back-ups of their work. Furthermore, work should not be stored on University computers as its security cannot be guaranteed by the University. Students who alter or delete another person's work may be committing a criminal offence. Students should also note that it is against UNSW policy to knowingly spread computer viruses.

UniPass

UniPass is the Universal Password System that allow students access to UNSW Online Services and the University-wide network. New students will be required to set up their personal online student account in order to access the online services. All new students must also activate their student account by agreeing to the terms and conditions of use of UNSW's electronic services. For more information, visit: www.disconnect.unsw.edu.au/student/zhome.htm.

ELISE (Enabling Library and Information Skills for Everyone)

Information literacy is a UNSW graduate attribute. For commencing students, a basic level of information literacy is necessary to enable each student to undertake their academic program effectively. It has been found that many students, regardless of their UAI, or other entry criteria, do not clearly understand the use of information in the university environment.

ELISE is a mandatory online tutorial on how information is organised and used in the University context. It is a university requirement for all new undergraduate and postgraduate coursework students to complete the tutorial and attain at least 80% in the ELISE quiz following the tutorial.

More information is available from:

<http://my.unsw.edu.au/student/atoz/ELISE.html>

The ELISE tutorial and quiz is accessible from the Web CT homepage:

<http://webct.edtec.unsw.edu.au/webct/public/home.pl>

Email Policy

Each student is given an email address as part of his or her enrolment at UNSW. It is essential to check email regularly since this is the main mode of formal communication between students and the University.

All students have a central email address of the form z1234567, where '1234567' is the student number. It is a **requirement** that all students read email that is sent to this address, as it may contain vital administrative or

teaching material **not provided any other way**. If a student uses an email account other than the centrally provided UniMail account, the student **must** arrange to forward UniMail to an account that they do use.

For the complete policy on electronic mail, please see: www.its.unsw.edu.au/policies/policies_home.html

IT Requirements for UNSW Students

Please refer to the following website for home computer guidelines or contact the IT Service Desk on (+61 2) 9385 1333:

www.its.unsw.edu.au/policies/policies_home.html

Rules for the Use of Computing and Electronic Communications Facilities for Students

UNSW policy is to facilitate the use of information resources by the provision of appropriate and timely technology solutions and technical assistance, and a key strategy of the UNSW Corporate plan is to use information technology in support of the educational, research and administrative activities of the University. Making information technology more readily available contributes significantly to improving academic quality and student access.

While at UNSW, students are responsible for ensuring that their use of computing and communications facilities is ethical and lawful. They are responsible for ensuring that their actions are not detrimental to the property of the University and the rights of others. The following rules, which have been made by Council under the University's Student Misconduct Rules, apply across all UNSW facilities. In certain local systems, additional restrictions may apply. The manager of those local resources will advise these additional restrictions. These rules apply to all student use of University computing or communications facilities. By using any of these facilities, the student is acknowledging that they have read and will abide by these rules. Breach of any of these rules may be considered student misconduct.

1. Definitions

1.1 "account" refers to any computing or electronic communication resource allocated for sole or shared usage by a student and protected from general usage by a security system. Such a resource might include, but is not limited to, storage space; access to a computer terminal; processor time; printed output or dial-up access time. A security system might include, but is not limited to, password protection.

1.2 "communications" refers to the use of any of the University's computing and/or electronic communications facilities, including, but not limited to, the University Wide Network, the modem pool, telecommunications, PABX and facsimile equipment to access or transmit information.

1.3 "computing facilities" refers to:

(1) all networked services and computer hardware and software, owned, leased or used under licence by the University including the University's academic and administrative systems;

(2) computing facilities maintained by other bodies but available for use through an agreement or agreements with UNSW; and

(3) all other computing facilities, wherever situated, where access is by means of UNSW-provided services.

1.4 "University" means the University of New South Wales.

1.5 "user" means any person or persons utilising, accessing or attempting to gain access to the computing or communications facilities at UNSW.

Any reference to the singular includes a reference to the plural and vice-versa in these rules.

2. Legal framework

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.

3. Access

3.1 Access to the University's computing and communications facilities is available to students for teaching, research and administrative purposes, and for other specifically authorised activities.

3.2 Students are entirely responsible for their own accounts and any actions or materials resulting from any use of their accounts.

3.3 The University reserves the right to withdraw the availability of any computing or communications facility without notice.

3.4 Students may use only those facilities to which they have been given specific access by the University or which have been advertised for general student usage, and to the extent and in the manner that they are authorised to use them.

3.5 Students are not to assist persons who do not normally have access to a resource to obtain such access.

4. Non-permitted uses

The following uses and/or activities are not permitted:

4.1 Any use not related to University teaching, learning and research, unless specifically authorised by the University. If a student is unclear of his/her access for purposes unrelated to University teaching, learning and research, clarification should be sought from the relevant University system manager or student supervisor.

4.2 Any commercial purpose.

4.3 UNSW facilities are not to be used for:

(1) the deliberate or negligent preparing, storing, displaying of racist, pornographic or other offensive material,

(2) the deliberate receiving or transmitting of racist, pornographic or other offensive material unless it is a requisite component of a program of study and has the approval of the relevant lecturer or supervisor.

4.4 Use of the facilities to harass any person (whether within or outside the University) or interfere with their work. Examples of breaches to this rule could include the sending of obscene, abusive, fraudulent, threatening or repetitive messages, as well as unsolicited non-University work-related email.

4.5 Tampering with other users' accounts in any way, including attempting to thwart the system security, setting password traps, and any other behaviour designed to interfere with other users' access to the facilities.

4.6 Use of other users' accounts, a false identity or another person's identity to gain access to any aspect of the facilities.

4.7 Allowing or assisting another person to obtain access to resources or information not authorised.

4.8 Smoking, eating or drinking in computer laboratories or while using computing facilities at the University.

4.9 Behaviour that impacts adversely on other users in shared spaces, such as making unreasonable noise.

4.10 Deliberately or negligently interfering with the operation or performance of a system by:

- generating excessive load, use of storage capacity, network traffic, etc.;
- physically damaging or adjusting the equipment. Any such tampering, vandalism, theft or wilful and/or reckless damage may be referred to the police;
- introducing viruses or other software components designed to interfere with the normal operation of a system;
- deleting, adding or modifying information relevant to the system's operation;
- obtaining extra resources without authorisation;
- excessive printing;
- creating excessive network links.

4.11 Circumventing, or attempting to circumvent security or obtaining or attempting to obtain information that would allow security to be circumvented.

4.12 Using a resource not allocated or accessing material not permitted, whether by breaching security, using another's account or taking advantage of another person's negligence. This includes the use of resources in amounts or to a degree other than authorised.

4.13 Copying, disclosure of, transferring, deleting, examining, renaming, changing or adding to software, data or information belonging to UNSW or another person unless permission has been granted or the software, data or information is clearly intended to be public.

4.14 Activities that impact adversely on the University's reputation.

5. Copyright and licences

Students will not copy, disclose or transfer any computer software on the computing and communications facilities provided by the University in such a way as to breach any right of any person (including copyright) without the express written permission of the appropriate University officer or head of school/unit/centre.

6. Security

6.1 The University wishes to maintain a secure, efficient computing and communications environment. It has the right to examine all computer files and to monitor computer usage to ensure compliance with these rules.

6.2 If necessary, computer processes that are actively causing a problem will be terminated, or access to any files related to a breach of the rules removed.

7. Related Documents

These rules operate together with other relevant policies, rules and guidelines of the University on the use of its facilities and resources. These include:

- Student Misconduct Rules
- Breach of Discipline and Misconduct in Assessment
- Email Policy.

8. Breaches

Students found in breach of these rules are liable to disciplinary action under these rules and the Student Misconduct Rules. Disciplinary action could result in a warning, a reprimand, suspension of access to computing facilities, a fine or exclusion from the University for a period.

9. Schedule of Fines

The Chief Information Officer may impose fines of up to \$1,000.

Website Policy

The increasing reliance on UNSW websites as a means of communicating information and providing services has resulted in the need for an updated and consolidated University website policy.

The scope of this policy includes personal websites. Personal websites are defined as sites owned by, or affiliated to, students and hosted by the UNSW network. It also includes sites hosted on the UNSW network which are affiliated with, but not controlled by UNSW e.g. the Student Guild, Student Union, Kingsford Legal Centre.

The complete UNSW Website Policy is accessible at: www.its.unsw.edu.au/policies/pol_web.html

Other University Policies and Procedures

Access to Assessment Information and Freedom of Information

The University of New South Wales is committed to a policy of openness regarding exchange of information in matters involving the assessment of students. To this end:

1. Course authorities are responsible for ensuring that a clear written statement of expectations is provided for each course which should include a statement of the objectives of the course: its assessment plan, including weights allocated to each significant assessable component and related submission dates; the kind of evidence required for consideration to be given to late submissions; attendance, timetable and other requirements, to be presented at the first class of each session/term, recognising always the ability to negotiate changes with the students concerned within the first week.

2. All items of assessment completed during session should be marked promptly and returned to students with a mark or grade and, where appropriate, comments. Course authorities where appropriate should provide information on the distribution of results in all items of assessment so that students can gauge their own performance against that of the other members of the class.

3. Final composite marks in courses as determined by Faculty Assessment Review Groups should continue to be provided to students.

4. Final examination scripts (other than those returned to students) are to be retained in the School for six months. Students should have access to their own scripts and be able to consult the examiner or the course authority on their performance. Faculties and Boards of Studies may determine the conditions under which access may be granted.

5. Where examination question papers or other forms of assessment need to be kept confidential (e.g. multiple choice question papers where questions are reused in later examinations) arrangements should be made for students to receive advice on their performance with reference to their own examination script but in a way which does not prejudice the examination mode.

6. In the case of the examination of theses and project reports, the examiners' report should be released to the student, following determination of the student's results. The names of examiners, while remaining undisclosed prior to assessment, should be released subsequently unless a particular examiner requests that this information be not released.

Information about how to make a Freedom of Information application and the charges involved may be obtained from UNSW Student Central (Student Enquiries), the UNSW Freedom of Information Officer (+61 2) 9385 2860 or the web at: www.infonet.unsw.edu.au/admin/pmu/foi.htm

Assessment Policy

This is an excerpt from the UNSW Assessment Policy. The full policy can be found online at: <https://my.unsw.edu.au/student/academiclife/assessment/AssessmentPolicyIndex.html>

1. Introduction

1.1 Principles underlying assessment

The University's teaching programs are designed to provide a rich diversity of formal and informal learning opportunities for students. University students learn for many reasons: to acquire knowledge for its own sake; to prepare themselves for professional work and careers; and to develop discipline-specific as well as generic skills, for example, the skill to learn independently of a teacher.

A University award (as documented on a testamur) certifies that a student has demonstrated his or her understanding of what has been learned at a standard commensurate with that expected of the holder of the qualification for which the student has been enrolled. Assessment is integral to this certification procedure.

Some assessment is formative. That is, it is specifically intended to assist students to identify weaknesses in their understanding, so that they may improve their understanding and enhance their learning. Other assessment is summative; its objective is primarily to pass judgment on the quality of a student's learning, generally in terms of assigned marks and grades. Furthermore, critical reflection on the outcomes of course assessments, both formative and summative, can inform teachers and students, not only about the quality of student learning but also about the effectiveness of teaching. In the design and administration of assessments and the reporting of summative assessment results, the University has a commitment to promoting open, equitable and accountable procedures. The University is also committed to providing valid and reliable assessment information, in accord with standards in which students, potential employers and accrediting bodies can have confidence.

1.2 Assessment in relation to course development and teaching methods

While teachers can contribute profoundly to students' understanding of a discipline, students are ultimately responsible for their own learning. This responsibility extends beyond the assimilation of topics within the course. Students should ensure that they have the necessary assumed knowledge for the course, that they have an adequate grasp of academic English, that they satisfy attendance requirements, that they familiarise themselves with the course assessment requirements, and that they prepare properly for those assessments by the due dates.

For English language requirements and assumed knowledge, please refer to the 'Admission Requirements and Procedures' entry in this Handbook.

2. Timing and Weight of Assessments

Students are expected to reach the objectives of a course progressively throughout a session. They should be set tasks during the session that allow their progress to be evaluated against established criteria. Such in-session tasks should contribute to the final assessment in a course.

Assessment tasks should be designed carefully, first, to keep in proportion student time commitment and the weight of the assessment task in the overall assessment, and second, to reflect, as far as possible, the importance of each task in determining the effectiveness of students' having met the course objectives. This might mean that an important task, such as a final examination, is weighted heavily.

The Academic Board has determined that the normal workload expectations of a student are 25-30 hours per session for each unit of credit, including class contact hours, preparation and time spent on all assessable work.

Care should also be taken to avoid the imposition of a heavy imbalance of assessment load toward the second half of the session. In disciplines where comprehensive assessment is possible only when students have

completed a significant proportion of the session's work, milestone tasks should be set to enable students to build towards the submission of a more substantial assessment task closer to the end of the course. While assessment regimes will vary across the disciplines of the University, the following guidelines represent accepted norms.

2.1 Except in highly unusual circumstances, one or more tasks should be set, submitted, marked and returned to students by the mid-point of a course, or no later than the end of Week 8 of a 14-week session. This is particularly important when students are considering discontinuing a course (See 8. *Discontinuation and Effective Feedback*).

2.2 Although students need regular feedback on their progress, set assessment tasks should be kept to the minimum that is sufficient to enable students to make judgements about their progress.

2.3 Deadlines for assessment tasks should be well separated in time so as to give students periods of time for reflective learning that are free from the pressure engendered by a looming deadline.

2.4 In some disciplines, students are expected to practice skill development continuously. To evaluate students' ability to perform such on-going tasks, consideration should be given to strategies for self-assessment. In this way, students can obtain evidence concerning their level of understanding of the work, while avoiding the stress of frequent formal appraisal by an examiner.

2.5 No examination worth 20% or more of the assessment in a course should be scheduled during the final week of a standard session, and no assessment tasks should be set in the period between the end of session and start of the formal examination period. Study for these tasks inevitably impacts on other work undertaken during this period, including the preparation for formal examinations.

2.6 Students should not normally be required to sit 3 exams in 2 consecutive days.

2.7 Apart from examination scripts, all assessed work should be returned to the student, preferably in a class context where the student has the right to query the assessment for resolution either then or at a later time. Examination scripts may be returned at the discretion of the course authority.

2.8 Course handouts should advise students at the beginning of session how all assessment results are to be combined to produce an overall mark for the course. In particular, the handout should make expressly clear:

- the weight of each task in contributing to the overall mark;
- the formulas or rules used to determine the overall mark;
- minimum standards that are applied to specific assessment tasks, and the consequences if such standards are not met (including failure to submit particular tasks);
- rules regarding penalties applied to late submissions; and
- precise details of what is expected in terms of presentation of work for assessment. Emphasis should be placed on appropriate referencing conventions and requirements, on the degree of cooperation permitted between students, and on what constitutes plagiarism and the consequences of committing it.

3. Assessing Students' Progress

The University is committed to evaluating students' progress towards the completion of their degree requirements and in relation to the objectives of each course in a way that is meaningful to graduates and to employers. Thus, the University implements several procedures for the preparation for and fair conduct of examinations, and also strategies for the finalisation and communication of assessment results to ensure that there is consistent interpretation of progress indicators across the institution.

3.1 Conduct of examinations and of other forms of assessment

Examinations are conducted by the Examinations Section and by schools. It is important that all examinations are conducted under the same conditions and that those conditions are strictly adhered to. Schools should consult the Guidelines for the conduct of examinations, which are located at: <https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html>

Assessment should be anonymous where this is consistent with the learning outcomes of the course. Schools should develop and inform students of their policy in regard to anonymous assessment. The policy should indicate conditions under which anonymous assessment will normally be applied. In anonymous assessment, the student's ID number only should appear on the work submitted for marking. The number is subsequently paired with the name of the student when the mark is recorded. In other cases, for example class presentations, individual viva voce assessment and small size classes, anonymous marking will not be possible.

Students with disabilities, in certain circumstances, may be eligible for alternative provisions for assessments or examinations. Provisions for school or faculty-based assessments should be arranged with the relevant academic staff member or school administrative officer, in conjunction with the Equity Officer, Disability. Provisions for the end of session examinations should be arranged with the Equity Officer, Disability, who will liaise with the Examinations Section. Information on equity issues at UNSW is located at www.equity.unsw.edu.au

Course authorities should ensure that course convenors follow the guidelines issued by the Registrar for the 'Preparation and Printing of Examination Papers'. Course convenors are responsible for the accuracy of the examination papers in the courses for which they have authority.

3.1.1 Scheduling assessment and examinations

The University recognises that there are students whose religious faith prohibits them from sitting for examinations or attempting assessment during certain periods or on particular holy days. The University tries, wherever possible, to accommodate students so that they may fulfil both their religious and University obligations. Course convenors and other academic staff are requested to observe this policy and where possible to consult with students so that alternative arrangements may be discussed.

3.1.2 Group-based assessment

Wherever students' grades derive from an assignment that has been completed in a group, the students should know from the outset how the marks are to be determined. In particular, students should be informed if individual or group-based grades are to be awarded. As in all assessment tasks, the students should be told the criteria against which the group's assignment or presentation will be evaluated. It is also recommended that students be asked to complete self and peer evaluations of contributions to the group's final product, and that students be provided with a handout that informs them about this when the group-based assignment is given to them.

3.1.3 Viva voce assessments

Wherever students are required to complete an oral assessment task, more than one examiner should normally be present. Each examiner must record, independently, their comments and recommended mark. Any assessment task that involves some kind of performance (for example, dance or musical recital) should, in addition, be video or audiotape recorded. Clinical assessments are excluded from these requirements.

3.1.4 Class participation

The criteria to be used for evaluating class participation marks should be set out in the course handout that is distributed at the beginning of the course. Wherever possible, students should be informed of their result before the end of the session, and provided with the opportunity to discuss their result with the lecturer involved, should they wish to do so. The assigning of marks for class participation should not unfairly disadvantage any group of students, and the proportion of marks assigned to class participation should take the following issues into account:

- The method of delivery of the course (a course taught in concentrated mode would be expected to have a different class participation format from a course taught across 14 weeks).
- The contribution required by the students.

3.1.5 Undergraduate material in postgraduate coursework courses

Where undergraduate material is included in a postgraduate coursework course there must be a clear statement in the course handout on the manner in which it will be taught and assessed and how this will differ from the delivery and assessment in the corresponding undergraduate course(s).

3.2 Finalisation of results of assessment

At the end of each assessment period, each course authority must provide the Registrar with a single result for each student enrolled in the course for which he or she is responsible. The final result in most courses is expected to take the form of an integer mark, ranging from 0 to 100 (inclusive). A symbol may be used along with the mark, but only in cases where the grade is not determined from the mark itself can a symbol be used instead of a mark.

Except where program-specific rules for weighting have been approved, the Registrar then determines for each undergraduate and postgraduate student a weighted average mark (or WAM) that quantifies a student's overall performance throughout his or her program of study. The WAM is calculated first, by weighting each result by the units of credit associated with the course, and second, by dividing the weighted sum by the total number of units of credit.

3.2.1 Stages in the finalisation of results

There are two stages in the finalisation of the results that are provided to the Registrar.

In the first stage, course authorities are expected to calculate for each student enrolled in each course for which they are responsible a composite mark. It is appropriate that composite marks be calculated only when, on the basis of the work completed, a reasonable assessment can be made of the student's standard of knowledge and understanding of, and skills in, the course. The recommended mark should normally fall between 0 and 100. The minimum pass is recorded as 50 and marks above 50 reflect the level of performance, according to the categories identified in sub-section 3.2.2 below. If necessary, the provisional composite marks should be scaled so as to achieve this objective. It is expected that only minor adjustments should be required to establish suitable standards. Excessive scaling would normally indicate that the level of assessment tasks or marking standards has been set inappropriately.

The course authority is then required to submit a provisional composite mark to the Faculty Assessment Review Group (FARG), or, in cases where it is inappropriate to calculate a provisional composite mark, a recommendation about any action that is to be taken.

The full range of marks and symbols used by UNSW is set out below. Some symbols represent decisions that can be made only by the FARG. Course authorities should not include these on their return of results. Course authorities may, however, use some symbols to convey to the FARG their recommendation as to further action to be taken with respect to a student's result. These are WD, WC, UF (with a composite mark), AF, EC, and RD.

Course authorities may, in the time between the assessment and the meeting of the FARG, require students to present themselves for further assessment. Any subsequent alteration in marks should be advised by the course authority at the meeting of the FARG.

In the second stage, the FARG considers the provisional marks and recommendations and decides the final marks or any recommended further actions.

Faculty Assessment Review Groups may invite course authorities who are not members of the relevant Faculty Board to attend assessment meetings at which composite marks for courses within their responsibility are considered. If the course authorities or their nominees are unable to attend any meeting of the FARG, notes on the student cases to be considered should be provided for the presiding member prior to the meeting. If the course authorities or their nominees do not attend, the committee shall have full authority to make decisions on the standing of those courses for which the course authorities are responsible. Provided that the general statements in this document are not contravened, additional procedures and guidelines for the FARG may be laid down by its Faculty Board. If, when the composite marks for the course are being finalised, course authorities and/or Faculty Assessment Review Groups propose to vary the marks returned by the course convenor, they should advise the convenor on the action taken and the reasons.

3.2.2 Graded passes

When a composite mark falls in the range 50-100, the grade is determined in accordance with the following categories:

85-100	High Distinction	HD	Outstanding performance
75-84	Distinction	DN	Superior performance
65-74	Credit	CR	Good performance
50-64	Pass	PS	Acceptable performance

3.2.3 Unsatisfactory failure

The symbol UF (Unsatisfactory Fail) may also be used with a composite mark in the range 40-100 where a student has not performed satisfactorily in an essential item of assessment. UF should not be used to indicate that a student has failed to reach an acceptable standard in a major assessment task such as a final examination unless it is an essential item of assessment. Normally, the assessment weights or formulas should be adjusted so that failure in a major piece of assessment is reflected in an overall mark less than 50. UF should also not be used by a Faculty Assessment Review Group to circumvent the award of a conceded pass.

3.2.4 Ungraded pass/fail

Where graded passes are not awarded in a course, the grade SY (Satisfactory) is used to indicate that the student has attained the required standard of knowledge and understanding of, and skills in, the course. The grade FL (Fail) should be used to indicate that the student's performance is below the minimum level of competence in the course.

3.2.5 Grade only

In special circumstances, when it is inappropriate to return a composite mark, the grades HD (High Distinction), DN (Distinction), CR (Credit), PS (Pass) and FL (Fail) may be used. Course authorities should be aware that a notional mark is generally assigned to the grade in computing weighted averages (or WAMs). The notional mark used is High Distinction 90, Distinction 80, Credit 70, Pass 55 and Fail 25.

3.2.6 Composite marks below 50

Where the composite mark falls below 50, the Faculty Assessment Review Group will determine which of the following grades applies.

3.2.7 Pass Conceded

A Pass Conceded (PC) may be granted by a Faculty Assessment Review Group, provided a student's overall performance is considered to warrant such a concession. A Pass Conceded allows a student to progress to another course for which the former course is a prerequisite. A PC should not be submitted by course authorities.

In deciding whether a student is eligible for the award of a PC (Pass Conceded), Faculty Assessment Review Groups apply a standard concession algorithm. An undergraduate student will be considered for the award of a Pass Conceded on a mark returned by the course authority that falls between 46 and 49 inclusive, provided that any of the following conditions is met:

- the mark is 48 or 49 and the student's term WAM is at least 53;
- the mark is 46 or 47 and the student's term WAM is at least 55;
- the student's cumulative WAM prior to the start of the current session is at least 55; or
- the student is a potential graduand with no failures in the current term (see also 3.2.22).

However, a returned grade of UF cannot be converted into PC without reference to the course authority; and a student who has previously been awarded PCs for courses totalling 18 units of credit or more shall not normally be awarded further PCs.

Whenever a Faculty Assessment Review Group decides not to award a PC in accordance with the standard concession algorithm, that decision should be able to be justified.

3.2.8 Failure

If a student has made *no attempt at any assessment task*, the result should be returned as AF (Absent Fail). An AF should not be returned simply because the student did not attend a final examination or complete some other single piece of assessment. In the absence of any of the conditions above, a mark should be returned.

3.2.9 Withheld results

To indicate the withholding of a student's result, one of two symbols, a WD or a WC, is used, depending on the reasons for not finalising the result. In each case, a mark is returned.

WD: This symbol should be used to indicate that it is not yet possible or desirable to finalise a composite mark based on the work completed, or that the mark is not to be released until the student consults the course authority. WD is not appropriate when students have completed all assessment tasks but marking is not complete. In this case, LE (late entry) should be returned.

WC: This symbol refers to results that are withheld for special circumstances, or where further assessment is recommended for a student who through illness or some other acceptable misadventure has been prevented from taking one or more of the assessments or has been disadvantaged during the assessment.

Further assessment should not be granted when the composite mark, whether more or less than 50, accurately reflects the student's level of achievement in the course.

Withheld results cause significant inconvenience. They should, therefore, be used sparingly.

3.2.10 Finalising withheld results

Each school should designate a specified period, as close as possible to the date on which results are released, during which supplementary assessment will be held, and inform the students of this in the course handout at the beginning of the session. Students should be advised that they are required to be available for supplementary assessment, if required.

Students whose results have been withheld (indicated by a WD or a WC) are advised by the Registrar to contact the course authority within the specified time that has been communicated in the course handout, but in

any case no more than 5 days after the release of the results on the web, because it might be necessary to arrange for further assessment.

The deadlines for finalising withheld results are:

Session 1: the first Friday in August

Session 2: the second Friday in February

Summer Session: the third Friday in February

Winter Session: the third Friday in August.

If a student fails to contact the course authority within the specified time, a failure in the course may be recorded. All results not finalised by the relevant date will be converted to:

- a mark and grade based on the mark held in the examinations module, or to
- a grade of NC, which signifies that assessment in the course was not completed.

3.2.11 Other symbols

LE Late entry (or assessment not finalised) indicates that a result was not submitted on time by the course authority. It is the responsibility of the course authority to provide a composite mark at the meeting of the Faculty Assessment Review Group.

EC Enrolment continuing indicates that the course is taken over more than one academic session and the assessment will be finalised in a later session.

RD Result Deferred is used for project courses to indicate that the student is unable to complete in the current session. The student must re-enrol to obtain a result.

GP The mark falls in the range 46 to 49, and a decision whether or not to award a PC is pending. This is used to indicate to a Faculty Assessment Review Group that withheld results currently prevent the determination of a PC recommendation. All late results in the range 46 to 49 returned by a course authority should be entered as GP unless UF applies. Regularly, the UNSW concession algorithm is administratively applied to GP grades that are to be converted to PC or to FL, if all other results are finalised.

NF The student has been permitted, because of special circumstances, to withdraw from the course without failure. No result is recorded on the official transcript.

NC This symbol is used when a result has been withheld for an extended period of time, and there is no prospect of its being resolved.

3.2.12 Distribution of marks

The two principal approaches to the award of grades are referred to as the standards-referencing approach (in which students' achievements are evaluated against some pre-determined criteria) and the norm-referencing approach (that assesses students in comparison with their peers or relevant cohort). Over a period of years, the distribution of marks in large classes has shown a consistency across all courses. Patterns of distribution for the current session and for previous sessions are available from the Registrar. In small classes, and in courses and programs with high entrance qualifications, an increased percentage of higher marks may occur. A similar shift in the distribution of marks typically occurs in later years of most degree programs. Course authorities and course convenors are advised not to pass or fail any given percentage of students, but should be prepared to give reasons for a distribution pattern that differs from that which is consistently found in the particular course.

For more information, please refer to the 'Guide to UNSW Grades', expressing grade distributions in international terms: <https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html>

3.2.13 Time for marking

Assessment of students' work is a normal component of the duties of academic staff. The Head of School is expected to ensure that markers are not overloaded. While workload estimates vary across disciplines, one rule of thumb relates the amount of time spent by a marker to that spent by the student on the assessment task. For the grading of examination scripts, some schools use a ratio of roughly one-sixth to one-twelfth, depending on the complexity of the task and the level of objectivity used in determining a fair mark. For example, in a seven-hour day an experienced marker might be expected to assess between 14 and 28 entire three-hour examination scripts. In practice, marking may be distributed among several markers, each of whom assesses the corresponding part of each examination paper.

3.2.14 Submission of results

The Registrar is responsible for the provision of the means by which provisional results for each student in a course can be recorded

centrally. Such means might include the transfer of marks and grades in electronic form from systems maintained by the course authority. Course authorities must ensure that their systems conform fully to the Registrar's specifications, that student lists are current at the time of submission, and that procedures are followed to check provisional results for accuracy prior to submission. Course authorities may elect to enter the results online. Care must be taken to ensure that any transcription that is required is checked manually.

Where the results of assessment are displayed, this should be done in a way that no student can identify another student's results. This means that student IDs cannot be used because privacy of these cannot be assumed.

3.2.15 Students not formally enrolled in a course

If a student is not identified on a list of those formally enrolled in a course that is provided by the Registrar, normal electronic submission or online entry of a provisional result for the student in the course is not possible. Instead, the provisional result is to be forwarded to the Registrar using a form provided for the purpose (the form may be on paper or other medium at the Registrar's discretion). Students will be enrolled in the course on a non-award basis and will be liable for the applicable tuition fee. The course may then be counted towards the student's program at the discretion of the Registrar.

3.2.16 Confidentiality

Assessment is a confidential matter. No person involved in the process shall divulge to any unauthorised person any information about composite marks or standards in any course.

3.2.17 Student access to examination scripts

Examination scripts (other than those returned to students) are to be retained in the school for six months. Students should have access to their own scripts and be able to consult the examiner or the course authority on their performance. Faculties may determine the conditions under which access may be granted.

Where examination question papers or other forms of assessment need to be kept confidential (e.g. multiple choice question papers where questions are reused in later examinations) arrangements should be made for students to receive advice on their performance, with reference to their examination script, but in a way which does not prejudice the examination mode.

3.2.18 Release of results

Final composite marks are released to students on the web and at the Registrar's discretion may be released in other formats.

3.2.19 Retention of assessment information

Course convenors must ensure that a breakdown of the individual components that have contributed to the final mark is available at all times. Teaching staff who take leave or terminate their employment with the university should lodge those records with the course authority who will retain them for five years. An electronic record is sufficient.

3.2.20 Casual teaching staff

Where one or more non-UNSW staff are employed to teach in a course, the course authority must nominate a course convenor who is a member of staff to be responsible for ensuring that the UNSW Policy on assessment is followed. Areas of particular concern include the late return of results, failure to lodge with the School a breakdown of marks in addition to the final mark, non-return of assignments, unavailability to give feedback during the session or to discuss the final mark after the release of the results, and the inability of the School to arrange for cross-marking of assignments marked by an external examiner because of the lack of relevant expertise within the School.

3.2.21 Review of results

Students who believe that there has been an error in the calculation of their final mark may apply for a review of their result. The review may take the form of:

- either an administrative check that all marks have been included in the final composite mark; or
- an academic re-assessment of a piece of work.

Where a case is made for re-assessment, the work should be re-marked by an appropriately qualified member of staff who was not involved in the initial marking of that piece of assessment and should be done on a clean copy of the work. Please contact UNSW Student Central for further information.

3.2.22 Additional assessment for potential graduands

The status of students who have completed all the requirements for the degree in which they are enrolled, except for a potential failure in one

course, will be reviewed by the Faculty Assessment Review Group. Further assessment may be granted, notwithstanding a student's failure to otherwise qualify for such concession (see also 3.2.7).

3.2.23 Supplementary assessment

Additional or supplementary assessment should be granted only when warranted by the circumstances. Final supplementary examinations should not be granted if a student's performance in previous assessment has been of a standard that he or she would be unlikely to pass the course. Consideration should be given to the severity of the impact of any special circumstances on the student before allowing additional assessment. (See also Section 6 concerning Special Consideration.)

3.2.24 Discontinuation of courses

Faculty Assessment Review Groups may, in special circumstances, give approval for students to discontinue a course or courses without failure.

3.2.25 Degrees with Merit/Distinction

Some undergraduate Pass degrees may be awarded with Distinction when a Distinction level of performance based on a Weighted Average Mark (WAM) of at least 75% has been achieved in all courses completed since enrolment at UNSW which are credited to the relevant award. This applies only to undergraduate Pass degrees where an award with Honours is not available, for example the three year BCom where a student would have to complete a fourth year to be eligible for the BCom with Honours.

Proposals that Pass degrees be awarded with Distinction must be made through Faculty committees for approval by the Academic Board. For details see www.studentadmin.unsw.edu.au/academiclife/pass_with_distinction.shtml

3.2.26 Award of Honours

Program authorities who are responsible for programs that lead to a Bachelor's degree make recommendations concerning graduation with Honours for determination by the Faculty Assessment Review Group. The recommendations should be made by completing the appropriate form that is then distributed to the members of the Faculty Assessment Review Group before the meeting, in accordance with conditions for the award of Honours that are determined by the Faculty Board.

3.2.27 Award of the University Medal

The award of the University Medal is determined twice a year by the University Medal Committee following the Session 1 and Session 2 series of Faculty Assessment Review Group meetings. The membership of the University Medal Committee is the Vice-Chancellor or nominee (Chair), the President of the Academic Board, a Deputy President of the Academic Board, and the Registrar or nominee.

Recommendations for the award of a University Medal are forwarded directly from the Faculty Assessment Review Groups for the approval of the University Medal Committee as the final authority for the awarding of the University Medal. The award of a University Medal indicates that, taking the whole of the academic record into account, a student in an undergraduate program has shown highly distinguished merit and, where Honours are awarded, has performed at a level significantly above the minimum required for Honours Class 1. If there are specialisations within a program that involve sufficiently distinct areas of study, a Medal may be awarded for each such specialisation. Given that the award of a Medal indicates outstanding academic performance, it is expected that only in exceptional circumstances would there be more than one recommendation for a Medal for a particular specialisation. If the Medal Committee is of a mind not to award a Medal that has been recommended by a Faculty Assessment Review Group, it will discuss the matter with the appropriate presiding member and head of school, before making a final decision.

3.3 Academic Standing

Please refer to the entry 'Academic Standing' in this Handbook.

4. Special Consideration

Please refer to the entry 'Special Consideration' in this Handbook.

5. Ethical Use of Scholarly Materials

UNSW policies and procedures in this area are currently being reviewed and expanded to ensure the highest standard of ethical use of scholarly material.

The University is committed to assisting students to understand the conventions which govern academic communication and thereby to avoid action which may result in academic misconduct. The following statement on the ethical use of scholarly materials by students writing

theses, essays and assignments should be brought to the attention of all students.

The University seeks to enable students to acquire theoretical and practical knowledge that is both trustworthy and verifiable. The writing of research-based theses, essays and assignments is one way in which students approach this goal. These writings, in part, report on the creation of new insights and knowledge. In short, they represent scholarly work.

To maintain standards in scholarship requires a commitment to scholarly values. Among such values is the adherence to ethical behaviour. Many aspects of ethical behaviour come together in the process of research and, in particular, in the use of scholarly materials. In the interests of maintaining high standards in scholarship and research, the University reminds students that when they are writing essays, theses, and assignments, they are ethically bound:

5.1 to cite the published (including, where relevant, the electronically published) source, to acknowledge the originator of substantial ideas upon which they are building their work, and to acknowledge quotations by the use of quotation marks;

5.2 to refer to or use unpublished scholarly materials only with the consent of their originator, and to acknowledge the source of the materials if that consent is given;

5.3 to refrain from plagiarism with its multiple facets as defined in the Student Guide and in the section 'Academic Misconduct and Student Misconduct' earlier in this Handbook.

5.4 to ensure that their use of scholarly materials does not result in obstructing access by others, in particular, where such materials are held within the University by a library or research centre;

5.5 to represent faithfully the views of authors cited and not to misrepresent authors' views either by partial or censored quotation, or by quotation out of context, or by misleading commentary;

5.6 to seek access only to scholarly materials to which they know they are entitled or authorised, and not to attempt to access such material to which they know they are not entitled or authorised (for example, by computer hacking);

5.7 to respect the rights of other authors and to refrain from tampering with digital records (whether in text, image, sound, or other format) over which the originator has copyright and/or has asserted the moral rights of ownership; and

5.8 to refrain from manipulating digital records (whether in text, image, sound, or other format), whether in their original context or in a different context, so as to mislead their audience.

Academic misconduct falls into three main categories:

- misconduct concerning examinations;
- misconduct through misrepresentation such as falsifying documentation, and
- misconduct concerning academic works.

While the University has extensive information on the myUNSW on all aspects of academic misconduct, course convenors have a particular responsibility to inform students in the course handout what is expected of them in terms of appropriate referencing conventions and what may constitute legitimate collaboration within the assessment goals of the course.

Information on plagiarism should emphasise that it is the action of taking and using as one's own the thoughts or writings of another without acknowledgement including:

- where paragraphs, sentences, a single sentence or significant part of a sentence which are copied directly, are not enclosed in quotation marks and appropriately footnoted;
- where direct quotations are not used, but ideas or arguments are paraphrased or summarised, and the source of the material is not acknowledged either by footnoting or other reference within the text of the paper; and
- where an idea, which appears elsewhere in print, film or electronic medium, is used or developed without reference being made to the author or the source of the idea.

The consequences of academic misconduct range from a reduction in marks, failure in the course and/or exclusion from the University for a period from one session to permanent exclusion. The resolution of the University Council which sets down how allegations of student misconduct, including academic misconduct, are to be resolved is at: www.infonet.unsw.edu.au/poldoc/stumis.htm

See *Academic Misconduct and Student Misconduct* in this Handbook for a complete statement on academic misconduct.

6. Appeals Against Decisions Affecting Standing or Ability to Progress

Any student may complain about an academic decision that affects him or her if there are grounds for believing that the decision may have been made on inappropriate criteria. An academic decision includes any decision made by a member of the University staff that affects a student's standing or ability to progress in a program. Many of these decisions affect assessment but they may relate to other matters that could adversely affect a student's standing, such as the granting of advanced standing, discontinuation, the award of scholarships and prizes and decisions regarding fee liability.

Students can lodge an appeal or a grievance without fear of victimisation.

A complaint should be made initially at a local level to enable the concerns to be addressed in an informal way. If this does not provide a satisfactory outcome, the student may take the complaint to the Registrar who will undertake an investigation to ensure that appropriate procedures exist and have been followed. The final level of appeal is to the Presiding Member of the relevant committee of the Academic Board depending on whether the student is undertaking an undergraduate or postgraduate coursework program or a candidate for a research degree.

Students should lodge an appeal or make a grievance known within a reasonable time frame, usually within a month of the decision being communicated. The University has an obligation to resolve appeals and grievances expeditiously.

Separate appeal procedures exist under the Managing Student Progress policy and the Student Misconduct policy. The full policy is located at: <https://my.unsw.edu.au/student/atoz/Grievance.html> In this Handbook, refer to section 'Guidelines and Procedures for the Resolution of Academic Grievances and Disputes'.

7. Rights and Responsibilities

In order that assessment policy might be implemented effectively, formal responsibility for specific aspects of policy and practice is distributed across the University (through the Vice-Chancellor and the Academic Board), the faculties, the schools, course convenors and individual academic staff. Though some responsibilities for assessment are shared, others are specific to a particular domain. Students have their part to play in the assessment process; they have rights that correlate with the University's responsibilities. Students also have responsibilities to ensure that they are aware of, and comply with, the assessment requirements that apply to them, and to report any anomalies or problems.

7.1 Responsibilities of the University

The University, through the Vice-Chancellor and the Academic Board, has a responsibility to ensure that:

- assessment practices are explicit, fair and consistent across the institution;
- assessment procedures are monitored at the level of schools and faculties so that they meet the criteria set out in this document;
- resources are available to provide staff with access to information and expertise on the theory and practice of assessment;
- policies regarding special consideration following sickness or other misadventure, and for students with disabilities, are explicit and consistently applied;
- policies on plagiarism and cheating, including penalties for breaches, are explicit and consistently applied; and that
- appropriate appeal processes are available and publicised.

7.2 Rights and responsibilities of students

Students have a right to:

- be treated fairly and consistently in all aspects of assessment policy and practice;
- be informed of all aspects of assessment policies and practices in each course, including the criteria to be met and penalties for breaches, and in a format appropriate to students with a disability;
- the timely return of the results of assessments with appropriate and effective feedback;
- information which allows them to calibrate their own performance against the criteria for each course and the performance of other students;
- review their examination scripts and other forms of summative assessment (except those saved for reuse in subsequent testing) for the duration of the script retention period;

- have access to their student file; and to
- be informed of appeal processes, and time limits, and appeal against academic decisions made on the basis of flawed processes.

Students have a responsibility to:

- ensure that they are properly enrolled, otherwise they may be refused assessment;
- behave ethically and appropriately, avoiding any action or behaviour which would unfairly disadvantage or advantage either themselves or another student;
- be aware that a major objective of assessment is the promotion of learning rather than the achievement of grades;
- use assessments to help them develop strategies for self-assessment;
- be aware of the rules of progression and the requirements for the award of the degree, diploma or certificate;
- inform themselves about assessment policies and practices, including the University policies about academic honesty, legitimate cooperation, plagiarism and cheating, and the timely submission of work;
- be aware of the means for seeking assistance and advice on assessment within the school and the University;
- ensure that they understand the requirements for examinations and other assessment tasks;
- ensure that submitted assessment tasks are their own work except when they acknowledge shared ownership of a group project;
- notify staff as early as possible if difficulties arise with the timing or other requirements of assessment tasks;
- advise schools or faculties as appropriate of any substantial absence and be aware of the appropriate use of medical and other certificates in applications for special consideration;
- ensure that they understand the advantages and possible adverse implications of discontinuation or withdrawal;
- seek the advice of the course authority if they believe the proposed assessment method for a particular unit to be unfair;
- comply with requirements in relation to attendance, completion of work, and utilisation of support facilities. It is important to note that if students attend less than 80 percent of their possible classes, they may be refused final assessment;
- seek feedback on the assessment of their work and advice on how to remedy weaknesses in learning skills and examination technique if necessary;
- seek early resolution, through the Head of School or nominee, over any problem in their working relationship with a staff member;
- inform themselves of appropriate appeal processes; and to
- inform the EO Disability and/or the school/faculty in a timely manner if they require alternative examination or assessment arrangements.

8. Discontinuation and Effective Feedback

The discontinuation without failure date for students withdrawing from courses is half the session plus one week. The discontinuation without failure date for whole year courses is the Session 2 census date. Students are financially liable for all courses in which they are enrolled as at the relevant census date.

Students who are thinking of discontinuing should be provided with effective feedback by the end of week 8. This may take one of the following forms:

1. an assessment task to be completed by the end of week 7 and marked and available for collection by week 8;
2. an online test to be available through the mycourse@unsw.edu.au link. This may be a self-assessment task or an assessment task marked by the relevant school. This test should be listed in the course handout as a study mechanism and have directions for the students wishing to access it; or
3. a formal meeting with the lecturer or tutor.

Effective feedback should correspond to the purpose for which it is intended, which might include advice on whether the student should continue in the course. However, some students might discontinue for reasons unrelated to effective feedback.

Fees for Goods and Services Incidental to Studies

Under the provisions of the Higher Education Support Act 2003 (HESA), Commonwealth supported students and local fee-paying students

can usually complete the requirements of their program without the imposition of fees that are additional to student contribution amounts or tuition fees.

Generally, where materials or services are a required part of a program, the University (described in the Act as a provider) cannot levy fees unless the material or service, or an alternative, is also available free to students.

For example, course materials such as course outlines must be free to students and access to computers or other online resources must be available to students at no additional charge. For full details see 'Circumstances in which providers must not levy fees' below.

Students can be charged certain fees, including incidental fees, where the material or service is not essential to the students' program of study or, the material or service is an alternate form of a material or service provided free of charge.

For example, charges can be levied for lecture notes or audio tapes of a lecture that is available free to students and charges can be levied for internet and computer access to material outside course/program requirements and also for graduation ceremonies. For full details see 'Circumstances in which providers may levy fees' below.

Students can also be charged fines or penalties, provided that the charge is levied principally as a disincentive and not in order to raise revenue or cover administrative costs.

Circumstances in which providers may levy fees

In accordance with chapter 12 of the Commonwealth Grant Scheme Guidelines, a provider may charge a student for a good or service related to the provision of their course if one of the following criteria applies:

1. The fee is for a good or service that is not essential to the course of study.

For example:

- access to internet and computer facilities (except where these are required as part of a course);
- printing of notes from the internet or disks; and
- graduation ceremonies in cases where students are not required to attend the ceremony in order to obtain their award.

2. The fee is for an alternative form or alternative forms of access to a good or service that is an essential component of a course but is otherwise made readily available at no additional charge by the provider.

For example:

- lecture notes or tapes, provided that lectures are available to students free of charge;
- electronic provision of essential information if the information is also readily available free of charge in another form (eg. in the university library); and
- reading material, such as anthologies of required readings, provided that these texts are also available free of charge.

3. The fee is for an essential good or service that the student has the choice of acquiring from a supplier other than the provider and is for:

- equipment or items that become the physical property of the student and that are not consumed during the course of study; or
For example: artwork; fabric for sewing class; first aid courses; police clearance checks; musical instruments; protective clothing or footwear; stethoscopes; dance shoes; and reference texts.
- food, transport and accommodation costs associated with the provision of field trips.

4. The fee is a fine or penalty, provided that the charge is levied principally as a disincentive and not in order to raise revenue or cover administrative costs.

For example:

- fines or penalties for late enrolments, late variations to enrolments, late withdrawals from a course, and late payment of charges, student contribution amounts and tuition fees;
- review of grade if a student has already passed the course but is seeking to improve their grade; and
- a charge for an assessment of prior learning in circumstances where a person has not applied for entry to the institution.

Circumstances in which providers must not levy fees

Providers must not charge students for a good or service which is required for a course of study unless that good or service, or an alternative to it, is also available to students at no additional charge.

For example:

- course materials, such as: subject outlines; - reading lists; - tutorial or seminar topics and problems; - assignment and essay questions; and- requirements and guidelines for the presentation of work;
- access to library books, periodicals and manuals;
- clinic, laboratory or workshop materials such as anaesthetics, chemicals, filters, fuel, fertilisers, animal feed or crops used in practical sessions or research;
- access to computers or other online resources;
- recognition of prior learning if the student is enrolled with the provider or the student is applying for enrolment (including auditions);
- equipment and manuals which a professional in the field would not be required to own, such as: - fixtures in a clinic, laboratory or workshop; or - large items of equipment and relevant workshop manuals required for their use;
- admissions services;
- examinations or assessments, including practical assessment, for example, which requires the services of musical accompanists;
- reassessment of results where a student has failed an assessment and thereby failed a subject or unit; and
- mailing charges associated with distance education.

Copyright

Copyright is the intellectual property of authors, composers, photographers or artists which gives them the exclusive right to copy, publish, perform, broadcast or to make an adaptation of their work. Copyright in an original work is automatic and subsists as soon as the work is created. Under Australian law a copyright work is protected whether or not the work has been marked with the copyright symbol ©. Works published in any form, whether on the Internet, in hard copy or in any other medium, are protected by copyright.

The University does not claim ownership of the copyright of any original work contained in a higher degree thesis or project report submitted as a requirement for the award of a degree.

Under the provisions of the *Copyright Act 1968* (as amended), students are permitted to make single copies of literary, dramatic, musical or artistic works provided they are required for research or study purposes and provided they do not comprise more than a reasonable portion of the work. As a guide, a reasonable portion is regarded as:

- not more than 10% of a literary work of not less than 10 pages, or one chapter;
- one article from a periodical or two or more articles if they relate to the same subject matter.

In certain circumstances the Act allows for one full copy of a work to be made for research or study purposes if it is not separately published or available commercially.

The University is also permitted under a special provision in the Act to make multiple copies of written works for teaching purposes, subject to a number of conditions including copying limits and payment of remuneration to copyright owners. This provision does not relate to individual students.

Students enrolled at UNSW may refer to the UNSW Copyright website at www.copyright.unsw.edu.au for further information.

Equity and Diversity

Equity and Diversity Policy Statement

The University of New South Wales is committed to the goals of equal opportunity and affirmative action in education and employment. It aims to provide a study and work environment for staff and students that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and vilification as determined by legislation and by University Council¹.

In fulfilling this commitment, the University will:

- foster a University culture which values and responds to the rich diversity of its staff and students²;
- provide equal opportunity by removing barriers to participation and progression in employment and education so that all staff and students have the opportunity to fully contribute to University life³;

- offer programs which aim to overcome past disadvantage for members of staff and student equity groups³;
- promote clear and accountable educational and management policies and practices to engender trust between managers, staff and students;
- enhance the quality of students' learning through the provision of culturally, socially and gender inclusive education in areas such as curricula, teaching methods, assessment and review provisions, written and audiovisual material and support services;
- ensure that its staff and students are aware of their rights and their responsibilities as University members.

To achieve these goals, the University depends on the continued co-operation of all members of the University community.

The Vice-Chancellor as Chief Executive Officer and Director of Affirmative Action is responsible for compliance with all relevant legislation. He is assisted by the Executive and the Director, Equity and Diversity.

Explanatory Notes

1. Currently the grounds of unlawful discrimination and harassment are:

- age;
- compulsory retirement from employment;
- disability (physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, the presence in the body of an organism capable of causing disease, and current, past, future or imputed disability);
- homosexuality (male or female, actual or presumed);
- marital status (single; or, with reference to a person of the opposite sex, married, separated, divorced, widowed or in a de facto relationship);
- political affiliation, views or beliefs;
- pregnancy or potential pregnancy;
- race (including colour; descent; ethnic, ethno-religious or national origin, nationality; and immigration);
- religious affiliation, views or beliefs;
- responsibilities as a carer;
- sex; sexual harassment;
- transgender or transsexuality (anyone who lives, has lived, or wants to live as a member of the opposite gender to their birth gender including people who are assumed to be transgender);
- actual or imputed characteristics of any of the attributes listed above; and
- association with a person identified by reference to any of the attributes listed above.

It is also unlawful to terminate employment on any of the grounds listed above, and also on the grounds of temporary absence from work because of injury or illness, membership or non-membership of a union, participation in union activities, and absence from work during maternity or other parental leave.

The grounds of unlawful vilification are:

- HIV/AIDS;
- homosexuality;
- race; and
- transgender (transsexuality).

The University is complying with the following statutory requirements with regard to unlawful discrimination and vilification: *The NSW Anti-Discrimination Act*, and *The University of New South Wales Act*; and *The Federal Disability Discrimination Act*, *Racial Discrimination Act*, *Sex Discrimination Act* and *Workplace Relations Act*.

Note (i): University College at the Australian Defence Force Academy in the ACT is subject also to the *ACT Discrimination Act*. Staff working at, or visiting, University College need to be aware of the following grounds of unlawful discrimination in addition to those listed above:

- bisexuality;
- breastfeeding;
- membership or non-membership of an association or organisation of employers or employees;
- profession, trade, occupation or calling; and

- association (whether as a relative or otherwise) with a person identified by reference to one of the above attributes.

Note (ii): Under the *Federal Human Rights and Equal Opportunity Act* there are a number of further grounds of discrimination in the area of employment or occupation:

- criminal record;
- medical record;
- national extraction or social origin; and
- trade union activity.

However, discrimination on these grounds is not made unlawful by the Act, and the grounds do not apply where the discrimination is necessary because of the inherent requirements of a particular job. The only avenue of redress for a complaint under this Act is conciliation.

2. In compliance with the *NSW Charter of Principles for a Culturally Diverse Society* endorsed in 1993 and reaffirmed in 1995 by the NSW Government.

3. For staff, in compliance with Part IXA of the *NSW Anti-Discrimination Act 1977* and the *Federal Equal Opportunity for Women in the Workplace Act 1999*. The equity groups currently identified are: Aboriginal and Torres Strait Islander people; people with disabilities; people of non-English speaking background; and women.

For students, in compliance with Federal Government policy as outlined in *A Fair Chance for All*, AGPS, 1990 and subsequent amendments as outlined by DETYA. The identified equity groups are: Aboriginal and Torres Strait Islander people; people with disabilities, from socio-economically disadvantaged backgrounds, from rural and isolated areas, from non-English speaking backgrounds; and women in non-traditional areas of study.

Other Equity and Diversity Policies and Procedures

In addition to the Equity and Diversity Policy Statement, the University has a number of other policies to help make it a safe, equitable and fair environment for all students and staff. These policies include:

- Equal Opportunity in Education Policy;
- Anti-Racism Policy;
- HIV and other Blood Borne Infections Policy;
- Policies and Guidelines: Students with Disabilities;
- Code of Practice: Students with Disabilities;
- Discrimination and Harassment Grievance Procedures for Students

These can be found on the Equity and Diversity website www.equity.unsw.edu.au/policies.html or are available from the Equity and Diversity Unit, contact details as per below.

Occupational Health and Safety

UNSW's Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. This requirement is particularly pertinent for both undergraduate and postgraduate students undertaking arts and science-based projects because of the experimental and research nature of work carried out in laboratories and workshops.

OHS Guidelines

- Students should discuss the safety implications of any project or experiment that they are planning with their supervisor or demonstrator and complete risk assessments before commencing the work. Be aware of recommendations for the safe use, transport, storage, and disposal of the materials being used. Students should have access to, and read thoroughly, the Material Safety Data Sheets for any chemicals they may use and operating instructions for plant and equipment. Special requirements and training apply to students undertaking work with radioactive substances, ionising radiation apparatus, lasers or genetically manipulated organisms. Students need to read the AS/NZS 2243 series on Safety in Laboratories and comply with their requirements. Students performing high risk activities as defined by Appendix D of AS 2243.1, should not work alone. Additional requirements may apply to students working with animals, microorganisms and or human tissue particularly concerning immunisations prior to hospital placements or laboratory work.
- OHS Policy guidelines are available on the Risk Management Unit website: www.riskman.unsw.edu.au
- Students need to be aware of the OHS Policy guidelines that relate to their area of study including policies on OHS accountability, hazardous

substances, bio-safety, carcinogens gene technology, fieldwork, plant safety and radiation safety.

Students must report any hazards or incidents and any injuries or illnesses acquired during the course of their study, especially if it results in their being unable to pursue their studies for a continuous period of 7 or more days. The relevant reporting forms are available in all school offices and are accessible on the web at www.riskman.unsw.edu.au/ohs/forms.shtml

- The Occupational Health, Safety and Environment section in the Risk Management Unit organises and participates in orientation and training courses for students throughout the year via the schools. Students are encouraged to attend these sessions. Undergraduate and postgraduate student representatives are nominated for the school OHS committees and Level 1 OHS committee.
- Students working at night on campus are advised to use the Unibeat service arranged by phoning Security on 9385 6000 to accompany them safely to the car park areas. They should be familiar with the procedures to follow in the event of an emergency, and should know the location of emergency exits, fire-fighting equipment, first-aid cabinets and telephones. All emergencies are to be reported to Security on **9385 6666**. Students should also know the telephone number of their Building First Aid Officer, the University Health Service 9385 5425 and their supervisor's contact telephone number for emergency purposes. They should co-operate fully in the conduct of any building evacuation drill which is carried out in the school within which they are working and should be aware of any special instructions which might be relevant in the event of an accident involving their project. Students may only work after hours in accordance with school policy.
- All students have obligations as 'persons' under Sections 21, 24 & 25 of the *Occupational Health and Safety Act 2000* and *OHS Regulation 2001*. It is essential students read their legal obligations, which can be found at the website www.austlii.edu.au under 'Cases and Legislation: NSW', 'NSW Consolidated Acts' and 'NSW Consolidated Regulations'.

Action may be taken under the UNSW Student Misconduct Rules against students who deliberately act in an unsafe manner causing potential risk to their own or others health and safety.

Guidelines and Procedures for the Resolution of Academic Grievances and Disputes

The University of New South Wales recognises that all decisions which affect a student's standing or progress in a program or course must be made fairly and must be based on appropriate academic criteria.

Guidelines

The University is committed to providing a harmonious work and study environment, and will seriously listen to complaints and resolve them quickly if possible. The resolution procedures ensure that students are able to air legitimate complaints, knowing that ad hoc, vindictive or arbitrary action will not be taken against them or the staff complained about. By providing a clear set of procedures, it is hoped that grievances can be dealt with satisfactorily and expeditiously, and will prevent a minor grievance from becoming a major problem.

These procedures apply to all enrolled students and to any decisions which may affect a student's standing in a course or program. Many of these decisions concern assessment, but they may relate to other matters which could adversely affect a student's standing such as the granting of advanced standing, discontinuation, supervision arrangements, access to facilities, the award of scholarships and prizes, and decisions regarding fees. Research students may have a grievance concerning a thesis topic, access to facilities or supervision.

As there are many different decision-making processes in the University potentially affecting academic standing, not all of them can be covered specifically in one set of procedures. It is however the University's intention that a student's right to resolution of a grievance or dispute is not limited by this statement of procedures. Existing appeal procedures established under the Managing Student Progress policy or the Misconduct policy are not affected by these procedures. Information on these procedures is available in the University Calendar, from UNSW Student Central in the Chancellery or on the web.

A student is required to make his/her grievance known within a reasonable time frame, normally within a month of the decision being communicated.

The University expects that student grievances and claims of unfair treatment should in most instances be able to be resolved through informal discussion and consultation without recourse to formal appeal.

However, where resolution is not possible, the University is committed to listen seriously to complaints and resolve them quickly if possible, by the following procedures:

Procedures

Step 1

The student should attempt to resolve the grievance with the staff member(s) concerned within a reasonable time frame.

Step 2

If the grievance is still unresolved, it should be directed to the Head of School (or other responsible officer nominated by the Faculty) who will attempt to resolve the grievance informally. Reasons should be provided by the Head of School (or nominated officer) for any recommendation or decision in respect of the matter.

Step 3

If the matter is not satisfactorily resolved at this stage, the student should refer the grievance to the Registrar.

Except when insufficient or unfounded reasons have been given by the student to support the complaint, the Registrar will take the complaint in writing, inform the respondent officially, commence an investigation, including reference to the Dean or Presiding Member of the faculty, and give an answer (including reasons) normally within 7 days.

Step 4

If the student is still dissatisfied, an appeal may be lodged in writing with the Presiding Member of the Undergraduate Studies Committee (USC), the Postgraduate Coursework Committee (PCC) or the Committee on Research (COR) within 14 days of receiving the Registrar's notification. The Presiding Member may decline to take action in cases where insufficient or unfounded reasons have been given by the student and shall inform the student accordingly.

If the matter has not already been considered by the USC, PCC or COR, this appeal will be heard by an Appeal Sub-Committee, empanelled for the purpose by the Presiding Member of the appropriate Committee. The Presiding Member will appoint as Chair of the Appeal Sub-Committee a member of the corresponding Studies Committee.

If the matter has already been considered by the USC, PCC or COR, this appeal will be heard by an Appeal Sub-Committee of the Academic Board, empanelled for the purpose by the President of the Board. The President will appoint as Chair of the Appeal Sub-Committee a member of the Academic Board.

The Appeal Sub-Committee will consist of at least three members, one of whom will be a student. The student member will be drawn from the Academic Board or from the current list of student members of faculties.

No member of the Appeal Sub-Committee will have been associated with either the original decision or any earlier step in the appeal process.

Within two months the Appeal Sub-Committee will make a decision on the matter. Decisions made by the Appeal Sub-Committees will be reported annually to the Academic Board. There will be no further right of appeal.

Each stage is to be handled expeditiously.

Student Discrimination and Harassment Grievance Policy and Procedures

In addition to the above procedures for the resolution of student grievances and disputes, the University has a policy and procedures relating specifically to grievances on the grounds of unlawful discrimination and/or harassment. The Policy applies to all enrolled students and covers all student grievances of unlawful discrimination and harassment. A grievance may involve unlawful discrimination if it contains allegations of unfair and inequitable treatment on the basis of a person's race, ethnic and ethno-religious origin or nationality; sex or sexual preference (including transgender); marital status; status as carer; pregnancy or potential pregnancy; age; disability; religious, trade union or political affiliation. Vilification on the grounds of race, homosexuality and HIV/Aids status is also unlawful. Unlawful harassment is unwelcome and offensive or intimidating behaviour, comments or images based on any of these grounds. The most common forms of harassment are racial and sexual harassment.

A copy of the Student Discrimination and Harassment Grievance Policy and Procedures can be found on the UNSW website at www.equity.unsw.edu.au/policies.html. For further advice, please contact the Equity and Diversity Unit, telephone (02) 9385 4734, email equity-diversity@unsw.edu.au.

UNSW Student Services: Privacy Code of Practice

The privacy of your personal information is a vital part of our relationship with you as a student. We are committed to maintaining the secure custody of your personal information and strictly adhere to the *Privacy and Personal Information Protection Act 1998 (NSW)*.

The following statement outlines policy, procedures and safeguards in place to manage the personal information of students at UNSW.

Personal Information Collected

As a part of our functioning as an educational institution UNSW holds personal information regarding our students.

The nature of personal information collected and maintained about students by the University generally comprises name, date of birth, gender, contact details (including addresses, phone, fax and email), citizenship/residency status, nationality, passport numbers and visa status, as well as details of previous study and disabilities. This information is used for a range of purposes (see 'Use and Disclosure of Personal Information' below).

Some information is collected for statistical purposes for use in University planning and for mandatory government reporting. This may include information relating to ethnic origin, country of birth, languages spoken, source of financial support, and mode of transport.

When you are issued with your Student ID card your photograph will be taken and will be printed on your card for identity verification purposes. This photograph may also be provided to other University departments in electronic format for this purpose.

Records of financial transactions with the University may be maintained (including credit card numbers and banking details). Your tax file number (TFN) will be collected where necessary as required by the *Higher Education Support Act 2003* (HESA) for taxation and income related purposes. Universities are authorised to retain TFN data only for the purposes of reporting details of your HECS-HELP, OS-HELP, or FEE-HELP debt to the ATO. Special security measures are in place to protect the confidentiality of TFNs.

Other information collected may include documentation relating to medical and/or personal circumstances provided directly by you in relation to applications for consideration of these circumstances in regard to your admission, academic progression, financial liability, and in the administration of some student services such as accommodation and disability services.

Records will be maintained of your enrolment, academic progress and attendance whilst a student at UNSW. Audit trails may also be maintained of any enrolment transactions you submit through the University's web based student system, myUNSW.

Our primary means of collection of personal information is information provided by yourself. However, where you have applied for admission through an agent they may have provided information on your behalf. Obviously, some information is also generated by UNSW in the course of our activities (for example, your examination results).

Use and Disclosure of Personal Information

All information collected is necessary for the conduct of our business as an educational institution.

The information collected is used for a variety of purposes including:

- Student admission
- Enrolment and progression
- Scholarship administration
- Conduct of student elections
- Provision of student services
- Mandatory reporting to external agencies which include the Department of Education, Science and Training (DEST), Centrelink, the Australian Taxation Office (ATO), and the Department of Immigration & Multicultural & Indigenous Affairs (DIMIA).
- Archival purposes

Upon graduation some personal information regarding students gets transferred to the University's alumni database. The data is used in order to keep graduates informed of University activities and events. The information may also be passed to the UNSW Foundation for fund raising purposes. Students who would prefer that their personal information is not used for these purposes may opt out by contacting the Marketing and Development Office at the University.

We do not sell, rent or trade your personal information. Personal information is not released outside the University except in the following circumstances. It may be disclosed when required or authorised by law, such as in response to a subpoena or in the case of mandatory government reporting under relevant legislation. It may also be disclosed when you have consented to our disclosing information about you through the acceptance of the terms and conditions which form part of your application for admission or your enrolment. The Deputy Registrar or a more senior officer of the University may also disclose information in exceptional circumstances because it is considered imperative for your health and safety.

For admissions purposes, your information may be shared with other educational institutions. Where you are engaged in cross-institutional study it is also necessary that your personal information be exchanged with the other institution/s involved.

There is a very limited amount of personal information held by the University which amounts to a matter of public record. A notable example is the status of a person as a graduate of UNSW. However, the fact that a student is enrolled at the University is not treated as a matter of public record.

The University is occasionally willing to assist bona fide researchers undertaking studies, for example, by the distribution of questionnaires within the University community. These requests must obtain the approval of the Registrar and clearance by the University Ethics Committee. Name/address labels are provided under stringent conditions associated with the preservation of individual privacy. Material relating to these requests must contain a clear statement of purpose and responses must be entirely voluntary.

Your Responsibilities

As a UNSW student you have certain responsibilities in relation to the privacy and maintenance of your personal information. These responsibilities are to:

- Maintain the confidentiality of any secure passwords issued to you
- Update your contact and personal information as soon as practicable after any change
- Provide true and complete information in regards to your application and enrolment
- Provide correctly verified documentation to the institution where requested.

Control Over your Personal Information (myUNSW)

As a student, you are able to view and update much of your personal and enrolment data through myUNSW.

myUNSW enables you to:

- manage your enrolment, if you are an undergraduate or postgraduate award student
- view your personal class schedule
- check your enrolment details
- view your student financial account
- change personal details such as your mailing address and contact details
- check your assessment results and academic standing
- update some statistical information about yourself

You cannot change some personal details through myUNSW. For example, your name, date of birth or citizenship/residency, as these require documentary evidence. Such changes must be submitted, together with documentary evidence, through the Student Centre on your campus.

If you are unable to use, or do not have access to myUNSW for whatever reason, please contact the Student Centre on your campus or your program/faculty office and all reasonable efforts will be made to correct the information.

If You Fail to Meet Your Responsibilities

If you provide untrue, misleading or incomplete information to the University, it may be necessary on the basis of this for the University to refuse, reverse or terminate your enrolment or cancel or vary any decision it has made. It may also be necessary for the University to disclose the information to any person or body the University considers has a legitimate interest in receiving it.

The University cannot be held responsible for any infringement of your privacy on the basis of your failure to maintain the confidentiality of secure passwords issued to you.

Failure to maintain your personal data may have serious consequences. For example, if you are an international student in Australia on a student visa you may have your visa cancelled if you do not notify the University of a change of residential address or a change of education provider within timeframes specified as a condition of your visa.

If We Fail to Meet Our Responsibilities

We recognise that in any organisation things can go wrong. Should you have a grievance regarding privacy and believe that we have not met our responsibilities in accordance with this policy and privacy legislation, please contact us. This gives us an opportunity to fix the problem and allows us to do all we can to retain your confidence. You should address your grievance in writing to the UNSW Privacy Officer giving all relevant details. The Privacy Officer will arrange for your concerns to be investigated immediately and will write to you as soon as possible.

Security of Personal Information

We are committed to keeping secure the information you provide to us, and we will take all reasonable precautions to protect your personally identifiable information from loss, misuse, unauthorised access, alteration or disclosure. We have a range of physical and technology policies in place to provide a robust security environment. We regularly review these measures to ensure their ongoing adequacy.

Most personal data is stored on the student administration system (*NewSouth Student*). This database is protected through the use of secure passwords and other security safeguards. You can expect that access to your account will not be available to other users.

In some instances we also maintain paper based files e.g. for medical documentation, and paperwork relating to admission, scholarships, enrolment and the provision of student services. Files are kept in a secure environment. When the information is no longer required for the purposes for which it was collected, and any legal obligations in relation to retention of data for a specified period have been fulfilled, information is destroyed in accordance with established UNSW procedures for the disposal of confidential material.

Staff access to either computerised or paper-based records is granted only where there is a demonstrated need for this because of a staff member's responsibilities. Security on the student database is allocated according to a staff member's role at the University. Staff members have unique passwords assigned to them and their use is monitored and audited. A range of other IT security measures are also deployed on the University's networks.

Access to Personal Information

You can ask us to provide you with access to the personal information we hold about you. If we are able to, we will provide you with access and a fee may apply. If we cannot meet your request for access, in whole or in part, we will let you know why.

Further Information

This page is not intended to be an exhaustive statement of UNSW Student Services' obligations under the Act and should be read in conjunction with UNSW's Privacy Management Plan on the following website: www.infonet.unsw.edu.au/poldoc/privacy.htm

Government Policies

Health-related Programs

Criminal record checks:

The NSW Department of Health has a policy to carry out criminal record checks on all students undertaking clinical placements or who require access in any capacity to facilities operated by the Department. (This includes all the Teaching Hospitals used by UNSW in its Medicine program.) It undertakes these checks, as it has a duty of care to all patients and clients receiving services from the Department. The check is conducted by the NSW Police Service and is coordinated by the Department of Health and the University. Further details can be obtained from your program authority.

Infectious diseases:

Students required to complete clinical training in the NSW hospital system will be subject to various guidelines and procedures laid down for health workers by the NSW Department of Health relating to immunisation, infection and blood-borne viruses. Further details can be obtained from your program authority.

Education Programs

Criminal record checks:

It is a requirement that a check of police records be conducted for all teacher education students applying for an unsupervised internship

placement in a NSW government school. Contact your program coordinator for further details.

Working with Children

Under the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998, students who as part of their enrolment are required to work with children must declare whether they are a 'prohibited person', that is they have been convicted of a serious sex offence. It is an offence for a 'prohibited person' to work with children.

International Students (ESOS Act)

The *Education Services for Overseas Students (ESOS) Act 2000* is Commonwealth Government legislation that ensures providers of education and training are regulated in the delivery of education services to international students.

All providers and programs available to international students are required to be registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). A National Code of Practice has been established which provides for consistent standards for the registration and conduct of registered providers and the conduct of persons who deliver educational services on behalf of registered providers.

The Act also provides for obligations and restrictions on students to comply with the conditions of their student visa. Under the Act, the University is required to monitor and report on some of these conditions to the Department of Immigration, Multicultural and Indigenous Affairs (DIMIA).

The ESOS Management Unit at UNSW is responsible for coordinating the monitoring and reporting requirements under the Act and is available for advice to students on any of these requirements. For further information, please refer to the following website or contact the Unit via phone (+61 2) 9385 3065 or email esos@unsw.edu.au: <https://my.unsw.edu.au/student/resources/ESOSstudent.html>

UNSW staff should refer to the following website for information: <https://my.unsw.edu.au/student/staff/ESOSstaff.html>

Student Resources

UNSW offers a wide range of services and resources to support local and international students during their period of study. Please refer to the A-Z Guide on the following website for a full and up-to-date list: <https://my.unsw.edu.au>

The University Library

The Library offers resources and services to assist UNSW students and staff with their research and study. Many of these resources and services are available 24 hours a day via the Library homepage: www.info.library.edu.au

Situated within the Library you will find computers and printing facilities, photocopiers, books, and journals. An interlibrary loans service is available for postgraduate students and staff.

The collections within the Library are divided into disciplines, Social Sciences and Humanities (enquiries, Library Level 3), Physical Sciences (enquiries, Library Level 7), Law (enquiries, Library Level 8), Biomedical Sciences (Mathews Annex, enquiries ground floor), and Fine Arts (COFA Library, Paddington).

The Library is able to assist you with information literacy resources and programs. For students, this means classes and online tutorials demonstrating how to locate information for your assignments; see 'skills classes' on the Library homepage. For staff, this means resources and assistance that will help you integrate information literacy into your courses. Additional information is available from library staff in your discipline area.

Free IT help and training for students and staff, is located in the main Library on the Library Lawn entry level. There is drop-in assistance, classes, and online tutorials aimed at helping you develop your computer skills. See the ICT Assist web site: www.ict.unsw.edu.au

Library opening hours vary during the academic year. See 'opening hours' on the Library homepage.

Other library facilities providing services to the students and staff of particular faculties are located at: Water Research Laboratory, Manly Vale, the Australian Graduate School of Management (AGSM), Kensington and the Australian Defence Force Academy (ADFA), Canberra.

The Learning Centre

The Learning Centre provides a wide range of academic support services to students enrolled at the University. Assistance is available through workshops in academic skills, individual consultations and academic English programs. All programs are free and individual consultations are confidential. Dates and times of workshops are available at the Learning Centre and on the website.

Academic Skills Workshops assist students to adjust to academic expectations. Workshop topics include reading and note taking, essay and report writing, critical thinking, oral presentations and avoiding plagiarism.

Academic English Workshops assist students for whom English is a second language and topics include grammar, academic English vocabulary, pronunciation, listening skills and academic writing.

Students can also make an appointment with a Writing Assistant to help improve their academic writing and will be given feedback on drafts of their assignments..

The Learning Centre produces a number of handouts on topics such as academic referencing; writing an essay; writing a report; doing a seminar presentation; avoiding plagiarism and studying for exams.

The Learning Centre also has a well-stocked library with study skills and language and communication materials, dictionaries, audio and videotapes available for short-term loan.

The Learning Centre is located on Level 2, Library Tower, telephone (02) 9385 3890, website www.lc.unsw.edu.au

University Counselling Service and Compass Programs

The Counselling Service, Compass Programs, provides personal development resources, enhancement programs and confidential counselling to enrolled students of UNSW. Students are encouraged to access the Counselling Service in relation to any issue that might adversely affect their personal and academic progress. The service employs psychologists who are able to assist students with concerns such as: transition and adjustment to university life and academic expectations; support with sorting out academic or administrative issues; motivation and other difficulties which affect study; interpersonal problems or relationship conflicts; and personal concerns such as stress, anxiety, depression or loneliness. Students can access the service via the "Drop In" option (no appointment necessary) available from 11am (sign up at 10.45am) each day or make an appointment in advance.

The Counselling Service's website contains an introduction to the service and useful resources for students and staff: www.counselling.unsw.edu.au

Appointments on the Kensington campus are available between 9am and 5pm. The Counselling Service is located on the 2nd Floor, East Wing Quadrangle Building. Appointments can be made by visiting the service or telephoning (02) 9385 5418. Telephone counselling appointments and before/after hours appointments can be negotiated.

Appointments at the College of Fine Arts can be made by telephoning (02) 9385 0733 or visiting the COFA service at Ground floor, G Block, Room 06.

Careers and Employment

Careers and Employment offers the following services:

- Careers and Employment Online for job vacancies (graduate, vacation and part-time), employment related information (including sample resumes, cover letters, interview and job search tips) and information on all Careers and Employment activities;
- International Employment Program;
- Workshops including job search, career planning, resume writing, and interview skills. These can be tailored to meet specific faculty needs (see website for schedule);
- Guest Presenter Workshops in which representatives from organisations speak about graduate employment issues;
- Individual assistance for resume checking and help with career management issues;
- Career guidance programs;
- Fortnightly e-list of job vacancies;
- Careers library with resources on career development;

- Computer access for careers research;
- Careers Expo (March) where students can meet employers;
- Graduate Recruitment Programs.

Contact Careers and Employment, Level 2, East Wing, Quadrangle Building. Opening hours Monday to Friday 9am-5pm. Telephone (02) 9385 5429, fax (02) 9385 6145, email careers@unsw.edu.au, website: www.careers.unsw.edu.au

Disability Services

Students with disabilities who require any services should contact Laurie Alsop, Equity Officer (Disability), at the Equity and Diversity Unit on telephone (02) 9385 4770, email l.alsop@unsw.edu.au, location Level 9 Applied Science Building.

Services include the provision of notetakers, readers, sign-interpreters, examination provisions, assistive technology, texts in alternative formats, liaison with academic staff, an electronic mailing list, and access to the Disability Resource Centre.

Whenever possible, students requiring services should contact Laurie Alsop prior to the commencement of classes, to facilitate the organisation of those services. More information can be found at: www.equity.unsw.edu.au/disabil.html

Equity and Diversity Unit

The Equity and Diversity Unit provides services to students, staff and managers, including:

- disability services for students and staff (see above);
- support for ACCESS students;
- assistance with grievance handling under UNSW's discrimination and harassment grievance procedures;
- guest lectures and presentations to students; and
- advice and information on anti-discrimination legislation, policies and practice.

You are welcome to contact the Unit at any time to talk confidentially about any issues relating to equity and diversity in your study. The Equity and Diversity Unit is located at Level 9, Applied Science Building, telephone (02) 9385 4734, email equity-diversity@unsw.edu.au.

For further information, please refer to the Equity and Diversity Unit's website: www.equity.unsw.edu.au

IT Service Desk

The IT Service Desk is the central support point for UNSW staff and students requiring assistance with IT related matters.

The IT Service Desk provides support and technical advice on:

- UDUS - the UNSW Internet Service
- UDUS/Uniwide/Uniweb payments/queries/problems
- UNSW online services queries and problems
- WebCT support

- UniPass requests
- UniMail & University email services
- UniWide - UNSW Campus Wireless Network

Please note that problems with faculty-based IT services should be directed to your school or faculty IT support.

The IT Service Desk Counter is located opposite the ICT Assist training room, Level 2, the Library. Email: servicedesk@unsw.edu.au, tel: (+61 2) 9385 1333 or 9385 1777, website: www.its.unsw.edu.au

Prizes

The University has over 400 prizes available that are presented to students for meritorious academic achievement. Prizes are in the form of medals, books, book vouchers, cash amounts and certificates and are awarded annually on the recommendation of the Head of School.

Scholarships

The University administers a number of scholarships for full-time study. Many of these have been made available by the generous donations and bequests of private donors and organisations.

Further details and the latest scholarship listings can be obtained by visiting the Scholarships@UNSW website (www.scholarships.unsw.edu.au) or by contacting the Scholarships and Financial Support Office. Tel: (+61 2) 9385 1708, email: scholarships@unsw.edu.au

New scholarships are advertised on the Scholarships website and on notice boards in schools and outside UNSW Student Central. To receive newsletters on the latest Scholarships information, subscribe to our mailing list by visiting the Scholarships@UNSW website: www.scholarships.unsw.edu.au

Services for ACCESS Students

Students who enrolled via the ACCESS entry scheme can receive support and referral from the Equity Officer (ACCESS), at the Equity and Diversity Unit on telephone (+61 2) 9385 5434, email equity-diversity@unsw.edu.au, location Level 9 Applied Science Building. More information can be found at: www.equity.unsw.edu.au/help.html#infstud.

Student Representatives

Each year a number of student members are elected to each faculty to represent all enrolled students in the faculty. These students have full voting rights at faculty meetings and committees and hence a direct input in decisions affecting students. Further information can be obtained from www.elections.unsw.edu.au

UNSW Bookshop

The UNSW Bookshop is located in the lower section of the Quadrangle building on the Kensington Campus. Phone: (+61 2) 9385 6622, email: orders@bookshop.unsw.edu.au, website: www.bookshop.unsw.edu.au

Text and reference book information is available online at: www.bookshop.unsw.edu.au/textlist.html