



Faculty of Science
School of Psychology

STUDENT GUIDE

SCHOOL OF PSYCHOLOGY CONTACTS AND ENQUIRIES

Mailing Address

School of Psychology
Faculty of Science
UNSW Sydney NSW 2052

INFORMATION FOR COURSEWORK STUDENTS

The School takes no responsibility for assignments submitted in ways other than specified above. While individual Course Convenors may occasionally arrange for assignments to be emailed to them, **under no circumstances** will assignments emailed or faxed to the School be accepted.

Late Penalty

In accordance with the [UNSW Assessment Implementation Procedure](#), failure to meet the deadline for an assignment will result in a late penalty. Unless an extended deadline has been granted, if an assignment is submitted late, but within five days (120 hours) of the initial

days past the absolute fail deadline may be provided. No further extensions beyond this point will be granted.

(ii) Group Work

No extensions will be granted for group work.

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

(iii) Exams Other Than Final Exams

Students are not limited to mid-term exams and quizzes. It is important to check the Course Outline for the dates of, and make themselves available for, these exams.

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

Note, Supplementary Exams are not always possible for mid-term exams and quizzes. If this is the case and your Special Consideration application is approved an alternative arrangement will be implemented at the discretion of the Course Convenor. If a Supplementary Exam is possible this will be held at a time specified by the Course Convenor.

(iv) Final Exams

Final written exams for each course will be held during the University exam period. **All students are expected to be available during the entire exam period, including the Supplementary Exam Period.**

Students enrolled in a School of Psychology course should make a Special Consideration application relating to an assessment task **regardless of the weighting** given to this assessment task. Except in unusual circumstances, the duration of circumstances impacting academic work must be more than 3 consecutive days, or a total of 5 days within the teaching period.

Students should also note that UNSW has a **Fit to Sit/Submit** rule for all assessments . see Section 1.3 of the UNSW Application and Assessment Information document available [here](#) . If a student wishes to apply for Special Consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/submits an assignment, they are declaring themselves well enough to do so and are unable to subsequently apply for Special Consideration (unless it is clear that the student was unfit to make reasonable judgement on their fitness to undertake the assessment due to mental illness or other extenuating circumstances). If a student becomes ill on the day of the exam, they must provide evidence dated within 24 hours of the exam, with their application. **Fit to sit** means that students should not attend an exam if they are feeling unwell and therefore must ensure that they are available to sit the supplementary exam during the supplementary exam period (as noted above, a supplementary exam opportunity for each Psychology course will be offered only once).

Special Consideration applications must be submitted to the online portal along with Third Party supporting documentation. Failure to do so will result in your application being rejected. Only circumstances deemed **fit to sit**, such as significant illness or misadventure during the assessment period, are eligible for Special Consideration. If the Special Consideration application is approved, students may be given an extended due date for the same piece of assessment, an aggregate mark may be calculated based on performance in other comparable assessments, or an alternative assessment/supplementary examination may be set, at the discretion of the course authority

FINAL MARKS FOR A COURSE

Final marks for a course are calculated from the summation of component marks for a course (with weightings indicated in the Course Outline). Final marks for all courses may be moderated to ensure consistency in marking of assessment tasks.

REVIEW OF RESULTS

A review of a Final Mark for a course may take one of two forms:

1. **Checking of marks** .

Not included in the *Psychology Average*:

- Level 1 Psychology electives (i.e., PSYC1031, PSYC1022 . PSYC1029, PSYC1062)
- Psychology courses completed at another university (e.g., via credit transfer, cross-institutional study, exchange or study abroad)
- Non-psychology free electives or courses counted as General Education
- Psychology courses graded SY

How to Apply for the Honours program

The [University website](#) is updated annually, including application procedures and available supervisors. Students should carefully read all the available information (including the FAQs) and submit their Honours application accordingly. Applications typically open on 1 August and close on 15 November. Late applications will not be accepted.

STUDENT CODE OF CONDUCT

The University is committed to the pursuit of excellence in learning, teaching and research, and to community engagement. The Student Code sets out the University's expectations of students with respect to their academic and personal conduct.

- **Inappropriate citation:** Citing sources which have not been read, without acknowledging the secondary source from which knowledge of them has been obtained.
- **Self-plagiarism:** Self-plagiarism occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as multiple submissions of research findings without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

Where can I find out more information?

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

How can the Academic Skills Centre help me?

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

How can ELISE help me?

ELISE (Enabling Library & Information Skills for Everyone) is an online tutorial to help you understand how to find and use information for your assignments or research. It will help you to search databases, how to research. It

HEALTH & SAFETY FOR STUDENTS

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

Our aim is to ensure that all staff and students shall come to no harm while in the workplace.

- People are our most valuable asset, and we are all committed to ensuring the health, safety and wellbeing of everyone in the workplace.
- Everyone has a responsibility for safety, their own and others.
- Injuries can be prevented, and an incident-free working and learning environment is actively pursued.
- Communication and consultation are central to working together for a safer workplace.

More information relating to Health and Safety can be found [here](#).

Hazard & Incident Reporting

Students enrolled in Psychology courses are asked to report any hazards or incidents *in two ways*:

1. Follow [this process](#) to report via [myUNSW](#); and then
2. Report the details of the hazard or incident to the lecturer/tutor or Course Convenor.

It is important to report hazards or incidents using both methods.

Mandatory Health & Safety Training

Completion of an online health & safety awareness course is required for Honours and postgraduate students. Those conducting laboratory work as part of their study may also be required to undertake a laboratory safety course.

More information can be found [here](#).

Print Quotas

The following initial quotas will be assigned:

- 350 pages for Honours and Master of Psychology students.
- 250 pages for all other students.

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

Rules

While at UNSW, students are responsible for ensuring that the use of computing technology (ICT) facilities is ethical and lawful. By using any of the School computing facilities, students acknowledge that they have read and will abide by the University rules reulg 71 0 0,2.0733/F4 9.96 Tf1 0 0 1

Penalties for Breaching Conditions of Use

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