Faculty of Science

School of Psychology

STUDENT GUIDE T1 2022

SCHOOL OF PSYCHOLOGY CONTACTS AND ENQUIRIES

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INFORMATION FOR COURSEWORK STUDENTS

Welcome to your Psychology course! This document contains School policies and procedures relevant for all students enrolled in undergraduate or Masters psychology courses. These policies and procedures have been formulated in accordance with the Australian Psychology Accreditation Council (APAC) Accreditation Standards as well as with University policies and procedures. Please familiarise yourself with the information contained in this document.

The Graduate Diploma in Psychology program (5331) is delivered via the post-graduate online Hexamester calendar to allow for a more flexible program structure. The program's key dates and some policies may be different than those applicable to students enrolled in standard programs using the standard academic calendar. Students enrolled in the Graduate Diploma in Psychology should refer to the "**Graduate Diploma in Psychology (5331) – 2022 Guide"** and the program information available in the Graduate Diploma in Psychology section on the School of Psychology website. Please contact gdpsychology@unsw.edu.au with any enquiries relating to this program.

TIMETABLES

The 2022 Class Timetable is available here. Postgraduate students should also refer to Moodle, and their Course Outlines, as some classes are not centrally timetabled (e.g., workshops) and will not appear on the timetable website.

UNDERGRADUATE ENROLMENT AND PROGRESSION

It is each student's responsibility to ensure that you are following the rules of your degree program and that you are enrolled in appropriate courses for your program. We advise that you consult the University Handbook each term to make sure that you are on track. You should refer to the edition for the year you commenced your degree program. For example, if you commenced your degree program in 2017, you should refer to the 2017 edition. Program information and sample plans can also be found on the School website. Please note that it is your responsibility to make sure you are enrolled correctly by the relevant enrolment deadline. Beyond these deadlines it will not be possible to Add or Swap Courses for that term.

2022 Enrolment Deadlines:

Term 1	Term 2	Term 3
Sunday, 20 February 2022	Sunday, 5 June 2022	Sunday, 18 September 2022

How to Add, Drop and Swap Courses

See the Step-by-Step Enrolment Guides.

Swapping Tutorial times

To swap tutorial classes within a course, please follow the Guide above. It is not possible to swap your tutorial time beyond the relevant deadline.

2022 Tutorial Swap Deadlines:

Term 1	Term 2	Term 3
Sunday, 20 February 2022	Sunday, 5 June 2022	Sunday, 18 September 2022

TIMETABLE CLASHES

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

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

WITHDRAWING FROM A COURSE

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

On or before the Census Date

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

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

- You will **not** be financially liable for the course.
- The course will **not** appear on your transcript.
- The course will **not** be included in the calculation of your Weighted Average Mark (WAM).
- The course will **not** be included in the calculation of your academic standing.

2022 Census Dates:

Term 1	Term 2	Term 3
Sunday, 13 March 2022	Sunday, 26 June 2022	Sunday, 9 October 2022

On or before the deadline to drop a course without academic penalty

If you drop a course on or before the last day to drop a course without academic penalty, but after the Census Date:

- You **will** be financially liable for the course.
- The course will **not** appear on your transcript.
- The course will **not** be included in the calculation of your WAM.
- The course will **not** be included in the calculation of your academic standing.

2022 Last Day to Drop a Course Without Academic Penalty:

Term 1	Term 2	Term 3
Sunday, 27 March 2022	Sunday, 10 July 2022	Sunday, 23 October 2022

After the deadline to drop a course without academic penalty

If you drop a course after the last day to drop a course with academic penalty:

- You **will** be financially liable for the course.
- The course **will** appear on your transcript with a grade of AW (Academic Withdrawal).
- The course will **not** be included in the calculation of your WAM.
- The course **will** be included in the calculation of your academic standing as units of credit attempted but not passed.

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

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

After the last day of the Teaching Period

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

Special Circumstances

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

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

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

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

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

ATTENDANCE

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

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

MOODLE – ONLINE COURSE CONTENT

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

COURSE ASSESSMENTS

Students are expected to complete all assessment tasks for a course except for those specifically identified as optional. For each course, check the Course Outline and make sure you are clear about what assessment tasks are required and when the deadline is for each.

(i) **Individual Written Assignments**

Submission

Students are required to submit an electronic copy of their assignment to the School via the course Moodle site. In most cases, the electronic version of the assignment should be submitted through the Turnitin link on Moodle for plagiarism checking. Check your Course Outline for instruction regarding online submission.

The School takes no responsibility for assignments submitted in ways other than specified above. While individual Course Coordinators 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

Failure to meet the submission deadline ("the initial deadline") will attract a penalty. For an assignment submitted late without an acceptable reason but within 10 working days of the initial deadline, 2% of the maximum possible mark for that assignment will be deducted for each day (including weekend days) it is overdue.

For example, if an assignment is worth 100 points, you will automatically lose two points ($100 \times 0.02 = 2$) for each day it is late. If you submit this assignment three days after the initial deadline, a penalty of six points will be deducted from your mark.

In determining whether an assignment is overdue, the date it was submitted online via Moodle will be used.

Assignments submitted late may not receive detailed feedback from markers.

Under no circumstances will an extension be given for longer than 10 working days after the initial deadline. Failure to submit an assignment within 10 working days of the initial deadline will result in a mark of 0 for the assignment, unless a Special Consideration request has been approved to undertake a supplementary assessment. See "Special Consideration" and "Supplementary Assessment" below.

Request to Waive Late Penalty

Students are required to apply for Special Consideration through The Nucleus: Student Hub. See "Special Consideration" below for details.

If you are a student registered with UNSW Equitable Learning Services (ELS), and your Equitable Learning Plan (ELP) authorises extensions for assignment submission, you do not need to apply for Special Consideration through The Nucleus: Student Hub irrespective of the weight of the assignment. *Instead, you are required to email the Course Coordinator <u>at least one week prior to the assessment deadline</u> to request an extension*—unless the ELP specifically stipulates that you are not required to do so. The period of extension cannot be longer than 10 working days after the initial deadline. If you do not follow the requirements indicated in your ELP, you may not be granted any adjustments.

If your ELP does not include an authorisation for late submission, the same rules that apply to other students will apply to you. See "Special Consideration" below.

(ii)   Group Work

No extensions will be granted for group work.

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

(iii)   Exams Other Than Final Exams

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

If you miss one of these exams due to unexpected short-term illness, misadventure, or other circumstances beyond your control and wish to sit a supplementary exam, 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 Coordinator. If a Supplementary Exam is possible this will be held at a time specified by the Course Coordinator.

(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***. It is important that you do not make commitments during these periods, including travel, that will prevent you from sitting an exam or supplementary exam. The University exam timetable is determined centrally, not by the School, and students can access their own exam timetables via myUNSW.

2022 Examination Periods:

Term 1	Term 2	Term 3
Friday, 29 April 2022 through Thursday, 12 May 2022	Friday, 12 August 2022 through Thursday 25 August 2022	Friday, 25 November 2022 through Thursday, 8 December 2022
Term 1 Supplementary Exams	**Term 2 Supplementary Exams**	**Term 3 Supplementary Exams**
Monday 23 May 2022 through Friday 27 May 2022	Monday 5 September 2022 through Friday 9 September 2022	T.B.A.

Special Arrangements for Final Exams

The School is unable to make individual arrangements with students regarding the scheduling of a final exam. If you are unable to attend a final exam for religious reasons, you may request alternative exam arrangements by applying for Special Consideration. Your request for an alternative examination must be submitted no later than two weeks after the release of the final exam timetable.

Students registered with Equitable Learning Services (ELS), in certain circumstances, may be eligible for alternative provisions for formal end-of-term exams (i.e., those run by UNSW Exams).

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

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

SUPPLEMENTARY ASSESSMENT

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

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

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

SUPPLEMENTARY EXAMS

A supplementary exam may be given to students who:

(a) Are absent from the initial exam due to unexpected short-term illness, misadventure, or circumstances beyond their control and who successfully apply for Special Consideration; or
(b) Are in the final term of their program and for whom a pass mark would enable successful completion of their degree program.

Where students sit a supplementary exam under circumstances (b) above, the final mark *for the course* will be capped at 50%.

A supplementary exam opportunity for each Psychology course will be offered only once.

Supplementary exams will be conducted from Monday 23 May 2022 through Friday 27 May 2022 for Term 1, and from Monday 5 September 2022 through Friday 9 September 2022 for Term 2. Students who are granted a supplementary exam will be notified through their student email address only.

Students granted a supplementary exam can expect the exam to be of the same degree of difficulty as the original. Supplementary exam materials may be in a different format from the original (e.g., short answer instead of multiple-choice questions, or an oral exam instead of written exam). In addition, the original and supplementary exam materials may also differ in the specific content, although, overall, both will be sampled from the same relevant course material.

SPECIAL CONSIDERATION

If you find that unexpected short-term illness, misadventure, or other circumstances beyond your control may prevent you from completing a course requirement or attending classes, or may significantly affect your performance in assessable work, you can apply for Special Consideration.

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 to be outside of the student's control, 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** – an administrative check that all marks have been included in the final composite mark;
2. **Re-assessment** – an academic re-assessment of a piece of work.

Students can apply online to have a piece of work re-assessed. In order to have a piece of work re-assessed, students must first discuss their performance with the Course Coordinator and obtain their approval to apply for the re-assessment – the student will need to include this approval in their re-assessment application, as an attachment. Requests for re-assessment will not be considered without this approval. If the Course Coordinator does not approve a re-assessment (e.g., because the marks given are consistent with a moderated system of marking criteria), and the student still believes that the mark they have received does not reflect their performance, they can make a formal complaint through Student Conduct and Integrity Unit. If you are permitted a re-assessment of your result, this will include a check of the addition of marks. Note that the re-assessment may result in the mark going up or down. The online application must be submitted no later than five working days after the return of the piece of work or, in the case of an exam, five working days from the release of results. All marked work returned to students must be kept in case it is needed for re-marking. More information about the review of results process including a list of circumstance that are not valid reasons for applying for a remark is available here.

FEEDBACK

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

COURSE EVALUATION AND DEVELOPMENT

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

INFORMATION REGARDING HONOURS

Students undertaking Honours in psychology conduct a major independent research project under the supervision of a member of the academic staff, and write a thesis based on the project. In addition, students undertake core and elective coursework each term.

An APAC-accredited Honours year in psychology (fourth year program) is required for entry to postgraduate psychology programs offered by Australian universities.

The number of places available for Honours varies from year to year and depends upon the availability of School resources.

Minimum Eligibility Requirements

Students in degree programs that allow for completion of an accredited undergraduate, or bridging, sequence in psychology (96 UoC for 3632 Psychology (Honours); 78 UoC for a Psychology major in other programs; 5331 Graduate Diploma in Psychology) are eligible to apply for a place in the Honours year in psychology.

For some students the Honours year is embedded in their four-or-more-year degree (e.g., 3632 Psych(Hons), 3962 AdvSc(Hons), 4721 Psych(Hons)/Law). For other students the Honours year is taken as a separate one-year program (4518 PsychSc(Hons)) at the end of their current program (e.g., 3435 PsychSc, 3970 Sc, 5331 GDPsych).

The minimum eligibility requirement for admission to the Honours year, subject to the availability of School resources, is achieving a *Psychology Average* of at least 75. The *Psychology Average* is calculated from:

For Bachelor programs with an APAC-accredited psychology major

- Marks for ***psychology core courses common to all psychology programs / plans*** (see below); and
- The ***three highest*** of marks for all Level 3 psychology elective courses ever attempted.

For the Graduate Diploma in Psychology

- Marks for ***all psychology courses completed at UNSW***.

Not included in the *Psychology Average*:

- Marks for psychology courses completed at another university, including those completed whilst on exchange
- Level 1 Psychology electives
- Free electives and General Education courses
- SY or FL grades from Term 1, 2020

Psychology core courses common to all Bachelor programs/plans are listed below.

Level 1

- PSYC1001 Psychology 1A
- PSYC1011 Psychology 1B
- PSYC1111 Measuring Mind and Behaviour

Level 2

- PSYC2001 Research Methods 2
- PSYC2061 Social and Developmental Psychology
- PSYC2071 Perception and Cognition
- PSYC2081 Learning and Physiological Psychology
- PSYC2101 Assessment, Personality and Psychopathology

Level 3

- PSYC3001 Research Methods 3
- PSYC3011 Research and Applications of Psychology

How to Apply for the Honours program

In approximately August each year, the School's website will be updated with information about the following year's Honours program, including application procedures and available supervisors. Once the information is published, an announcement will be made on each Level 3 Psychology Moodle page that directs students to this website. Students who do not expect to be enrolled in a Level 3 Psychology course in Term 3 should periodically check the School's website for updates. Students should carefully read all the available information (including the FAQs) and submit their Honours application accordingly.

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 and outlines the University's responsibilities to students.

STUDENTS ARE EXPECTED TO FAMILIARISE THEMSELVES WITH THE STUDENT CODE POLICY, WHICH INCORPORATES THE STUDENT CODE, AND THE STUDENT MISCONDUCT PROCEDURES, ALL AVAILABLE HERE.

PLAGIARISM: ESSENTIAL INFORMATION FOR AVOIDING PLAGIARISM[*]

What is plagiarism?

Plagiarism is presenting someone else's thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

UNSW groups plagiarism into the following categories:

- **Copying**: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

- **Inappropriate paraphrasing**: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's

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[*] The following text has been adopted from "UNSW Plagiarism: Essential information for avoiding plagiarism" (https://my.unsw.edu.au/student/academiclife/Plagiarism.pdf; accessed on 1 February 2017).

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

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

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

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

Where can I find out more information?

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

How can the Academic Skills Centre help me?

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

How can ELISE help me?

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

What is Turnitin?

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

What if plagiarism is found in my work?

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However more serious instances in first year, such as stealing another student's work or paying someone to do your work, may be investigated under the [Student Misconduct Procedures](#).

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (such as plagiarism in an Honours thesis) can result in suspension from the University.

Important Notes on File-sharing Websites

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

- Course Hero;
- Nexus Notes;
- StudyMode; and
- Thinkswap

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

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

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

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

STUDENT COMPLAINTS AND GRIEVANCES

The School is committed to the University policy of providing a fulfilling and rewarding learning and research experience that enables students to achieve their full academic potential, 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 they will not suffer detriment or disadvantage as a direct result of making a complaint.

If students have a grievance, they should first attempt to resolve it with the individual concerned. If that fails, the next step is to take the matter to the course or level coordinator within a reasonable period of time. Beyond this, the next step is to take the matter to the School Grievance Officer (see "School Contacts" above) and then to the Head of School.

If the matter is still not resolved, then you can seek advice about your options from the Student Conduct and Integrity Unit (Phone: 9385 8515; Email: studentcomplaints@unsw.edu.au).   The full University complaint policy can be found here.

EQUITABLE LEARNING SERVICES

Students who have a disability or a health / mental health concern that may impact their studies or require some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the Course Coordinator prior to or at the commencement of the course, or with an Equitable Learning Advisor in Equitable Learning Services (via els@unsw.edu.au or virtual drop-in Mon, Tues & Fri: 11am-1pm; Wed & Thurs: 1pm-3pm). More information for is available here.

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

HEALTH & SAFETY FOR STUDENTS

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

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

- People are our most valuable asset, and we are all committed to ensuring the health, safety and wellbeing of everyone in the workplace.
- Everyone has a responsibility for safety, their own and others.
- Injuries can be prevented, and an incident-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 Co-ordinator.

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.

If you fail to complete mandatory health and safety training:

- Panel meetings may not be convened for Honours students.
- Postgraduate coursework/research students may not be permitted to enrol.
- Those requiring laboratory work as part of their study may not be allowed access to labs.

A Safe Campus

Student safety and the security of personal property is a high priority at UNSW.

Personal safety on campus is something UNSW wants students to be aware of. UNSW encourage students to act positively and responsibly to enhance their own safety.

Safety on campus is managed by UNSW Security Services who are dedicated to providing a safe campus for the whole community.

UNSW is a large institution and includes a number of campuses. Each campus has a local security focus, so it is important to find out what the safety procedures are at each location

Visit the "Your Safety on Campus" website for further information.

USE OF SCHOOL COMPUTING FACILITIES

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

Accounts

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

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

- Bachelor of Psychology (Honours)
- Bachelor of Psychological Science
- Honours year students
- Master of Psychology (Clinical and Forensic)
- PSYC2001
- All Level 3 Psychology courses

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

Passwords and Technical Difficulties

All passwords will be reset at the beginning of each term, and notices posted on lab doors explaining this.

Psychology accounts are administered by the School of Psychology's Technical Support Unit (TSU) located in Room 138 of the Mathews Building, and not by the University's central IT unit. Your psychology account is not the same as your zID/zPass account. Students having difficulties with their psychology accounts should contact the TSU (Phone: 9385 3139).

Access Hours

The following access hours/rules will apply:

Programs or Courses	Rooms	Hours
BPsych(Hons) [3632][†] BPsychSc [3435]	Mat 209 and Mat 209A, Mat 419	8am-6pm Mon-Fri February – December
PSYC2001	Mat 209 and Mat 209A, Mat 419	8am-6pm Mon-Fri February – June
Level 3 PSYC Courses – T1	Mat 209 and Mat 209A, Mat 419	8am-6pm Mon-Fri February – June
Level 3 PSYC Courses – T2	Mat 209 and Mat 209A, Mat 419	8am-6pm Mon-Fri June – August
Level 3 PSYC Courses – T3	Mat 209 and Mat 209A, Mat 419	8am-6pm Mon-Fri August – December
MPsychol & Honours year (PSYC4093, PSYC4072, PSYC4073, and PSYC4103)	Mat 209 and Mat 209A, Mat 419	7am-10pm, 7 days a week

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[†] See the bottom row of the table for Honours year access

Absolutely no food or drinks permitted in computer labs

Print Quotas

The following initial quotas will be assigned:

- 350 pages for Honours and Master of Psychology students.

- 250 pages for all other students.

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

Rules

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

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

Examples of Inappropriate Use

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

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

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

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

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

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

- Knowingly propagating or installing computer viruses or malicious code;

- Accessing or intercepting others' electronic communications without permission;

- Creating/sending email under another's name (forgery); creating/sending/forwarding electronic chain letters, unsolicited broadcast emails ('Spam'), obscene, abusive, fraudulent, threatening or repetitive messages;

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

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

- Making excessive personal use of ICT resources; and

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

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

Penalties for Breaching Conditions of Use

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