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PART A: COURSE INFORMATION

1. LOCATION

Faculty of Arts and Social Sciences
School of Education
EDST 5121 Introduction to University Learning and Teaching (6 units of credit)
Semester 2, 2014

2. STAFF CONTACT DETAILS

Course Convenor: Giedre Kligyte
Office Location: Learning and Teaching Unit,
Level 4 Matthews Building
Email: g.kligyte@unsw.edu.au
Phone: 9385 1534
Availability: by appointment

Course Convenor: Negin Mirriahi
Office Location: Learning and Teaching Unit,
Level 4 Matthews Building
Email: negin.mirriahi@unsw.edu.au
Phone: 9385 2932
Availability: by appointment

Admin Assistance: Administrator, Grad Cert ULT
Office Location: Learning and Teaching Unit,
Level 4 Matthews Building
Kensington Campus
UNSW Sydney 2052
Email: gcult@unsw.edu.au
Phone: 9385 5989
3. COURSE DETAILS

<table>
<thead>
<tr>
<th>Course Name</th>
<th>EDST5121: Introduction to University Learning and Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Points</td>
<td>6 units of credit (uoc)</td>
</tr>
<tr>
<td>Workload</td>
<td>Includes 150 hours including class contact hours, readings, class preparation, assessment, follow up activities, etc.</td>
</tr>
<tr>
<td>Schedule</td>
<td>The Foundations of University Learning and Teaching (FULT) program, which is offered at UNSW as a staff development activity, is the coursework component of this course. The course is offered in a blended mode, which includes in-class and online activities that add up to 25 hours of ‘contact hours’.</td>
</tr>
</tbody>
</table>

Summary of Course

This course is the first core course in the Graduate Certificate in University Learning and Teaching Program. It is worth six units of credit (UOC) towards the total twenty four UOC required for completion of the study program.

This course introduces students to a range of topics and issues in learning and teaching that impact on the teaching roles of academic staff in universities. In this course, students will have an opportunity to engage with current thinking in university learning and teaching, consider various approaches, start investigating one area of their teaching in a scholarly and reflective way, and plan changes to their teaching practice.

Pre-requisite

As a component of this course, students must participate in the Foundations of University Learning and Teaching (FULT) program, which is offered at UNSW as a staff development activity. During FULT perspectives on student learning and an overview of good practice in curriculum and assessment design, evaluation and facilitation of student learning in different contexts will be explored.

Aims of the Course

This course aims to:

1. introduce you to a range of key areas in learning and teaching
2. enable you to identify and begin to investigate one area related to your teaching practice in a reflective and scholarly way.

Important Information

Attendance: Students are expected to give priority to university study commitments. Unless specific and formal permission has been granted, failure to attend 80% of classes in a course may result in failure. See the section on attendance for details on guidelines, procedures and penalties in Part B of this document.
### Student Learning Outcomes

Upon completion of the course you should be able to:

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Description and evaluation key areas in learning and teaching related to your teaching role.</th>
<th>Assessment/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><em>Outcome</em></td>
<td>1, 2</td>
</tr>
<tr>
<td>2</td>
<td>Reflect on your own teaching practice in the light of your personal experience.</td>
<td>1, 2</td>
</tr>
<tr>
<td>3</td>
<td>Investigate your current teaching strategies and develop new teaching strategies that could be expected to improve student learning.</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Implement new teaching strategies, and modify them where necessary, to meet the needs of your own teaching context.</td>
<td>1, 2</td>
</tr>
<tr>
<td>5</td>
<td>Use the research literature in higher education to analyse and write reflectively about your teaching practice.</td>
<td>2</td>
</tr>
</tbody>
</table>

### Graduate Attributes (AITSL Professional Graduate Teaching Standards)

<table>
<thead>
<tr>
<th>Capability</th>
<th>Description</th>
<th>Assessment/s</th>
</tr>
</thead>
</table>
| 1 Disciplinary knowledge and practices | Students should have acquired specialised disciplinary knowledge and capabilities related to the areas of curriculum, assessment and pedagogy in higher education, and be able to apply these to their teaching approach and practices across a range of higher education contexts. | Assessment Task 1  
Assessment Task 2 |
| 2 Enquiry-based learning | Students should be able to use an analytical scholarly framework to examine their educational practice aimed at improving their effectiveness across these areas. | Assessment Task 1  
Assessment Task 2 |
| 3 Cognitive skills and critical thinking applicable to teaching in higher education | Students should be able:  
• to identify, research and analyse complex issues and problems related to curriculum, assessment and pedagogy and propose appropriate and well justified solutions  
• to be able to draw from and analyse a range of evidence from different perspectives to enhance their practice. | Assessment Task 1  
Assessment Task 2 |
| 4 Communication, adaptive and interactional skills | Students should be able to communicate effectively with a range of audiences, and be capable of using independent and collaborative enquiry to work effectively across and within their disciplinary contexts. | Assessment Task 2 |

### 4. RATIONALE FOR THE INCLUSION OF CONTENT AND TEACHING APPROACH

A critical aspect of enhancing quality of learning and teaching in higher education is developing staff scholarly engagement in learning and teaching. As an introduction to university learning and teaching, this course overviews a range of scholarship in student learning, curriculum and assessment design, evaluation, teaching in various contexts, and allows students to explore one area of their practice in more depth.
Reflective practice is used as the underpinning framework in this course. Reflection has been demonstrated to be a useful tool to support professional learning in authentic contexts where there are many uncontrolled variables.

5. TEACHING STRATEGIES

Students learn best when they are engaged and given an appropriate level of challenge; when their prior experience and knowledge is valued and built upon; when they are expected to take responsibility for their own learning; and when they work collaboratively with their peers.

We recognise that candidates in this course are graduates employed in the higher education sector, and many will be studying part-time while working full-time.

As a result, the course has been designed to provide opportunities for you to:

- critically engage with the key ideas and concepts and with each other via both intensive workshops, and using online technologies
- develop your understanding of the key issues and concepts within higher education both individually (reading, preparation of assignments) and collaboratively (whole class and small group discussion and peer review)
- use your knowledge and experience (from previous learning and experience from formal courses, life and from the workplace) to engage with and critique current thinking and research into higher education.

The learning activities of the course include:

- self-directed reading;
- face to face and online learning activities in FULT, which will use and model a range of teaching strategies;
- e-portfolio; and
- preparation of written assignments.

Reflective-e-portfolio

In this course you will be encouraged to set up a reflective e-portfolio and maintain it throughout the semester. Guidelines for setting an e-portfolio will be available on the course Moodle site and explained during the first in-class session. An e-portfolio may help you to:

- Collect resources and artifacts related to your learning to create an integrated picture or story of your achievements and developing capabilities
- Reflect on prior experiences and wider contexts to make your learning relevant.
- Reflect on how different learning activities relate to your professional practice
- Arrange and present your portfolio to different audiences for different purposes.

Your reflective e-portfolio contributions will not be used for summative assessment. However, reflecting on your learning in an ongoing way and maintaining the e-portfolio will help you to consolidate the learning in this course and develop the assignment tasks.
6. COURSE CONTENT AND STRUCTURE

Students must participate in the Foundations of University Learning and Teaching (FULT) program, as the coursework component of this course. FULT is offered in a blended mode, which includes in-class and structured online activities that add up to 24 hours of ‘contact hours’. The FULT schedule is communicated to participants upon enrolment into the program.

7. RESOURCES

You should utilise the FULT resources available on the FULT Moodle site. The majority of the resources (books, e-books, book chapters, journal articles) are available from the UNSW Library. You are also encouraged to use any relevant learning and teaching literature in your discipline area.

*Recommended texts for this course* (in addition to the materials on the FULT Moodle site):


8. ASSESSMENT

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Capabilities Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Task 1: A Summary of Learning</td>
<td>3000 words</td>
<td>35%</td>
<td>1, 2, 3</td>
<td>1, 2, 3</td>
<td>11 August</td>
</tr>
<tr>
<td>Assessment Task 2: An Investigation into Teaching Practice</td>
<td>3500 words</td>
<td>65%</td>
<td>1, 2, 3, 4, 5</td>
<td>1, 2, 3, 4</td>
<td>20 October</td>
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</table>

*Assessment Details*

**Assessment Task 1 - A Summary of Learning**

Due Date: 11 August

*3000 words*

This assessment task builds on the FULT reflective e-portfolio, which consists of six parts relating to each of the five FULT modules, and the overall reflection.

1) **Introduction & Student Learning**: Reflection on strategies to encourage deep learning.
2) **Educational Design**: Aligned learning outcome, activity and assessment; reflection on flipped classroom.
3) **Evaluation**: Reflection on the mini-teaching evaluation.
4) **Assessment and Feedback**: A rubric for an assessment task.
5) **Teaching for Learning**: Reflection on strategies to encourage deep learning.

6) **Overall reflection**

You will be expected to review and re-submit the FULT e-portfolio as one package (e.g. copied into a Word document) via a Moodle Turnitin link.

**Assessment Task 2: An Investigation into Teaching Practice**

**Due Date**: 20 October

3500 words

Drawing on the literature, articulate a learning and teaching approach to address an issue in your own teaching context, and an evaluation strategy to assess its success or pitfalls.

1) **Choose one** of the following areas of your teaching practice or anything other area that was addressed at FULT:

- Student and adult learning
- Blended learning
- Online learning
- Planning your teaching, developing aims and learning outcomes
- Flipped classroom
- Assessment strategies
- Standards-based assessment (rubrics)
- Reflection/e-portfolios
- Evaluation
- Small group teaching
- Large group teaching

2) **Describe your current teaching practice** in the topic area you have chosen, including:

- What you know of your students and the assumptions you make about them
- The rationale for your current practice
- How this practice is implemented
- The effectiveness of your current practice
- Issues that your practice raises
- Aspects you have considered changing

(>1000 words)

3) **In light of your description, consider and critically review**:

- The readings relating to your chosen area.
- Additional material from the educational literature generally and/or in your discipline that relates to the area you have chosen.

(>1500 words)

4) **This final section has 2 components**

   a. **Reflect on the implications of concepts discussed in FULT and of the readings you have reviewed for the topic area you have chosen. Answer questions such as the following:**

   - What implications does the literature carry for your current teaching practice?
   - What might you change? Why?
• What issues would you need to consider and/or monitor as you change your current practice?
• What current benefits might you lose in the change? How might these be preserved?
• How would you know if any change you instituted were beneficial to the learning of your students? What criteria could you use to make this judgement? How could this initiative be evaluated to assess its success or pitfalls?

b. Discuss your draft plans for change with a colleague experienced in teaching in your discipline and incorporate his or her feedback into your report. In your report you should reference this feedback appropriately.

(>1000 words)

Total 3,500 words
UNSW SCHOOL OF EDUCATION
FEEDBACK SHEET
EDST5121 INTRODUCTION TO UNIVERSITY LEARNING AND TEACHING

Student Name: Student No.: Assessment Task: Assessment Task 1

<table>
<thead>
<tr>
<th>SPECIFIC CRITERIA</th>
<th>(-)</th>
<th>(+)</th>
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</thead>
<tbody>
<tr>
<td>Understanding of the issues and key concepts involved</td>
<td></td>
<td></td>
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<tr>
<td>• apply concepts related to constructive alignment and standards-based assessment to develop your standards-based rubric and complete learning plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of critical reflection across multiple perspectives (including your own experiences, those of your colleagues as well the literature) to:</td>
<td></td>
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<tr>
<td>• critically examine issues and practices discussed in FULT, and describe the implications to your own context and teaching practice</td>
<td></td>
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<tr>
<td>• identify strategies you will apply and/or not apply to your own teaching practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Familiarity with and relevance of professional and/or research literature used to support response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• appropriate and effective use of relevant literature to support identification of issues and appropriate strategies to deal with them</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure and organization of response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• appropriateness of overall structure of the response to the task</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clarity and coherence including use of section headings as required to enhance readability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The completion of all parts of the assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation of response according to appropriate academic and linguistic conventions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clarity, consistency and appropriateness of conventions for quoting, citing, paraphrasing, attributing sources of information, and listing references (APA style)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clarity and appropriateness of sentence structure, vocabulary use, spelling, punctuation and word length</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL COMMENTS / RECOMMENDATIONS</th>
</tr>
</thead>
</table>

Lecturer: ________ Date: ________

Recommended: ________/20 (FL PS CR DN HD) Weighting: ________%

NB: The ticks in the various boxes are designed to provide feedback to students; they are not given equal weight in determining the recommended grade. Depending on the nature of the assessment task, lecturers may also contextualize and/or amend these specific criteria. The recommended grade is tentative only, subject to standardisation processes and approval by the School of Education Learning and Teaching Committee.
<table>
<thead>
<tr>
<th>SPECIFIC CRITERIA</th>
<th>(-)</th>
<th>(+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the issues and key concepts involved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• apply the concepts/issues introduced or discussed in FULT and emerging from the literature to your own teaching practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of critical reflection across multiple perspectives (including your own experiences, those of your colleagues as well the literature) to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• observe and critically examine issues and practices in your context</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• develop possible strategies based on this analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Familiarity with and relevance of professional and/or research literature used to support response</td>
<td></td>
<td></td>
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<td>• appropriate and effective use of relevant literature to support identification of issues and appropriate strategies to deal with them</td>
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<tr>
<td>Structure and organization of response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• appropriateness of overall structure of the response to the task</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clarity and coherence of response to the task, including use of section headings, introductions, transitions, and summaries to enhance readability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the completion of all elements of the set task, including selection of a focus, description of current practice, literature review, plans for change, peer feedback, and personal reflection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation of response according to appropriate academic and linguistic conventions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clarity, consistency and appropriateness of conventions for quoting, citing, paraphrasing, attributing sources of information, and listing references (APA style)</td>
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</table>

<table>
<thead>
<tr>
<th>GENERAL COMMENTS / RECOMMENDATIONS</th>
</tr>
</thead>
</table>

Lecturer: ___________________________  Date: __________/_______/_______

Recommended: _______________________/20 (FL PS CR DN HD)  Weighting: ________%

NB: The ticks in the various boxes are designed to provide feedback to students; they are not given equal weight in determining the recommended grade. Depending on the nature of the assessment task, lecturers may also contextualize and/or amend these specific criteria. The recommended grade is tentative only, subject to standardisation processes and approval by the School of Education Learning and Teaching Committee.
Submission of Assessment Tasks

Students should submit an electronic copy of an assessment task.

Electronic copies of an assessment task are to be submitted to the allocated Turnitin Submission Box online via Moodle.

STUDENTS MUST SUBMIT THE ELECTRONIC COPY OF AN ASSESSMENT TASK BY 5PM ON THE DUE DATE UNLESS THE COURSE LECTURER HAS ADVISED OTHERWISE.

You are strongly advised to aim to submit early, as submissions received one minute after the specified due time will be stamped as late and will incur a late penalty. The FASS late penalty is 3% of the total possible marks for the task for each day or part day that the work is late. Lateness includes weekends and public holidays.

You are responsible for checking that the electronic copy of an assessment task submission is complete and accurate and, comply with the Course lecturer’s instructions given in the previous section on Assessment Details.

Students are required to keep a copy of all assessment tasks. If an assessment is mislaid the student is responsible for providing a further copy.

All assignments (electronic submission) must be submitted with a signed Assessment Cover Sheet (required for all assignments). Please ensure that you read and complete the Assessment Cover Sheet carefully, particularly the section related to the originality of the submission.

Assessment Cover Sheets are available from the front counter in the School Office or can be downloaded from: https://education.arts.unsw.edu.au/students/resources/forms/

Return of Assessment Tasks

Return and feedback for all assessments will be provided to you via Turnitin on Moodle. You will not be provided with printed feedback.

Feedback

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Feedback Mechanism</th>
<th>Feedback Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Summary of Learning</td>
<td>via Turnitin on Moodle</td>
<td>1 September 2014</td>
</tr>
<tr>
<td>2: An Investigation into Teaching Practice</td>
<td>via Turnitin on Moodle</td>
<td>10 November 2014</td>
</tr>
</tbody>
</table>

9. COURSE EVALUATION AND DEVELOPMENT

Student evalutive feedback on the course is gathered, using UNSW’s Course and Teaching Evaluation and Improvement (CATEI) Process. Student feedback is taken seriously, and continual improvements are made to the course based in part on such feedback.
PART B: GUIDELINES AND PROCEDURES

10. ACADEMIC HONESTY AND PLAGIARISM

Plagiarism at UNSW is using the words or ideas of others and passing them off as your own. Examples include:

- **Copying**: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks.

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

- **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.

- **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.

(NB: Examples of plagiarism: [https://my.unsw.edu.au/student/atoz/Plagiarism.html](https://my.unsw.edu.au/student/atoz/Plagiarism.html))

UNSW distinguishes between 3 levels of plagiarism.

- **Level 1**: Minor plagiarism where inexperience is a mitigating factor (e.g. first year, first semester UG/PG students).
- **Level 2**: Applies to more senior students and first year students from their second semester of study onwards; a second Level 1 type lack of scholarly achievement is automatically treated as a Level 2 offence.
- **Level 3**: This category includes egregious acts of plagiarism, and where the breach is considered to be deliberate, reckless, and/or involves gross and persistent negligence.

All suspected cases of plagiarism in the School of Education are dealt with by the Deputy Head of School (Teaching & Learning). When plagiarism has been identified and confirmed through proper investigation the outcomes include:

**Educative Action**

- All students will undertake some form of educative action either managed by the School or the Learning Centre except where exclusion is the penalty for plagiarism.

**Penalties**

- All students will have a penalty imposed. The degree of penalty will be appropriate to the degree of plagiarism. For students who have committed Level 1 plagiarism it may be that their mark reflects the lack of scholarly achievement, to a maximum deduction of 20 marks per 100 pro rata.
For Level 2 it might be a 0% for the work or the course. For Level 3 Plagiarism it may be 0% for the course or even suspension from UNSW.

Registers

- All students are placed on a Register whether it is the Level 1 Plagiarism Register or the Student Misconduct Register for Levels 2 or 3.

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 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. Further information on plagiarism and academic honesty can be downloaded from: https://student.unsw.edu.au/plagiarism. In addition, UNSW has produced a booklet to assist students with essential information for avoiding plagiarism which can be downloaded from https://my.unsw.edu.au/student/academiclife/Plagiarism.pdf

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. Further information on the Student Misconduct Rules is available at: https://student.unsw.edu.au/conduct

Cheating: It is a serious offence to submit any work that is copied from the work of another student whether that work was submitted in the current year, previously or in another course. In such cases, both students may be penalised. Similarly it is an offence to cheat at examinations, get other students to write your assignments, etc. If you have been working in close cooperation with another student undertaking (say) research for an assignment, you should discuss the nature of that cooperation with the Course Convenor to ensure that no misunderstandings arise about the originality of your work, and to identify clearly your own contribution to the work. Where group assessments are produced your lecturer needs to be aware of each person’s contribution.

Cheating and plagiarism may attract serious penalties, ranging from failure in the course to failure in all courses and exclusion from the university for a specific period (See also Misconduct).

Misconduct: Academic misconduct is a serious matter. In the first instance cases of misconduct are dealt with by the Head of School but it may be necessary to refer them to the Dean or the University Disciplinary Committee. For detail please go to: https://student.unsw.edu.au/conduct

Proof reading: Proof-read your assignment before submission, as avoidable errors are likely to result in marks being deducted.

Email: Unless the lecturer expressly gives permission, students are not permitted to submit assessment via email.

Non-sexist language: It is UNSW policy to avoid sexist language. You should use words which include both sexes when you are referring to both sexes; e.g. S/he’, ‘she or he, ‘people’, etc.

11. ATTENDANCE

Unless specific and formal permission has been granted, failure to attend 80% of classes (henceforth ‘classes’ include lectures, tutorials, seminars, online activities and so on) in a course may result in failure in that course. Explanation of absences, or requests for permission to be absent from forthcoming classes, should be addressed to the lecturers/tutors responsible for those classes. Explanation of an absence of more than one week should also be addressed in writing and, where applicable, should be accompanied by a medical certificate.

If you attend less than 80% of classes or have not submitted appropriate supporting documentation to the Course Convenor to explain your absence, you may be awarded a final grade of UF (Unsatisfactory Fail).
If you arrive more than 15 minutes late, you may be recorded as absent. If such a penalty is imposed, you will be informed verbally at the end of class and advised in writing within 24 hours.

Students are expected to give priority to their university study commitments. Any absence from assessable activities, including formal end of semester examinations, must be clearly for extenuating circumstances only that were unexpected and beyond the control of the student. Work commitments are not considered a justification. Please refer to Special Consideration for further information.

Upon submission of appropriate evidence, the Course Convenor has discretion and authority to determine whether a student meets the required volume of learning and has completed the necessary assessments for a given course in circumstances where attendance has been less than the normal university requirement of 80% of classes.

A student may be excused from classes for up to one month (66% of learning and teaching activities) in exceptional circumstances and on production of an original or certified copy of a medical certificate or other form of appropriate evidence. In such cases, the Course Convenor may assign additional and/or alternative tasks to ensure that students have met the volume of learning associated with the course.

A student who has submitted the appropriate documentation but attends less than 66% of classes will be asked by the Course Convenor to apply to discontinue the course without failure rather than be awarded a final grade of UF.

UNSW policy on attendance [https://myunsw.edu.au/student/atoz/AttendanceAbsence.html](https://myunsw.edu.au/student/atoz/AttendanceAbsence.html)

**Permission to Participate in Lectures Online**

The School of Education allows participation in lectures online on a case by case basis and only in certain circumstances:

a. The student is able to prove that they have no other option but to clash.
b. The clash can only be between lectures or between a lecture and a tutorial or seminar. Only the lecture can be missed.
c. Where the clash is between two lectures it is recommended that the student alternate attendance.
d. The clash can be for not more than one hour.
e. The missed lecture cannot be the first hour of a two hour lecture.
f. The student must be able to access, at minimum, a sound recording of the missed lecture either through Echo 360 or independent recording. The Course Convenor can reserve the right to refuse to allow the lectures in their course to be recorded independently.
g. The Course Convenor(s) must give their approval for the permitted clash.
h. A permitted clash will not be granted when the Clash is the result of over-enrolment.
i. Permissible clashes are not available to students in their first semester of study at University.

A student who is approved permission to participate in online lectures must fulfil the following requirements:

a. The student must provide the Course Convenor with copies of lecture notes and/or reading notes from those lectures missed on a regular basis as agreed by the Course Convenor and the student.
b. If a student does indeed attend a lecture for which they had secured a permitted clash they will still submit lecture notes and/or reading notes as evidence of attendance.
c. Failure to meet these requirements is regarded as unsatisfactory performance in the course and a failure to meet the Faculty’s course attendance requirement. Accordingly, Course Convenors will fail students who do not meet this performance/attendance requirement.
d. Students must attend the clashed lecture on a specific date if that lecture contains an assessment task for the course such as a quiz or test. Inability to meet this requirement would be grounds for a Course Convenor refusing the application. If the student misses the said lecture there is no obligation on the Course Convenor to schedule a make-up quiz or test and the student can receive zero for the assessment task. It should be noted that in many courses a failure to complete an assessment task can be grounds for course failure.
Applications for permission to participate in lectures on line should be lodged at:

12. SUBMISSION OF ASSESSMENT

All assignments must be submitted online with an assignment coversheet before midnight on the due
date via Moodle to avoid penalty. Students should also hand in a hard copy and retain a hard copy of
work submitted. Students are required to keep all drafts, original data and other evidence of the
authenticity of the work for at least one year after examination. If an assessment is mislaid the student
is responsible for providing a further copy.

Students are required to follow their course lecturer’s instructions exactly when submitting hard
copies of work for assessment. Some work is submitted in class but most hard copies of assessments
are to be delivered to the locked boxes in the reception area of the School. Students are advised to
put the assessment task into the box with the course lecturer’s name on it and it must include a signed
Assignment Cover Sheet.

You are responsible for checking that the hard and electronic copy of an assessment task submission
is the same, is complete and accurate and, comply with the Course lecturer’s instructions given in the
previous section on Assessment Details.

Professional staff are not permitted to accept student work submitted for assessment. Students are
advised to never leave their submissions for assessment under doors.

Return of Assessment

Timing: Assessment tasks will normally be returned to students in class within three weeks of
submission where possible. Where this is not possible, the course lecturer will provide advice with
regard to assessment task collection.

Feedback: The School of Education standard marking and feedback template (see next page) aligned
with assessment criteria and grade descriptors used in marking and contextualized to suit each
specific assessment task will be used to provide written feedback on assessment tasks.

Extensions and late submission of work

It is expected that all assignment deadlines will be met. In very exceptional cases, extensions may be
granted, students should contact the Course Convenor five days prior to the due date of the
assignment to discuss their situation. If it is then necessary for students to request Special
Consideration an application must be lodged online through myunsw at
https://iaro.online.unsw.edu.au/special_consideration/home.login. The request must be made within
three working days of the assessment to which it refers and be accompanied by supporting
documentation (e.g., medical certificates). More details on Special Consideration are below.

Work submitted late (i.e., past the time and date specified in the course outline) will incur late
penalties. The late penalty is the loss of 3% of the total possible marks for the task for each day or part
thereof the work is late. Lateness will include weekends and public holidays.

Work submitted fourteen days after the due date may be marked and brief feedback provided but no
mark will be recorded or counted towards your overall grade. If the work would have received a pass
mark but for the lateness and the work is a compulsory course component, you will be deemed to
have met that requirement.

Work submitted twenty one days after the due date will not be accepted for marking or feedback and
will receive no mark or grade. If the assessment task is a compulsory component of the course you
will automatically fail the course.

Where an extension has been granted, either directly by the Course Convenor or through the Special
Consideration mechanism, the late penalties outlined above will apply from the revised due date.
Review of results

There is no automatic right to have an assessment reviewed; the School reserves the right to make such judgments.

If you have concerns about a mark you have achieved, you should raise this with the Course Convener in the first instance. This should normally be done within two working days of the return of the assessed work.

If you are not satisfied with the explanation provided, you should complete the UNSW Review of Results (RoR) application form: https://my.unsw.edu.au/student/academiclife/assessment/ReviewofResults.pdf

You must provide a written explanation of why you believe the work requires review. The written explanation must include the stated criteria for the assessment task indicating the exact area(s) where the assessment of your work differs from the mark you have received.

The Course Convener has the option to not recommend review if they deem the grounds for review insufficient. The Course Convener will make their decision within three working days of receiving the request.

If the Course Convener approves the review, you should submit the Review of Results application form to Student Central. A clean copy and a copy of the marked work with all feedback must be submitted with the RoR application. An administration fee applies under certain circumstances.

If the Course Convener does not recommend the review but you believe that the mark/grade does not reflect your performance, you may forward the RoR application form to the Deputy Head of School (Learning & Teaching), Dr. Therese Cumming (t.cumming@unsw.edu.au).

The Deputy Head of School (DHoS) will normally make a decision within three working days of receiving the application.

If the DHoS approves the review, you should submit the application to Student Central. A clean copy and a copy of the marked work with all feedback must be submitted with the RoR application. An administration fee applies under certain circumstances.

If the DHoS does not approve the review, she will notify the Chair of the Faculty Assessment Review Group (FARG). The FARG can either endorse or overturn the decision of the DHoS.

The FARG will make a decision within one week of receiving advice from the DHoS. If, after the FARG’s decision, the student still believes they have a case they should submit their claim through the University grievance procedures.

A RoR application must be lodged within 15 working days of receiving the result of the assessment task.

13. SPECIAL CONSIDERATION

On some occasions, illness, misadventure, or other circumstances beyond the immediate control of a student may prevent his/her attendance at an examination, or may significantly affect their performance in an assessment. Students who believe that their performance in a course, either during the semester or in an examination, has been adversely affected by illness or any other reason should submit a request for Special Consideration. Applications for Special Consideration are lodged online (https://iaro.online.unsw.edu.au/special_consideration/home.login) and must be made within three working days of the assessment to which it refers to. For more information regarding Special Consideration please visit: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

14. ASSESSMENT PRINCIPLES AND PROCEDURES

The primary aim of university assessment is to support student learning, hence there should be a clear and explicit relationship between stated assessment tasks and expectations, course objectives and course content. Assessment tasks are carefully designed to:
- Recognise, motivate and encourage deep learning
- Incorporate a clear developmental perspective which recognises and supports students’ growing competence over the course of the program (i.e. assessment tasks set earlier in the course of study are likely to be different in focus from those given later in the course).

Variation in assessment tasks within and across the School is encouraged in order to maintain student interest, to cater for and stimulate different ways of student thinking and learning, to reflect the different academic and professional demands of different courses as well as to foster student development and progression over the length of a program. Such variations also provide a good model of assessment for teachers and future teachers enrolled in the school’s programs.

In the School of Education all potential failure are double-marked as are all suspected plagiarism cases. All staff are also required to undertake small-group standardisation of a representative sample of assignments (Grades HD, D, C, P) with staff teaching in similar areas (e.g. as part of specialisation or course-level activities) at least once each semester before the submission of results. Grade distributions for each class are also closely monitored and evaluated.

**School of Education Grade Descriptors**

<table>
<thead>
<tr>
<th>Grade Descriptor</th>
<th>Description</th>
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<tbody>
<tr>
<td>High Distinction (85% and above)</td>
<td>The assignment is of exceptional quality. It not only reveals an excellent understanding of the question or issue under consideration, but also demonstrates highly informed analytical and evaluative thinking. The writer displays a substantial familiarity with the research literature relating to the issues discussed and relates his or her arguments strongly to the findings of this literature. The assignment is also very well-organised and very well-written.</td>
</tr>
<tr>
<td>Distinction (75-84%)</td>
<td>The assignment is of excellent quality. It demonstrates a very clear understanding of the question or issue under consideration and shows evidence of well-informed analytical thinking. The writer displays a substantial familiarity with the research literature relating to the issues discussed and relates to his or her arguments to the findings of the literature. The assignment is well-organised and well-written.</td>
</tr>
<tr>
<td>Credit (65-74%)</td>
<td>The assignment is of good quality. It demonstrates a clear understanding of the question or issue under consideration and shows some evidence of analytical thinking. The writer displays some familiarity with that research literature relating to the issues discussed and relates his or her arguments to the findings of this literature. The assignment is moderately well organised and moderately well-written.</td>
</tr>
<tr>
<td>Pass (50-64%)</td>
<td>The assignment is of adequate quality. It demonstrates a clear understanding of the question or issue under consideration. The writer displays a familiarity with some of the research literature relating to the issues discussed. The assignment is moderately well-organised and the arguments can be clearly understood.</td>
</tr>
<tr>
<td>Fail (less than 50%)</td>
<td>The assignment is not adequate in quality or content. The writer fails to demonstrate a clear understanding of the question or issue under consideration. Little or no mention is made of the research literature relating to the issues presented. The assignment is poorly structure and meaning is at time unclear</td>
</tr>
</tbody>
</table>
For more information regarding the UNSW assessment policy please visit: https://my.unsw.edu.au/student/academiclife/assessment/AssessmentatUNSW.html

15. OTHER INFORMATION

University Counselling Service

The Counselling Service offers free and confidential counselling to students of the University. The Service provides assessment and short-term counselling for students. Students use the Counselling Service for a wide variety of reasons, ranging from issues relating specifically to their studies through to more personal concerns or difficulties.

When students start at University, they may encounter a variety of issues which can cause them concern: academic or administrative problems, study difficulties, transition from school, work or home to University. In addition, students may have personal difficulties such as relationship or family problems, anxiety, depression, or stress. Sometimes students are unsure whether a counsellor is the most appropriate person to seek about their situation. In this instance, it is often worth making an appointment talking to a counsellor as they usually find the most appropriate source of help.

Location: Second Floor, East Wing, Quadrangle Building
Hours: Monday-Friday 9am-5pm
Telephone: 9385 5418
Website: https://www.counselling.unsw.edu.au

Equity and Diversity

Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the Course Convenor prior to, or at the commencement of their course.

Students are also encouraged to contact the Equity Officer (Disability) in the Equity and Diversity Unit. Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

Location: Ground Floor, Goodsell Building
Hours: Monday-Friday 10am-4pm
Telephone: 9385 4734
Website: https://www.studentequity.unsw.edu.au.

Student Support and Grievance Procedures

The UNSW Learning Centre provides academic skills support to all students enrolled at UNSW: http://www.lc.unsw.edu.au

UNSW offers a number of support and development services for students: https://student.unsw.edu.au/additional-support.

There is a range of wellbeing, safety and equity initiatives you can access at UNSW: https://student.unsw.edu.au/wellbeing
If you have issues related to, or concerns about, academic decisions or any aspect of Learning & Teaching in the School of Education, you are welcome to contact the Deputy Head of School (Learning & Teaching), Dr Terry Cumming (t.cumming@unsw.edu.au)

If you have a grievance related to a person or administrative process, you should contact the School Complaints Officer, Catherine Courtney (c.courtney@unsw.edu.au)

You can also contact the Student Conduct and Appeals Office (studentcomplaints@unsw.edu.au) or the Student Association (Arc@UNSW) (advice@arc.edu.au)

For more information with regard making a complaint (https://student.unsw.edu.au/complaints)