Faculty of Engineering and Information Sciences
School of Mathematics and Applied Statistics

UNIVERSITY OF WOLLONGONG AUSTRALIA

Subject Outline

MATH223

Mathematics for Information Technology

Autumn Session 2018

South Western Sydney Campus

On Campus

Credit Points:	6
Pre-requisites:	None
Co-requisites:	None
Restrictions:	STAT131, STAT151, STAT251, STAT252
Equivalence:	None
Contact Hours:	1 x 2 hr lecture, 1 x 1 hr lecture, 1 x 1 hr tutorial per week

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Section A: Subject Information

SUBJECT CONTACTS

Subject Coordinator and Lecturer

Name	Dr. Chayne Planiden
Telephone	(02) 4221 4564
Email	chayne@uow.edu.au
Room	TO BE ANNOUNCED
Consultation Times	Tuesday 1330 – 1530, Thursday 1230-1430 or by appointment

SUBJECT DETAILS

Subject Description

MATH223 is a core subject for information technology students, providing key mathematical and statistical knowledge. The subject is split into two strands: the Calculus Strand and the Data Analysis Strand. Calculus Strand: This strand begins by reviewing mathematical principles and tools that support analysis in the IT workplace, including algebraic concepts, summation, polynomials, integrals, derivatives, and special functions (exp, log). The material is applied to understand essential concepts in mathematical finance. The strand concludes with project evaluation techniques, such as return-on-investment. Data Analysis Strand: This strand applies the core mathematical concepts to discrete and continuous probability. The strand begins with basic data analysis, including univariate and bivariate data, association, correlation and simple linear regression. Study continues with discrete probability models (binomial and Poisson) and continuous distributions, including normal and uniform. The subject ends with confidence intervals and introductory hypothesis testing, such as the Chi-squared test for association and one-sample t-test.

MATH223 is not to be counted with STAT131, STAT151, STAT251 and STAT252.

Subject Learning Outcomes

On successful completion of this subject, students will be able to:

Subject Learning Outcomes
1. fundamental skills and knowledge in Algebra;
2. fundamental skills and knowledge in Calculus;
3. fundamental skills and knowledge in Statistics;
4. applications of theoretical skills to problems in business, especially project costing;
5. independence and self-discovery in learning;
6. communication skills and confidence with technical material.

Student Workload

Students should note that UOW policy equates 1 credit point with 2 hours of study per week, including lectures and tutorials/workshops/practicals, self-directed study and work no assessment tasks. For example, in a 6 credit point subject, a total of 12 hours of study per week is expected.

Subject Changes and Response to Student Feedback

The School is committed to continual improvement in teaching and learning and takes into consideration student feedback from many sources. These sources include direct student feedback to tutors and lecturers, feedback through Student Services and the Faculty Central, and responses to the Subject Evaluation Surveys. This information is also used to inform comprehensive reviews of subjects and courses.

Extraordinary Changes to the Subject Outline

In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Subject Outline Version Control

Version	Release Date	Author/Reviewer	Approved By	Amendments
1	27th February 2018	Chayne Planiden		

Learning Analytics

"Where Learning Analytics data (such as student engagement with Moodle, access to recorded lectures, University Library usage, task marks, and use of SOLS) is available to the Subject Coordinator, this may be used to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to https://www.uow.edu.au/about/privacy/index.html".

ELEARNING, READINGS, REFERENCES AND MATERIALS

References

Stewart, James 2015. Calculus: Early Transcendentals

Spatz, Chris 2010. Basic Statistics: Tales of Distributions

Cotton, Richard 2013. Learning R: A Step-by-step Function Guide to Data Analysis

You are not required to purchase reference books. Several copies of these books are available in the Library. This is not an exhaustive list. Students are encouraged to use the UOW Library catalogue and databases to locate additional resources.

Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects. The subject Moodle site can be accessed via: SOLS. If you are enrolled in the subject the site should be automatically visible to you. Electronic versions of the lecture material, tutorial & workshop solutions and other handouts will be posted at this site during the session. Most files will be in pdf format for downloading. *You should visit this site on a regular basis.*

You can find guidelines to eLearning here http://www.uow.edu.au/student/elearning/guide/index.html

You can find guidelines to 'Netiquette' here http://www.uow.edu.au/student/elearning/netiquette/index.html

LECTURES AND TUTORIALS

Lecture and Tutorial Times

Current timetable information is located at http://www.uow.edu.au/student/timetables/index.html

At time of writing:

Lectures:

Lecture A: Tuesday 0830 - 1030 Room SWS_1 - 38 **and**

Lecture B: Thursday 1430 - 1530 Room SWS_1 - 37

Tutorials:

Thursday 1530 - 1630 Room SWS_1 – 37 (weeks 1 – 5), SWS_G – 19 (weeks 6 – 13)

Minimum Attendance Requirements

Students are expected to attend all classes. Attendance records are periodically kept for classes; students are required to attend as many tutorials as possible. Where attendance is affected due to illness or misadventure an application for academic consideration should be lodged. Failure to comply with mandatory minimum attendance requirements **may** constitute grounds for the award of a grade of Technical Fail (TF) in this subject.

Lecture Schedule

This is a guide to the weekly lecture topics however the delivery date of these topics may on occasion vary due to unforeseen circumstances, such as the availability of a guest lecturer or access to other resources.

Week Beginning (Monday)	Topics covered	Readings
Week 1 26 Feb-2 Mar	Calculus 1 (sets, functions, sequences and series)	Notes on Moodle
Week 2 5-9 Mar	Calculus 2 (series, annuities application, combinatorics)	Notes on Moodle
Week 3 12-16 Mar	Calculus 3 (functions, plotting, continuity, monotonicity)	Notes on Moodle
Week 4 19-23 Mar	Calculus 4 (translation and reflection, cost-profit analysis application, differentiation)	Notes on Moodle
Week 5 26-29 Mar*	Calculus 5 (antidifferentiation, exponential and logarithmic functions, net present value application)	Notes on Moodle Practice test
Week 6 3-6 Apr*	Midterm test, Data Analysis 1 (tables, data types, continuous and discrete measurements)	Notes on Moodle
Week 7 9-13 Apr	Data analysis 2 (quantitative data, mean, median, variance, standard deviation, plots, best-fit curves, correlation)	Notes on Moodle
16-20 Apr	**Mid Session Recess**	

Week 8 **23-27 Apr***	Probability 1 (random variables, Venn diagrams, set theory)	Notes on Moodle
Week 9 **30 Apr -4 May**	Probability 2 (independence, Bayes' Rule, binomial scenario)	Notes on Moodle
Week 10 **7-11 May**	Distributions 1 (distribution functions, binomial, geometric, expected value, variance)	Notes on Moodle
Week 11 **14-18 May**	Distributions 2 (Poisson, exponential, normal, uniform, sampling)	Notes on Moodle
Week 12 **21-25 May**	Distributions 3 (central limit theorem, chi-square, student's-t, confidence intervals)	Notes on Moodle
Week 13 **28 May-1 Jun**	Review	Notes on Moodle Practice Exam

* Public holidays: Good Friday, 30 March; Easter Monday, 2 April; Wednesday (ANZAC Day), 25 April

Tutorial/Workshop/Lab Schedule

Week Beginning (Monday)	Topics covered	Activities/Readings	Tasks Due
Week 1 **26 Feb-2 Mar**	No tutorial!		
Week 2 **5-9 Mar**	Calculus 1 & 2	Supplied exercise sheets	
Week 3 **12-16 Mar**	Calculus 3	Supplied exercise sheets	
Week 4 **19-23 Mar**	Calculus 4	Supplied exercise sheets Assignment 1 available	
Week 5 **26-29 Mar***	Calculus 5	Supplied exercise sheets	Assignment 1 due
Week 6 **3-6 Apr***	Data Analysis 1	Supplied exercise sheets	
Week 7 **9-13 Apr**	Data Analysis 2	Supplied exercise sheets	
16-20 Apr	**Mid Session Recess**		

Week 8 **23-27 Apr***	Probability 1	Supplied exercise sheets Assignments 2A, 2B available	
Week 9 **30 Apr -4 May**	Probability 2	Supplied exercise sheets	Assignments 2A, 2B due
Week 10 **7-11 May**	Distributions 1	Supplied exercise sheets	
Week 11 **14-18 May**	Distributions 2	Supplied exercise sheets	
Week 12 **21-25 May**	Distributions 3	Supplied exercise sheets Assignments 3A, 3B available	
Week 13 **28 May-1 Jun**	Review	Practice final available	Assignments 3A, 3B due
4-8 Jun	**Study Recess**		
Exam Weeks **9-21 Jun**	Study for final exam	Review course material, assignments and in-session tests	Exam time to be confirmed

* Public holidays: Good Friday, 30 March; Easter Monday, 2 April; Wednesday (ANZAC Day), 25 April

Section B: Assessment

ASSESSMENT TASKS

Minimum Performance Requirements

All assessment tasks must be submitted. Students who do not meet the minimum performance requirements, as specified for each assessment, may receive a TF (Technical Fail) grade for this subject, which will appear on your Academic Transcript.

Assessment 1	**Three Assignments (1, 2A, 3A):**
Due Date	Week 5, Week 9 and Week 13
Weighting	20% (**1:** 10%, **2A:** 5%, **3A:** 5%)
Format / Length / Duration	Written answers to take-home questions circulated in tutorials in Week 4, Week 8 and Week 12 (also available via Moodle).
Description	Assignments are designed to *critically assess your knowledge.* Each assignment will give you valuable feedback on your progress and understanding of the subject material. Assignments are expected to be your **own** work.
Assessment Criteria	Correctness and clarity of solution.
Subject Learning Outcomes Assessed	Apply mathematical principles to the interpretation of data, the formulation and solution of problems and the critical analysis of answers for use in a range of problems in both mathematics and information technology. Demonstrate knowledge of Calculus, Data Analysis, Probability and Distributions. Gain proficiency in R programming.
Method of Submission	The assignments will be submitted to lecturer in weekly tutorial.

Assessment 2	**Online assignments (2B, 3B):**
Due Date	Week 9 and Week 13
Weighting	10% (5% each)
Format / Length / Duration	Multiple choice questions to be answered online.
Description	Questions related to topics of previous weeks.
Assessment Criteria	Correct multiple choice answer.
Subject Learning Outcomes Assessed	Demonstrate knowledge of Calculus and Statistics.
Method of Submission	The quizzes will be uploaded and available in tutorial in the weeks listed above, and are submitted online via Moodle.

Assessment 3	Tutorial Activities:
Due Date	Every week during tutorial/lab.
Weighting	10%
Format / Length / Duration	In-class participation.
Description	Attendance and participation in tutorials/labs.
Assessment Criteria	In weeks 2-5, your tutorial attendance and appropriate participation will count towards 4% of the final mark. In weeks 7-13, your computer laboratory attendance and appropriate participation will count towards 6% of the final mark.
Subject Learning Outcomes Assessed	Apply mathematical principles to the interpretation of data, the formulation and solution of problems and the critical analysis of answers for use in a range of problems in both mathematics and information technology. Demonstrate knowledge of Calculus, Data Analysis, Probability and Distributions. Gain proficiency in R programming.
Method of Submission	N/A

Assessment 4	Examinations (midterm and final):
Due Date	Midterm: Week 6 in class. Final: in June exam period at a time to be advised.
Weighting	60% (Midterm: 20%, Final: 40%)
Format / Length / Duration	Questions to be answered under exam conditions in 50 minutes (midterm), 3 hours (final).
Description	The midterm will be a comprehensive examination of the Calculus subject material in the course. The final exam will be a comprehensive examination of all subject material in the course.
Assessment Criteria	Correctness and clarity of solution. NOTE: Failure to achieve a grade of 40% or higher on the final exam is grounds for failure of the course, regardless of performance in the other assessment aspects of the course.
Subject Learning Outcomes Assessed	Apply mathematical principles to the interpretation of data, the formulation and solution of problems and the critical analysis of answers for use in a range of problems in both mathematics and information technology. Demonstrate knowledge of Calculus, Data Analysis, Probability and Distributions. Gain proficiency in R programming.
Method of Submission	The midterm will be administered by the lecturer in regular class time. The final exam will be administered by UOW.

Academic Integrity

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others: http://www.uow.edu.au/about/policy/UOW058648.html

The University's Academic Integrity Policy, Faculty Handbooks and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full), which you have submitted previously for assessment, is not permitted without appropriate acknowledgement or without the explicit permission of the Subject Coordinator. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to

others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the University to be intentionally or recklessly helping other students to cheat. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University.

Assessment Task Summary

Subject Learning Outcomes	Measures - Assessments (weighting)			
	Assignments 20%	*Quizzes 10%*	*Tutorials 10%*	*Final Exam 50%*
1. Apply mathematical principles to the interpretation of data, the formulation and solution of problems and the critical analysis of answers for use in a range of problems in both mathematics and computer science.	**YES**	**YES**	**YES**	**YES**
2. Recognize and calculate basic data analysis constructs such as mean, median, variance and standard deviation.	**YES**	**YES**	**YES**	**YES**
3. Perform basic operations in combinatorics and probability theory.	**YES**	**YES**	**YES**	**YES**
4. Determine appropriate distributions for given datasets and extract meaningful data from them.	**YES**	**YES**	**YES**	**YES**
5. Demonstrate knowledge of elementary R programming techniques.	**YES**	**YES**	**YES**	**YES**

UOW Grade Descriptors

The UOW Grade Descriptors are general statements that communicate what our grades represent, in terms of standards of performance, and provide a frame of reference to ensure that assessment practice across the University is appropriate, consistent and fair. Grade Descriptors are expressed in general terms so that they are applicable to a broad range of disciplines. For more information on the UOW grade descriptors see:
http://www.uow.edu.au/curriculum-transformation/aqc/uowgradedescriptors/index.html

Grade	Mark (%)	Descriptor
High Distinction HD	85-100	For performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable) one or more of the following: • consistent evidence of deep and critical understanding • substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches • critical evaluation of problems, their solutions and their implications • use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work • creativity in application as appropriate to the discipline • eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline • consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy • all or almost all answers correct, very few or none incorrect
Distinction D	75-84	For performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable) one or more of the following: • evidence of integration and evaluation of critical ideas, principles, concepts and/or theories • distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts • demonstration of frequent originality in defining and analysing issues or problems and providing solutions • fluent and thorough communication of information and ideas in terms of the conventions of the discipline • frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy • most answers correct, few incorrect
Credit C	65-74	For performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable) one or more of the following: • evidence of learning that goes beyond replication of content knowledge or skills • demonstration of solid understanding of fundamental concepts in the field of study • demonstration of the ability to apply these concepts in a variety of contexts • use of convincing arguments with appropriate coherent and logical reasoning • clear communication of information and ideas in terms of the conventions of the discipline • regular application of appropriate skills, techniques and methods with high levels of precision and accuracy • many answers correct, some incorrect
Pass P	50-64	For performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following: • knowledge, understanding and application of fundamental concepts of the field of study • use of routine arguments with acceptable reasoning • adequate communication of information and ideas in terms of the conventions of the discipline • ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy • a combination of correct and incorrect answers
Fail F	<50	For performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.

Technical Fail TF		When minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.
Satisfactory S		Awarded for performance that demonstrates a satisfactory level of attainment of the relevant subject learning outcomes.
Unsatisfactory U		Awarded for performance that demonstrates an unsatisfactory level of attainment of the relevant subject learning outcomes.

SUBMISSION AND RETURN OF ASSESSMENTS

Procedures for the Submission and Return of Assessed Work

- All assignments should be submitted in hardcopy with a coversheet. Students are responsible for ensuring that the receipt (at the bottom of the coversheet) is signed and that they retain it until the assignment is returned.
- Hard copy assignments should be submitted in tutorials to the tutor unless the Subject Coordinator makes alternative arrangements.
- Unless directed otherwise, marked assignments will be available within 1 weeks of submission. The Subject Coordinator will advise students of the procedure for returning marked assignments.
- Assignments will be retained for 21 days after distribution of mark or release of final grade.

Late Submission of Assessment Tasks and Penalties

Assessed work must be handed in by the date and time given. If an assessment is submitted late, it must be submitted directly to the Subject Coordinator. It will be marked in the normal way, and (if necessary) a penalty will then be applied.

Extensions

Extensions of time to submit material for assessment can only be requested in advance of the due date for an assessment activity through the Academic Consideration process on SOLS. For more information please refer to the Student Academic Consideration Policy at: http://www.uow.edu.au/about/policy/UOW058721.html

Retention of Submitted Work

The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

GENERAL ASSESSMENT INFORMATION

Academic Consideration

If you believe that your submission of, performance in or attendance at an assessment activity, including an examination, has been affected on compassionate grounds, by illness or by other serious extenuating circumstances beyond your control, you can apply for academic consideration in Student On Line Services (SOLS). Do not assume that an application for academic consideration will be automatically granted. For more information please refer to the Student Academic Consideration Policy at: http://www.uow.edu.au/about/policy/UOW058721.html

In some circumstances you may be offered a deferred exam. For more information about Deferred and Supplementary Exams refer to: http://www.uow.edu.au/student/exams/aboutsupp/index.html

Supplementary Assessment

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The Subject Coordinator will determine the precise form of supplementary assessment at the time the offer of a supplementary is made. In some circumstances you may be offered a supplementary exam. For more information about Supplementary Exams refer to: http://www.uow.edu.au/student/exams/aboutsupp/index.html

Scaling

Marks awarded for any assessment task (including examinations) may be subject to scaling at the end of the session by the School Assessment Committee (SAC) and/or the Faculty Assessment Committee (FAC). Marks may be scaled in accordance with University policy. Scaling will not affect any individual student's rank order within their cohort. For more information refer to Standards for Finalisation of Student Results:
http://www.uow.edu.au/about/policy/UOW039331.html

Student Academic Complaints Policy

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy (http://www.uow.edu.au/about/policy/UOW058653.html) for further information.

Assessment Quality Cycle

The University of Wollongong is committed to the quality assurance and quality enhancement of assessment. The University will meet its legislative and regulatory obligations, to ensure consistent and appropriate assessment through course management and coordination, including assessment quality assurance procedures. An Assessment Quality Cycle is used to describe quality assurance at the points of assessment design, assessment delivery, the declaration of marks and grades, and review and improvement activities.

Section C: General Advice for Students

STUDENT SUPPORT

Faculty Central / Student Hub

EIS Central or Student Hub is your first point of contact for a wide range of enquiries including:

- Providing assistance with student forms.
- Making an appointment with the Head of Students
- Accepting some assignments where referred to in your Subject Outline.

Location	Building 4 Ground Floor
Telephone	(02) 4221 3491
Facsimile	(02) 4221 5474
Email	eis@uow.edu.au

Student Support Adviser (SSA)

If you have a temporary or ongoing issue or a problem that is affecting your study, including issues that are related to belonging to an equity group, then the Student Support Advisers may be able to help. There are Student Support Advisers available to assist students who are studying at all UOW Campuses and in all UOW Faculties. Contact details can be found on the UOW website: https://www.uow.edu.au/student/services/SSA/contact/index.html

Library Services

To save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere via Ask Us: http://www.library.uow.edu.au/ask/UOW026599.html or *Google* "UOW library ask us"

Online – Ask a Librarian	Ask questions and receive a response within 1 business day
In person – Book a Librarian	30-minute appointment with a Librarian
Research Consultation Service	1 hour appointment with an information specialist. Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students.
By phone	+61 2 4221 3548

The Main Library (Building 16) and Education Curriculum Resources Centre (Building 22) are located at the Wollongong Campus. UOW Libraries at other locations are listed on the Library website.

Generic Handout

To find more information on school policies and services and the rights and responsibilities of students, including special considerations for students and procedure for withdrawing from a course, please refer to the 2018 Generic Handout, available on Moodle.

Teaching and Assessment: Code of Practice - Teaching

This Code is a key document in implementing the University's Teaching and Assessment Policy and sets out the specific responsibilities of parties affected in relation to learning, teaching and assessment, as well as procedures for teaching staff. The Code can be found at:

http://www.uow.edu.au/about/policy/UOW058666.html

Teaching and Assessment: Assessment and Feedback Policy

The purpose of this Policy is to set out the University of Wollongong's approach to effective learning, teaching and assessment, including the principles and minimum standards underlying teaching and assessment practice. The Policy can be found at:

http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html

Teaching and Assessment: Subject Delivery Policy

This Policy sets out specific requirements in relation to the delivery of Subjects. The policy can be found at:

http://www.uow.edu.au/about/policy/alphalisting/UOW222906.html

The Student Charter – Your Rights and Responsibilities

The Student Charter is shaped by the University's mission to excel through providing world-class teaching, learning and research opportunities that challenge, inform and inspire its students in a diverse and inclusive environment. The Student Charter is based on principles that guide all members of the University and that promote responsible partnerships within and beyond the University community. It acknowledges the importance of the connection that is forged between students and staff of the University as well as the broader community. It encompasses a commitment to academic integrity and the five fundamental values on which this rests: honesty, trust, fairness, respect and responsibility.

http://www.uow.edu.au/student/charter/index.html

Academic Integrity and Plagiarism Policy

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others:

http://www.uow.edu.au/about/policy/UOW058648.html

Student Academic Consideration Policy

The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for specific assessment tasks, examinations, academic progress or attendance requirements in a subject relevant to their course to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. This Policy sets out clear and defined requirements allowing for transparency, ease of interpretation and implementation. Consistency in criteria, procedures, and outcomes in the processing of applications for academic consideration for all forms of assessment are requirements of this Policy. The Policy can be found at:

http://www.uow.edu.au/about/policy/UOW058721.html

Course Progress Policy

The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress; the definitions of the roles and responsibilities of UOW staff and students with

regard to course progress; and the descriptions of the resources and choices available to assist students at risk of not achieving course progress standards. The Policy can be found at:

http://www.uow.edu.au/about/policy/UOW058679.html

Coursework Student Academic Complaints Policy

UOW aims to provide a transparent and consistent process for resolving student academic grievances. Further information is available at:

http://www.uow.edu.au/about/policy/UOW058653.html

Inclusive Language Guidelines

UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from:

http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html

Copyright Policy

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at:

http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html

Intellectual Property

UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at http://www.uow.edu.au/about/policy/UOW058689.html

Student Conduct Rules

In line with UOW's commitment to academic integrity, new rules related to student conduct have been in effect since 1 January 2008. Relevant information may be found at:

http://www.uow.edu.au/about/policy/UOW058723.html

IP Student Assignment of Intellectual Property Policy

This policy applies to all Students (under-graduate and post-graduate) of the University of Wollongong (UOW). It may also apply to other persons by agreement. This policy sets out the approach taken by UOW in relation to Student assignment of intellectual property. Further information about this policy can be found here:

http://www.uow.edu.au/about/policy/UOW058690.html

Workplace Health & Safety Policy

The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from:

http://staff.uow.edu.au/ohs/