WESTERN SYDNEY
UNIVERSITY

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School of Computing, Engineering and Mathematics

Learning Guide Companion 2018

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1   Graduate Attributes

1.1   Western Sydney University Graduate Attributes

Many courses provided by Western Sydney University are accredited by professional peak bodies or associations. Some programs have mandatory registration requirements whilst others have no or optional registration with a professional peak bodies or association. Whether you have to register or you have the option to register, your course has already been ratified by the relevant peak body or association so that you can register. During the process of a course being accredited, the University needs to demonstrate that its students will have attained all the universities prescribed graduate attributes by the time they graduate. These attributes are what a graduate needs to be able to demonstrate in their work practices and behaviours.

As a graduate from Western Sydney University, students should be able to demonstrate all of the subsets of the major attributes which are:

1	Command multiple skills and literacies to enable adaptable lifelong learning;
2	Demonstrate knowledge of Indigenous Australia through cultural competency and professional capacity;
3	Demonstrate comprehensive, coherent and connected knowledge
4	Apply knowledge through intellectual inquiry in professional or applied contexts
5	Bring knowledge to life through responsible engagement and appreciation of diversity in an evolving world

2 Assessment Submission Requirements

PLEASE NOTE: Not all units that are offered within the School of Computing, Engineering and Mathematics use the below stated Assessment Submission Requirements. Please consult your Unit's Learning Guide for specific information.

2.1 General Submission Requirements

- Assignments must be submitted by the specified due date and time, where appropriate using a completed and signed Assignment Cover Sheet provided in the last two pages of this document.
- Note: When submitting your assignment through *Turnitin*, you do not need to submit a signed cover sheet. As part of the online submission process, you'll agree to the same declaration as the cover sheet.
- Always follow the individual assessment items instructions on how and where to submit.

Turnitin

- The *Turnitin* system may be used within SCEM units. *Turnitin* is web-based text-matching software that identifies and reports on similarities between documents. After submission, *Turnitin* produces a report with matching text highlighted and links to the matching sources. This is called an Originality Report.

- The *Turnitin* submission link is accessed via logging into vUWS for SCEM units. If *Turnitin* is being used with your units, this means that your assignments must be submitted through *Turnitin.*

- Papers submitted to *Turnitin* may be compared against billions of internet documents, archived internet data that is no longer available on the live web, a local repository of previously submitted student papers, and subscription repository of periodicals, journals, and publications. *Turnitin* is used by over 30 universities in Australia and is increasingly seen as an industry standard. It is an important tool to assist students with their academic writing by promoting awareness of plagiarism and academic writing issues.

Self-Plagiarising

- You are to ensure that no part of any submitted assignment for your units or products has been submitted by yourself in another (previous or current) assessment from any unit, except where appropriately referenced, and with prior permission form the Lecturer/Tutor/Unit Coordinator of this unit.

Late Submission

- If you submit a late assessment, without receiving approval for an extension of time, (see next item), you will be penalised by 10% per day for up to 10 days. In other words, marks equal to 10% of the assignment's weight will be deducted from the mark awarded.
- For example, if the highest mark possible is 50, 5 marks will be deducted from your awarded mark for each late day.
- Saturday and Sunday are counted as one calendar day each.
- Assessments will not be accepted after the marked assessment task has been returned to students.
- This is consistent with Clause 51 of the WSU's Assessment Policy – Criteria and Standards-Based Assessment.

Extension of Due Date for Submission

- It is expected that you submit your assignments on time. You are expected to manage the balance between your studies and other activities (employment, family life, etc). Extensions are only granted in **EXCEPTIONAL CIRCUMSTANCES.**
- If circumstances prevent you from meeting the due date, and you have relevant supporting documentary evidence, you may request an extension for an assignment. To apply for an extension of time:
  - Locate an application form via the Western Sydney University homepage or copy the following link: https://www.westernsydney.edu.au/currentstudents/current_students/forms and click assessment tab.
  - Application forms must be submitted to the Unit Coordinator.

- A request for an assignment extension may be submitted before the due date of the assignment and no later than 5:00pm two working days after the due date.
- Appropriate, supporting documentation must be submitted with the application.
- Submit the Request for Extension form as early as you can, because it may not be granted. If it is not granted, and you submit your assignment after the due date, penalties will apply.
- An application for an extension does not automatically mean that an extension will be approved.
- Your unit coordinator will advise the outcome of your request for an extension via your WSU student email address, as soon as is practicable. The unit coordinator may contact you to discuss the matter further, if necessary.
- If your Request for Extension is not granted you will have to submit the assignment on time and, if you do not, you will be penalised by losing marks for each calendar day that the assignment is overdue.

Resubmission

Resubmission of assessment items will not normally be granted if requested.

Application for Special Consideration

It is strongly recommended that you attend all scheduled learning activities to support your learning. If you have suffered misadventure, illness, or you have experienced exceptional circumstances that have prevented your attendance at class or your completion and submission of assessment tasks, you may need to apply for Special Consideration via the WSU website http://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/special_consideration2, or the Student Central. Special Consideration is not automatically granted. It is your responsibility to ensure that any missed content has been covered. Your Unit Coordinators, Lectures and Tutors will give you more information on how this can be completed.

3 Learning Resources

3.1 Overview of Learning Resources

	− Read the recommended chapters and lecture notes relevant to the topics. − Ensure the theory match your assumptions. − Summarise the contents of each topic and incorporate material from lectures and tutorials.
Teaching Team	− Attend the tutorials and be prepared to participate. − Attend the lectures to understand the topic of the week and any additional materials not covered in the textbook. − If you have any questions about the unit, please check with the tutor, lecturer or unit coordinator. − Consultation session times and locations are provided in the learning guide. − You may also ask questions on the unit vUWS discussion board
vUWS **(Western E-learning system)**	− All unit materials (lectures, pre-readings and assessment) are available on vUWS. Check vUWS regularly to find information on unit updates, discussion board, links to useful websites, audio files and interesting seminars. − Maintain contact on the discussion board as a way of sharing ideas and clarifying any concepts and theories that are important to your understanding. − Review the discussion board to see if messages have been posted about the assessment or feedback from the assessment.
Library	− See the Library website to access Library resources and services. https://library.westernsydney.edu.au/main/ − The Library Search Box is a great search engine that will help you to find references for accomplishing the assignments for this unit. Please note that internet sources are discouraged and are generally not acceptable as a reference source. You should only use scholarly sources available through WSU Library website. Speak to a librarian online or a visit a campus Library for assistance with finding resources. − You must use either APA or Harvard UWS for your assignments. Please check your Learning Guide to determine which one is required for your unit. If you have referencing questions you can access the referencing guides, speak to a librarian online or a visit a campus Library to speak to a librarian.
Library Study Smart	− The Library Study Smart website https://www.westernsydney.edu.au/studysmart provides support for academic writing and reading, critical thinking, academic integrity, exams, numeracy, and using technology to support your learning. − The Library Study Smart service also includes Study Smart Advisors who are available in all campus libraries to help you with your academic writing. Check the Study Smart Advisor hours https://www.westernsydney.edu.au/studysmart/home/find_help/study_smart_advisor_hours, and drop in to your campus library for a 30-minute consultation.

Mathematics Education Support Hub (MESH)	− MESH provides free mathematics, statistics and numeracy support to all students.
	− MESH services include
	  ○ Drop-in assistance at Library Roving; see www.westernsydney.edu.au/meshroving for venues and times.
	  ○ Workshops for many units during semester and before exams; see www.westernsydney.edu.au/mesh_events for what is available.
	  ○ The online answer service "I don't get it" available via the "Improve your Maths" vUWS site. Questions will be answered within 24 hours.
	  ○ Online resources for use anytime to build skills are to be found in the "Improve your Maths" and "Maths Start" vUWS sites.

	− Email mesh@westernsydney.edu.au if you are not enrolled in the "Improve your Maths" and "Maths Start" vUWS sites or for information. − Check out the MESH site www.westernsydney.edu.au/mesh for more information and more services.
Peer Assisted Study Sessions (PASS)	− Whether you are a top performer or you just want to have some improvement in your study, you will benefit from the skills and understanding gained from attending PASS. PASS sessions are facilitated by senior students who have excelled in this unit. Many students each year find this unit challenging, and PASS has a strong record of helping those students to get through the unit. To see the PASS timetable visit the website: http://www.westernsydney.edu.au/pass − Any students with an AIP attending PASS sessions should contact the PASS Coordinator on passcoordinator@westernsydney.edu.au to ensure necessary adjustments are in place.

3.2   Other Resources

University life	Find out about life outside the lecture theatre – news and events, services and facilities, career information and more! http://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities
E-Learning	Check your vUWS sites regularly for unit announcements and to keep up with online discussions. If you do not have access to vUWS please contact e-learning on https://elearning.westernsydney.edu.au/
Disability Services	Students with a disability should visit: http://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/disability_service
Course and Unit Rules	This site provides information on pre-requisites, co-requisites and other matters concerning how your course is structured. http://www.westernsydney.edu.au/currentstudents/current_students/enrolment/course_and_unit_rules
Course inherent requirements	Some courses have *Course Inherent Requirements* please refer to the following website for further information surrounding your course or other information. http://www.westernsydney.edu.au/ir/inherent_requirements
Policies	This site includes the full details of policies that apply to you as a WSU student. http://www.westernsydney.edu.au/policies/a-z

4   Important Information

4.1   Student responsibilities and code of conduct

Student responsibilities	Familiarise yourself with university policies on assessment and examinations. More information, including links to the policies, can be found at Section 4.3 of this Learning Guide Companion.
	Ensure that you understand the requirements, including timetables, for examinations and other assessments tasks.
	Ensure you read and understand the assessment requirements and note the submission dates, and seek assistance from the lecturer and/or unit coordinator when needed.
	Notify relevant staff (e.g. lecturer, unit coordinator, disability adviser) as soon as possible prior to, or at the beginning of, the semester to have special requirements accommodated.
	Submit your own individual and unassisted assessment work, except as otherwise permitted. Cheating, plagiarism, fabrication or falsification of data will be severely dealt with as per policy.
	Behave ethically and appropriately, avoiding any action or behaviour which would unfairly disadvantage or advantage another student. Where group work is assigned, ensure that every group member has the opportunity to contribute in a meaningful way to the assignment.
	These apply to all students (whether enrolled in internal, external, online or composite units) when attending University premises or participating in activities off university premises as part of their formal enrolment with the University.
Student conduct and behaviour	Attend all lectures, tutorials, practicals and workshops – not attending these classes is often the main cause of failure and low grades.
	Respect the needs of other students who are participating in any class activities.
	Pay attention in lectures, tutorials, practicals and workshops for key information on examinable material.
	Do not use mobile phones during the lectures, tutorials, practicals and workshops and do not have ongoing conversations with fellow students during the lecture or if another student/tutor is presenting work in any of the classes.
	Please use electronic devices for taking notes and other class activities, not surfing the net or checking email.

4.2   Staff responsibilities and code of conduct

Academic staff carry out their teaching responsibilities under the authority of the Dean of the School of Computing, Engineering and Mathematics. The responsibilities of staff are outlined in the following table.

Staff responsibilities	Assess students' work fairly, objectively and consistently and when in doubt consult with the unit coordinator or the discipline Director of Academic Programs.
	Provide students with appropriate, helpful and explanatory feedback on all work submitted for assessment.
	Make reasonable accommodation (e.g. length of time to complete) in assessment tasks and examinations for students with special requirements and to seek assistance from the Disability Advisor and Counsellor where appropriate and needed.
	Ensure deadlines for the submission of examination papers to The Student Experience Office are met. Immediately report any issues or concerns related to student academic and non-academic misconduct to the Director of Academic Programs.

4.3   Links to Policies

The University has a number of policies that relate to teaching and learning. Important policies affecting students include:

- [Assessment Policy](#)
    - http://policies.uws.edu.au/view.current.php?id=00227

- [Bullying Prevention Policy](#) and [Guidelines](#)
    - http://policies.uws.edu.au/view.current.php?id=00099
    - http://policies.uws.edu.au/view.current.php?id=00240

- [Enrolment Policy](#) (includes a section on the Western Sydney University Student Email Account)
    - http://policies.uws.edu.au/view.current.php?id=00019

- [Examinations Policy](#)
    - http://policies.uws.edu.au/view.current.php?id=00204

- [Student Misconduct Rule](#)
    - http://policies.uws.edu.au/view.current.php?id=00304

- [Review of Grade Policy](#)
    - http://policies.uws.edu.au/view.current.php?id=00203

- [Sexual Harassment Prevention Policy](#)
    - http://policies.uws.edu.au/view.current.php?id=00103

- [Special Consideration Policy](#)
    - http://policies.uws.edu.au/view.current.php?id=00205

- [Teaching and Learning – Fundamental Code](#)
    - http://policies.uws.edu.au/view.current.php?id=00139

The Student Misconduct Rule covers both academic, research or general misconduct. Breaches of the rules can have very serious consequences. It is essential that you are familiar with the rules and how to avoid misconduct of any type.

What is academic and research misconduct?

Conduct by a student that in any way undermines or otherwise puts at risk the academic integrity of any course, unit of study or assessment (including examinations) or the University's academic reputation. Academic and Research misconduct may involve plagiarism, collusion or cheating. Plagiarism involves submitting or presenting work in a unit as if it were the student's own work when, in fact, it was not. Collusion includes inciting, assisting, facilitating, concealing or being involved in plagiarism, cheating or other academic misconduct with others. Cheating includes dishonest conduct (or attempted dishonest conduct) in exams.

There are many resources to help you avoid academic and research misconduct. Library Staff can help you with referencing. The Library site has examples for quick reference at http://library.westernsydney.edu.au/main/guides/referencing-citation. If you are unsure about any of your work, you should ask your tutor or lecturer for advice and feedback.

What is non-academic misconduct?

Non-academic misconduct is also referred as general misconduct: conduct by a student that is contrary to accepted standards of behaviour at the University including conduct that: (a) places at risk the health, safety or welfare of any person; (b) places at risk the business or other operations, systems or activities of the University; (c) disrupts or interferes with another person's ability to access or enjoy the University's facilities or services. If you believe you have been the victim of non-academic misconduct or you are aware of any non-academic misconduct it is very important that you report it.

You should report all matters of non-academic misconduct directly to the School of Computing, Engineering and Mathematics or Campus Safety & Security. Call Western Sydney University Campus & Security on **1300 737 003** or **2300** from any fixed internal phone if you are on campus and have immediate concerns for your personal safety.

4.4   Raising concerns

If you have a concern about this unit, please contact your lecturer or tutor in the first instance. If the matter is not resolved, then you may contact the unit coordinator (see the Learning Guide). If you would prefer to speak to someone else, you are advised to contact the Director of Academic Program responsible for this unit. Please note the Director of Academic Program may refer your concern to a delegate to investigate and to respond to you.

The University also has a confidential Complaints Resolution Unit (see link below). You may contact this unit of the University at any time; however, we would appreciate the opportunity to resolve the complaint in the first instance http://www.uws.edu.au/about_uws/uws/governance/complaints_management_and_resolution.

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Computing, Engineering & Mathematics

ASSIGNMENT / REPORT COVER SHEET
This sheet must be attached to all material being submitted for marking.

Student name:	
Student number:	
Unit name and number:	
Tutorial day and time:	
Lecturer/Tutor:	
Title of Assignment:	
Length: (optional)	
Date due:	
Date submitted:	

Student Declaration (must be signed)

Declaration:

- ❑ I hold a copy of this assignment if the original is lost or damaged.
- ❑ I hereby certify that no part of this assignment or product has been copied from any other student's work or from any other source except where due acknowledgement is made in the assignment.
- ❑ No part of the assignment/product has been written / produced for me by any other person except where collaboration has been authorised by the subject lecturer/tutor concerned
- ❑ I am aware that this work may be reproduced and submitted to plagiarism detection software programs for the purpose of detecting possible plagiarism *(which may retain a copy on its database for future plagiarism checking)*
- ❑ I hereby certify that no part of this assignment or product has been submitted by me in another (previous or current) assessment, except where appropriately referenced, and with prior permission from the Lecturer/Tutor/ Unit Co-ordinator for this unit.

Student signature and date:	

**Note: An examiner or lecturer/tutor has the right to not mark this assignment
if the above declaration has not been signed.**

Student Receipt

Student Number and Name:	
Unit Number and Name:	
Title of Assignment:	

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Computing, Engineering & Mathematics
ASSIGNMENT / REPORT COVER SHEET
This sheet must be attached to all material being submitted for marking.

Student name: **Student number:**		**Student name:** **Student number:**	
Student name: **Student number:**		**Student name:** **Student number:**	
Student name: **Student number:**		**Student name:** **Student number:**	
Unit name & number:			
Tutorial group:			
Tutorial day and time:			
Lecturer/Tutor:			
Title of Assignment:			
Length: (optional)			
Date due:			
Date submitted:			

Student Declaration (must be signed)

Declaration:

❑ I hold a copy of this assignment if the original is lost or damaged.

❑ I hereby certify that no part of this assignment or product has been copied from any other student's work or from any other source except where due acknowledgement is made in the assignment.

❑ No part of the assignment/product has been written / produced for me by any other person except where collaboration has been authorised by the subject lecturer/tutor concerned

❑ I am aware that this work may be reproduced and submitted to plagiarism detection software programs for the purpose of detecting possible plagiarism *(which may retain a copy on its database for future plagiarism checking))*

❑ I hereby certify that no part of this assignment or product has been submitted by me in another (previous or current) assessment, except where appropriately referenced, and with prior permission from the Lecturer/Tutor/ Unit Co-ordinator for this unit.

Student signature and date:	

**Note: An examiner or lecturer/tutor has the right to not mark this assignment
if the above declaration has not been signed.**

Student Receipt

Student Number and Name:	
Unit Number and Name:	

Title of Assignment:	