



## UNSW Course Outline

# FADA1010 Design Collaboration Studio 1 - 2024

Published on the 29 Jan 2024

## General Course Information

**Course Code :** FADA1010

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

**Is a multi-term course? :** No

**Faculty :** Faculty of Arts, Design and Architecture

**Academic Unit :** School of Art & Design

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Paddington

**Campus :** Paddington

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

Design Collaboration Studio 1 is the introductory studio for the Bachelor of Design program and its three specialisations in Integrated Design, Industrial Design, and Computational Design. This studio course invites you to imagine a future where you will position yourself as an agent of

change. There will be an emphasis on the fundamental methods and technical skills needed to explore opportunities, ideate, iterate, and communicate your ideas as meaningful design scenarios. You will be introduced to the enriching experience of working creatively and collaboratively towards design practices that are discipline-informed, inquisitive, and open to challenging the status quo. At the completion of this studio, you will have started to establish yourself as an emerging designer who will take action to contribute positively to our shared future.

## Course Learning Outcomes

Course Learning Outcomes
CLO1 : Demonstrate a range of visual communication and making skills to explore design concepts.
CLO2 : Develop and show an iterative design process to investigate a range of values, contexts and practices.
CLO3 : Reflect on individual learning and peer-supported collaborative design process.

Course Learning Outcomes	Assessment Item
CLO1 : Demonstrate a range of visual communication and making skills to explore design concepts.	<ul style="list-style-type: none"> <li>• Design Investigation</li> <li>• Design Synthesis and Reflection</li> </ul>
CLO2 : Develop and show an iterative design process to investigate a range of values, contexts and practices.	<ul style="list-style-type: none"> <li>• Design Investigation</li> <li>• Design Synthesis and Reflection</li> </ul>
CLO3 : Reflect on individual learning and peer-supported collaborative design process.	<ul style="list-style-type: none"> <li>• Design Investigation</li> <li>• Design Synthesis and Reflection</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Design Investigation Assessment Format: Individual	40%	Start Date: Not Applicable Due Date: Week 5: 11 March - 17 March
Design Synthesis and Reflection Assessment Format: Individual	60%	Start Date: Not Applicable Due Date: Week 11: 22 April - 28 April

# Assessment Details

## Design Investigation

### Assessment Overview

You will respond to a prescribed prompt through an iterative design process to produce a series of design investigations. You will be assessed on your engagement with collaborative design practice and on individual work. Feedback will be provided on a regular basis in studio through discussion with peers and tutors. Formative assessment and feedback will be provided digitally based on the rubric.

### Course Learning Outcomes

- CLO1 : Demonstrate a range of visual communication and making skills to explore design concepts.
- CLO2 : Develop and show an iterative design process to investigate a range of values, contexts and practices.
- CLO3 : Reflect on individual learning and peer-supported collaborative design process.

### Detailed Assessment Description

This assessment task invites you to start your design journey by exploring the prompt of *impermanence*, and what this means to you. From this conceptual starting point, you are asked to create designs that communicate your individual response to the prompt of impermanence. Through an iterative design process, you will experiment with materials, skills, and methods relevant to your design discipline to communicate your designs. This requires the creative courage to try out new approaches and challenge your expectations of what you can achieve as a designer. You will be supported by collaboration amongst you and your peers, which will help you to develop the critical thinking skills of providing effective feedback and reflecting meaningfully on your design process.

**This project will take you through the steps to:**

1. Formulate a concept in response to a given prompt (impermanence)
2. Develop the knowledge and skills to explore ideas in 2- and 3-dimensions (drawing & model making)
3. Work collaboratively to support your own and your peers' creative thinking and develop your feedback and reflection skills.

**How do we achieve this?**

**Step 1: Explore the prompt of Impermanence.**

Step 2: Mind-map.

Step 3: Identify three key findings (50 words each).

Step 4: Use the iterative design process to develop a design response with both 2D and 3D outcomes.

Step 5: Reflect on your project (300 words).

Step 6: Document and compile your project to upload to Moodle.

Step 7: Present your three key findings and 2D and 3D outcomes in an exhibition in class.

**Submission Requirements:** The assessment requires you to submit work in-person, and upload PDFs to Moodle.

Final submission - 40% of course mark.

Due in Week 5, both in class and on Moodle.

**Part 1: In class exhibition (due week 5 at the beginning of your scheduled studio class)**

**Part 2: Two PDF documents submitted in Moodle (due week 5 BEFORE your scheduled studio class)**

- PDF file 1 will document your design outcomes
- PDF file 2 will document your process.

**How and where to submit:**

Upload your PDF files to the submission folder in Moodle before the start of class on the day of your class. Students in morning classes will upload before 9am, and students in afternoon classes will upload before 2pm.

Further details are available in the extended brief on Moodle.

**Reference responsibly and avoid plagiarism:**

All work created in response to the assessment brief should be your own original work, created for this assessment task and not recycled from another assessment or created by someone else for you. Any images or writing included in the assessable document that have been previously

published by you (as a submitted assessment or otherwise), or are not your own (for example, precedents, theories, quotes etc.) should be correctly cited using an appropriate referencing style such as Harvard or APA.

Plagiarism is taking the ideas, words, images, designs or objects of others and passing them off as your own. Plagiarism is a type of intellectual theft. Plagiarism can take many forms, including deliberately cheating, accidentally copying from a source without acknowledgement, and re-using your own work that has already been submitted for assessment without proper citation. Plagiarism can have serious consequences, so it is important that students be aware of what it is, and how to avoid it. All written submissions are automatically checked for plagiarism using the Turnitin site. For more information please see [student.unsw.edu.au/plagiarism/integrity](https://student.unsw.edu.au/plagiarism/integrity).

### **Use of Generative Artificial Intelligence(AI)–such as ChatGPT - in this course and assessment:**

#### **Planning assistance with attribution:**

As this assessment task involves some planning or creative processes, you are permitted to use software to generate initial ideas. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own original work, i.e. only occasional AI generated words or phrases may form part of your final submission. You are required to submit any and all original AI generated responses in your final submission as part of your process journal. Any output of generative software within your assessment must be attributed with full referencing. If the outputs of generative AI such as ChatGPT form a part of your submission beyond initial ideation in your process journal, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

#### **Assessment information**

This assessment will be marked using a Satisfactory or Unsatisfactory grading basis. This means you will receive a grade of satisfactory or unsatisfactory, alongside summative feedback, rather than a numerical grade. Please see the Assessment Brief for further details and get in touch with the course convenor if you have any questions.

In order to complete this task you will need to have the following proficiencies: Workshop Safety Badge

#### **Assignment submission Turnitin type**

This is not a Turnitin assignment

# Design Synthesis and Reflection

## Assessment Overview

You will develop a design project that builds on your design investigations from Assessment Task 1. This will involve collaboration and you will be assessed on individual work. Feedback will be provided on a regular basis in studio through discussion with peers and tutors. Formative assessment and feedback will be provided digitally based on the rubric.

## Course Learning Outcomes

- CLO1 : Demonstrate a range of visual communication and making skills to explore design concepts.
- CLO2 : Develop and show an iterative design process to investigate a range of values, contexts and practices.
- CLO3 : Reflect on individual learning and peer-supported collaborative design process.

## Detailed Assessment Description

This assessment tasks invites you to develop your proposed designs from assessment task 1 by incorporating digital making skills, inspiration from precedents, and feedback from peers and tutors.

In this project you will continue the iterative design process and be introduced to the role of digital making processes in different disciplines, to enhance the quality and communication of your 2D and 3D outcomes. You will formalize your three key findings from task 1 into a concept statement and look at how other designers have addressed similar ideas, discussing how previous work can inform and inspire your own designs.

**This project will take you through the steps to:**

1. Research and analyse precedents and critically apply your learnings to your design process.
2. Communicate your ideas through a written concept statement.
3. Extend your skills into digital making relevant to your project and discipline.
4. Work collaboratively to support your own and your peers' creative thinking and develop your feedback and reflection skills.

**Please note that this is an individual project and will be marked individually.**

**How do we achieve this?**

Step 1: Reflect on your feedback from assessment 1.

Step 2: Form collaboration groups (3 or 4 students).

Step 3: Research and analyse precedents.

Step 4: Upskill in a fabrication badge relevant to your project.

Step 5: Iterate your design using digital making skills.

Step 6: Write a concept statement (300 words).

Step 7: Finalise your 2D and 3D outcomes.

Step 8: Reflect on your project (300 words).

Step 9: Document and compile your project to upload to Moodle.

Step 10: Present your concept statement and 2D and 3D outcomes in an exhibition in class.

**Submission Requirements:** The assessment requires you to submit work in-person, and upload PDFs to Moodle.

Final submission - 60% of course mark.

Due in Week 11, both in class and on Moodle.

**Part 1: In class exhibition (due week 11 at the beginning of your scheduled studio class)**

**Part 2: Two pdf documents submitted in Moodle (due week 11 BEFORE your scheduled studio class)**

- **PDF file 1** will document your design outcomes
- **PDF file 2** will document your process.

**How and where to submit:**

Upload your pdf files to the submission folder in Moodle **before the start of class on the day of your class**. Students in morning classes will upload before 9am, and students in afternoon classes will upload before 2pm.

Further details are available in the extended brief on Moodle.

## **Reference responsibly and avoid plagiarism:**

All work created in response to the assessment brief should be your own original work, created for this assessment task and not recycled from another assessment or created by someone else for you. Any images or writing included in the assessable document that have been previously published by you (as a submitted assessment or otherwise), or are not your own (for example, precedents, theories, quotes etc.) should be correctly cited using an appropriate referencing style such as Harvard or APA.

Plagiarism is taking the ideas, words, images, designs or objects of others and passing them off as your own. Plagiarism is a type of intellectual theft. Plagiarism can take many forms, including deliberately cheating, accidentally copying from a source without acknowledgement, and re-using your own work that has already been submitted for assessment without proper citation. Plagiarism can have serious consequences, so it is important that students be aware of what it is, and how to avoid it. All written submissions are automatically checked for plagiarism using the Turnitin site. For more information please see [student.unsw.edu.au/plagiarism/integrity](http://student.unsw.edu.au/plagiarism/integrity).

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### **Assessment information**

This assessment will be marked using a Satisfactory or Unsatisfactory grading basis. This means you will receive a grade of satisfactory or unsatisfactory, alongside summative feedback, rather than a numerical grade. Please see the Assessment Brief for further details and get in touch with the course convenor if you have any questions.

In order to complete this task you will need to complete an induction of your choosing, other than the Workshop Safety Badge.

#### Assignment submission Turnitin type

This is not a Turnitin assignment

## General Assessment Information

### Late submission is NOT allowed

In this course late submission is not allowed, meaning you may receive a mark of zero for any assessment submitted after the deadline.

If you believe that circumstances will prevent you from submitting an assessment on time, please notify your lecturer as soon as possible. Where a Special Consideration is applied for and granted by the Special Considerations team, the student will receive a time extension as stated in their application approval. Where an ELP is in place, the student will receive a time extension as stated in their ELP.

### Special Consideration

Please note that the University's Special Consideration process allows students to apply for an extension within 3 days of the assessment due date. This provides for more extensive extensions, subject to documentation, and Course Convenor approval. You can apply for special consideration online through [my.unsw.edu.au](http://my.unsw.edu.au). More information about special consideration can be found here [student.unsw.edu.au/special-consideration](http://student.unsw.edu.au/special-consideration).

NOTE: If you are experiencing issues related to your access to class material or difficulty with technology, make sure you notify your lecturer as soon as possible, well before any assessment due date. Last minute requests for extensions due to computer failure, file corruption, printing problems etc. do not qualify students for special consideration or extensions. Students are expected to maintain regular backups of their work at all times.

### Educational adjustments

Educational adjustments can be applied to assessments if you are living with a disability, a long term medical condition, a mental health condition, and/or are a carer of individuals with a disability. The Equitable Learning Service (ELS) determines adjustments based on medical documentation and communicates these via an Equitable Learning Plan (ELP). To receive

educational adjustments for equitable learning support, you must first register with Equitable Learning Services (ELS).

More information about Equitable Learning Services can be found here <https://student.unsw.edu.au/els>

### **Grading Basis**

Satisfactory

### **Requirements to pass course**

To pass this course, students are required to attempt both assessment tasks, and must receive a satisfactory grade in at least FOUR out of SIX total rubric criteria for the course. Each assessment task has THREE rubric criteria, of which a student may receive none, one, two or all three as satisfactory.

For example:

If you receive **satisfactory** in all **THREE** rubric criteria for Task 1, then you will need to achieve at least **ONE** satisfactory rubric criteria for Task 2.

If you receive **satisfactory** in **TWO** rubric criteria for Task 1, then you will need to achieve at least **TWO** satisfactory rubric criteria for Task 2.

If you receive **satisfactory** in **ONE** rubric criteria for Task 1, then you will need to achieve **satisfactory** in **ALL THREE** rubric criteria for Task 2.

If you receive **satisfactory** in **NONE** of the rubric criteria for Task 1 (i.e., unsatisfactory in all three rubric criteria), then you will be given the opportunity to re-submit Task 1 within 1-week of being notified of receiving unsatisfactory in all three rubric criteria. If no re-submission is provided after 1-week, there will be no further opportunities to re-submit for this assessment task and it will not be possible to pass the course.

If you receive **satisfactory** in **NONE** of the rubric criteria for Task 2 (i.e., unsatisfactory in all three rubric criteria), there will be no opportunity to re-submit Task 2 and it will not be possible to pass the course.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Studio	Introduction to Design Collaboration Studio 1
Week 2 : 19 February - 25 February	Studio	The Elements and Principles of Design & Design in Different Disciplines
Week 3 : 26 February - 3 March	Studio	Thinking Through Making Milestone Due: Task 1 formative milestone activity due in-class on the day of your scheduled class.
Week 4 : 4 March - 10 March	Studio	The Reflective Practitioner
Week 5 : 11 March - 17 March	Studio	Task 2 Introduction & Integrating Inspiration Assessment Due: Task 1 due in-class and to Moodle on the day of your scheduled class.
Week 6 : 18 March - 24 March	Homework	Study Week: <ul style="list-style-type: none"><li>• Precedent Analysis Research</li><li>• Complete an Extra Induction Badge</li><li>• Complete Digital Skills Learning Modules</li></ul>
Week 7 : 25 March - 31 March	Studio	Concept Statements Milestone Due: Task 2 formative milestone activity due in-class on the day of your scheduled class.
Week 8 : 1 April - 7 April	Studio	Digital Skills in Design
Week 9 : 8 April - 14 April	Studio	Working Towards Task 2
Week 10 : 15 April - 21 April	Studio	Reflecting on the Term & Looking Towards the Future
Week 11 : 22 April - 28 April	Assessment	Assessment Due: Task 2 due in-class and to Moodle on the day of your scheduled class.

## Attendance Requirements

### Attendance Requirements

Students are expected to attend all classes for each course in which they are enrolled. Failure to attend and participate in at least 80% of learning activities such as discussions, peer feedback, studio sessions, online activities, group work, etc., may result in you being flagged as at risk of failing the course. By punctually attending and actively participating in your classes you not only increase your own opportunities for developing your skills and knowledge, but will also help build a rigorous and engaged creative community with other students. If you are unable to attend classes, please inform your relevant Course Convenor. If the absence is for medical reasons, you will be required to present a medical certificate. If absences impact your ability to undertake assessment, then you should apply for [Special Consideration](#).

### Participation

**You must actively participate in classes and complete all set work to a satisfactory standard as discussed in class.**

It is important that you attend and arrive on time for all classes. Lectures and essential information will normally be provided at the beginning of the class time.

Please note that the expectation of time in this course is more than contact hours. The University has expectations of a total load of 25-30 hours per unit of credit, or 150 hours per term, per 6 UOC course. This means that **you should spend no less than 9-11 hours per week on average on class work in addition to your timetabled hours**. This time should be made up of reading, research, working on studio projects. In periods where you need to complete assignments or prepare for examinations the workload may be greater. Over commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

# Course Resources

## Prescribed Resources

### Reading Resources

Refer to the course Moodle page for a full list of reading resources provided through Leganto.

### Material Resources

#### TOOLKIT:

A4 size spiral bind visual diary (to use as your process journal)

Pencils - a variety of hardnesses from 2H to 4B

Eraser

Sharpener

Pens of varying weights (eg, 0.1, 0.5, 0.8, 1.0)

Markers (Black and a range of other colours)

Coloured pencils or pastels

Cutting mat

Utility knife

Scissors and/or scalpel

Metal ruler (for cutting)

Adhesives - sticky and/or double sided tape / masking tape / glue / hot glue gun and blue-tack

Other fasteners - magnets, pins, string, fishing line

Pins for in-class pin-up

Camera for documenting the process and capturing views of the spaces created.

Consider what else you can add to this toolkit!

## **MATERIALS:**

Paper and card of varying weights

Paper/card of varying textures (eg. watercolour paper)

Boxboard/Corrugated cardboard (kraftboard)

Balsa wood square and round rods

Metal rod / wire

Assorted plastic pieces/Felt or fabric pieces

Models can be made from all sorts of materials - start a collection!

## **Additional Costs**

There are no costs for textbooks in this course. There are costs associated with purchasing materials for creating design outcomes.

## **Course Evaluation and Development**

### **Continual Course Improvement**

It is important that students complete the myExperience course and teaching surveys for this course. This is completely anonymous and provides important student observations and suggestions to ensure that the course is continually improved. To see how the course convenor has responded to student feedback from these surveys, please see the My Feedback matters section in the course Moodle site.

# Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Haider Akmal		G109		Please email to set up an appointment	No	Yes

## Other Useful Information

### Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines> for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

### Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition,

- artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
  - Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, 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.
  - Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

## Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain

committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

## [Use of AI for assessments | UNSW Current Students](#)

### **Submission of Assessment Tasks**

#### **Turnitin Submission**

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externalteltsupport@unsw.edu.au](mailto:externalteltsupport@unsw.edu.au)

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

#### **Late Submission Penalty**

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special](#)

Consideration as early as possible before the deadline. Support with Time Management is available here.

## School-specific Information

### Risk of Failure Warnings

If you are at risk of failing the course, because of lack of attendance, low marks in assignments, failing to submit assignments, or lack of participation or engagement, you may be notified by email. Please ensure you read your university email, and respond to any official risk of failure warning promptly. NOTE – if the warning email is sent to your UNSW e-Mail address, it is considered as being read by you whether you check your UNSW email or not.

### Late Submission Penalties

If you believe that circumstances will prevent you from submitting an assessment on time, please notify your course convenor as soon as possible. There will be penalties applied for being late and a clear 'no later than' date beyond which submission won't be accepted. Where a Special Consideration is not applied for, and a student assessment is late, the following guidelines apply:

1. Up to 5 days after due date, a penalty of 5% (of maximum mark for assignment) will be applied for each day late (e.g. an assignment that is 3 days late would have its mark reduced by 15%). Please note - for the purpose of deduction calculation, a 'day' is each 24-hour period (or part thereof) past the stipulated deadline for submission within the calendar year (including weekends and public holidays). Task with a percentage mark - If the task is marked out of 100%, late submission will attract a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. A 3 day late penalty will be applied ( $3 \times 5\% = 15\%$ ). The essay receives a mark of 68%. The student's mark will therefore be reduced to 53% ( $68\% - 15\%$ ).

2. Beyond 5 days late, no submission will be accepted.

### Special Consideration

Please note that the University's Special Consideration process allows students to apply for an extension within 3 days of the assessment due date. This provides for more extensive

extensions, subject to documentation, and Course Convenor approval. You can apply for special consideration online through my.UNSW.edu.au. More information about special consideration can be found here: <https://www.student.unsw.edu.au/special-consideration>

NOTE: If you are experiencing issues related to your access to class material or difficulty with technology, make sure you notify your lecturer as soon as possible, well before any assessment due date. Last minute requests for extensions due to computer failure, file corruption, printing problems etc. do not qualify students for special consideration or extensions. Students are expected to maintain regular backups of their work at all times.

### **Educational adjustments**

Educational adjustments can be applied to assessments if you are living with a disability, a long term medical condition, a mental health condition, and/or are a carer of individuals with a disability. The Equitable Learning Service (ELS) determines adjustments based on medical documentation and communicates these via an Equitable Learning Plan (ELP). To receive educational adjustments for equitable learning support, you must first register with Equitable Learning Services (ELS). More information about Equitable Learning Services can be found here <https://student.unsw.edu.au/els>

### **Supplementary Assessment**

Supplementary assessments are available to students in this course who have failed an assessment but have subsequently had an application for Special Consideration approved by the university. The supplementary assessment may take a different form than the original assessment and will be defined by the course convenor - but it will address the same learning outcomes as the original assessment. If Special Consideration has not been awarded, the maximum mark that may be awarded for a supplementary assessment is 50% of the full assessment mark.

### **Academic Honesty and Plagiarism**

Plagiarism is taking the ideas, words, images, designs or objects of others and passing them off as your own. Plagiarism is a type of intellectual theft. Plagiarism can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. Plagiarism can have serious consequences, so it is important that students be aware of what it is, and how to avoid it. All written submissions are automatically checked for plagiarism using the Turnitin site. For further information, please see the Academic Integrity & Plagiarism website <https://>

[www.student.unsw.edu.au/plagiarism](https://www.student.unsw.edu.au/plagiarism).

## Referencing Requirements for Assessments

Your course convenor will inform you what referencing system this course follows. Useful guidelines on how to reference according to various systems can be found at: <https://student.unsw.edu.au/referencing>.

You may follow these guidelines in your assessment tasks, or seek additional advice from your lecturer. Styles for Endnote are downloadable from the Endnote website. Accurate and correct referencing is an important academic prerequisite at University level, and if your work does not meet these requirements, it may be marked down, or in more serious cases, it may be treated as an instance of plagiarism and academic dishonesty.

## Use of Generative AI

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Your work must be your own and where the use of AI tools, such as ChatGPT, have been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work. In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply. If in doubt, please seek advice from the Course Convenor prior to using generative AI tools.

<https://www.student.unsw.edu.au/assessment/ai>

## Health and Safety

Ensuring student and staff health and safety is very important at UNSW Art & Design. Health and safety is everyone's responsibility. As a student, you have a responsibility not to do anything that risks your own health and safety, or the health or safety of your fellow students, staff members or visitors. This means, for example, exiting the building during a fire drill; wearing personal protective equipment and clothing (PPEC) when staff or signage instructs you to do so; undertaking induction to using equipment or carrying out processes that require specific knowledge; and reporting hazards or incidents to your lecturer or supervisor as soon as you become aware of them. For more information, please see <https://safety.unsw.edu.au/>.

## Additional Support and Resources

At UNSW you can also find support and resources if you need help with your personal life, getting your academic success on track or just want to know how to stay safe. See <https://www.student.unsw.edu.au/wellbeing>.

Additional support for students is available by contacting the following centres:

- Student Support and Development <https://www.student.unsw.edu.au/support>
- Student Support Advisors: <https://www.student.unsw.edu.au/advisors>
- Mental Health Support: <https://www.student.unsw.edu.au/mental-health-support>
- Academic Skills and Support <https://www.student.unsw.edu.au/skills>
- UNSW IT Service Centre <https://www.myit.unsw.edu.au/>
- Student Gateway: <https://www.student.unsw.edu.au/>
- Equitable Learning Services: <https://www.student.unsw.edu.au/equitable-learning>
- Faculty Resources and Support: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support>
- Arc: <https://www.arc.unsw.edu.au/>

### **After Hours Access to the Paddington Campus**

The core operating hours for the Paddington Campus are below. All students have access to the campus during these hours:

- Monday to Friday 0800 – 2100
- Saturday 0900 – 1700

Some students are permitted to have “After Hours Access” (AHA) to the campus upon completion of a series of inductions. The inductions are dependent on location, as well as the types of activities undertaken in those locations. The first of these is this Primary Induction, and this must be completed online <https://my.artdesign.unsw.edu.au>. All students requiring AHA are required to complete this induction. The Primary Induction gives access to the following Low Risk areas:

### **Post Graduate Students**

- PG Research students – Level 4 F Block, Computer Labs and Learning Commons
- Master of Design students – Level 3 D Block, Computer Labs and Learning Commons
- Master of Curating and Cultural Leadership students – D207, Computer Labs and Learning Commons

### **Honours Students**

- Fine Arts – Level 3 F Block, Computer Labs and Learning Commons
- Design – Level 1 E Block, Computer Labs and Learning Commons

- Media Arts – Level 3 F Block, Computer Labs and Learning Commons

Subsequent inductions are workshop and lab specific, and are conducted face-to-face by the UNSW Art & Design Technical staff. Students and staff must first successfully complete the Primary Induction before requesting a Workshop/Lab specific Induction.

## School Contact Information

**UNSW School of Art & Design**

**Faculty of Arts, Design & Architecture**

Paddington Campus

Cnr Greens Rd & Oxford Street

Paddington NSW 2021

[ad.generaladmin@unsw.edu.au](mailto:ad.generaladmin@unsw.edu.au)