



## UNSW Course Outline

# ARCH1302 Architectural Design Studio 6 - 2024

Published on the 23 May 2024

## General Course Information

**Course Code :** ARCH1302

**Year :** 2024

**Term :** Term 2

**Teaching Period :** T2

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

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

**Academic Unit :** School of Built Environment

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 12

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

In Architectural Design Studio 6, as the final studio of the undergraduate degree, you will develop a single architectural proposal to a detailed level of programmatic, spatial and material complexity. In doing so, you will focus on how architectural thinking and production is influenced

by multiple environmental, technological and social factors.

You will research, analyse and interpret the physical and cultural content of a complex site to generate an architectural design strategy. From this strategy you will develop your proposal, or part of the proposal, to a detailed technical resolution. You will be assessed in relation to the resolution, coherence and imagination evident in your final design solution, as well as evidence of consistent application of thought, consideration and understanding. The employment and interface of relevant computational tools and analogue skills will be assessed alongside the final design outcomes.

## **Relationship to Other Courses**

ARCH1302 - Architectural Design Studio 6 is the final core design studio in the Bachelor of Architectural Studies program. Along with the successful completion of all preceding studios and other core and elective subjects that form your studies, you must successfully complete ARCH1302 to be eligible for the awarding of the degree.

# Course Learning Outcomes

Course Learning Outcomes
CLO1 : Implement an iterative and reflective architectural design process based on site analysis and research, the interpretation of the design brief, and the study of architectural precedents.
CLO2 : Create conceptual and schematic design proposals to a detailed level of aesthetic, functional and technical resolution.
CLO3 : Apply knowledge of social, ethical, environmental concerns and regulatory requirements to the architectural design process and its outputs.
CLO4 : Communicate architectural concepts and resolved design proposals through hand sketches, formal and technical drawings, physical models and digital representations.

Course Learning Outcomes	Assessment Item
CLO1 : Implement an iterative and reflective architectural design process based on site analysis and research, the interpretation of the design brief, and the study of architectural precedents.	<ul style="list-style-type: none"><li>• Site, Precedents and Strategies</li><li>• Strategy</li><li>• Design Proposal</li></ul>
CLO2 : Create conceptual and schematic design proposals to a detailed level of aesthetic, functional and technical resolution.	<ul style="list-style-type: none"><li>• Strategy</li><li>• Design Proposal</li></ul>
CLO3 : Apply knowledge of social, ethical, environmental concerns and regulatory requirements to the architectural design process and its outputs.	<ul style="list-style-type: none"><li>• Site, Precedents and Strategies</li><li>• Strategy</li><li>• Design Proposal</li></ul>
CLO4 : Communicate architectural concepts and resolved design proposals through hand sketches, formal and technical drawings, physical models and digital representations.	<ul style="list-style-type: none"><li>• Site, Precedents and Strategies</li><li>• Strategy</li><li>• Design Proposal</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System

## Learning and Teaching in this course

The primary modes of teaching in this course are lectures with a significant focus on studio time.

Feedback for assessments will be delivered verbally during presentations with guest critics, and also with the provision of comments alongside marked rubrics.

# Additional Course Information

## Studio Streams

ARCH1302 offers two studio streams - an Urban Stream, with a site in the metropolitan Sydney area, and a Regional Stream, with a site located in Regional NSW. Students must select one stream for their design project in Studio 6. The brief for each stream is for the same typology, and is effectively the same with respect to the functional, amenity and spatial requirements.

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Site, Precedents and Strategies Assessment Format: Individual	15%	Start Date: Not Applicable Due Date: 10/06/2024 10:00 PM
Strategy Assessment Format: Individual	35%	Start Date: 25/06/2024 12:00 PM Due Date: 15/07/2024 10:00 PM
Design Proposal Assessment Format: Individual	50%	Start Date: Not Applicable Due Date: 12/08/2024 10:00 PM

### Assessment Details

#### Site, Precedents and Strategies

##### Assessment Overview

You will produce documentation with visual and written evidence of your site research, brief analysis and precedent study, translating the programmatic requirements of the brief and site into a scaled architectural approach. Grading will be undertaken against assessment criteria, accompanied by written feedback. Verbal feedback will also be given in the studio.

##### Course Learning Outcomes

- CL01 : Implement an iterative and reflective architectural design process based on site analysis and research, the interpretation of the design brief, and the study of architectural precedents.
- CL03 : Apply knowledge of social, ethical, environmental concerns and regulatory requirements to the architectural design process and its outputs.
- CL04 : Communicate architectural concepts and resolved design proposals through hand sketches, formal and technical drawings, physical models and digital representations.

##### Detailed Assessment Description

## ESTABLISHING ARCHITECTURAL STRATEGIES

## REGIONAL

### 1.1 Site study - 2.5% of total mark

Research and model: Develop an understanding of the site within the context of Kempsey and the Macleay Valley, and identify site-driven potentials and limitations for architecture. The site includes Glenn Murcutt's Kempsey Museum of which students will develop knowledge and insight.

### 1.2 Precedent study - 2.5% of total mark

Precedent studies: Develop insight about typology, order and scale, and climate responsive architecture.

*The site and precedent studies are collective activities coordinated with your tutor and are due on Monday 10th June at 10pm.*

### 1.3 Architectural strategies - 10% of total mark

Develop architectural strategies that explore how you can arrange the library and public space programs on this site, with the existing museum.

*This exercise is an individual student submission presenting three strategic approaches and this is due on Monday 17th June at 10pm.*

## URBAN

### 1.2 Precedent study - 5% of total mark

Precedent studies: Develop insight about typology, order and scale, and climate responsive architecture.

*The site and precedent studies are collective activities coordinated with your tutor and are due on Monday 10th June at 10pm.*

### 1.1 Site study and 1.3 Architectural strategies - 10% of total mark

Develop architectural strategies that explore how you can arrange the library and public space programs on this site, taking into account context, infrastructure and site features.

*This exercise is an individual student submission presenting three strategic approaches and this is due on Monday 17th June at 10pm.*

### **Assessment Length**

Refer to detailed Assessment 01 Brief on Moodle

### **Submission notes**

Refer to detailed Assessment 01 Brief on Moodle

### **Assessment information**

Refer to detailed Assessment 01 Brief on Moodle

### **Assignment submission Turnitin type**

Not Applicable

## **Strategy**

### **Assessment Overview**

You will develop your architectural strategy in relation to site organisation, building organisation, climate response, and spatial, material, and structural qualities. Grading will be undertaken against assessment criteria, accompanied by written feedback. Verbal feedback will also be given in the studio.

### **Course Learning Outcomes**

- CL01 : Implement an iterative and reflective architectural design process based on site analysis and research, the interpretation of the design brief, and the study of architectural precedents.
- CL02 : Create conceptual and schematic design proposals to a detailed level of aesthetic, functional and technical resolution.
- CL03 : Apply knowledge of social, ethical, environmental concerns and regulatory requirements to the architectural design process and its outputs.
- CL04 : Communicate architectural concepts and resolved design proposals through hand sketches, formal and technical drawings, physical models and digital representations.

### **Detailed Assessment Description**

Assessment 2 builds upon the work of Assessment 1, requiring the development of one architectural strategy into a single design proposal, to be submitted in Week 8. The proposal is expected to provide a strong foundation for detailed design development in Assessment 3 with a clear approach to site organisation, building organisation, and climate response, together with a sense of spatial / structural / material quality.

This is an individual student submission presenting one design proposal. The proposal is to be presented in the form of drawings, diagrams, models and a written design statement.

#### Assessment Length

Refer to detailed Assessment 2 Brief on Moodle.

#### Submission notes

Refer to detailed Assessment 02 Brief on Moodle.

#### Assessment information

Refer to detailed Assessment 02 Brief on Moodle.

#### Assignment submission Turnitin type

Not Applicable

## **Design Proposal**

#### Assessment Overview

You will produce a design proposal, focused on developing and refining the construction details of a selected portion of your proposal, in relation to your architectural strategy. Grading will be undertaken against assessment criteria, accompanied by written feedback. Verbal feedback will also be given in the studio.

#### Course Learning Outcomes

- CL01 : Implement an iterative and reflective architectural design process based on site analysis and research, the interpretation of the design brief, and the study of architectural precedents.
- CL02 : Create conceptual and schematic design proposals to a detailed level of aesthetic, functional and technical resolution.
- CL03 : Apply knowledge of social, ethical, environmental concerns and regulatory requirements to the architectural design process and its outputs.
- CL04 : Communicate architectural concepts and resolved design proposals through hand sketches, formal and technical drawings, physical models and digital representations.

#### Detailed Assessment Description

## **FINAL DESIGN PROPOSAL**

Assessment 3 requires the development of your final design proposal, to be submitted in Week 12. Your final design proposal is expected to develop and refine the construction of the project in direct relationship to the architectural strategy.

This is an individual student submission presenting one design proposal in the form of drawings and perspectives, diagrams, physical models, and a written design statement.

#### **Assessment Length**

Refer to detailed Assessment 3 document on Moodle

#### **Submission notes**

Refer to detailed Assessment 3 Brief on Moodle

#### **Assessment information**

Refer to detailed Assessment 3 Brief on Moodle

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

Not Applicable

## **General Assessment Information**

### **INTRODUCTION OF ASSESSMENTS**

Assessment 1 - Stage 1: Site, Precedents and Strategies will be introduced in the lecture in Week 1.

Assessment 2 - Stage 2: Strategies - Design Proposal will be introduced in the lecture in Week 4.

Assessment 3 - Stage 3: Design Proposal - Final will be introduced in the lecture in Week 8.

Ensure that you read each of the detailed Assessment brief documents so that you are aware ahead of time what is required to be submitted, so that you can manage your time wisely.

### **USE OF GENERATIVE AI**

It is prohibited to use any software or service to search for or generate information or answers in completing your assessment tasks in ARCH1302. This includes generative AI design tools such as Midjourney. If such use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

#### **Grading Basis**

Standard

#### **Requirements to pass course**

All three Assessments are mandatory submissions and are required to be submitted. To pass the



course, you must receive a final pass mark of at least 50% (50/100).

Failure to submit work for any of the Assessments may result in you being awarded a UF grading for this course.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 0 : 20 May - 26 May	Homework	<ul style="list-style-type: none"> <li>• Please read and review the Design Brief, site information and documents related to the studio stream you have selected.</li> <li>• You are also strongly encouraged to commence digital modelling / drawing of the selected site and site features in advance of Week 1 and the site visits occurring at the end of this week.</li> </ul>
Week 1 : 27 May - 2 June	Lecture	<p>Tuesday 28th May - meet at Rupert Myers Theatre</p> <p>9am: Lecture 01 The Library across History: Lecturer - Philip Thalís</p> <p>10am: Studio Introduction presented by Studio Leaders: Philip Thalís and Rachel Neeson</p> <ul style="list-style-type: none"> <li>• Course overview.</li> <li>• Introduction to Assessment 01 exercises 1.1 Site and 1.2 Precedent.</li> <li>• Field trip logistics.</li> <li>• Site modelling.</li> </ul>
	Studio	<p>Tuesday 28th May - Anita B Lawrence Building, Level 5 / 6 Studios</p> <p>11am - 2pm</p> <ul style="list-style-type: none"> <li>• Organise groups for group work.</li> <li>• Select library precedent and site study themes.</li> <li>• Discussion.</li> </ul>
	Lecture	<p>2.00pm Level 5 Studio Amphitheatre</p> <ul style="list-style-type: none"> <li>• Lecture 02: Rosehill - Guest Lecturer: Professor James Weirick</li> </ul> <p>3.00pm - 5:00pm Rupert Myers Theatre</p> <ul style="list-style-type: none"> <li>• Lecture 03: The Architecture of Response - Guest Lecturer: Nick Sissons</li> <li>• Lecture 04: Parramatta / Kempsey - Guest Lecturer: Professor James Weirick</li> </ul>
	Fieldwork	<p>REGIONAL STREAM</p> <p>Field Trip - Thursday 30th May to Saturday 1st June (bus transport to and from Kempsey)</p> <p>Thu: Sydney – Maitland – Morpeth – Kempsey</p> <ul style="list-style-type: none"> <li>• Bring the following printed on A3 aerial photo, 1:5000, 1:2000, 1:1000, 1:500 site plan from digital model including museum, 1:1000, 1:500 scaled program components overlaid on the site, 1:500</li> </ul> <p>Fri: Kempsey – Site studio.</p> <p>Sat: Kempsey – Crescent Head - Sydney</p> <p>URBAN STREAM</p> <p>Rosehill Field Trip - Friday 31st May (own transport to site) 10am - 1:30pm</p> <ul style="list-style-type: none"> <li>• Arrive by 10am at the site - corner of Alfred and Tramway Avenue, Rosehill</li> <li>• Site studio to be held with tutors from 10am to 1pm</li> <li>• Walk along Parramatta River foreshore and into Parramatta city centre</li> <li>• Optional visit to Phive - new Parramatta Library opposite Parramatta Station</li> </ul>
Week 2 : 3 June - 9 June	Lecture	<p>Tuesday 4th June: 9am Webster Theatre B</p> <ul style="list-style-type: none"> <li>• Lecture 05: Strategic Ordering with Guest Lecturer: Stephen Neille</li> <li>• Content in this lecture is critical to Assessment 1 exercises - 1.2 Precedent and 1.3 Architectural strategies.</li> </ul>
	Studio	<p>BOTH STREAMS _ Anita B Lawrence Level 5/6 Studios</p> <p>Introduction to Assessment 1 - 1.3 Architectural Strategies.</p> <ul style="list-style-type: none"> <li>• Bring physical and digital models.</li> <li>• Discussion on site study / initial ideas for the site.</li> <li>• Check progress on precedent study in preparation for Week 3 submission.</li> <li>• Discussion on strategies for the site in preparation for Week 4 submission.</li> </ul> <p>URBAN STREAM - additional requirement</p> <ul style="list-style-type: none"> <li>• Produce schedule of required areas on site plan, all at 1:500 &amp; 1:200 same scale</li> </ul>
Week 3 : 10 June - 16 June	Lecture	<p>Tuesday 11th June_ 9am Webster Theatre B</p> <p>Lecture 06: Aalto's Libraries, Guest Lecturer: John Gamble</p>
	Assessment	<p>Monday 10th June - upload work to Moodle by 10pm</p> <p>Tuesday 11th June 10am - BOTH STREAMS Anita B Lawrence Studios Levels 5/6</p> <p>Assessment 1a Group Presentations</p> <ul style="list-style-type: none"> <li>• Urban - Precedent Study 5% 1.1 Site Study and 1.2 Precedent Study 5%</li> <li>• Regional -</li> </ul>
	Studio	<p>Tuesday 11th June - after the Group Presentations</p> <p>REGIONAL STREAM Bring in the following for discussion in preparation for 1.3 Architectural Strategies submission:</p> <ul style="list-style-type: none"> <li>• initial site organisation (x1)</li> <li>• 1:1000 massing model scaled program</li> <li>• 1:500 initial plan organisation (x1)</li> <li>• 1:500 sketch section diagrams</li> </ul> <p>URBAN STREAM</p> <p>Bring in the following for discussion in preparation for 1.3</p>

		<p>Architectural Strategies submission:</p> <ul style="list-style-type: none"> <li>• initial site organisations (x1) 1:1000</li> <li>• scaled program 1:500</li> <li>• initial plan organisations (x1) 1:500</li> <li>• sketch sections</li> <li>• study model 1:500</li> </ul>
	Lecture	<p>Thursday 13th June - 9am - 12pm Rupert Myers Theatre</p> <ul style="list-style-type: none"> <li>• Lecture 07: Four Libraries, Guest Lecturer: Thierry Lacoste</li> <li>• Lecture 08: Marrickville Library, Guest Lecturer: Olivia Hyde</li> <li>• Lecture 09: Exeter Library, Guest Lecturer: Dr Peter Kohane</li> </ul>
	Studio	<p>Thursday 13th June - Anita B Lawrence Building Levels 5/6 studios</p> <p>REGIONAL STREAM Bring in the following for discussion in preparation for 1.3 Architectural Strategies submission: • site organisation (x3) • 1:1000 massing models • scaled program 1:500 • plan organisation (x3) 1:500 • sketch section diagrams</p> <p>URBAN STREAM</p> <p>Bring in the following for discussion in preparation for 1.3 Architectural Strategies submission:</p> <ul style="list-style-type: none"> <li>• initial site organisations (x3) 1:1000</li> <li>• scaled program 1:500</li> <li>• initial plan organisations (x3) 1:500</li> <li>• sketch sections</li> <li>• study model 1:50</li> <li>• Confirmation of Aboriginal Work of Art</li> </ul>
Week 4 : 17 June - 23 June	Assessment	<p>Monday 17th June - upload work to Moodle by 10pm Tuesday 18th June 10am</p> <p>- BOTH STREAMS</p> <ul style="list-style-type: none"> <li>• Assessment 1 Individual Presentation: 1.3 Architectural Strategies 10%</li> <li>• Introduction to Assessment 2 Strategies - Design Proposal.</li> </ul>
Week 5 : 24 June - 30 June	Lecture	<p>Tuesday 25th June - 9am Webster Theatre B</p> <p>Lecture 10: The Public Project, Lecturer: Philip Thalís</p>
	Studio	<p>REGIONAL STREAM</p> <p>Bring in the following for discussion:</p> <ul style="list-style-type: none"> <li>• 1:1000 massing model</li> <li>• Site and context plans explaining the design strategy • 1:200 plans, sections • 1:200 working model</li> </ul> <p>URBAN STREAM</p> <p>Bring in the following for discussion:</p> <ul style="list-style-type: none"> <li>• Site and context plans explaining the design strategy • 1:200 plans, sections • 1:200 working model</li> <li>• Confirmation of Aboriginal Work of Art</li> </ul>
Week 6 : 1 July - 7 July	Other	Flexibility week - no classes.
Week 7 : 8 July - 14 July	Lecture	<p>Tuesday 9th July - 9am Webster Theatre B</p> <p>Lecture 11: Public Sydney, Lecturer: Philip Thalís</p>
	Studio	<p>Tuesday 9th July</p> <p>BOTH STREAMS</p> <p>Bring the following for discussion:</p> <ul style="list-style-type: none"> <li>• Site and context plans explaining the design strategy</li> <li>• 1:200 plans, sections</li> <li>• 1:200 working model</li> </ul>
	Studio	<p>Thursday 11th July</p> <p>BOTH STREAMS</p> <p>Bring the following for discussion:</p> <ul style="list-style-type: none"> <li>• Site and context plans explaining the design strategy</li> <li>• 1:200 plans, sections</li> <li>• 1:200 working model</li> </ul>
Week 8 : 15 July - 21 July	Assessment	<p>Monday 15th July - upload work to Moodle by 10pm</p> <p>Tuesday 16th July - BOTH STREAMS</p> <p>Assessment 2 Presentation: Interim Review 35% of total mark</p> <ul style="list-style-type: none"> <li>• Refer to Assessment 2 Brief for deliverables.</li> <li>• Introduction to Assessment 3 requirements.</li> </ul>
Week 9 : 22 July - 28 July	Studio	<p>BOTH STREAMS</p> <p>Bring the following for discussion:</p> <ul style="list-style-type: none"> <li>• 1:200 plans, sections</li> <li>• 1:200 working model</li> <li>• 1:100 part section</li> </ul>
Week 10 : 29 July - 4 August	Studio	<p>BOTH STREAMS</p> <p>Bring in the following for discussion:</p> <ul style="list-style-type: none"> <li>• 1:200 plans, sections, elevations, public space</li> <li>• Perspectives and 3D materials</li> <li>• Mock up of final presentation boards</li> </ul>
Week 12 : 12 August - 18 August	Assessment	<p>Monday 12th August - upload work to Moodle by 10pm</p> <p>Tuesday 13th August - BOTH STREAMS</p> <p>Assessment 3 Presentation: Final Design Proposal 50% of total mark</p>

		<ul style="list-style-type: none"> <li>• Refer to Assessment 3 Brief for deliverables.</li> <li>• Whole studio wrap up.</li> </ul>
--	--	--

## Attendance Requirements

You are expected to be regular and punctual in attendance at all classes for the School of Built Environment courses in which you are enrolled. If and where individual courses have specific attendance requirements, these will be stated in the course outline.

If you do not attend, engage, or participate in scheduled class activities, including lectures, tutorials, studios, labs, etc, you run the risk of failing a course.

If illness or unexpected and beyond your control circumstances prevent you from completing a task on time, or substantially disturb your assessment performance, you should apply for [Special Consideration](#), as soon as practicable, accompanied by appropriate documentation.

No special consideration will be provided if you miss out on essential course information and materials, or if you miss assessment tasks and deadlines due to unexplained absences or an unapproved lack of attendance.

You may be advised by the Course Convenor to withdraw from the course if significant learning activities are missed.

## General Schedule Information

### Lectures

Refer to the Course Schedule for the location and times of the lectures as these vary depending on the week of the studio. Morning lectures will commence at 9am.

### Tutorials

All tutorials will be held in the Level 5 and 6 studio spaces in the Anita B Lawrence Building and will usually commence at 10am every week. You must remain in the tutorial group into which you have been placed, no swapping or changing of tutorial groups will be permitted.

### Studio Streams

You will remain in the studio stream you selected at the commencement of the term. Swapping is not permitted.

# Course Resources

## Prescribed Resources

Refer to the Leganto List and to the Resources placed under each Studio Stream banner in Moodle.

## Recommended Resources

Refer to the Leganto List and to the Resources placed under each Studio Stream banner in Moodle.

## Additional Costs

REGIONAL - emails will be sent in regards to additional costs relating to the organisation of transport, accomodation and meals for the site visit / fieldwork trip.

URBAN - no additional direct costs except those incurred for travel to and from Parramatta for the site visit.

## Course Evaluation and Development

We encourage and support students to maintain regular contact with the course convenor to provide informal feedback throughout the course. For specific issues or detailed feedback, please arrange a meeting with the course convenor via email.

In this course there is an option for students to provide anonymous feedback via the course's Moodle page, which is directly sent to the convenor. As a final step, students are invited to share their insights and experiences by completing the MyExperience survey. The feedback gathered each year is integral to the continuous enhancement and development of the course.

Feedback from the past few years of ARCH1302 have resulted in the following changes:

- Improved consistency of brief and assessment documents issued for the course
- Framework for regular and consistent communications for the subject.
- Review of tutors

# Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Melanie Bayl-Smith		Room 4008, Anita Lawrence Building	N/A	Wednesdays only by appointment.	Yes	Yes
	Philip Thalys		Kensington	N/A	Tuesday studio only	No	No

## 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 Contact Information

beadmin@unsw.edu.au