



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

# SCIT

**School of Computing and Information Technology**

**Faculty of Engineering & Information Sciences**

Head of School Senior Professor Willy Susilo

EIS Central

Tel: (02) 4221 3491

**CSIT214 IT Project Management**

**Subject Outline**

**Spring Session 2020**

**This subject has been adjusted for remote delivery in Spring Session in 2020 due to the Coronavirus Pandemic.**

## Consultation Times

<b>Subject Coordinator / Wollongong Campus</b>	Associate Professor Hoa Dam
Telephone Number:	4221 4875
Email:	hoa@uow.edu.au
Location:	3.201

A/Prof Dam's consultation times during session:

Day	Time

Wednesday	10:30 - 12:30
Thursday	10:30 - 12:30

## Subject Organisation

Session:	Spring Session 2020, Wollongong Campus
Credit Points	6
Contact hours per week:	2 Hour Lec, 2 Hour Lab
Lecture Times & Location:	<a href="http://www.uow.edu.au/student/timetables/index.html">http://www.uow.edu.au/student/timetables/index.html</a>

## Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects.

To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS ( Student Online Service). Log on to SOLS and then click on the eLearning link in the menu column.

The University is committed to providing a safe, respectful, equitable and orderly environment for the University community, and expects each member of that community to behave responsibly and ethically.

Students must comply with the University's Student Conduct Rules

- <https://documents.uow.edu.au/about/policy/UOW058723.html> and related policies including the IT Acceptable Use Policy - <https://documents.uow.edu.au/about/policy/uow002319.html> and Bullying Prevention Policy, <https://documents.uow.edu.au/about/policy/uow066134.html> , whether undertaking their studies face-to-face, online or remotely. For more information on appropriate communication and etiquette in the online environment please refer to the guide Online and Email Etiquette - <https://tr.uow.edu.au/uow/file/976ffde2-b892-42cf-b20b5c7a65bc08cc/1/Overview%20of%20Online%20and%20Email%20Etiquette.pdf>

Students should check the subject's Moodle site regularly as important information, including **details of unavoidable changes in assessment requirements will be posted from time to time via Moodle space** <http://www.uow.edu.au/student/> . Any information posted to the web site is deemed to have been notified to all students.

## Extraordinary Changes to the Subject Outline

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

## Learning Analytics

Data on student performance and engagement (such as Moodle and University Library usage, task marks, use of SOLS) will be available to the Subject Coordinator to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to <https://www.uow.edu.au/about/privacy/index.html>

## Subject Description

The primary aim of this subject is to acquaint students with the methodologies and processes associated with the task of managing information technology and software development projects. Topics may include: stakeholder and impact analysis, setting project objectives and conflict resolution, project planning and the selection of appropriate project approaches, software project effort estimation, cost-benefit analysis, activity planning and scheduling, risk management, contract management, quality assurance, professional and ethical responsibilities, and case studies.

## Subject Learning Outcomes

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

1. Demonstrate an understanding of core knowledge of IT and software projects and the ability to apply relevant project management skills to solve practical problems.
2. Identify, select, and deploy appropriate methods and techniques for a variety of IT and software project management activities.
3. Function effectively as part of a team to accomplish a set of common goals and objectives and communicate with project stakeholders.
4. Adopt a professional and ethical approach to decision making and related social responsibilities in IT and software projects.
5. Acquire, synthesise and integrate information within a complex professional setting.

## Recent Improvements

### Subject Changes and Response to Student Feedback

The School is committed to continual improvement in teaching and learning and takes into consideration student feedback from many sources. This information is used to review the subject and update lecture slides, lab exercises and assignments.

\* Summary of changes\*

- Remove the overlappings with CSIT114

- Add some new topics which reflect modern IT project management best practices in the industry: Principles and practices of agile project management, Agile project management using Scrum, and Change and version control management.

## Attendance Requirements

### Student Workload

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

### Minimum Attendance Requirements

Satisfactory attendance is deemed by the University, to be attendance at approximately 80% of the allocated contact hours. Where attendance is affected due to compassionate, compelling, or extenuating circumstances an application for academic consideration application should be lodged. Failure to comply with mandatory minimum attendance requirements may constitute grounds for the award of a grade of Technical Fail (TF) in this subject.

Refer to new Coursework Rules and to reflect the Academic Consideration Policy and Compassionate and Compelling Circumstances Guidelines <https://documents.uow.edu.au/about/policy/UOW262890.html>

### Optional Attendance Statement

Attendance rolls may be kept for laboratories. If you are present for less than 80% and would have otherwise passed you need to apply for student academic consideration, otherwise a TF (technical fail) grade may be recorded. Students MUST attend their allocated lab sessions unless they have the written permission of the subject coordinator.

### Method of Presentation

### Lecture Recordings

The University of Wollongong supports the recording of lectures as a supplemental study tool, to provide students with equity of access, and as a technology-enriched learning strategy to enhance the student experience.

If you make your own recording of a lecture you can only do so with the explicit permission of the lecturer and those people who are also being recorded.

You may only use recorded lectures, whether they are your own or recorded by the university, for your own educational purposes. Recordings cannot be altered, shared or published on another platform, without permission of the University, and to do so may contravene the University's Copyright Policy, Privacy Policy, Intellectual Property Policy, IT Acceptable Use Policy and Student Conduct Rules. Unauthorised sharing of recordings may also involve a breach of law under the Copyright Act 1969.

Most lectures in this subject will be recorded, when they are scheduled in venues that are equipped with ECHO360 lecture recording technology, and made available via the subject Moodle site with 48 hours.

### Lecture Schedule

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

<b>Week Beginning (Monday)</b>	<b>Lecture Topics</b>	<b>Workshop/Laboratory</b>	<b>Textbook and online readings</b>	<b>Task Due</b>
<b>Week 1 (3 August)</b>	Subject introduction; Introduction to project management	No labs	Lecture slides, [1], [2]	
<b>Week 2 (10 August)</b>	Project integration management	Lab exercises	Lecture slides, [1], [2]	
<b>Week 3 (17 August)</b>	Project scope management	Lab exercises	Lecture slides, [1], [2]	
<b>Week 4 (24 August)</b>	Project schedule management	Lab exercises	Lecture slides, [1], [2]	<b>Project progress report</b>
<b>Week 5 (31 August)</b>	Project cost management	Lab exercises	Lecture slides, [1], [2]	
<b>Week 6 (7 September)</b>	Principles and practices of agile project management	<b>Lab Test</b>	Lecture slides, [1], [3]	<b>Lab Test</b>
<b>Week 7 (14 September)</b>	Agile project management using Scrum	Lab exercises	Lecture slides, [1], [3]	
<b>Week 8 (21 September)</b>	Change and version control management	Lab exercises	Lecture slides, [1]	
<b>Recess Week (28 September / 2 October)</b>				
<b>Week 9 (12 October)</b>	Project risk management	Lab exercises	Lecture slides, [1], [2]	
<b>Week 10 (19 October)</b>	Project resource management	Lab exercises	Lecture slides, [1], [2]	
<b>Week 11 (26 October)</b>	Project quality management	Lab exercises	Lecture slides, [1], [2]	

<b>Week 12 (2 November)</b>	Project procurement management	<b>Project presentations</b>	Lecture slides, [1], [2]	<b>Project presentation and final deliverables</b>
<b>Week 13 (9 November)</b>	Professional and ethical responsibilities in IT Project Management	No labs	Lecture slides	
<b>STUDY RECESS - 16 - 20 November</b>				
<b>EXAMS - 21 November to 3 December</b>  <b>CHECK SOLS FOR EXAM TIMETABLE</b>				

**UOW Grade Descriptors**

GRADE	DESCRIPTOR
High Distinction(HD) 85-100%	<p>For performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• consistent evidence of deep and critical understanding</li> <li>• substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches</li> <li>• critical evaluation of problems, their solutions and their implications</li> <li>• use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work</li> <li>• creativity in application as appropriate to the discipline</li> <li>• eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline</li> <li>• consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy</li> <li>• all or almost all answers correct, very few or none incorrect</li> </ul>
Distinction (D) 75-84%	<p>For performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• evidence of integration and evaluation of critical ideas, principles, concepts and/or theories</li> <li>• distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts</li> </ul>

	<ul style="list-style-type: none"> <li>• demonstration of frequent originality in defining and analysing issues or problems and providing solutions</li> <li>• fluent and thorough communication of information and ideas in terms of the conventions of the discipline</li> <li>• frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy</li> <li>• most answers correct, few incorrect</li> </ul>
Credit (C) 65-74%	<p>For performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• evidence of learning that goes beyond replication of content knowledge or skills</li> <li>• demonstration of solid understanding of fundamental concepts in the field of study</li> <li>• demonstration of the ability to apply these concepts in a variety of contexts</li> <li>• use of convincing arguments with appropriate coherent and logical reasoning</li> <li>• clear communication of information and ideas in terms of the conventions of the discipline</li> <li>• regular application of appropriate skills, techniques and methods with high levels of precision and accuracy</li> <li>• many answers correct, some incorrect</li> </ul>
Pass (P) 50-64%	<p>For performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• knowledge, understanding and application of fundamental concepts of the field of study</li> <li>• use of routine arguments with acceptable reasoning</li> <li>• adequate communication of information and ideas in terms of the conventions of the discipline</li> <li>• ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy</li> <li>• a combination of correct and incorrect answers</li> </ul>
Fail (F) <50%	For performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.
Technical Fail (TF)	When minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.

The UOW Grade Descriptors are general statements that communicate what our grades represent, in terms of standards of performance, and provide a frame of reference to ensure that assessment practice across the University is appropriate, consistent and fair. Grade Descriptors are expressed in general terms so that they are applicable to a broad range of disciplines.

## Subject Materials

Any readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings

**Textbook(s)**

None

**Reference books:**

- [1] Information Technology Project Management, by Kathy Schwalbe, 9th edition (or later), Cengage Learning, ISBN: 9781285452340
- [2] Software Project Management by Bob Hughes and Mike Cotterell, 5th edition (or later), McGraw-Hill.
- [3] Paul Vi, Scrum: A Cleverly Concise and Agile Guide (agile project management, agile product management, agile software development, agile development, agile scrum), CreateSpace Independent Publishing Platform, 2016.
- [4] Microsoft Project 2016, by Carl Chatfield and Timothy Johnson, 2016, published by Microsoft Press, ISBN: 9780735698741

**Assessment****Assessment Task Summary**

No.	Assessment Name	Assessment Weight Mapping to Subject Learning Outcome	
1	Lab test	10%	SLO1, SLO2
2	Group Project	40%	SLO1, SLO2, SLO3, SLO4, SLO5
3	Exam	50%	SLO1, SLO2, SLO4, SLO5

**Assessment 1**

**Assessment Name** Lab test

**Weighting** 10%

**Subject Learning** SLO1, SLO2

**Individual or Group Assessment** Individual

**Outcomes****Assessed**

**Due Date** In the lab hours of Week 6

**Assessment** Criteria to assess item: Correctness, completeness, and consistency the solutions

**Description and** provided by the students with respect to the exercises'

**Criteria** specification.

**Length / Duration** Refer to the lab test specification.

**Method of Submission** Submission made via Moodle.

**Return of assessed work** Marks will be returned in the lab within 2 weeks of their submission.

Enquiries regarding the marks should be made within 2 weeks of the assignment marks being released.

**Assessment 2**

**Assessment Name** Project

**Weighting** 40%

**Subject**  
**Learning Outcomes** SLO1, SLO2, SLO3, SLO4,  
**Assessed** SLO5

**Individual or Group** Group  
**Assessment**

**Due Date** Refer to project specification

**Assessment** Criteria to assess item: Correctness, completeness, and consistency the solutions provided by the students with respect to the project's specification.

**Description and**

**Criteria**

<b>Length / Duration</b>	Refer to the project specification
<b>Method of Submission</b>	Online project presentation.  Project deliverables are to be submitted via Moodle
<b>Return of assessed work</b>	The marks of all assignments will be returned within 2 weeks of their submission.  Enquiries regarding the marks should be made within 2 weeks of the assignment marks being released.

**Assessment 3**

<b>Assessment Name</b>	Exam
<b>Weighting</b>	50%
<b>Subject</b>	<b>Individual</b>
<b>Learning Outcomes</b>	<b>or Group</b> Individual
<b>Assessed</b>	<b>Assessment</b>

<b>Due Date</b>	Exam date
<b>Assessment Description and Criteria</b>	Correctness, completeness, and consistency of the answers provided by the students with respect to the exam questions.

<b>Length / Duration</b>	2 hour exam
<b>Method of</b>	Refer to the exam instructions

## Submission

<b>Return of assessed work</b>	Exam results will be released on the University's official results release date.
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## Notes on Assessment

**All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.**

### Method for Submission of Assessment Items

Refer to each assessment item's specification for detailed instructions.

### Arrangement for acknowledging submission of written work

Electronic acknowledgement by Moodle for submissions made via Moodle.

### Procedure for the return of assessment items

The marks of all assignments will be returned within 2 weeks of their submission.

Enquiries regarding the marks should be made within 2 weeks of the assignment marks being released.

### Procedure for the retention of assessed work

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

### Formative feedback given to student prior census date consists of the following

Project progress report and feedback in the labs of Week 4.

### Assessment General

Submission of assessment items via email will not be accepted.

### Student contributions to tutorial and/or seminars

### Requirements Related to Student Contributions

Group assignments are typically assessed as a group product, usually with the same mark allocated to each group member. However, the subject co-ordinator and casual academics reserve the right to allocate individual marks for students for an assessment task when necessary (for example, in cases where contributions of group members have been unequal).

## Marks in this subject are not routinely scaled

For more information refer to Standards for Finalisation of Student Results: <http://www.uow.edu.au/about/policy/UOW039331.html>

Assessment task is set up to be checked by Turnitin

No assesment tasks are checked by Turnitin.

## Assessment Quality Cycle

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

## Referencing System

Students can choose any standard referencing system to use, including but not limited to the Author-Date (Harvard) referencing system.

## Internet Resources

Students are allowed to use Internet resources but they must be cited and acknowledged explicitly.

## Technical Fail

### Minimum Performance Requirements

To be eligible for a Pass in this subject a student must achieve a mark of at least 40% in the final exam. Students who fail to achieve this minimum mark & would have otherwise passed may be given a TF (Technical Fail) for this subject.

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

## Supplementary Exams

### Supplementary Assessment

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meritng an offer of a supplementary assessment. The Subject Coordinator will determine the precise form of supplementary assessment at the time the offer of a supplementary is made. In some circumstances you may be offered a supplementary exam. For more

information about Supplementary or Deferred Exams refer to

- <https://www.uow.edu.au/student/exams/supplementary-exams/>

1. A student whose overall performance results in a TF will only be granted a supplementary assessment task (e.g. a supplementary exam or a supplementary assignment) if approved by the school assessment committee.
2. A student who achieves a mark of 48-49% will normally be eligible for a grade of WS and a supplementary exam organised by the University. In this case, the maximum grade attainable is PS (Pass Supplementary) and a mark of 50%.
3. A student who has successfully applied for academic consideration will receive either:
  - a. A WD - Withheld Deferred Exam - and be allowed to sit only a supplementary exam, which will be supervised by the University or
  - b. A WH – Withheld – and be allowed to sit a supplementary exam not supervised by the University or complete some other supplementary task
4. If a student is being investigated for misconduct and the investigation cannot be completed before the grades are released the student will receive a grade of WH until a mark is declared.
5. Calculators will not be allowed in the final exam.

## Deferred Exams

For students who applied for Academic Consideration to request to sit their exam again, and had their application approved by their subject coordinator.

For more information about Supplementary or Deferred Exams refer to

- <https://www.uow.edu.au/student/exams/supplementary-exams/>

## Penalties for late submission of assessment items

Assessed work must be handed in by the date and time given.

- Penalties apply to all late assessments, except if student academic consideration has been granted. A new submission date may be given if Student Academic Consideration has been granted, however the late penalties below apply if not received by the new date.
- Late assignment submissions will attract a penalty of **25%** of the total assessment mark for that task per day including weekends no matter how many seconds the submission is late.
- All submissions received **4** days after the due date will receive no marks.
- If an assessment is submitted late, it will be marked in the normal way, and then a penalty will be applied.
- Submissions received **4** days after the due date will receive no feedback. However, lecturers may choose to provide feedback at their discretion.

## Extensions

Extensions of time to submit material for assessment can only be requested in advance of the due date for an assessment activity through the Academic Consideration process on SOLS. For more information please refer to

the Student Academic Consideration Policy at: <http://www.uow.edu.au/about/policy/UOW058721.html>

## **Your Privacy – Lecture Recording**

In accordance with the Student Privacy & Disclosure Statement, when undertaking our normal teaching and learning activities, the University may collect your personal information. This collection may occur incidentally during the recording of lectures in equipped venues (i.e. when your identity can be ascertained by your image, voice or opinion), therefore the University further advises students that:

- Lecture recordings are made available to students, university staff, and affiliates, securely on the university's Echo360 ALP (Active Learning Platform) and via the subject Moodle eLearning site;
- Recordings are made available only for the purpose for which they were recorded, for example, as a supplemental study tool or to support equity and access to educational resources;
- Recordings are stored securely for up to four years.

If you have any concerns about the use or accuracy of your personal information collected in a lecture recording, you may approach your Subject Coordinator to discuss your particular circumstances.

The University is committed to ensuring your privacy is protected. If you have a concern about how your personal information is being used or managed please refer to the University's Privacy Policy or consult our Privacy webpage <https://www.uow.edu.au/privacy/>

## **Reasonable Adjustment**

If you have a disability or a medical condition which may disadvantage you in your assessment tasks, you can apply to have the conditions of your exams adjusted to take your disability or condition into account. In particular students cannot assume that a reasonable adjustment document automatically gives a right to a deferred or supplementary exam. Students with a disability may be entitled to reasonable adjustment to assessment. A reasonable adjustment document obtained through Disability Services is a recommendation that needs to be discussed and ratified by subject coordinators. Normal subject assessment requirements can only be adjusted with the explicit written permission of the subject coordinator.

## **Workshop/Lab Closure Policy**

If for any reason, the number of students in a workshop or lab falls below a sustainable enrolment level, as determined by the Head of School, workshops/labs offered for that subject may be collapsed or deleted. You will have to attend the new workshops/lab if this closure affects the one you are attending. We will endeavour to make this decision no later than Week 4 of session.

## **Exams**

Exams will be run in accordance with UOW Exam rules, please refer to changes to exams and grades at:  
<http://www.uow.edu.au/student/exams/UOW115867.html>

## **Supplementary Assessment**

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meritng an offer of a supplementary assessment. The Subject Coordinator will determine the precise form of supplementary assessment at the time the offer of a supplementary is made. In some circumstances you may be offered a supplementary exam. For more information about Supplementary or Deferred Exams refer to

- <https://www.uow.edu.au/student/exams/supplementary-exams/>

## **Deferred Exams**

For students who applied for Academic Consideration to request to sit their exam again, and had their application approved by their subject coordinator. For more information about Supplementary or Deferred Exams refer to - <https://www.uow.edu.au/student/exams/supplementary-exams/>

## **Student Academic Consideration Policy**

The School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for student academic consideration in order to complete all assessable work.

If you believe that your submission of, performance in or attendance at an assessment activity, including an examination, has been affected on compassionate grounds, by illness or by other serious extenuating circumstances beyond your control, you can apply for academic consideration in Student OnLine Services (SOLS). Do not assume that an application for academic consideration will be automatically granted.

The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for specific assessment tasks, examinations, academic progress or attendance requirements in a subject relevant to their course to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. This Policy sets out clear and defined requirements allowing for transparency, ease of interpretation and implementation. Consistency in criteria, procedures, and outcomes in the processing of applications for academic consideration for all forms of assessment are requirements of this Policy. For more information please refer to the Student Academic Consideration Policy at: <http://www.uow.edu.au/about/policy/UOW058721.html>

## **Academic Integrity Policy**

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

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

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the University to be intentionally or recklessly helping other students to cheat. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University.

### **When you submit an assessment task, you are declaring the following**

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's Academic Integrity Policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end to the assignment.

Students must remember that:

- Plagiarism will not be tolerated.
- Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University's Academic Integrity Policy as set out in the University Handbook, the University's online Policy Directory and in Faculty handbooks and subject guides.

### **Review and Appeal of Academic Decisions Policy**

A student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. A student may also seek further explanation for other academic decisions such as Academic Consideration, Supplementary Assessment or Credit for Prior Learning. If a student is not satisfied with the explanation, or have further concerns, they may have grounds for a formal review. For further information refer to:

<https://documents.uow.edu.au/about/policy/students/UOW189967.html>

### **Relevant University Policies, procedures and students services**

The University of Wollongong has a number of policies and guidelines that govern student and course management that students need to be aware of, a summary of these is available

at <https://www.uow.edu.au/engineering-information-sciences/current-students/policies-guidelines/>

## **Student Support**

There are a range of services available to students that are provided free of charge.

A good place to get to know services that may be of use to you is the Get Started @ UOW web page, accessed here <https://getstarted.uow.edu.au/index.html> or search for “*Get Started @ UOW*”.

Services available include:

Service	Link to information about the service
Aboriginal & Torres Strait Islander	<a href="https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted</a>
Careers advice	<a href="https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted</a>
Counselling	<a href="https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted</a>
Disability	<a href="https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted</a>
Study Skills	<a href="https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted</a>

## **Library Services**

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

<b>Online – Ask a Librarian</b>	Ask questions and receive a response within 1 business day
<b>In person – Book a Librarian</b>	30-minute appointment with an Librarian
<b>Research Consultation Service</b>	1 hour appointment with an information specialist.  Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students.

<b>By phone</b>	+61 2 4221 3548
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The Main Library (Building 16) and Education Curriculum Resources Centre (Building 22) are located at the Wollongong Campus. UOW Libraries at other locations are listed on the Library website.

This outline should be read in conjunction with the following:

### **Teaching and Assessment: Code of Practice - Teaching**

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

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

### **Teaching and Assessment: Assessment and Feedback Policy**

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

The Policy can be found at: <http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html>

### **Teaching and Assessment: Subject Delivery Policy**

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

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

**Key Dates:** <http://www.uow.edu.au/student/dates/index.html>

### **Course Progress Policy**

The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress; the definitions of the roles and responsibilities of UOW staff and students with regard to course progress; and the descriptions of the resources and choices available to assist students at risk of not achieving course progress standards. The Policy can be found

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

### **Coursework Student Academic Complaints Policy**

UOW aims to provide a transparent and consistent process for resolving student academic grievances. Further information is available at: <http://www.uow.edu.au/about/policy/UOW058653.html>

### **Workplace Health & Safety Policy**

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

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

## **Human Research Ethics Guidelines**

The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here: <http://www.uow.edu.au/research/ethics/human/index.html>

## **Faculty of Engineering & Information Sciences - Student Central**

EIS Student Central is your first point of contact for a wide range of enquiries;

**Location: Building 4.G14**

**Telephone: +61 2 4221 3491**

**Email:** [eis@uow.edu.au](mailto:eis@uow.edu.au)

## **Student Support Adviser (SSA)**

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

<https://www.uow.edu.au/student/services/SSA/contact>

## **Student Advocacy Service (SAS)**

The Student Advocacy Service (SAS) is free, confidential and independent service for all UOW students. The SAS provides advocacy and referral for a range of academic, procedural and administrative issues. For more information visit: <https://www.uow.edu.au/student/support-services/advocacy/>

**Information Technology Services and Policies:** <http://www.uow.edu.au/its/accounts/index.html>

## **Academic Integrity and Plagiarism Policy**

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

## **Student Conduct Rules**

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

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

## **Code of Practice – Research**

This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at: <http://www.uow.edu.au/about/policy/UOW058663.html>

## **The Code of Practice – Student Professional Experience**

The Code of Practice – Student Professional Experience sets out what is expected from students, the University and Host Organisations in providing student professional experience programs. It applies to student professional experience programs that form the whole or part of a subject or course offered at the University. The code assists in promoting a productive learning experience for students. Current policies and practices relating to the workplace experience and other practical training requirements can be found at:

<http://www.uow.edu.au/about/policy/UOW058662.html>

## **Code of Practice – Honours**

This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at: <http://www.uow.edu.au/about/policy/UOW058661.html>

## **IP Student Assignment of Intellectual Property Policy**

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

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

**Research Misconduct Policy:** <http://www.uow.edu.au/about/policy/UOW058715.html>

## **Inclusive Language Guidelines**

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

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

## **Ownership of Work & Intellectual Property Policy:**

<https://documents.uow.edu.au/about/policy/uow058680.html>

**Complete Start Smart:** <https://www.uow.edu.au/student/get-started/how-uni-works/tools-for-success/start-smart/>

## Copyright Policy

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at: <http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html>

**Subject Outlines:** <https://ssl.informatics.uow.edu.au/subjectoutlines/Current/>