



Extra course information

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INTRODUCTION

Welcome to *Extra course information*.

This resource provides you with essential information relevant to your study in all courses at the University of South Australia. It needs to be read in conjunction with the Course Information Booklet specific to the course(s) you are studying.

The latest version will always be available as a link from each course homepage at: <http://www.unisanet.unisa.edu.au/Courses/>. It can also be accessed through MyUniSA at: <http://www.unisa.edu.au/myUniSA/> or <http://www.unisa.edu.au/ltu/staff/practice/materials/course-information/extra.asp>.

A glossary of University terms is also available at: <http://www.unisa.edu.au/sas/glossaryacadterms.asp>

GRADUATE QUALITIES

A graduate of UniSA:

1. operates effectively with and upon a **body of knowledge** of sufficient depth to begin professional practice
2. is prepared for **lifelong learning** in pursuit of personal development and excellence in professional practice
3. is an **effective problem solver**, capable of applying logical, critical and creative thinking to a range of problems
4. can **work both autonomously and collaboratively** as a professional
5. is committed to **ethical action and social responsibility** as a professional and citizen
6. **communicates effectively** in professional practice and as a member of the community
7. demonstrates **international perspectives** as a professional and as a citizen.

The Graduate Qualities developed within your program have been designed in collaboration with industry to be ideally suited to the skills you will need to function as a beginning professional in your chosen career.

Each undergraduate course offered at the University of South Australia has, within its assessment tasks, opportunities for you to demonstrate your development of a selected number of these seven Graduate Qualities. The assessment tasks for each of the courses that make up your program show the extent to which each of the Graduate Qualities, as defined by the profile for the program, are achieved.

The Graduate Qualities that you develop during your time at UniSA will improve your graduate employability. You can track these as you progress through your program by identifying the experiences along the way that have assisted you to demonstrate them. You are able to record this in your personal profile on UniSA MyCareerPlan under 'My Experiences', and then download it into a resume builder to support your employment prospects. You can find out more at the Careers Services website: <http://www.unisanet.unisa.edu.au/careers/>

You can learn more about UniSA's Graduate Qualities at this website: <http://www.unisa.edu.au/gradquals/>

STUDENT ENGAGEMENT

One of the key elements of the University's Teaching and Learning framework is a commitment to student engagement through experiential learning.

As a UniSA student, you will be an active participant in your learning. Your life experiences will be valued and drawn upon within your studies. Also, you are likely to experience a broad range of engaging learning opportunities and have some choice over how, when and what you learn. You will have the opportunity to use critical enquiry to address professionally relevant problems. Some courses will provide opportunities for learning to take place in applied, work-based and community settings.

You will be encouraged to make choices about your learning and to reflect upon your learning experiences. You will also be able to take greater responsibility for your learning, in tracking your achievements and in managing your learning opportunities, to develop the particular skills and attitudes you will need as a graduating professional and to experience improved career mobility and personal achievements as citizens.

THE UNIVERSITY'S ONLINE ENVIRONMENT

To assist you using student-centred learning to develop the desired Graduate Qualities in your program, UniSA provides you with flexible online environments. These online environments allow you to access services and learning 7 days a week and 24 hours a day. You can access the University's online environments wherever you can access the Internet. If you do not have access to the Internet at home, other options include University computing pools and public libraries. Transnational students are able to access computer pools available at the relevant partner institution. Some sites in the University's online environment are password protected.

As an online university, **the official means of communication at UniSA is email**, but academic staff also often communicate with their students in online ways (eg websites, discussion groups) that are linked to course homepages and myUniSA. You will use a number of interactive technological tools via the Internet which enable you to enhance your learning effectiveness, submit assignments, discuss work with other students and communicate with people in the University. Developing your skills to work effectively as an online learner will help you to be a successful student at UniSA.

Getting to know UniSA's online environment for teaching and learning is important and there are useful guides to refer to as you develop and extend your skills for successful online learning. These can be found at: <http://www.unisa.edu.au/ltu/students/study/online/default.asp>

A good place to start getting to know UniSA's online environment is your own web page – **myUniSA** – which you can access by selecting myUniSA from UniSA's homepage <http://www.unisa.edu.au>. This important web page is automatically adjusted for each student to collate links to many of the critical websites that you will need for your study. For example, there are direct links to the homepages for the course(s) in which you have enrolled, timetables, your email account, and your personal details as they appear in the University's system. You can also add links of your own choice.

Transnational students are unable to use the direct links available to course homepages, as these links go directly to local (onshore) homepages. However, transnational students are able to add links to direct them to their offshore course homepages.

ACCESSING PASSWORD-PROTECTED ONLINE ENVIRONMENTS

1. In the Username box, type your student Mail-ID. Your Mail-ID is printed on your enrolment form, for example doedy005.
2. Press the TAB key on the keyboard.
3. In the Password box type your password. **Note that the password is case sensitive.** Your initial password is the first four letters of your surname followed by your day and month of birth. If your surname is less than four letters, it is supplemented with Xs. For example, if David Doe's birthday is 21 July, then his password would be doex2107. (Note that the Mail-ID uses a Y as a filler, while the password uses an X.)
4. Click the OK button on the screen to log on.

EMAIL

While you are a student at UniSA, you are provided with email services so that we can communicate with you. Academic staff often need to provide information by email about your studies during the study period. To obtain this information, log on to your University of South Australia email account. If you need to make contact with your lecturers, tutors or demonstrators, send them an email – this is usually the most efficient way to make contact and to set up appointment times. To maintain effective email communication, you should log on to this account two or three times per week.

If you are unable to access your email, please inform your Course Coordinator at the beginning of the study period and alternative arrangements will be made.

Assistance for accessing your email can be obtained at:

<http://www.unisa.edu.au/ists/email/default.asp>

If you are still experiencing difficulties, call the HelpDesk on (08) 8302 5000.

Transnational students should contact their local partner administration office if experiencing difficulties.

ACCESSING UNIVERSITY SERVICES

THE LIBRARY

You may use the Library on any campus. Each collection reflects the academic programs offered at that campus. The Library website links you to the following electronic resources: databases, ejournals, eReserve, information literacy tutorials and the catalogue 24 hours a day, 7 days a week. See: <http://www.library.unisa.edu.au/>

Transnational students should contact their local partner administration office for information on library use.

Ask the Library

If you need help with accessing or using the Library's resources or services consult the Self Help Guide or contact the Ask a Librarian Service. See: <http://www.library.unisa.edu.au/help/>

Delivery services for off-campus students

All off-campus students can obtain loans and documents through the Off Campus Library Service (OCLS).

You can contact OCLS as follows:

Phone: 1300 137 659 (cost of a local call from anywhere in Australia.
Messages can be left after hours)

Website: <http://www.library.unisa.edu.au/services/ocls/default.asp>

Email: ocls@unisa.edu.au

CAMPUS CENTRAL

Campus Central is the first place to go for matters relating to your study life. You might need to get advice about your enrolment or timetable, pay for readers, organise your student card or just make a room booking; our staff can help you. Services are available from Campus Central on each of the five campuses of the University or online at: <http://www.unisa.edu.au/campuscentral/default.asp>

Transnational students should always contact their local partner administration office for any queries regarding their study life.

City East

Level 3, Playford Building

Telephone: (08) 8302 2511 or 1300 301 704 (cost of a local call)

Fax: (08) 8302 2466

email: campuscentral.cityeast@unisa.edu.au

mail:

Campus Central – City East
University of South Australia
GPO Box 2471
Adelaide SA 5001

City West

Ground Floor, Yungondi Building
Telephone: (08) 8302 0511 or 1300 301 708 (cost of a local call)
Fax: (08) 8302 0590
email: campuscentral.citywest@unisa.edu.au

mail:

Campus Central – City West
University of South Australia
GPO Box 2471
Adelaide SA 5001

Magill

Level 1, B Block
Telephone: (08) 8302 4511 or 1300 301 703 (cost of a local call)
Fax: (08) 8302 4090
email: campuscentral.magill@unisa.edu.au

mail:

Campus Central – Magill
University of South Australia
St Bernards Road
Magill SA 5072

Mawson Lakes

Ground Floor, 'A' Building
Telephone: (08) 8302 3511 or 1300 301 706 (cost of a local call)
Fax: (08) 8302 3550
email: campuscentral.mawsonlakes@unisa.edu.au

mail:

Campus Central – Mawson Lakes
University of South Australia
Mawson Lakes Boulevard
Mawson Lakes SA 5095

Whyalla

Ground Floor, Main Building
Telephone: (08) 8647 6161 or (08) 8467 6161 (from Whyalla)
Fax: (08) 8302 6190
email: campuscentral.whyalla@unisa.edu.au

mail:

Campus Central – Whyalla
University of South Australia
111 Nicolson Avenue
Whyalla Norrie SA 5608

LEARNING & TEACHING UNIT

The Learning & Teaching Unit provides a number of services for students. These include assistance in learning advice, personal counselling, career resources, disability services and services for international students. You can access these services at the Learning & Teaching Unit on each of the five metropolitan campuses of the University or online at: <http://www.unisa.edu.au/ltu/>

City East campus

Room P2-40
Level 2, Playford Building
Telephone: (08) 8302 2330 or 1300 657 122
Fax: (08) 8302 2363

City West campus

Room Y1-17
Yungondi Building
Telephone: (08) 8302 0022 or 1300 656 377
Fax: (08) 8302 0021

Magill campus

Building Q (next to Campus Central)
Telephone: (08) 8302 4423 or 1300 657 144
Fax: (08) 8302 4390

Mawson Lakes campus

Room C1-50
Library
Telephone: (08) 8302 5006 or 1300 657 133
Fax: (08) 8302 5777

Centre for Regional Engagement (Whyalla and Mount Gambier)

Staff from the Learning & Teaching Unit run workshops for the Centre for Regional Engagement during orientation and at regular times in the study periods. These are advertised widely to students on the new students website at: <http://www.unisa.edu.au/newstudents/default.asp> and by email

The range of Learning & Teaching Unit online learning resources are available at:
<http://www.unisa.edu.au/ltu/students/default.asp>

STUDENTS WITH DISABILITIES OR MEDICAL CONDITIONS

Services for students with disabilities or medical conditions are available through the Learning & Teaching Unit Disability Service on each metropolitan campus. Students who have an existing Disability Access Plan and require support or adjustments to teaching or assessment arrangements in this course are encouraged to notify the Course Coordinator at the beginning of the Study Period.

Services are provided on an individual basis according to access requirements and may include provision of equipment, assessment modification and other services. Further information about disability services is available at: <http://www.unisa.edu.au/ltu/students/study/disability/default.asp>

Phone: (08) 8302 4423 or
1300 657 144 (cost of a local call from anywhere in Australia)

Email: disability@unisa.edu.au

Note: Where partner organisations are engaged in the provision of services those partners will be responsible for the provision of appropriate services and adjustments for students with disabilities.

Policy for students with disabilities is available at:
<http://www.unisa.edu.au/policies/policies/corporate/C07.asp>.

PROGRESS THROUGH YOUR DEGREE PROGRAM AND ACADEMIC REVIEW

A program consists of a sequence of courses taken over multiple study periods, and normally multiple years. To pass a program and earn your degree, you will need to satisfactorily complete the assessment requirements for all of the required courses for your program. Each course you complete earns you a certain number of **units** (eg 4.5 units). To complete a program you will need to have accumulated the correct number of units (eg 108 units) from appropriate courses. The specific details about your program and its component courses can be found on your program's homepage. You can search for your program's homepage at: <http://www.unisanet.unisa.edu.au/programs/>

To determine whether you are making satisfactory progress in your program, the University reviews your assessment at the conclusion of each **academic review period** (generally twice per year, in a process called 'Academic review') noting the results you have achieved for each of the courses in which you were enrolled. Using this data the University calculates your grade point average (**GPA**) and determines your **academic standing**. To be given a satisfactory academic standing you need to keep your GPA above 2.8, and not fail the same course twice or fail a course which includes a clinical or field placement.

If you are not making satisfactory progress you will be **notified in writing** of your academic standing by the University at the end of the academic review period. If you are not making satisfactory progress, you should follow the instructions in the letter and seek guidance from your Program Director so that you make satisfactory progress through subsequent study periods.

In every program you can be considered as making unsatisfactory progress *twice* before it affects your enrolment. If you are found to be making unsatisfactory progress for the third time it is likely that you will be **precluded**, meaning that your enrolment in your program of study will be cancelled. More detail about the University's review of your student progress can be found in Section 10 of the University's *Assessment Policies and Procedures Manual* which can be found at: <http://www.unisa.edu.au/policies/manual/>. Your Program Director can provide you with assistance in understanding your progress through your degree program. Appeal processes for students to challenge academic review decisions are available and you can contact the Learning & Teaching Unit and UniLife for advice and support.

Helpful advice from about academic review is available from Campus Central:
<http://www.unisa.edu.au/campuscentral/faq/Academic%20Review/default.asp>

ASSESSMENT OF COURSES

To pass a course you must satisfactorily complete the assessment requirements prescribed for the course. The details of the assessment requirements, including the degree to which re-marking and resubmissions are allowed in a course, are available in the *Course information* for your course.

The University has defined policies and procedures on assessment. If you require more information please go to <http://www.unisa.edu.au/policies/manual/> where you will find the full version of the *Assessment Policies and Procedures Manual*.

PERFORMANCE IN ASSESSMENT

Your performance in a course's assessment will be given a grading notation. Graded or Non-graded modes of assessment may be used.

Grade	Notation	Notational %	Descriptor
High distinction	HD	85–100	Outstanding performance on all learning outcomes
Distinction	D	75–84	Excellent performance on all learning outcomes
Credit	C	65–74	High performance on all learning outcomes OR excellent performance on the majority of the learning outcomes
Pass level 1	P1	55–64	Satisfactory performance on all learning outcomes OR high performance in some learning outcomes compensates for unsatisfactory performance on others, resulting in an overall satisfactory performance
Pass level 2	P2	50–54	Satisfactory performance on the majority of learning outcomes
Fail level 1	F1	40–49	Unsatisfactory performance on a number of learning outcomes OR failure to meet specified assessment requirements
Fail level 2	F2	below 40	Unsatisfactory performance on the majority of learning outcomes
Non-graded pass	NGP	50–100	Met specified assessment criteria to required standard
Non-graded fail	F	below 50	Failed to meet specified assessment criteria to required standard
Supplementary pass	SP	50	Satisfactory performance on a supplementary assessment

DEALING WITH FAILED ASSESSMENT

It is possible to remedy failed assessment under special conditions. These include Supplementary Assessment, Deferred Assessment and Special Consideration. Please note that there are special conditions and rules applying to Supplementary, Deferred and Special Consideration Assessment. If you are applying for consideration under these processes, you should ensure that you are familiar with all aspects, conditions and requirements of the provisions (section 7 of the *Assessment Policies and Procedures Manual* <http://www.unisa.edu.au/policies/manual/>).

EXAMINATIONS

Examinations are a form of assessment where you are required to undertake a specified academic task within a limited period of time. Generally, access to the examination room and external assistance are also regulated.

Examination procedures have been stipulated in section 6 the *Assessment Policies and Procedures Manual* at: <http://www.unisa.edu.au/policies/manual/> and you should familiarise yourself with them.

All students must bring their Student Identification Card or an alternative form of photographic identification which is acceptable to the invigilator. Where applicable, students must also display an approved Disability Access Plan on the desk. Transnational students do not need an approved Access Plan or an ENTEXT card.

Students who breach the examination procedures may be guilty of misconduct. For further information about this, please refer to Sections 6 and 9 of the *Assessment Policies and Procedures Manual* at: <http://www.unisa.edu.au/policies/manual/>

ACADEMIC INTEGRITY

The university aims to foster and preserve the scholarly values of inquiry, experimentation, critical appraisal and integrity, and to foster these values in its students. 'Academic Integrity' is a term used at university to describe honest behaviour as it relates to all academic work (for example papers written by staff, student assignments, conduct in exams, etc) and is the foundation of university life.

One of the main principles is respecting other people's ideas and not claiming them as your own. Anyone found to have used another person's ideas without proper acknowledgement is guilty of academic misconduct and the University consider this to be a serious matter.

The University of South Australia wants its students to display academic integrity so that its degrees are earned honestly and are trusted and valued by its students and their employers. To ensure this happens and that students adhere to high standards of academic integrity and honesty at all times, the University has policies and procedures in place to promote academic integrity and manage academic misconduct for all students.

More information about academic integrity and what constitutes academic misconduct can be found in Section 9 of the Assessment policies and procedures manual at:

<http://www.unisa.edu.au/policies/manual/> or on the Learning & Teaching Unit website at: <http://www.unisa.edu.au/ltu/students/study/integrity.asp>

VARIATION TO ASSESSMENT TASKS

Students may request a variation to assessment methods, tasks and timelines based on medical, compassionate or other special circumstances. Such variations must be requested within the first two weeks of the course. Variations requested after this date will need to be negotiated with the Course Coordinator at the earliest possible opportunity and may not be able to be accommodated.

ASSIGNMENTS

SUBMISSION OF ASSIGNMENTS FOR INTERNAL AND EXTERNAL STUDENTS

Internal students

Submission arrangements for assignments will be indicated by lecturers or tutors, in class and in your *Course information*.

Assignment cover sheets must be attached. These are available from your course homepage and through myUniSA.

Before handing in an assignment:

- keep a copy (a backup is imperative)
- number the pages
- attach a signed *Assignment cover sheet*
- staple the pages together.

You may be required to submit assignments using **Assign/IT**. Assign/IT is an online instrument that enables you to submit your assignments directly to your Course Coordinator or Tutor.

Before submitting an assignment using Assign/IT:

- keep a copy (a backup is imperative)
- number and name the pages
- include an electronic version of the *Assignment cover sheet*.

Benefits of using Assign/IT include:

- you receive an electronic acknowledgement when you submit your assignments
- you are notified by an automatic email when your assignments have been returned
- the time taken to receive feedback on your marked assignments is reduced.

Not all courses offer Assign/IT. You will need to check Assign/IT at:

<http://assignit.unisanet.unisa.edu.au/> to see if any of your courses provide this online submission facility. At Assign/IT website, select 'Students' and follow the links.

External students

When sending in your assignments by post, it is important to do the following:

- keep a copy (a backup is imperative)
- number the pages of your assignment

- staple the pages together. Do not use pins or paperclips as these catch on other assignments in the sorting and mailing process, and your assignment could be lost
- attach an *Assignment cover sheet**, completed in full, to the front of each of your assignments. Make sure you include your ID number
- fill in all sections of the *Assignment information stick-on label* (if these have been provided) and fix it to the reverse side of your envelope or package.

***Note:** *Assignment cover sheets* are available on the course homepage and through myUniSA.

Forward your assignment to the address provided under 'School contact details' in the *Course information* and through myUniSA.

You may be required to submit your assignments electronically using **Assign/IT**. Please refer to Assign/IT detail provided above for internal students.

Transnational students

Transnational Students should refer to their individual Course Information Booklets for details on Assignment submission. Any queries should be directed to their local partner administration office.

RETURN OF ASSIGNMENTS FOR INTERNAL AND EXTERNAL STUDENTS

Your assignments will be marked and returned to you approximately two weeks after they have been received.

Internal students

Assignments will be available either by Assign/IT (where applicable) or your course lecturer or tutor will indicate the method that marked assignments will be distributed.

External students

Assignments will be available either by Assign/IT (where applicable) or mailed to you by post.

REQUEST FOR EXTENSION TO ASSIGNMENT DUE DATE

Internal students

Extensions to assignment submission dates are not granted for some courses. Any arrangements in place for extensions will be indicated by the Course Coordinator or Tutor and in your Course Information Booklet.

External students

Extensions to assignment submission dates are not granted for some courses.

For most courses a standard 7-day extension policy is provided. Students should note the following:

- Requests for an extension of time for submission of an assignment should be made **before the due date** of the assignment.
- Extension applications of **up to 7** days beyond the established due date for the assignment should be **forwarded to the school** which may act on behalf of the academic staff member concerned. The school will advise the academic staff member concerned of the extension granted. **This request for extension is automatic and confirmation will not be given.**
- Requests for an extension of **more than 7** days must be directed to the **Course Coordinator or Tutor**.
- The 7-day Extension application form is available on the course homepage, through myUniSA and at <http://www.unisa.edu.au/student/forms/#exams>. You must fill in all the details clearly and return or fax the form at least 2 days before the due date of the assignment.

Transnational students

Transnational Students should refer to their individual Course Information Booklets for details on Assignment submission. Any queries should be directed to their local partner administration office.

EXAMINATION ARRANGEMENTS

Internal students

A timetable for examinations will be made available during the study period and can be accessed through your Course Materials on myUniSA <http://www.unisa.edu.au/myUniSA/>

Details about exam locations are available at:

<http://www.unisa.edu.au/student/exams/examlocation.asp>

External students

If your course includes an exam or mid-study period test as part of the assessment you will be allocated to an approved University exam centre.

The examination centre allocation will be made five weeks before the scheduled examination period according to your mailing address as recorded on the student record system. Confirmation of the centre that you need to attend will be provided via email approximately three weeks prior to the exam.

Exam centre allocations for mid-study period tests will be made in (approximately) week 3 of the study period according to your mailing address as recorded on the student record system.

Individual alternative arrangements may be made for a small number of students who are in remote locations beyond reasonable distance of an approved exam centre.

Enquiries can be addressed to the Exam and Results Team at exam.results@unisa.edu.au

Transnational students

Transnational students should consult their local partner administration office with any queries on examination arrangements and timetables.