



## ***Extra Unit Information for OUA UniSA Units***

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## INTRODUCTION

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Welcome to *Extra Unit Information*.

This resource provides you with essential information relevant to your study in all OUA units at the University of South Australia. It needs to be read in conjunction with the *Unit information* specific to the unit(s) you are studying.

A printed version of this information will be available each year; however the latest version will always be available as a link from the OUA academic programs and unit homepage at:

<http://www.unisa.edu.au/oua/academic/Default.asp>. It can also be accessed through MyUniSA at:  
<http://www.unisa.edu.au/myUniSA/>.

A glossary of University terms is also available at:

<http://www.unisa.edu.au/sas/glossaryacadterms.asp>

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## **STUDENT ENGAGEMENT**

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One of the key elements of the University's Learning and Teaching 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 units 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.

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## THE UNIVERSITY'S ONLINE ENVIRONMENT

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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. 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 (e.g. websites, discussion groups) that are linked to unit 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/integrity.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 unit(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.

### ACCESSING PASSWORD-PROTECTED ONLINE ENVIRONMENTS

1. In the Username box, type your student Mail-ID. Your Mail-ID is printed on your University of South Australia welcome letter.
2. Press the TAB key on the keyboard.
3. In the Password box type your password. **Note that the password is case sensitive.** Your default 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.

## STUDENT INFORMATION VIA THE WEB: *myUniSA*

### What is *myUniSA*?

All students who are currently enrolled with UniSA have access to *myUniSA*, a web-based portal for study-related information and resources.

### What information can I access?

The information available through *myUniSA* includes the following:

- **Links to online resources provided for your unit**—unit home page, online learning resources, discussion forums, *AssignIT* etc.
- **Unit enrolments**—unit code, unit value, study period, teaching school, etc.
- **Personal details**—full name, date of birth, postal address and contact details.
- **Materials dispatch**—dates products have been sent to you.
- **Assignment details**—dates assignments have been submitted by *AssignIT*. Marks of assignments returned by *AssignIT*.
- **Exam timetables**—for units in which you are currently enrolled.
- **Final grade**—your overall final grade can be accessed online approximately 4-6 weeks after the end of the study period.
- **Access to your UniSA email account and library records.**

### Is *myUniSA* secure?

**Yes.** You are the only person who can access your information in *myUniSA* as long as you:

- don't share your username and password with anyone else; and also
- close *all* Web browsers completely when you have finished using *myUniSA*.

*myUniSA* also provides you with the option to change your password (see the link available on the initial log-on page). This is another way of keeping your account secure.

### How do I log-on to *myUniSA*?

1. Go to the UniSA home page: <http://www.unisa.edu.au>
2. Click on the word '*myUniSA*' on the menu bar at the top of the page.
3. You will then be taken to a 'Welcome to *myUniSA*' page. Click on the link on this page which says 'Log on to *myUniSA*'.
4. You will then be prompted with a 'Username and Password' pop-up window as below:



5. At the log-on screen enter your username and password. Enter all information in lower case.
6. Select 'OK'.

### **What if the personal details information I find in *myUniSA* is incorrect?**

#### **Change it straight away!**

It is **very important** that the information the University has about you and your study is correct. Having an incorrect address can mean you do not receive vital information from the University; being incorrectly enrolled can mean you will be charged an incorrect fee.

If you need to change your contact details (address, phone number, etc), please refer to 'Change of addresses in the 'OUA UNISA Student Advisers' section of this *Unit information*.

To change other information, contact the IT Help Desk (details below).

### **Help—I don't understand some of the information I can see!**

Each screen in *myUniSA* has online help which explains the information displayed on the screen.

Select the '*Help*' button at the top of the screen to open the online help. (Select the X in the top right corner to close.)

If you need further assistance, contact the IT Help Desk (details below).

### **IT HELP DESK**

Contact the IT Help Desk (<http://www.unisa.edu.au/ists/ITHelpDesk/default.asp>) if you are having difficulty accessing UniSAnet, *myUniSA* or your email account. IT Help Desk phones are monitored Monday through Friday 8.30 am to 9.00 pm Adelaide time.

**Phone:** (08) 8302 5000

1300 558 654 (price of a local call; mobiles may pay more)

61 8 8302 5000 (international callers)

## EMAIL

As part of the enrolment process, all students are issued with a University email account. Your email address is made up like this: (your username)@students.unisa.edu.au.

Email is the designated form of contact for a number of UniSA administrative processes. These processes include:

- **AssignIT.** When using *AssignIT* to submit assignments, you will receive email notifications when assignments are submitted and/or returned.
- **Library.** If you borrow books from the UniSA Library you will receive email notices about overdue items. Fees can apply to overdue items. For details, please refer to the Flexible Information Service website: <http://www.library.unisa.edu.au/fds/>
- **Other UniSA notices.** From time to time, other sections of the University send out emails to all students (including OUA students). Some of these messages may be relevant to OUA students, but it is possible that some of these emails will not be directly relevant.

To obtain this information, it is recommended that you log-on to your University of South Australia email account on at least a weekly basis.

**Note:** If you are unable to access your email, you should contact the IT Help Desk at the beginning of the study period.

## Redirection of your UniSA email

Your UniSA email account is the email address that we will use to contact you. We will not contact you using an alternative email address. If you would like to use a different or secondary email address to receive email, you can redirect your UniSA email to your home or work email address by using the Email Redirection application on *myUniSA*. Redirecting your UniSA email enables you to receive your UniSA email in your home or work inbox.

For further information, please visit the 'Email redirection' webpage on the UniSA Information Strategy and Technology Services website: [http://www.unisa.edu.au/ists/email/email\\_redirect.asp](http://www.unisa.edu.au/ists/email/email_redirect.asp)

## How do I access my UniSA email account?

You can access your email account through logging onto *myUniSA*. Alternatively, you can access your email by doing the following:

1. Go to the UniSA home page: <http://www.unisa.edu.au/>
2. Click on the word 'Email' on the menu at the top of the page.
3. You will then be prompted with a 'Username and Password' pop-up window.
  - Enter your username
  - Enter your password
  - Press your 'Enter/Return' key or select 'OK'.

You should now have access to your UniSA email account.

Assistance for accessing your email can be obtained at:

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

## **YOUR UNISA USERNAME AND PASSWORD**

If you are a new student, at the start of the study period, you will receive a letter providing your username and password. If you have previously enrolled and completed UniSA units your username and password will be the same. If you have forgotten your username and password, you will need to contact IT Help Desk (details page 8).

### **HELP—I CAN'T LOG-ON!**

1. Are you entering the correct username and password?
2. Are you a student currently enrolled in an OUA unit offered by the University of South Australia? If you are not sure of your enrolment status, contact OUA Student Advisers.
3. If you are definitely enrolled and still can't log-on, then please contact the IT Help Desk (details below) to confirm the details of your username.

## **HOW DO I FIND THE ONLINE LEARNING RESOURCES FOR MY UNIT?**

One means of accessing your online learning resources is by going to **myUniSA** <http://www.unisa.edu.au/myunisa>, which is the UniSA web-based portal for study-related information and resources. For further details on *myUniSA*, please refer to the subsection below entitled '**Student information via the Web: myUniSA**'.

Alternatively, you can access your online materials by going to the unit home page, which has been established on the UniSAnet system (UniSAnet is the online study environment at UniSA). To access the unit home page, go to the following webpage, type in the unit code then click enter.

<http://www.unisanet.unisa.edu.au/courses/>

Once you reach the unit home page, if you check underneath the heading '**Learning resources for this unit**', you will see links to learning resources specific to the unit.

If you click on these links, you will be asked to enter your log-on details. If login details are correct, you will then be able to access the online learning resources.

## **ONLINE SUBMISSION (ASSIGNIT)**

All assignments must be submitted online using **AssignIT** only (for exceptions see subsection 'Postal submission' in the 'Assignments' section on page 20. *AssignIT* is a UniSA service that facilitates the online submission of assignments via a web-based interface.

**Please note:** Assignments submitted by email will not be accepted.

An essential guide which explains how to use *AssignIT* can be found at <http://www.unisa.edu.au/helpstudents/assignit/default.asp>. However, please note the following key points:

- **Access.** Assign/IT can be accessed either from a link on your unit home page or online at: <http://www.unisanet.unisa.edu.au/assignit/>
- **Log-on details.** Your log-on details are the same as for your online learning resources. (See the section 'Online at UniSA' in this *Unit information*.)
- **Assignment cover sheet.** When you submit your assignment using *Assign/IT*, you must include an Assignment cover sheet and type your name where the form asks for your signature. An electronic copy of this form is available at <http://www.unisa.edu.au/oua/admin/forms.asp> . You can copy and paste this document into the front of your assignment. If the assignment is a group assignment, then you should use the group Assignment cover sheet. **Assignments cannot be accepted if the cover sheet is not included.**
- **Email notification of receipt.** When using *Assign/IT* to submit assignments, you will receive an email notification to confirm that your assignment has been submitted.

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## ACCESSING UNIVERSITY SERVICES

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### 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/services/oua/>

### UNIVERSITY OF SOUTH AUSTRALIA OUA LIBRARY SERVICE

As you are enrolled in a unit offered by the University of South Australia, you are entitled to access a range of services offered by the University Library.

The OUA Library Service provides you with a prompt and user-friendly access to databases, loans, photocopying and an information service.

They can search for material on a specific topic if you do not have access to the Internet.

Information about the full range of services available to you through the Library is available at <http://www.library.unisa.edu.au/services/oua/>

### Address

OUA Library Service  
University of South Australia Library  
University of South Australia  
Mawson Lakes Boulevard  
Mawson Lakes South Australia 5095

### Phone:

1300 137 659 (price of a local call; mobiles may pay more)  
61 8 8302 6231 (international callers)

**Fax:** (08) 8302 6699

61 8 8302 6699 (international callers)

**Email:** [ocls@unisa.edu.au](mailto:ocls@unisa.edu.au)

## OUA UNISA STUDENT ADVISERS

There are four main sources for accessing information in regard to administrative matters for study with OUA units offered by UniSA. These are as follows:

1. This *Extra Unit information* booklet
2. The student portal *myUniSA*
3. **OUA @ UniSA website** at: <http://www.unisa.edu.au/oua/>
4. OUA UniSA Student Advisers

### OUA UniSA Student Adviser contact details

**Phone:** (08) 8647 6145

1300 361 450 (price of a local call; mobiles may cost more)

61 8 8647 6145 (international callers)

**Fax:** (08) 8647 6082

**Email:** [ouainfo@unisa.edu.au](mailto:ouainfo@unisa.edu.au)

Phones are attended Monday through Friday, 8:30 am to 5:00 pm Adelaide time. You may leave a voicemail message or fax or email at all other times.

## CHANGE OF ADDRESS

The University of South Australia (UniSA) does not update personal and contact details for Open Universities Australia (OUA) students. To update or correct your personal and contact details, please go to the Personal Details section of My Area on the OUA website, or contact the OUA office in Melbourne. OUA will then advise UniSA of your updated personal and contact details

## CONTACTING OPEN UNIVERSITIES AUSTRALIA

Contact OUA if you intend to withdraw, have a study problem, need some advice or just want to talk to someone. OUA has a team of trained student advisers if you need:

- help choosing which units and modules you wish to study
- help processing your enrolment
- information about pathways which are available for a range of qualifications
- help with enrolling
- advice about eligibility for the FEE-HELP student loan scheme, credit transfer, or obtaining funds
- to change your name

**Phone:** (03) 8628 2555

1300 363 652 (price of a local call; mobiles may pay more)

61 3 8268 2555 (international callers)

**Fax:** (03) 8268 2955

**Email:** To send an email to OUA use the OUA 'Online Enquiry Form' at [www.open.edu.au](http://www.open.edu.au) > Contact Us

**Website:** [www.open.edu.au](http://www.open.edu.au)

#### **Postal**

Open Universities Australia  
GPO Box 5387  
Melbourne Vic 3001

## **LEARNING AND TEACHING UNIT RESOURCES**

You can access a wide range of study skills resources from the UniSA Learning and Teaching Unit website. In particular, the following specific sections of this website are recommended:

### **Studying at UniSA**

<http://www.unisa.edu.au/ltu/students/study/integrity.asp>

This section provides links to a wide range of online resources which have been designed to help you develop and enhance the general learning skills you require for successful study.

### **Referencing (and avoiding plagiarism)**

<http://www.unisa.edu.au/ltu/students/study/referencing/default.asp>

Adopting a correct approach to referencing (and avoiding plagiarism) are key issues which need to be addressed by students undertaking assignments at university level. Therefore, we recommend that you spend some time working through the various guides incorporated in this section of the Learning and Teaching Unit website.

### **Referencing using the Harvard author-date system**

<http://www.unisa.edu.au/ltu/students/study/referencing/harvard.pdf>

This downloadable file is located in the Referencing section of the Learning and Teaching Unit website. It provides detailed information about how to reference correctly using the Harvard author-date system.

**Please note:** A number of the pages and downloadable files on the UniSA Learning and Teaching Unit website refer students to contact staff from the Learning and Teaching Unit if they need further assistance with their studies. Unfortunately, this option is not available to students enrolled through Open Universities Australia. However, you are encouraged to make use of those resources which are available online as part of the Learning and Teaching Unit website, and which are relevant to your studies.



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## STUDENTS WITH DISABILITIES

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Students with disabilities may be entitled to a variation or modification to standard assessment arrangements. Policy for students with disabilities is available at:

<http://www.unisa.edu.au/ltu/about/teams/disability.asp>

### DISABILITY SERVICES

The University of South Australia has a formal commitment to encourage people to seek access to tertiary study. We take all reasonable steps to ensure that any benefits provided by the University are accessible to students with a disability. This commitment extends to students studying OUA units.

There may also be entitlement to a variation or modification to standard assessment arrangements. Services are provided on an individual basis according to access requirements. Further information about disability services is available at:

<http://www.unisa.edu.au/ltu/about/teams/disability.asp>

**Phone:** 1300 657 122 (cost of a local call from anywhere in Australia)

**Email:** [disability@unisa.edu.au](mailto:disability@unisa.edu.au)

Students with disabilities are entitled to be assessed in ways which ensure a fair opportunity to demonstrate their knowledge. Alternative assessment arrangements may be required to provide this opportunity. Policy for students with disabilities is available at:

<http://www.unisa.edu.au/policies/policies/corporate/C07.asp>

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## ASSESSMENT OF UNITS

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

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*.

### ASSESSMENT GRADES AND NOTATIONS

At UniSA you will be awarded a final grade and an assessment notation according to your performance in each unit of study. On occasions a Non-graded notation (NGP) may be recorded against the grade form some units, however, the unit outline will tell you whether the final assessment is graded or non-graded.

Open Universities Australia has a generic system of notations across OUA providers, and the grade you obtain from UniSA will be converted in the OUA grades or notations if you obtain a statement of academic record or a statement of achievement through the OUA portal.

The following is a comparative table of the grading notations used by OUA and UniSA.

Grade	UniSA Notation	OUA Notation	Notational %	Descriptor
High distinction	HD	HD	85–100	Outstanding performance on all learning outcomes
Distinction	D	D	75–84	Excellent performance on all learning outcomes
Credit	C	C	65–74	High performance on all learning outcomes OR excellent performance on the majority of the learning outcomes
Pass level 1	P1	P	55–64	Satisfactory performance on all learning outcomes OR high performance in some learning outcomes.
Pass level 2	P2	P	50–54	Satisfactory performance on the majority of learning outcomes
Non-graded pass	NGP	P	50-100	Met the specified assessment criteria to required standard
Fail level 1	F1	N	40–49	Unsatisfactory performance on a number of learning outcomes OR failure to meet specified assessment requirements
Fail level 2	F2	N	below 40	Unsatisfactory performance on the

				majority of learning outcomes
Non-graded fail	F	N	0-49	Unit assessed on a pass/fail basis only. Failed to meet specified assessment criteria to required standard
Withdrawn	W	W		Withdrew after the census date without penalty

## IMPORTANT INFORMATION ABOUT ALL ASSESSMENTS

All students must adhere to the University of South Australia's policies about assessment. Key information can be found in the Assessment section of Extra Unit Information at:

[http://www.unisa.edu.au/policies/manual/2009/1\\_assessment\\_principles\\_requirements.pdf](http://www.unisa.edu.au/policies/manual/2009/1_assessment_principles_requirements.pdf).

## DEALING WITH FAILED ASSESSMENT

It is possible to remedy failed assessment under special conditions. These are Supplementary Assessment for a failed unit, Deferred Assessment because of medical, compassionate or religious grounds, 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/>).

## EXAM ARRANGEMENTS

Most undergraduate OUA units have exams in the week after the end of a study period. It is important that you read this information carefully.

- The University makes arrangements for students to sit their exams at approved exam centres. This includes all domestic and international students.
- All exams are held during business hours.
- Students are sent an email to their UniSA student email address during week 10 of the study period with the details of the exam centre to attend.
- The university pays the cost of the invigilation. However, students need to cover any transport costs. In nearly all cases the centre will be within reasonable proximity to your address.
- Exams must be sat at the scheduled time and date. Only where a student has an exam scheduled at the same time with another institution are alternative arrangements negotiated. Students in this situation need to contact the Examination Officer by week 8.
- You need to ensure that your registered address with the university is current and correct. The address used will be the mailing address recorded on *myUniSA* 5 weeks prior to you being contacted. The centre designation cannot be changed after week 8.
- There will be a small number of students located in remote areas in which we do not have access to professional examination centres. In these situations, we will contact the students individually to discuss options for the supervision of their examinations.
- Students who have a *Disability Access Plan* indicating special arrangements for their examinations should contact the Examinations Officer by the end of week 8 to ensure that the correct arrangements for their examination are in place.

- If you wish to apply for *Variations to standard requirements* you should access the information in regard to criteria and the form that needs to be submitted from the **OUA @ UniSA website** at: <http://www.unisa.edu.au/oua/>
- **Please note:** It is a complex task to arrange centres for large numbers of students in a diverse range of locations. It is not possible therefore to accommodate individual requests for preferred exam centres.

If you have any queries relating to exams, please contact the Examinations and Results Team using the following contact details:

### **Examinations and Results Team**

**Phone:** 1300 361 450 (price of a local call; mobiles may cost more)

**Email:** [exams.results@unisa.edu.au](mailto:exams.results@unisa.edu.au)

## **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: [Assessment Policies and Procedures Manual Section 9](#) and <http://www.unisa.edu.au/ltu/students/study/integrity.asp>

## **VARIATION TO ASSESSMENT TASKS**

In certain circumstances variations to assessment tasks or examination may be requested by a student. It is recommended that you refer to Section 3 of the [Assessment Policies and Procedures Manual](#) (Clauses 3.2.3 and 3.2.4) if you consider you may be entitled to a variation of your assessment or examination. Provisions for students with a disability are outlined separately in University Policy C-7, [Students with Disabilities](#).

## UNIT COUNSELLING

There are a number of definite processes which need to be followed in order to obtain advice about administrative and academic matters for all OUA units at UniSA.

For **all administrative queries**, please contact OUA UniSA Student Advisers. This should be done by emailing your query to [ouainfo@unisa.edu.au](mailto:ouainfo@unisa.edu.au). (Additional contact details are provided in this *Unit information* in the section entitled 'OUA UniSA Student Advisers'.

Alternatively, if you have a query about the **academic content of the unit**, you should post your query to the Discussion forum on the unit home page. The Unit Coordinator or one of the tutors for the unit will be checking this Discussion forum on a regular basis and will reply to your query. Further information about the Discussion forum facility is provided on page 10 in the section entitled 'How do I find the online learning resources for my unit?'

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## ASSIGNMENTS

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### RETURN OF ASSIGNMENTS SUBMITTED BY *ASSIGNIT*

If the marked assignment is returned by AssignIT you will receive an email notification and you will be able to view your mark on *myUniSA*.

### POSTAL SUBMISSION

Assignments can only be submitted by post if:

- The assignment is required in a format that cannot be submitted electronically (e.g. a folio of non-text items). Please refer to the section in this *Unit information* on 'Assessment details'.
- The student is in an isolated environment where Internet access is not available.
- *AssignIT* has a function failure on the date when the assignment is due.

In the cases specified above, the mailing address for assignments is the School Office (see address details in the 'Welcome' section of your unit information booklet)

#### ***Important points to note about postal submission***

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

- Retain a copy for your records.
- Number the pages and staple them together. Do not use pins or paper clips as these catch on other assignments in the sorting and mailing process, and your assignment could be lost.
- Do not send assignments in folders, binding, or plastic sleeves. Simply submit assignments by stapling the top left hand corner.
- Attach an *Assignment cover sheet*, completed in full, to the front of each of your assignments. Make sure you include your UniSA ID number. These sheets can be downloaded from <http://www.unisa.edu.au/oua/admin/forms.asp>. **Please note: Assignments cannot be accepted if a signed *Assignment cover sheet* is not included.**

### FACSIMILE SUBMISSION

Assignments can only be submitted by fax if:

- The assignment is required in a format that cannot be submitted electronically (e.g. a folio of non-text items)
- The student is in an isolated environment where Internet access isn't available.
- *AssignIT* has a function failure on the date when the assignment is due.

Assignments **cannot** be faxed by students residing within Australia. Only students residing overseas may fax assignments. This submission facility for students residing overseas is provided to avoid delays in assignment receipt which can occur with postal delivery. The fax number for assignments is the School Office (see address details in the "Welcome" section of your unit information booklet).

## DUE DATE

The due date refers to the date for submission of your assignments. Please note the following in relation to the specific time deadlines for various submission methods:

- **Online submission.** Submission of assignments via *AssignIT* may be made at any time up to the specified deadline on the due date.
- **Postal submission.** Assignments/ materials submitted in hard copy must be postmarked or officially franked (as having been sent) **before or by 5:00 pm on that date**. When posting an assignment, please get the Post Office to ensure that the envelope is postmarked, as some methods don't automatically provide a postmark.
- **Fax submission.** Submission of assignments via fax may be made at any time up to the specified deadline on the due date.

## FINAL GRADES

Final grades are published approximately 4-6 weeks after the end of the study period and can be accessed at *myUniSA*.

## EARLY RESULTS

In special circumstances, such as immigration, university admission or entry into a professional Australian accounting body, you can request the early release of your final grade.

In these cases the university will try to meet the request although it can't be guaranteed due to the logistics of exam papers being returned, availability of academic staff etc.

For more information please refer to the following webpage

[http://www.unisa.edu.au/oua/Ask\\_OUA/faq/grades/faq/grades\\_faq04.asp](http://www.unisa.edu.au/oua/Ask_OUA/faq/grades/faq/grades_faq04.asp) .

All requests for early release of final grades must be made by emailing [ouainfo@unisa.edu.au](mailto:ouainfo@unisa.edu.au) and must include the relevant supporting documentation.

Requests for early release of final grades must be submitted by Friday of week 12. Your request will then be forwarded to the Unit Coordinator for a decision.

Unit Coordinators need several weeks to mark exam papers and determine final grades so students are advised that it is not possible to provide final grades less than 4 weeks after the exam.

## EXTENSIONS TO ASSIGNMENT DUE DATES

Extensions to assignment submission dates are not granted for some units. Please check your Unit Information book for specific unit/course requirements.

For most units 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 **at least two days before the due date of the assignment**.
- The *Request for extension to assignment due date* form is available from the **OUA @ UniSA website** at: <http://www.unisa.edu.au/oua/admin/forms.asp> . You must complete the details and lodge the form via AssignIT <http://www.unisanet.unisa.edu.au/assignit/> **at least 2 days before the due date of the assignment**.

## EXTENSION REQUESTS OF MORE THAN 7 DAYS

- The request for more than 7 day extension to assignment due date form is available from the OUA @ UniSA website at <http://www.unisa.edu.au/oua/admin/forms.asp> .
- Requests for **more than 7 days extension** forms should be emailed to the School Office for a decision (see address details in the 'Welcome' section of your Unit Information booklet).
- In requesting an extension of more than 7 days, you are required to include a written statement which explains the reason why this extension is needed and any other supporting documentation. For example, if your reason is health-related, you should attach a medical certificate.

## IMPORTANT NOTE ABOUT EXTENSIONS

It is in your interests to think through the consequences of late submission of assignments. A first assignment submitted late may not be able to be returned to you before the next assignment is due. You may then find yourself in the position of having to submit another assignment before receiving feedback on the first.

Further, assignments submitted late may not be returned before the exam. Extra time spent on an assignment may reduce the time you have available to do the next assignment or to study for the exam. A 13-week study period can pass very quickly!

## RESUBMISSION

There is no provision for resubmission of assignments, unless invited to do so by the Unit Coordinator.

## DEFERRED EXAMS OR SPECIAL CONSIDERATION

A deferred examination or special consideration may be granted if a student can provide evidence of unexpected or exceptional circumstances that prevented them from attending the final examination or submitting a final piece of assessment.

Deferred examination or special consideration may be granted on the basis of medical, compassionate or 'other' circumstances and must be fully supported by evidence that can be authenticated by a medical practitioner, or a person of standing in the community. Please refer to Section 7 of the [Assessment Policies and Procedures Manual 2009](#) for further information.

Applications for a deferred exam or special consideration must be forwarded to the OUA Student Advisers no later than five working days after the scheduled examination date

Please Note: Applications will be considered on a case by case basis. If you have not previously submitted assignments, it is unlikely you will achieve an overall pass in the unit on the basis of a deferred examination. Deferred examinations are granted at the discretion of the Unit Co-ordinator.

## WITHDRAWAL OF STUDY

### Withdrawal

The exact process for withdrawing from a unit depends on *when* you decide to withdraw.

#### ***Withdrawals before the OUA Census Date***

If you decide to withdraw from a unit before the OUA Census Date (end of week 3), you need to contact Open Universities Australia. Please note that withdrawals from an OUA unit prior to the Census Date are eligible for a partial refund. **However, refunds are not possible after the Census Date, except when an application for special circumstances is approved by Open Universities Australia.** For further information about withdrawing from a unit before the Census Date, please refer to the Open Universities Australia *2008 Handbook* or contact Open Universities Australia at <https://www.open.edu.au/wps/portal>

#### ***Withdrawals after the OUA Census Date***

If you decide to withdraw from a unit after the OUA Census Date, please complete a 'Withdrawal form', and send it to OUA UniSA Student Advisers. A copy of this form can be downloaded from the the **OUA @ UniSA website** at: <http://www.unisa.edu.au/oua/admin/forms.asp> . **Withdrawals under this process can only be accepted when lodged by Friday of week 10 of the study period.** To confirm a withdrawal using this process, you can check your *myUniSA* record for confirmation.

### Grades for withdrawal

A 'W' *withdraw* will be recorded on your academic record where notice of withdrawal has been received.

### Assessments not completed

If a withdrawal request has not been submitted by the Friday of week 10 and the required assessments have not been submitted or completed by the due or negotiated date an 'N' *Fail* grade will be recorded.

