Faculty of Science

Survival Guide 2014

Advice, information and answers for UWA Science students at PSB Academy
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Welcome to The University of Western Australia and congratulations on being accepted into our Science program. We are delighted that you have chosen to study with us and we hope that this will be a great experience for you. One of the most important things you can learn at University is how to find information for yourself. Reading this guide will help! All information (rules, policies, procedures) provided in this guide is applicable to both the Bachelor of Science and the Graduate Diploma in Psychology.

UWA

Important People:

Faculty of Science:
- **Dean**: Winthrop Professor Tony O'Donnell
- **Vice-Dean**: Winthrop Professor Brendan Waddell
- **Off-shore Program Director**: Dr Honey Ng (email: lihuang.ng@uwa.edu.au)

Faculties of Science website [http://www.science.uwa.edu.au](http://www.science.uwa.edu.au)

For general enquiries please submit a query via AskUWA (see page 8).

Contact details for teaching staff are available in the unit outlines.

PSB ACADEMY

Important People:

Student Services Centre:
- Ms Angeline Daniel, Senior Manager
- Ms Nur Edweena Binte Shamsuddin, Executive
- Ms Sharon Lee, Executive
- Ms Kua Shu En, Executive

For all student matters and enquiries, please contact PSB Academy’s Student Services Centre via the Online Enquiry/Feedback form at [http://www.psb-academy.edu.sg/eng](http://www.psb-academy.edu.sg/eng), or call 6517 2555.

School of Life and Physical Sciences:
- Dr Martin Grünert, Head of School
- Ms Kate Chen, Laboratory Manager
- Ms Michelle Tay, Assistant Laboratory Manager
- Mr Jason Hon, Programme Manager
- Ms Jessie Koh, Senior Programme Executive
- Ms Cindy Tan, Senior Programme Executive
- Ms Bi Xiu Lim, Programme Executive
- Ms Winnee Yang, Programme Executive

PSB Academy website [http://www.psb-academy.edu.sg](http://www.psb-academy.edu.sg)
TEACHING PERIODS

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>G2-OFF 2014</td>
<td>29 March 2014</td>
<td>23 May 2014</td>
</tr>
<tr>
<td>G3-OFF 2014</td>
<td>24 May 2014</td>
<td>18 July 2014</td>
</tr>
<tr>
<td>G4-OFF 2014</td>
<td>19 July 2014</td>
<td>12 September 2014</td>
</tr>
<tr>
<td>G5-OFF 2014</td>
<td>20 September 2014</td>
<td>14 November 2014</td>
</tr>
<tr>
<td>G6-OFF 2014</td>
<td>15 November 2014</td>
<td>23 January 2015</td>
</tr>
</tbody>
</table>

Please contact the PSB Student Services Centre if you have any queries regarding your timetable.

STUDENT CARD AND STUDENT NUMBER (PERSON ID)

Each student will be issued with a student card provided by the University. Please await an email from PSB Academy to inform you of the collection date for your card. Please bring this card along for identification purposes to all examinations. It is also important for you to remember your student number and to quote it in all correspondence with PSB or the University.

If your campus card is lost or stolen you can obtain a replacement card. The cost of the replacement is AUD$15.00 (excluding GST), and payment can be made by credit card. Please contact the PSB Student Service Centre for a copy of the necessary form.

CONTACT DETAILS

It is important that you keep your contact details up to date, so that we can get in touch with you quickly if necessary. If your contact details need changing, please complete the appropriate form, which can be found on the Student Administration website at http://www.studentadmin.uwa.edu.au/welcome/accessing_your_information/changing_details.

Order of Names

In Australia, it is common practice to address correspondence Given Name/s and then Family Name/s, e.g. Dr Honey Ng, as opposed to Family Name/s and then Given Name/s, e.g. Dr Ng Honey. Prior to graduation you will be given an opportunity to dictate the precise order of any naming that will appear on your degree. The order cannot be changed until then so that duplicate records for one student do not occur. Further information can be found in the ‘Application for Conferral of Award form’ section of this guide.

GETTING YOURSELF ORGANISED

The first year of university can be exciting, but also difficult as you are in a new environment and have to adjust to a different style of learning. Here are some suggestions to help you:

- Read and refer to this Survival Guide throughout your studies. Make sure you download an updated version of the guide every intake (April and September each year). Current copies
can be downloaded off the Faculty website at http://www.science.uwa.edu.au/students/sing-current-students or obtained from PSB.

- Check your student email daily. All correspondence will be sent via this email.
- Find out about PSB support services. PSB provides a wide range of courses from English language certificate courses to enrichment courses such as essay writing, etc. Refer to the PSB website at www.psb-academy.edu.sg for more information.
- Explore the sensible tips and further resource material at http://www.studentservices.uwa.edu.au/ss/learning/online_services/jump_start where topics include: Study Techniques; Time Management; Starting an Essay; Critical Thinking; Avoiding Procrastination; Referencing and Avoiding Plagiarism; and Managing Study Stress.

**INFORMATION TECHNOLOGY SYSTEMS**

**PHEME**

Pheme is an account management system which gives all UWA students a unique online identity. Your secure Pheme account lets you access a multitude of services across the University with a single username and password.

To activate your Pheme account and create a new PIN, you must first be enrolled, then go to https://www.pheme.uwa.edu.au/Default.aspx. Please direct any queries about your Pheme account to the Student Internet Support Office (SISO) at http://www.is.uwa.edu.au/contact. Please remember to quote your student number in any correspondence.

**MYUWA**

My UWA brings together as much of the UWA's online services as possible, to make the experience of learning and teaching easier, simpler and more engaging. Through My UWA you can access your email, planner, Library search window, links to the LMS, Echo and CMO, all announcements, news and events.

This portal is for all UWA students and can be accessed at http://my.uwa.edu.au. A getting started guide is available from http://www.uwa.edu.au/myuwa and you can get extra help or report difficulties by using the form on the help page, or by emailing portal-help@uwa.edu.au. Please remember to quote your student number in any correspondence.

**STUDENT EMAIL**

**Contacting you by Student Email is very important!** Every student at UWA is given a student email address. Your address will be your student number @student.uwa.edu.au (e.g. if the student number is 12345678 the student email would be 12345678@student.uwa.edu.au). It is essential that you check your student emails daily (including during University holidays and teaching free periods), as the University will use this email address to contact you with important information. Ignorance of an instruction because you failed to check your student email is not accepted as an excuse by the University. If you email a query to the University from an email address other than your student account, you may find the response is sent to your student email, as the University actively discourages its staff and students from using hotmail and similar addresses in official correspondence due to the risk of unnecessary and unfriendly SPAM. It is therefore preferable, and more efficient, to use your formal student email address for all official email correspondence with the University.
You can access your email account via MyUWA at http://my.uwa.edu.au by clicking on ‘student email service’. If you are experiencing problems with your email account or have any queries, please contact the Information Services directly at http://www.is.uwa.edu.au/contact. Please remember to quote your student number in any correspondence.

**STUDENT CONNECT**

Student Connect is available to all UWA students and is how you access your student record. Student Connect is an easy way to check and, in some cases, update your personal enrolment and fee related information. You will be able to:
- Complete enrolment and re-enrolment processes
- View information about your current and previous enrolment
- View your exam results
- View and update your address details

Student Connect can be accessed at http://studentadmin.uwa.edu.au/welcome/student_connect. Please direct any queries about Student Connect to http://www.student.uwa.edu.au/contact#administration. Please remember to quote your student number in any correspondence.

**THE LEARNING MANAGEMENT SYSTEM**

The Learning Management System provides electronic unit related materials to students at UWA. You can access announcements, learning materials, class discussions and quizzes. You can also submit your assignments and/or see your grades. LMS is UWA's main learning management platform. Many of the teaching staff at UWA choose to use LMS to support their teaching. All enrolled students have their own account which enables them to access units in which they are enrolled.

The LMS system can be found at http://www.lms.uwa.edu.au, you will need your student number and Pheme password. Please direct any queries about your LMS account to Information Services at http://www.is.uwa.edu.au/contact. Please remember to quote your student number in any correspondence.

**ECHO- LCS (LECTURE CAPTURE SYSTEM)**

Echo records the audio and visuals (such as PowerPoint) from traditional face-to-face lectures so that staff, students and visitors can view them over the web, download them for offline viewing or subscribe to them as podcasts. It is a free service.

To access Echo recordings, you will need to login to the Learning Management System.

**COURSE MATERIALS ONLINE (CMO)**

Course Materials Online provides access to course reading lists on the UWA Library site. Students can use CMO to access full text journal articles and book chapters, and to catalogue records of items held in the library’s collection. CMO is accessible on or off campus 24/7. CMO can be accessed at http://libguides.library.uwa.edu.au/studentcmo.
ASKUWA (IPOINT)

AskUWA (iPoint) provides a UWA-wide online contact point where you can get answers to your enquiries about student administration including enrolments, fees, examinations and graduations. You will also find information about the library, uni life and student services. All staff and students can access the service online 24/7. You can check out the FAQ's to see if your question has already been answered. If it hasn’t you can submit a query online and it will be directed to the right person and answered within 48 hours.

Enrolled students can access AskUWA at http://www.ipoint.uwa.edu.au and ‘Ask a Question’ by logging in with their student number and Pheme password. Each query will be furnished with an incident number. You should quote this number in all communication for continuity when referring to the same issue.

FACEBOOK

This fan page encourages potential, prospective and enrolled students in an online community. You can find out what’s happening at UWA, ask questions and find links to University programs and services. There are also hundreds of UWA groups in facebook – run by student clubs, colleges, staff, alumni associations and other interest groups as well as thousands of individual members who are a part of the UWA network.

Bear in mind that the UWA IT policies will apply while using UWA computers, the UWA network or a UWA student/staff account so Statute 17 (on misconduct) will apply.

Go to www.facebook.com/UWAstudents to become a fan and email face-book.students@uwa.edu.au if you have any questions or just post a question on the wall.

YOUR ENROLMENT

It is your responsibility to manage your own enrolment. If you do not understand the process, contact the PSB Student Services Centre for assistance. Ignorance of the process/rules is not accepted as a valid excuse by the university and financial and/or academic penalties may apply.

NEW STUDENTS

If you are enrolling at UWA for the first time, the deadline for your enrolment will be included in your Authority to Enrol letter. When you enrol, you will be required to complete an online electronic enrolment form. Instructions on how to complete the form will be given to you with your Authority to Enrol letter.

Once enrolled, Faculty staff will check your enrolment and contact you or PSB Academy if there are any problems with your unit selection. Please note that you will not receive any separate written confirmation if your unit selection is approved.

Should you require any help with your online enrolment please contact Student Administration (Hackett Hall). You may telephone us on (61-8-) 6488 3832, 6488 3235 or 6488 4674; or email
enrolhelp@admin.uwa.edu.au. Please remember to quote your student number in any correspondence.

CURRENT STUDENTS

If you wish to make changes to your enrolment, you may do so online through Student Connect. Do take note of the various deadlines (detailed on page 11) to avoid incurring any financial or academic penalties.

If you wish to switch programmes, you must fill in a Change of Enrolment form available on the PSB website and submit it to the PSB Student Services Centre. You will receive further instructions once you have done so.

FAQ’S

I don’t know what unit(s) to enrol in?

The units required for each program is outlined on the PSB website (http://www.psb-academy.edu.sg/main/653/Student-Resources/Timetables/Life-Physical-Sciences) under the Pathway heading. If for some reason you are not following the prescribed pathway (because you have failed units or taken a leave of absence), contact AskUWA for assistance. They will be able to plan a new pathway for you to allow you to complete your course in the shortest possible time.

Can I do 2 units in the same teaching period?

No, students can only enrol in 1 unit per teaching period. In rare instances, the Faculty may permit a student to complete 2 units together. The student would need to submit a request to the Faculty (via AskUWA) outlining the reasons behind the request.

Can I enrol in a unit if I don’t have the prerequisite(s)?

No. Before enrolling in a unit, you are required to meet its prerequisite(s). You will find these in the Online Handbook at http://units.handbooks.uwa.edu.au/units. You must have passed the prerequisite unit(s), by attaining a mark of at least 50% (unless a lower requirement is explicitly stated), or have been granted advanced standing/credit for the prerequisite, before advancing to the next unit. Prerequisites are set to ensure that you have the appropriate knowledge to tackle the unit.

Prerequisites may be waived only when a student can demonstrate equivalent knowledge. In such cases you would need to put forward, in writing, your reasons for the suggested waiver, and submit via AskUWA to the Faculty. Please note that the final decision whether to waive prerequisites rests with the Faculty. They are never waived simply because you would like to take a particular unit in a particular teaching period.

If you take and pass all the units in your program in the order in which they are offered (apart from any for which you have been granted credit), you will automatically meet the prerequisites and your completion will not be delayed. You cannot normally progress to any subsequent unit for which you have failed a prerequisite.
I have an INVALID unit. What should I do?
If your unit choices are displayed as invalid when you enrol, it may be because:
- You have not fulfilled the prerequisites to be permitted to be enrolled in that unit
- You are not permitted to do the unit in your current course
- Your qualifications are not recorded on your record

Any invalid units will either be changed to ‘enrolled’ or you will be withdrawn if you are not eligible to take the unit. You will be contacted via your student email if you have been withdrawn from a unit.

Check your record a week before the teaching period starts and if it hasn’t been updated, contact AskUWA.

If you believe the Faculty has made a mistake, or wish to present a case for approval of a non-standard enrolment, you should contact AskUWA well before the term begins outlining the reasons behind the request.

Can I make changes (add/withdraw units) to my enrolment throughout the year?
Although your enrolment for the year should be completed during the previous year’s end of year re-enrolment period, you can still make changes to your enrolment during the year. It is recommended that you read the ‘PSB Refund Policy’ and ‘Last Dates for Adding or Withdrawing from a Unit’ section in this guide before requesting variations to your enrolment.

If you wish to make changes to your enrolment, the process is the same as detailed above under ‘Current Students’.

It is your responsibility to ensure that your enrolment is correct prior to the commencement of the unit. No special consideration will be given if you miss classes due to late changes to your enrolment.

I can only enrol in units for the current year (2014). How do I enrol in units for the following year (2015)?
Whether you are a new student enrolling for the first time or a current student adding units during the year, you will only be able to enrol in units for the current calendar year (2014). The only time you will be able to enrol in units for the following year (2015) is during the end of the year re-enrolment period.

All students are required to re-enrol in November each year, as re-enrolment for the following year is not automatic. The closing date is usually mid December, after which time there are fees for late re-enrolment. Re-enrolment dates and instructions can be found on the Student Administration website. Please ensure that you keep to the deadline to avoid any financial penalty.

Who do I speak to for academic advice?
You may contact the PSB Student Services Centre as they are likely to be able to solve your problem immediately or at least direct your enquiry to the best person. If you have a problem that is affecting your performance, if your results are not satisfactory or if you would like a confidential meeting, then they will be able to arrange this with the appropriate person.
In addition, there will be opportunities during your teaching periods to approach an academic staff member for advice. In the event, your problem cannot be solved; you can contact the Offshore Program Director in the Faculty for an appointment via email (see page 4 for contact details).

LAST DATES FOR ADDING OR WITHDRAWING FROM A UNIT

If you are considering withdrawing or adding a unit to your enrolment you should consult PSB for advice, as there are special dates to consider. For the latest dates please refer to the Faculty website, http://www.science.uwa.edu.au/students/sing-current-students/enrolment.

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>Start Date</th>
<th>Enrolment Deadline</th>
<th>Late Fee AUD$</th>
<th>Academic Withdrawal Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1-OFF</td>
<td>Sat, 25 Jan 14</td>
<td>Fri, 1 Feb 14, 6pm</td>
<td>$50.00</td>
<td>Fri, 28 Feb 14</td>
<td>Fri, 28 Mar 14</td>
</tr>
<tr>
<td>G2-OFF</td>
<td>Sat, 29 Mar 14</td>
<td>Fri, 5 Apr 14, 6pm</td>
<td>$50.00</td>
<td>Fri, 25 Apr 14</td>
<td>Fri, 23 May 14</td>
</tr>
<tr>
<td>G3-OFF</td>
<td>Sat, 24 May 14</td>
<td>Fri, 31 May 14, 6pm</td>
<td>$50.00</td>
<td>Fri, 20 Jun 14</td>
<td>Fri, 18 Jul 14</td>
</tr>
<tr>
<td>G4-OFF</td>
<td>Sat, 19 Jul 14</td>
<td>Fri, 26 Jul 14, 6pm</td>
<td>$50.00</td>
<td>Fri, 15 Aug 14</td>
<td>Fri, 12 Sep 14</td>
</tr>
<tr>
<td>G5-OFF</td>
<td>Sat, 20 Sep 14</td>
<td>Fri, 27 Sep 14, 6pm</td>
<td>$50.00</td>
<td>Fri, 17 Oct 14</td>
<td>Fri, 14 Nov 14</td>
</tr>
<tr>
<td>G6-OFF</td>
<td>Sat, 15 Nov 14</td>
<td>Fri, 22 Nov 14, 6pm</td>
<td>$50.00</td>
<td>Fri, 12 Dec 14</td>
<td>Fri, 23 Jan 15</td>
</tr>
</tbody>
</table>

Please take note of the above deadlines for 2014 to avoid receiving an academic and/or financial penalty. In addition, unit withdrawals are subject to PSB Academy’s refund policy as stipulated below:

PSB REFUND POLICY

<table>
<thead>
<tr>
<th>Written Notice Received by PSB Academy</th>
<th>Percentage of Course Fees Refunded**</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 28 days* before the commencement date of the teaching period for the unit</td>
<td>90% of course fee</td>
</tr>
<tr>
<td>Between 14 days – 27 days* before the commencement date of the teaching period for the unit</td>
<td>50% of course fee</td>
</tr>
<tr>
<td>Less than 14 days* before the commencement date of the teaching period for the unit</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*Inclusive of Saturday, Sunday and Public Holidays.
** For students commencing before 2012, please refer to your current student contract.

In certain circumstances that are beyond your control, for example significant illness, the Faculty may permit you to withdraw later than the normal cut-off dates without academic penalty. If you find yourself in this situation you should contact PSB for advice as soon as possible.

The enrolment deadline refers to the date by which you must finalise your unit enrolment. Enrolling in a unit after this date will incur a late fee AUD$50.00. The late fee is administered by UWA Student Administration.

Withdrawing from a unit after it has commenced (but before the academic withdrawal date) will result in a grade of WD, which is recorded on your formal academic record.
The **academic withdrawal date** is the date by which you must withdraw from a unit of study to avoid a fail grade (academic penalty). Withdrawing after this date will result in a grade of FN (fail due to non-completion), which is recorded on your formal academic record. No withdrawals are permitted after the last class in a unit.

### LATE FEES

**Additional enrolment**

Students who fail to enrol before the enrolment deadline (see above table for dates) will be required to pay a late fee of AUD$50.00. The late fee is administered by UWA Student Administration. Failure to understand the enrolment procedures or ignorance of the enrolment deadlines is not a valid excuse for failing to enrol on time.

**End of year re-enrolment**

Students who fail to re-enrol within the specified re-enrolment timeframe will be required to pay a late fee ranging from AUD$100-150. The late fee is administered by Student Administration and details can be found on their website. Failure to understand the enrolment procedures or ignorance of the enrolment deadlines is not a valid excuse for failing to enrol on time.

### CREDIT FOR EQUIVALENT STUDY (ADVANCED STANDING)

In principle, the Faculty will grant credit for equivalent units passed in a previous university course. You must apply, providing an official academic transcript and (if possible) descriptions of the units. You must normally be completing the BSc course within ten years of the date on which your previous course began or the units cannot be credited. Similarly, some credit (up to a maximum of 72 points) can be given for equivalent studies in a completed diploma course, provided it is in a relevant area and your results are good. In most cases, credit will be assessed when you apply for entry. The advanced standing which you have been granted will be acknowledged on your formal academic record.

Students should note that advanced standing is not given automatically because they have studied a unit of a similar name. Students must have demonstrated evidence of the same content covered at a strong standard.

### APPROVED LEAVE

If you wish to take a year’s leave of absence from your degree course (i.e. January to December), you will need to apply for approved leave. The same is true if you enrol and later withdraw (without academic penalty) from all your units in a particular year. You are not required to formally apply for approved leave if you enrol in at least one unit in the current calendar year (e.g. 2014) and at least one unit in the next calendar year (e.g. 2015). If you need to take leave during your first year, it may be best to request a new offer for a later commencement date, as leave is not normally granted in the first year. If you withdraw from all your units without taking approved leave, you will be deemed to have discontinued your studies and may need to reapply for entry into the course.

If you are returning to study after a period of leave, it is your responsibility to contact PSB early in November for information concerning the re-enrolment process for the next academic year. Failure to re-enrol because you were on leave is not accepted as a valid excuse by the university.

YOUR CLASSES

YOUR TIMETABLE

Check the unit schedule for block teaching and tutorial times. You must attend all teaching sessions and participate in all tutorials. The detailed timetables are published on the PSB website ([http://www.psb-academy.edu.sg/main/653/Student-Resources/Timetables/Life-Physical-Sciences/](http://www.psb-academy.edu.sg/main/653/Student-Resources/Timetables/Life-Physical-Sciences/)) 2 weeks before the start of each term. Always refer to the latest timetable. For further information regarding your timetable please contact the PSB Student Services Centre.

TEXTBOOKS AND CALCULATORS

Textbook lists will be available from the PSB Office before the relevant unit commences. Make sure that you find out the textbook details and buy the required book(s) from your preferred bookshop (or second-hand from a previous student where the specified edition is still current) before the unit commences.

It is not the lecturer’s responsibility to copy copious pages from the text for you. There are reference texts in the library for student access; however, students must be aware of strict photocopying rules that apply when copying from texts. The following needs to be observed when you are photocopying any material.

The University of Western Australia, its staff and students are subject to the provisions of the Commonwealth of Australia Copyright Act 1968 (and amendments). A single copy of literary and other works may be made under the “fair dealing” provision of the Act, providing it is for the purpose of research or study and providing:

- It comprises not more than a reasonable portion of the work – 10% or one chapter (if the work is over nine pages long); or
- It is a single article from an issue of a periodical; or
- It is another article on the same subject-matter from the same issue of the periodical.

Please be aware that photocopying the entire text is considered to be a breach of the Act, and penalties may occur.


Only approved calculators can be used in tests or exams. A list is available at [http://www.ecm.uwa.edu.au/students/exams/calculators](http://www.ecm.uwa.edu.au/students/exams/calculators). If you are unsure if you have the correct calculator please take it to the PSB Student Services Centre who will be able to assist you.
LECTURES

A lecture is a class attended by all students taking the unit. Each lecture will focus on a particular topic and the lecturer will provide a general overview of the topic. It is very important that you are not late for the start of each lecture as important information is often given at this time; besides it is a courtesy to the lecturer and your fellow students. Records of attendance at lectures are not normally kept; however, lecturers are under no obligation to provide written material or separate assistance to students who miss lectures. Don't forget to turn off your mobile phone.

Taking in all that information

Lectures offer core information, relevant examples, and usually a chance to ask questions. Go to the lectures well prepared, concentrate, and take notes (develop your own shorthand). With practice you will get better at recognising the most important points and how they fit together. It is vital that you be able to put the information and concepts into your own words and apply them.

Here are some common mistakes that students often make in lectures:
  o Trying to take down everything the lecturer says, word for word, instead of abbreviating.
  o Not taking enough notes.
  o Not thinking about what you are learning when you are listening to the lecturer.
  o Not asking questions.
  o Not attending lectures – it takes a LOT longer to cover the same material on your own.

Here are some suggestions to help you:
  o Think about the lecture topic and study the lecture summary beforehand if one is provided. Ask yourself “what is this lecture about?”
  o Go through the set readings before the lecture. If you haven't time to read them all, take note of headings and sub-headings, and the first sentence of each paragraph. This will alert you to the main points to be covered.
  o In the lecture, distinguish between main concepts and the examples that illustrate them.
  o Go through your notes within 24 hours of the lecture (or as soon as possible). Fill in any gaps, make corrections and identify questions you can ask your lecturer or other students later.
  o Clarify any missed points with the lecturer after the lecture. You should also check your textbook or other recommended material.
  o Make mind maps, flow diagrams or summaries in ‘point form’ to outline your understanding of the main concepts
  o Think about how this lecture connects to the one before it. What might be coming next?

Last but not least, make use of the Video Streaming, Echo and the LMS. Many lectures are recorded and available online for review and revision. Interactive Video Tutor (IVT) allows lecturers and students to start a forum and allows the lecturer to answer students’ queries online. You can obtain separate instruction sheets from the PSB Student Services Centre on the login procedures for IVT. IVT can be accessed at http://classrecall.psb-academy.edu.sg/ivt/index.html.

LABORATORY SESSIONS

Laboratory sessions are compulsory and are a vital component of the science program. Make sure you arrive punctually and conform to any rules about dress and equipment. Students must wear closed shoes at all times; ballerina flats, crocs and high heels are not acceptable. Students must wear safety goggles when directed to do so; normal spectacles are not acceptable. Students must wear a lab coat at all times when in the lab. Failure to adhere to any of these safety guidelines will results in your being refused entry to the laboratory and you
Being marked down as absent for the practical. Carefully follow the instructions about the work to be carried out and written up, particularly noting issues relating to safety. Lab sessions are not merely for learning technical procedures: they give you the opportunity – particularly in higher-level units – to practise science in action.

Be aware that there are penalties for non-attendance at lab sessions and that an attendance roll will be taken. Failure to attend lab sessions may result in your failing the unit, even if your exam and assignment marks would otherwise be equal to or greater than 50%. Because of this, if you are absent from a lab session for any reason, you must complete and submit a special consideration form through AskUWA. Missing too many labs, even with a medical certificate or other valid reason, may still result in your failing the unit or being recommended to withdraw.

The choosing of laboratory partners may be permitted for some modules and not for others. During modules where the partner allocations are randomised please follow the instructions of the attending staff carefully.

Be guided by your unit outline, which explicitly states the conditions for attendance and assessment. Do not assume that all units follow the same rules on this matter. If you are unsure, check with your unit coordinator at the beginning of term.

ASSIGNMENTS

Get started early with assignments. Don't leave them until a week or a few days before they are due, or you will find that all the books you need have been borrowed and you have no time to check or revise your work. In addition, there are penalties for late submission of assignments. If you need an extension for valid reasons (e.g. illness) you must contact the unit coordinator before the due date with a medical certificate or other documentary evidence. Keep a backup copy of all your assignments, marks are not given for assignment that have 'gone missing'. All assignments must have a cover-sheet on the top acknowledging that the work is your own. Assignments presented without a cover sheet will not be accepted. Cover-sheets can be downloaded from the PSB website under Forms Download.

ACADEMIC ASSESSMENT

You will receive, within the first week of each teaching period, information – in writing, or on the web – on how each of your units is assessed. Read it carefully! Take note of possible penalties for late submission of assignments and non-attendance at laboratories.

RELEASE OF RESULTS

All marks ratified by the Board of Examiners are released to students by Student Administration and can be accessed via Student Connect. The information also appears on the student’s official academic transcript. Students can find the result release dates on AskUWA at http://ipoint.uwa.edu.au
## Grades and Marks

The following classifications are used for final results:

<table>
<thead>
<tr>
<th>Grade Name</th>
<th>Code</th>
<th>Standard Mark Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Distinction</td>
<td>HD</td>
<td>80 – 100</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>70 – 79</td>
</tr>
<tr>
<td>Credit Pass</td>
<td>CR</td>
<td>60 – 69</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50 – 59</td>
</tr>
<tr>
<td>Fail</td>
<td>N+</td>
<td>45 – 49</td>
</tr>
<tr>
<td>Fail</td>
<td>N</td>
<td>0 – 44</td>
</tr>
<tr>
<td>Fail due to non-completion of compulsory component</td>
<td>FC</td>
<td></td>
</tr>
<tr>
<td>Supplementary exam granted</td>
<td>SG</td>
<td></td>
</tr>
<tr>
<td>Supplementary exam passed</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Supplementary exam failed</td>
<td>FS</td>
<td></td>
</tr>
<tr>
<td>Deferred exam</td>
<td>DE</td>
<td></td>
</tr>
<tr>
<td>Assessment continuing</td>
<td>AC</td>
<td></td>
</tr>
<tr>
<td>Result not available</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Withdrawn pre-term</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Withdrawn administrative error</td>
<td>WA</td>
<td></td>
</tr>
<tr>
<td>Withdrawn without academic penalty</td>
<td>WD</td>
<td></td>
</tr>
<tr>
<td>Withdrawn with academic penalty</td>
<td>FN</td>
<td></td>
</tr>
<tr>
<td>Ungraded Pass</td>
<td>UP</td>
<td></td>
</tr>
<tr>
<td>Ungraded Fail</td>
<td>UF</td>
<td></td>
</tr>
<tr>
<td>Non-completion</td>
<td>NC</td>
<td></td>
</tr>
</tbody>
</table>

## GPA & WAM

Each student is able to see their GPA and WAM calculations through student connect, under ‘progression’. Units for which a student has withdrawn without academic penalty are not counted in these calculations. Units granted as advanced standing/credit are not included as they are recorded without any numerical result.

### GPA

GPA is a student's Grade Point Average for the whole course based on their achievement. It is intended to convert your average grade into a seven-point figure on a scale, where 7 equals high distinction. Your GPA is calculated on 7 points as follows:

- HD = 7
- D = 6
- CR = 5
- P = 4
- N+ / N / FS / UF = 0
WAM
WAM is a student’s Weighted Average Mark for the whole course based on their current achievement. This is an average mark taken over all the units which they have completed. Students with a high WAM (i.e. 80 and above) are obviously very good students. Students with a low WAM (i.e. below 50) would be considered to be very poor students. The marks used in the WAM calculations fall into the same grading system as the marks for each unit do, where a WAM of 80 – 100 equals high distinction and so on.

ACADEMIC MISCONDUCT AND PLAGIARISM

It is an absolute requirement that anything you do for assessment should be your own work. UWA treats plagiarism, cheating in tests or exams, or any other breach of academic honesty as a very serious offence, and official disciplinary action may be taken. The ACE module (see below), which you must complete, will help clarify what is expected.

Plagiarism occurs when you take someone else's thoughts and writings and present them as your own. You are encouraged to read widely, but you must clearly acknowledge the source of ideas or research which is not your own. If you are unsure about what constitutes plagiarism, speak to your lecturer or tutor.

Please be careful with your written work, making sure that you:

- ALWAYS mention the source of all quotations or paraphrased ideas, whether these are facts, details, figures, opinions, interpretations or speculations.
- DO NOT pretend that the work of someone else is your own.
- DO NOT quote directly, or rewrite with only minimal paraphrasing, the work of somebody else without indicating that you are quoting and without acknowledging your source.

When submitting any assignment, you must attach the approved cover-sheet acknowledging that the work is your own.

It is your responsibility to be aware of what the Faculty policy is regarding plagiarism. To access the Faculty of Sciences’ policy on plagiarism see: http://www.science.uwa.edu.au/month/students/assignments-exams/assessment/dishonesty.

Academic misconduct is dealt with under Statute 17 of the University. The regulations governing student conduct and discipline may be found at http://www.aps.uwa.edu.au/home/policies/discip.

ACE, CARS AND INDG

All new students are required to complete three online modules: Academic Conduct Essentials, Communication and Research Skills and Indigenous Studies Essentials. The units will be available to you through your LMS account at http://www.lms.uwa.edu.au. You will be automatically enrolled in these modules by UWA when you enrol in your first unit. You must complete the modules within the first 10 weeks of your enrolment. To pass you need to obtain a minimum of 80% in the quiz at the end of each module, but you may attempt the quiz as many times as necessary to pass. Your Academic Transcript will indicate to employers that you have passed (UP Ungraded Pass) or failed to complete (NC Non-Completion) these modules.
Academic Conduct Essentials
Academic Conduct Essentials (AACE1000), or ACE for short, will introduce you to the basic issues of ethical scholarship and the expectations of correct academic conduct that the university has of you. Students new to the university environment are often unaware of the complexity of correct academic practices. The ACE unit is designed to illustrate that, even with the best intentions; students can inadvertently find themselves having committed academic misconduct. Becoming familiar with expectations as early as possible in your academic career will be beneficial as you progress through your studies.

Please view the FAQ’s at [http://ace.uwa.edu.au](http://ace.uwa.edu.au) or direct any queries to ace-help@uwa.edu.au. Please remember to quote your student number in any correspondence.

Communication and Research Skills
Communication and Research Skills (CARS1000) will introduce you to the essentials of academic writing, research and communication skills. The series of online tutorials will guide you through the process of sourcing scholarly information, referencing those sources in an appropriate fashion and finally, how to communicate that information effectively. The unit will also introduce you to affective teamwork, setting goals, keeping the group and assessments on track and how to evaluate and learn from a team environment.

Please view the information at [http://www.student.uwa.edu.au/learning/resources/cars](http://www.student.uwa.edu.au/learning/resources/cars) or direct any queries to cars-help@uwa.edu.au. Please remember to quote your student number in any correspondence.

Indigenous Studies Essentials
Indigenous Studies Essentials (INDG1000) is a Welcome to Country that introduces students to the shared learning space that is The University of Western Australia. This learning space includes both Western and Indigenous knowledge systems. The unit looks at the local, national and global contexts of Indigenous peoples. The unit will help you to gain an understanding of Noongar people and country, as well as the language, culture and history of the Aboriginal people of Australia, Indigenous world views and cultural literacy in professional contexts.

For further information please visit [http://units.handbooks.uwa.edu.au/units/indg/indg1000](http://units.handbooks.uwa.edu.au/units/indg/indg1000) or direct any queries to is/~help-sis@uwa.edu.au.

EXAMINATIONS

When and where are my exams?
Exam dates are given to students at the beginning of the term. Any changes of date and time will be advised via email. It is your responsibility to check the exam timetable, and find out the date, time and place of the exam. The most common reason for missing an exam is misreading the timetable or neglecting to check the final copy of the exam timetable. Try not to do either of these as it is not accepted as a valid excuse by the University.

Preparing for exams
There is a break of a few days in the week of the exam, although we recommend you start studying well before then! Past exam papers for some units can be found on the web at [http://www.library.uwa.edu.au/students/undergraduates/exam-papers](http://www.library.uwa.edu.au/students/undergraduates/exam-papers).
If you are unable to sit an exam

See under “Deferred Exams” below.

If you accidentally miss an exam

If you miss an exam for any reason then you must contact the PSB Student Services Centre immediately and provide an explanation for not attending. In exceptional circumstances you may be able to still sit the exam within 24 hours of the scheduled time (which may incur an additional charge). Deferred exams are NEVER awarded for exams missed by mistake.

If you are taken ill during an exam

If you are too unwell to continue the exam you must speak to the exam supervisor. You will be required to go immediately to a Medical Centre. If your illness is confirmed there, you will be required to obtain a medical certificate and have the doctor fill in section 7 and 8 of the Special Consideration form. You may then apply to the Faculty for a deferred exam. If you leave the exam venue without identifying yourself to the supervisor it will be very difficult for the Faculty to allow you a deferred exam or any form of special consideration.

SPECIAL CONSIDERATION

If you sit the exam, but can provide evidence suggesting that your performance may have been adversely affected by exceptional circumstances beyond your control, you can apply for special consideration. The deadline is no later than the third PSB working day after the exam. If the Faculty supports your application, your exam mark may be adjusted by 1-5% if appropriate.

If you have been ill or there are exceptional circumstances, such as a death in your close family, which have affected your preparation for an exam, you can apply for special consideration. To do this you must complete the Special Consideration form, available from PSB, explaining the circumstances. Supporting documents (e.g. medical report, death certificate) must also be provided. You must do this no later than the third PSB working day after the exam.

You may also apply for special consideration earlier in the term. If you miss a compulsory class, a test or assignment because of illness or other exceptional circumstances beyond your control (e.g. a death in your close family) you should contact your unit coordinator straight away (preferably in advance). They may be able to make a special arrangement for you, or suggest that you apply to the Faculty for special consideration. The final date for applying for special consideration for any item of assessment is no later than the third PSB working day after the due date of the assessment. If the Faculty supports your application, your unit coordinator will be asked to give you special consideration as appropriate. It is up to you to make arrangements to catch up with work that you have missed.

It is important to note that:

- Applying for special consideration is not a remedy for not studying conscientiously.
- You will be required to sit exams on schedule unless you have specifically been granted a deferred exam.
- The Faculty does not accept late applications for special consideration except in cases of extreme hardship.
- Special consideration is not a mechanism for turning a fail into a pass.

Special consideration refers to exceptional circumstances that may be taken into account when your work is being assessed. Once assignments have been marked and returned, it is not normally possible to grant any special consideration.
Once final results for a unit have been ratified by the Board of Examiners, it is inappropriate to seek retrospective special consideration. In almost no circumstances will the Faculty change a result, on grounds of special consideration, after the release of results.

**To apply for special consideration:**
- Complete an Application for Special Consideration form, available from PSB.
- Make sure you complete section 6 of the form.
- Attach relevant documentary evidence to support your application (outlined below in detail)
- Submit your application to the Faculty via AskUWA for approval. Please make sure to reference any previous communication on this issue.
- The Faculty via AskUWA will email your student email regarding the outcome of your request.

Documentary evidence should give enough detail for the Faculty to make an informed judgement. Certificates signed by family members are not acceptable. If the application is for medical reasons, ask your doctor to fill in section 7 and 8 of the Special Consideration form, or attach a medical certificate that includes details of the nature, seriousness and duration of the illness. Medical certificates and/or the Special Consideration form must be signed by a doctor (not a pharmacist). If you have suffered a bereavement, please discuss with PSB or the Faculty what paperwork is appropriate. All documents are treated with strict confidence. Unit coordinators will be advised about the period of illness and/or the special consideration requested, but will not be supplied with copies of medical certificates or other confidential documentation.

**DEFERRED EXAMS**

You can apply to the Faculty for deferral of an exam if, through exceptional circumstances that arose unexpectedly and beyond your control, you are
- unable to sit the scheduled examination; or
- substantially hindered in your preparation for the exam.

You should apply beforehand if possible, and in no case later than the third PSB working day after the scheduled exam. The application process is the same as for special consideration, outlined above.

**You should be aware that deferred exams are not given automatically, and your request may be denied. Each case considered is treated individually and on its merits.** The Faculty normally only grants a deferred exam on grounds of illness or for compassionate reasons (in particular, a death in your close family). In all cases you must provide detailed documentary evidence. It is important to remember that even if you have not attended the scheduled exam, you will not be granted a deferred exam unless the Faculty considers your reasons adequate. You will not be permitted to reschedule your exams to accommodate things such as holidays. The Faculty via AskUWA will contact you regarding the outcome of your application. If you are granted a deferred exam, it is your responsibility to find out when it will be held. Deferred exams cannot normally be deferred a second time, or rescheduled. Please refer to the dates published in the next section for the deferred exam dates.
SUPPLEMENTARY ASSESSMENT

A result of SG indicates a supplementary assessment has been granted. If you pass the supplementary exam, your academic record will show PS. A fail is shown as FS. Supplementary exams are granted to students who obtain a mark of 45-49% in any of these level 1 units: ANHB1101, CHEM1103, CHEM1104, & SCIE1106. In rare instances the Board of Examiners may set a form of supplementary assessment other than an exam. Supplementary exams are not normally granted as a result of a deferred exam.

No supplementary exams are available for level 1 units other than those listed above or level 2 or 3 units. The only other supplementary assessment available is for one unit taken within the last 6 months of your course and failed with a mark of 45-49%. You will be granted the supplementary exam by the Board of Examiners after you have completed all other requirements of the course.

After the release of results, if you have been granted supplementary assessment, it is your responsibility to find out when it will be held. The dates for deferred and supplementary examinations are published here.

<table>
<thead>
<tr>
<th>Study Term</th>
<th>Deferred and Supplementary Exam Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>G5 of 2013</td>
<td>8th February 2014</td>
<td>10 am to 1 pm</td>
</tr>
<tr>
<td>G6 of 2013</td>
<td>5th April 2014</td>
<td>10 am to 1 pm</td>
</tr>
<tr>
<td>G1 of 2014</td>
<td>31st May 2014</td>
<td>10 am to 1 pm</td>
</tr>
<tr>
<td>G2 of 2014</td>
<td>26th July 2014</td>
<td>10 am to 1 pm</td>
</tr>
<tr>
<td>G3 of 2014</td>
<td>27th September 2014</td>
<td>10 am to 1 pm</td>
</tr>
<tr>
<td>G4 of 2014</td>
<td>22nd November 2014</td>
<td>10 am to 1 pm</td>
</tr>
<tr>
<td>G5 of 2014</td>
<td>7th February 2015</td>
<td>10 am to 1 pm</td>
</tr>
<tr>
<td>G6 of 2014</td>
<td>4th April 2015</td>
<td>10 am to 1 pm</td>
</tr>
</tbody>
</table>

Note: The University reserves the right to make changes to the dates.

Supplementary exams cannot be deferred or rescheduled and absence from a supplementary exam results in a fail. They are offered as an opportunity to show that, although you have failed the unit, you do know the work well enough to be allowed to progress. If you do not take that opportunity, for whatever reason, it normally lapses, as the decision on your result cannot be postponed.

SATISFACTORY/UNSATISFACTORY PROGRESS

Satisfactory progress in an academic year means passing at least half of your units. Unsatisfactory progress means failing more points than you pass. Units from which you have withdrawn without penalty do not count. The Board of Examiners considers students’ progress in its final meeting for each year (normally in November).

The Board will assign a progress status of ‘On Probation’ to students in their first academic year who fail to make satisfactory progress and have a weighted average of at least 30%. If you are assigned the progress status of ‘On Probation’, you are permitted to re-enrol but may have conditions attached to your enrolment by the Faculty. The Faculty will inform you of those conditions.

Unless the Faculty determines otherwise, in exceptional circumstances, the Board of Examiners will assign a progress status of ‘Suspended’ to all other students who fail to make satisfactory progress. Students in the first calendar year of their enrolment will not normally be suspended. If you are assigned the progress status of ‘Suspended’, you will not normally be permitted to re-enrol in the Faculty for one year, after which you will be permitted to continue with your course.
Unless the Faculty determines otherwise in exceptional circumstances, the Board of Examiners will assign a progress status of 'Excluded' to a student who has previously been allocated a progress status of 'Suspended' or 'On Probation' and fails to make satisfactory progress for a second time. If you are assigned the progress status of ‘Excluded’, you will be excluded for at least one year and will need to apply for readmission in writing, explaining your previous poor performance and why you believe that your performance will improve if you are permitted to continue with your studies. Any achievements gained during your absence from the course should also be included in the letter. Your letter should be submitted via AskUWA to the Faculty.

You may request a waiver of suspension or exclusion, on grounds of exceptional circumstances. You must write to the Board of Examiners within twenty PSB working days of the release of results, explaining the circumstances and why you believe they will not recur. You should provide supporting documentary evidence. Be aware that not many waivers are granted. Such submissions should be forwarded to the Faculty via AskUWA.

Failing units

Failing units may mean that you have to drop back a cohort in order to complete your remaining units in the approved sequence and to ensure prerequisites are met. This would most likely result in a significant delay to your completion date.

Failing the same unit twice

If you fail the same unit twice, you will normally be blocked from re-enrolling in it. You may therefore need to change your program. Note that a grade of FN (late withdrawal) counts as a fail.

APPEALS AGAINST ACADEMIC ASSESSMENT

If you feel your final mark for a unit, or your mark for an individual assignment in a unit, may be incorrect, you should contact the PSB Student Services Centre straight away to ask that the mark be checked. PSB will forward your request to the Faculty. A mark check is NOT a re-mark of your work, but simply a check to ensure that no error has been made in the calculation of the mark.

If no error is found, and you require more information regarding your result, you can request a breakdown of marks. A marks breakdown outlines the individual marks you received for each assessment component. You must submit your request to the Faculty via AskUWA.

If you require further feedback on your work please contact the PSB Student Services Centre. Upon the Faculty's request, your lecturer / unit coordinator will be able to provide you with specific performance feedback.

It is important to note that your lecturer / unit coordinator will NOT re-mark your work on request.

In the case of an individual assignment during a unit, if you believe that your mark does not fairly represent the academic worth of the work you have submitted, you may submit your request to the Faculty via AskUWA, requesting a review of your mark. You must state good grounds for your belief, and you must make the request within twenty PSB working days of receiving the original result.

In the case of a final result for a unit, if (after a marks check and feedback on your performance) you believe that your mark does not fairly represent the academic worth of the work you have submitted (relative to established standards and the work of other students) you may submit a
formal appeal. An appeal is NOT an application for special consideration. You must submit your appeal within twenty PSB working days of the official release of results on the web. You must fill in the appeal form available from PSB or on the web at http://www.aps.uwa.edu.au/home/policies/appeals, and submit it together with your own written statement, setting out the grounds of your case, to the Faculty via AskUWA. Failing by 1 or 2 points are not grounds for an appeal. Be aware that not many appeals are successful.

Before submitting a formal appeal it can be helpful to discuss your case with the lecturer/unit coordinator or with the PSB Head of School. See the website above for further information. You must also have your formal appeal endorsed by either the PSB Head of School or UWA Program Director.

The following are NOT acceptable grounds for an appeal:

- Because your mark was close to a pass. Be assured that exams of students who are just short of a pass are routinely re-checked anyway.
- Because you are disappointed with your result.
- Because you tried really hard. UWA must uphold its high academic standards. Students must demonstrate a level of understanding equivalent with our standards, regardless of the effort they put in, in order to obtain a passing grade.

There are also procedures for appealing against other aspects of assessment, e.g. progress status*, outcome of a request for special consideration, outcome of scaling of results, or disadvantage arising because a unit is assessed differently from what was announced in the "assessment mechanism statement"; and also for general grievances about your dealings with the University.

* An appeal against progress status has to do only with whether the status has been correctly applied. Otherwise you may request a waiver of sanction (suspension or exclusion), if you have good grounds. See above, under “Satisfactory/unsatisfactory progress”

STUDENT COMPLAINT RESOLUTION POLICY

Consistent with the University’s aim to provide a high quality service to every student and with the principles of the University’s Charter of Student Rights and Responsibilities, the University welcomes students’ feedback about their University experience and provides a complaint resolution process designed to address effectively and fairly every complaint registered by a student about any aspect of the experience.

Complaints are processed in accordance with the policy set out at http://www.aps.uwa.edu.au/home/policies/griev.
TRANSFERRING TO THE CRAWLEY CAMPUS

Students studying at PSB may be eligible to transfer to the UWA Crawley Campus to complete their studies in Western Australia. All units passed at PSB prior to transfer will continue to be included on each student’s academic record. Students who wish to transfer to the Crawley campus should submit a Transfer to Crawley Campus application form (available from PSB or at http://www.science.uwa.edu.au/students/sing-current-students/enrolment) to the PSB Student Services Centre, who will forward the application to the Faculty. If you are an (a) Australian or New Zealand citizen, or an (b) Australian Permanent Resident holder (or have applied to be); and are studying at PSB but wish to transfer to the Crawley campus, please contact the Faculty directly as the application process will differ from that described above.

Further information about studying at Crawley can be found at: http://www.studyat.uwa.edu.au/courses-and-careers/undergraduate.

COMPLETION OF COURSE AND GRADUATION

On satisfactory completion of all requirements of your course (minimum 144 credit points) you will be eligible to graduate – that is to have your degree conferred to you by the University. You can choose to attend a graduation ceremony at the Crawley campus in Perth or have the degree conferred ‘in absentia’ and sent to you in the post.

The information provided here is correct at time of print only. Prospective graduands must visit the graduations website http://www.studentadmin.uwa.edu.au/welcome/graduation or AskUWA http://www.ipoint.uwa.edu.au for the latest information, as changes may have been made to the graduation procedures. The UWA Graduation website is a comprehensive guide to the procedures relating to the conferment of your award. It is important that you understand the rules regarding the completion of your course and note key dates for the completion of course requirements and submission of your application to graduate. If you are a prospective graduand we strongly recommend that you read the ‘Procedures for Graduation’ on this site.

CRAWLEY GRADUATION CEREMONY

Graduation ceremonies are held twice a year at Crawley.
- The Autumn graduation ceremony in March/April 2014 (closing date Wednesday 15 January 2014)
- The Autumn graduation ceremony in September 2014 (closing date Wednesday 16 July 2014)
You must complete and return your Application for Conferral of Award form by one of the above dates to attend your chosen graduation ceremony. The form will have been sent to your contact address by mail.

RECEIVING YOUR DEGREE ‘IN ABSENTIA’

If you wish to graduate but don’t wish to attend a graduation ceremony, your award can be conferred in your absence at a Graduation Ceremony or at a Senate Conferral Date. Simply tick the Conferral “in absentia” box on your Application for Conferral of Award form and pay the applicable fee. Senate Conferral Dates are held monthly depending on when you completed your degree will determine which Senate Conferral Date your application can go through. Please view the conferral dates to ascertain the earliest date you can graduate, http://www.studentadmin.uwa.edu.au/welcome/graduation/conferment_dates.
Please be aware that once your award has been conferred ‘in absentia’ it is not possible for you to attend a future graduation ceremony to receive that award.

When submitting your Application for Conferral of Award form you will need to pay the required postage fee for your certificate to be sent to you. The postal fee is AUD$10.00 for registered postage within Australia and AUD$20.00 for courier postage overseas. Please refer to the graduations website for payment methods. Your certificate will be sent to you within a couple of days after your scheduled Graduation Ceremony Date or Senate Conferral Date. Please allow at least 10 working days for delivery of your certificate after your award has been conferred.

To receive a copy of your official academic transcript with your degree certificate, please refer to the ‘official academic transcript’ section in this guide.

**APPLICATION FOR CONFERRAL OF AWARD FORM**

Graduations will send you your Application for Conferral of Award form if you are expecting to complete your course soon.

- If you indicated a completion date of END 2015 when you enrolled/re-enrolled in 2014, your Application for Conferral of Award form will be sent to you automatically in early November 2015.
- If you indicated a completion date of MID 2015 when you enrolled/re-enrolled in 2014, your Application for Conferral of Award form will be sent to you automatically in early June 2015.

If you do not receive the form in the post during November (for the Autumn ceremonies) or June (for the Spring ceremonies), use the ‘Ask a Question’ tab on AskUWA and you will be sent the form.

You are given the opportunity on the form to dictate the precise order that your name will appear on your degree certificate. To rearrange the order of your names; in the section ‘Name which will appear on you degree certificate’, please cross out your entire name, print all your names again in the order they should appear in the box provided and sign your name. You do not need to present any legal documentation in this situation. Please note this is only for rearranging the order of your names, not for changing your name. Please be aware that although you are able to rearrange the order of your names on your certificate, all other official documentation will appear as given name/s first then your surname.

If you have an ‘administrative encumbrance’ on your Application for Conferral of Award form this means you owe money to the university for unpaid fees or fines, and that you are therefore unable to graduate. It is important if you are planning to graduate, that you ensure all outstanding administrative encumbrances are cleared prior to lodging your form. If your administrative encumbrance is not cleared, your application will be cancelled.

**SINGAPORE PRESENTATION CEREMONY**

During the 2nd half of each year, a Presentation Ceremony is held in Singapore to acknowledge the achievements of students from PSB who have completed their degree. Whilst this is not a formal graduation ceremony, all students wear academic regalia, are individually acknowledged and prizes are awarded to the best students, see below. Students do not receive their degree certificate at the ceremony; instead they must attend the Graduation Ceremony at the Crawley Campus in Perth or receive it ‘in absentia’, see above. Attending the Presentation Ceremony in Singapore does not exclude students from attending the official Graduation Ceremony in Perth.

The date of the 2014 Presentation Ceremony is yet to be confirmed. To be eligible to attend, students must have completed the requirements of their course by the end of G1-OFF 2014. This is a strict deadline that cannot be waived. It may seem like the deadline is too early, but there is a considerable amount of planning and organisation that goes into an event of this scale. We begin
making arrangements for the ceremony a year in advance! For example, there are strict deadlines set for the printing of the tickets and programs, the awarding of the prizes for the top students and the hiring of academic regalia that must be adhered to. It is not just a matter of turning up on the night. Every student will have the opportunity to attend a Presentation Ceremony. But because there is only one Singapore Presentation Ceremony per year, compared to the two Graduation Ceremonies in Perth, there are always going to be students that complete their degree in one year and have to attend the ceremony in the next.

The Faculty will send out more detailed information about the ceremony to eligible students closer to the event.

**PRIZES**

Each year, prizes are awarded to students who are judged, by the Board of Examiners, to be the best students completing the Bachelor of Science course at PSB in that year.

- The UWA/PSB Academy Life Sciences Prize and Medal (Transnational), comprising $1000 and a medallion.
- The UWA/PSB Academy Bachelor of Science Life Sciences Prizes (Transnational), comprising five individual prizes of $500.
- The UWA/PSB Academy Human Sciences Prize and Medal (Transnational), comprising $1000 and a medallion.
- The UWA/PSB Academy Bachelor of Science Human Sciences Prizes (Transnational), comprising three individual prizes of $500.


**OFFICIAL ACADEMIC TRANSCRIPT**

Your official academic transcript is a complete academic statement, including yearly enrolment details, units, results, course completion and graduation details if applicable. Please note that failures, absences, withdrawals, grades, etc. are also included.

Your official academic transcript may be obtained at any time. Information on obtaining your official transcript can be found at [http://www.studentadmin.uwa.edu.au/welcome/record](http://www.studentadmin.uwa.edu.au/welcome/record).

**Receiving a copy with your degree certificate**

Upon request, you can receive a copy of your official academic transcript with your degree certificate. You will still be required to make payment for the academic transcript, but you will only be charged one overseas courier postage fee. To order, you will need to submit your Academic Transcript Request form together with your Application for Conferral of Award form and your Credit Card Payment form. You will need to clearly specify that you wish for your academic transcript to be sent with your degree certificate on ALL forms. If you do not clearly indicate this on ALL forms, when the mail is delivered to UWA the forms are separated and sent to different departments within the university. Your academic transcript and degree certificate will then end up being sent to you separately (and you will be charged two separate overseas courier postage fees). Please be aware, that by receiving your degree certificate and academic transcript together, it may result in a delay in receiving your documents.
OFFICIAL STATEMENT OF QUALIFICATION

Graduands who require a statement of qualification for employment purposes (until their formal graduation certificate becomes available) can obtain one from Student Administration at UWA. A statement of qualification is an official letter from the University stating a student’s completion for degree/award, graduation details if applicable and that all instruction is conducted in English. No units or results are listed.

Information on obtaining your official statement of qualifications can be found at http://www.studentadmin.uwa.edu.au/welcome/record.

FURTHER STUDY

If you complete the Bachelor of Science course with an average of at least 65% in the level 3 units of your major, you are eligible to apply for entry to the Bachelor of Science (Honours) course. This is a fourth year of study, including a substantial research project.

For further information, including a copy of the ‘Honours Application Guide’, please visit the Faculty’s website at http://www.science.uwa.edu.au/students/sing-current-students/enrolment/honours.

The Faculty offers a number of postgraduate courses in relevant areas of study. For further information, visit the Faculty’s website at http://www.science.uwa.edu.au/courses/postgrad and the International Centre’s website at http://www.studyat.uwa.edu.au/courses-and-careers/postgraduate.

GENERAL INFORMATION

The University's General Rules and the Science Faculties' Rules can be found on line in the UWA Undergraduate Handbook at http://handbooks.uwa.edu.au. You should be aware that not all rules and course details apply to studying offshore. If in doubt, contact the PSB Student Services Centre.

For further information regarding PSB, please refer to the additional handouts (including the PSB Student Handbook) provided by PSB.