

Faculty of Science

Survival Guide 2015-2016

Advice, information and answers for UWA Science students
at PSB Academy



CONTENTS

| | |
|--|-----------|
| WELCOME..... | 4 |
| UWA..... | 4 |
| PSB ACADEMY..... | 4 |
| GETTING YOURSELF ORGANISED..... | 5 |
| GENERAL INFORMATION..... | 5 |
| STUDENT CARD AND STUDENT NUMBER (PERSON ID) | 5 |
| CONTACT DETAILS..... | 6 |
| TEACHING PERIODS | 6 |
| COURSES AND PATHWAYS..... | 6 |
| INFORMATION TECHNOLOGY SYSTEMS | 7 |
| PHEME..... | 7 |
| STUDENT EMAIL..... | 7 |
| ASKUWA (IPOINT) | 7 |
| STUDENT CONNECT | 8 |
| THE LEARNING MANAGEMENT SYSTEM | 8 |
| COURSE MATERIALS ONLINE (CMO)..... | 8 |
| FACEBOOK..... | 9 |
| YOUR ENROLMENT..... | 9 |
| RE ENROLMENT AND CHANGING ENROLMENT | 9 |
| LAST DATES FOR ADDING OR WITHDRAWING FROM A UNIT..... | 9 |
| INSTALMENT FEES..... | 10 |
| LATE ENROLMENT FEES | 10 |
| PSB REFUND POLICY | 11 |
| FAQ'S RELATED TO ENROLMENTS..... | 11 |
| <i>I don't know what unit(s) to enrol in?</i> | <i>11</i> |
| <i>Can I do two units in the same teaching period?.....</i> | <i>11</i> |
| <i>Can I enrol in a unit if I don't have the prerequisite(s)?</i> | <i>12</i> |
| <i>I have an INVALID unit. What should I do?.....</i> | <i>12</i> |
| <i>Can I make changes (add/withdraw units) to my enrolment throughout the year?</i> | <i>12</i> |
| <i>I can only enrol in units for the current year (2015). How do I enrol in units for the following year (2016)?</i> | <i>13</i> |
| <i>Who do I speak to for academic advice?</i> | <i>13</i> |
| CREDIT FOR EQUIVALENT STUDY (ADVANCED STANDING)..... | 13 |
| APPROVED LEAVE..... | 13 |
| YOUR CLASSES..... | 14 |
| YOUR TIMETABLE | 14 |
| TEXTBOOKS AND CALCULATORS | 14 |
| LECTURES..... | 15 |
| LABORATORY SESSIONS..... | 15 |
| ASSIGNMENTS..... | 16 |
| ACADEMIC ASSESSMENT..... | 17 |
| RELEASE OF RESULTS..... | 17 |
| GRADES AND MARKS | 17 |
| GPA & WAM | 17 |
| ACADEMIC MISCONDUCT AND PLAGIARISM..... | 18 |
| ACE | 19 |
| SPECIAL CONSIDERATION..... | 19 |
| EXAMINATIONS | 20 |
| <i>Exam dates and venue</i> | <i>20</i> |
| <i>Preparing for exams</i> | <i>20</i> |
| <i>If you are taken ill during an exam.....</i> | <i>20</i> |
| DEFERRED EXAMS..... | 21 |
| SUPPLEMENTARY ASSESSMENT..... | 21 |
| SATISFACTORY/UNSATISFACTORY PROGRESS..... | 22 |

| | |
|--|-----------|
| REVIEW AND APPEAL OF ACADEMIC DECISIONS RELATING TO STUDENTS | 23 |
| STUDENT COMPLAINT RESOLUTION POLICY | 24 |
| TRANSFERRING TO THE CRAWLEY CAMPUS | 24 |
| COMPLETION OF COURSE AND GRADUATION | 25 |
| CRAWLEY GRADUATION CEREMONY | 26 |
| RECEIVING YOUR DEGREE 'IN ABSENTIA' | 26 |
| APPLICATION FOR CONFERRAL OF AWARD FORM | 26 |
| SINGAPORE PRESENTATION CEREMONY | 27 |
| PRIZES | 27 |
| OFFICIAL ACADEMIC TRANSCRIPT | 28 |
| OFFICIAL STATEMENT OF QUALIFICATION | 28 |
| FURTHER STUDY | 28 |

WELCOME

Welcome to The University of Western Australia and well done on progressing into a new year in the UWA Science program. We are committed to supporting your journey through the program and we hope that it 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. This survival Guide is designed to help you with important information.

UWA

Important People:

Faculty of Science:

- Dean: Professor Tony O'Donnell
- Deputy-Dean: Professor Brendan Waddell
- Off-shore Program Director: Dr Honey Ng (email lihuang.ng@uwa.edu.au)
- Science Student Office Team (Student Advisers / Senior Advisers)

Faculty of Science website: <http://www.science.uwa.edu.au>

Offshore Science website: <http://www.science.uwa.edu.au/students/singapore>

Contact details for teaching staff are available in the unit outlines.
For general enquires please submit a query via [AskUWA](#) (see page 8).

PSB ACADEMY

Important People:

Student Services Centre:

- Ms Angeline Daniel, Assistant Vice President
- Ms Nur Edweena Binte Shamsuddin, Assistant Manager
- Ms Sharon Lee, Executive
- Ms Kua Shu En, Executive
- Ms Joanne Ng, Executive

Student Services Centre – Student Liaison:

- Ms Noorita Hanapi, Manager
- Mr Edmond Leong, Executive

For all student matters (timetable, fees, lab grouping, etc) and enquiries, please contact PSB Academy's Student Services Centre via the Online Enquiry/Feedback form at <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
- Ms Cindy Tan, Assistant Manager
- Mr He Shuwei, Senior Programme Executive
- Ms Chrissie Chia, Programme Executive

PSB Academy website <http://www.psb-academy.edu.sg>

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 always refer to the latest version of the Survival Guide. Current copies can be downloaded from the Faculty website at <http://www.science.uwa.edu.au/students/singapore>.
- Make yourself familiar with the University and the Science Faculty Rules as well as the general rules that apply to all students at UWA.
- Ensure that you have your student card and student number / student email and that access to all information technology systems is working.
- Ensure that your contact details are up to date on [studentConnect](#).
- Confirm your enrolment pathways and plan your enrolments according to your pathway for all required teaching periods.
- Ensure that you have received your timetable and that there are no significant timetable clashes with your work roster (if you are working), or other commitments such as national service.
- 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.

GENERAL INFORMATION

The University's General Rules and the Science Faculty Rules can be found online in the UWA Undergraduate Handbook at <http://handbooks.uwa.edu.au>. The handbook will also provide information about various student and course rules. You should be aware that not all rules and course details apply to studying offshore. If in doubt, contact the PSB Student Services Centre or the Science Student Office.

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

STUDENT CARD AND STUDENT NUMBER (PERSON ID)

Each student is issued with a student card provided by the University. You are required to 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 update directly on [studentConnect](#).

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.

TEACHING PERIODS

| Teaching Period | Start Date | End Date |
|-----------------|-------------------|-------------------|
| G1-OFF 2015 | 24 January 2015 | 27 March 2015 |
| G2-OFF 2015 | 28 March 2015 | 22 May 2015 |
| G3-OFF 2015 | 23 May 2015 | 17 July 2015 |
| G4-OFF 2015 | 18 July 2015 | 11 September 2015 |
| G5-OFF 2015 | 19 September 2015 | 13 November 2015 |
| G6-OFF 2015 | 14 November 2015 | 22 January 2016 |

A detailed list of offshore teaching periods and relevant dates can be found at <http://www.student.uwa.edu.au/course/dates/offshore>

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

COURSES AND PATHWAYS

The following Bachelor of Science programs are currently available through the School of Life and Physical Sciences at PSB Academy:

- [Biomedical Science](#)
- [Chemistry](#)
- [Molecular Biology and Biotechnology](#)
- [Pharmaceutical Science](#)

Enrolment pathways can be downloaded from each of the links above.

If you are currently enrolled in the Psychology, Sports Science or Psychology and Human Performance program you should contact the Science Student Office via [askUWA](#) for questions related to your enrolment or course pathway.

INFORMATION TECHNOLOGY SYSTEMS

PHEME

PHEME is an account management system which assigns all UWA students a unique online identity. Your secure PHEME account lets you access a multitude of services across the University using 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>. Please direct any queries about your PHEME account to the IT Service Desk at <http://www.library.uwa.edu.au/contact/it>.

Please remember to quote your student number in any correspondence.

STUDENT EMAIL

All students currently enrolled at UWA are automatically assigned an email address. Your email address will be in the format of: studentnumber@student.uwa.edu.au

You can find more information via [UWA Student Email webpage](#)

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 SPAM filters. It is therefore preferable and more efficient to use your UWA student email address for all official email correspondence with the University.

You can access your email account through a variety of methods:

- Directly through the webmail at <http://mail.student.uwa.edu.au>
- Through the [Learning Management System \(LMS\)](#)
- On your [device](#)

If you are experiencing problems with your email account or have any queries, please contact the Information Services directly at <http://www.library.uwa.edu.au/contact>. Please remember to quote your student number in any correspondence.

ASKUWA (IPOINT)

[AskUWA](#) (iPoint) provides a UWA-wide online contact point where you can get answers to your questions about most student administration matters including enrolments, study abroad, pathways 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 appropriate person and answered within 48 hours.

As an enrolled student you can access [AskUWA](http://www.ipoint.uwa.edu.au) at <http://www.ipoint.uwa.edu.au> and 'Ask a Question' by logging in with your student number and PHEME password. Each query will be furnished with an incident number. You should quote this number in all communications relating to a specific issue to ensure continuity.

STUDENT CONNECT

[studentConnect](#) is available to all UWA students and it is your portal to allow you to access your student record. [studentConnect](#) 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 enrolments at UWA;
- View your exam results;
- View and update your address details.

[studentConnect](#) can be accessed at <http://www.student.uwa.edu.au/course/studentconnect>.

Please direct any queries about [studentConnect](#) to Student Administration:

<http://www.student.uwa.edu.au/contact>. 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 to log in.

Please direct any queries about your LMS account to Information Services at <http://www.library.uwa.edu.au/contact>. Please remember to quote your student number in any correspondence.

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://www.library.uwa.edu.au/information-resources/cmo>

FACEBOOK

The UWA facebook page encourages prospective and enrolled students to join 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/UWAsStudents to 'like' and post on the wall or email facebook.students@uwa.edu.au if you have any questions.

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.

RE ENROLMENT AND CHANGING ENROLMENT

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 <http://www.student.uwa.edu.au/course/enrolments/re-enrolment>. If you wish to make changes to your enrolment, you may do so online through [studentConnect](#). Make sure you take note of the various deadlines (detailed below) to avoid incurring any financial or academic penalties.

If you wish to switch programs, 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. You can also request a change of enrolment form from Student Administration via [studentConnect](#) and submit it to the Science Student Office via [askUWA](#).

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/singapore/enrolment>.

| Teaching Period | Start Date | Enrolment Deadline | Late Fee AUD\$ | Academic Withdrawal Date | End Date |
|-----------------|------------------|-----------------------|----------------|--------------------------|------------------|
| G1-OFF | Sat, 24 Jan 2015 | Fri, 31 Jan 2015, 6pm | \$50.00 | Fri, 27 Feb 2015 | Fri, 27 Mar 2015 |
| G2-OFF | Sat, 28 Mar 2015 | Fri, 4 Apr 2015, 6pm | \$50.00 | Fri, 24 Apr 2015 | Fri, 22 May 2015 |
| G3-OFF | Sat, 23 May 2015 | Fri, 30 May 2015, 6pm | \$50.00 | Fri, 19 Jun 2015 | Fri, 17 Jul 2015 |
| G4-OFF | Sat, 18 Jul 2015 | Fri, 25 Jul 2015, 6pm | \$50.00 | Fri, 14 Aug 2015 | Fri, 11 Sep 2015 |
| G5-OFF | Sat, 19 Sep 2015 | Fri, 26 Sep 2015, 6pm | \$50.00 | Fri, 16 Oct 2015 | Fri, 13 Nov 2015 |
| G6-OFF | Sat, 14 Nov 2015 | Fri, 21 Sep 2015, 6pm | \$50.00 | Fri, 11 Dec 2015 | Fri 22 Jan 2016 |

Please take note of the above deadlines for 2015 to avoid receiving an academic and/or financial penalty. In addition, unit withdrawals are subject to PSB Academy's refund policy as stipulated under the PSB Refund Policy (Page 11).

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 (withdrawn without penalty), 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.

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 or Science Student Office for advice as soon as possible.

INSTALMENT FEES

Course fees are due twice a year before the commencement of the respective study periods:

Study Period 1 – G2, G3 and G4

Study Period 2 – G5, G6 and G1 of the following year

Please refer to your respective student contract for an indicative payment schedule. Students who have exceeded the duration of the end date stipulated in the student contract will need to apply for an extension in order to be covered by the Fee Protection Scheme (FPS) which is mandatory. A form will be sent to affected students in place of a Payment Advice Form. Be aware that for such cases, prevailing fees will apply.

All queries pertaining to fees should be directed to PSB Academy.

LATE ENROLMENT 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\$200. The late fee is administered by Student Administration and details can be found at <http://www.student.uwa.edu.au/course/enrolments/re-enrolment>. Failure to

understand the enrolment procedures or ignorance of the enrolment deadlines is not a valid excuse for failing to enrol on time.

PSB REFUND POLICY

| Written Notice Received by PSB Academy | Percentage of Course Fees Refunded** |
|--|--------------------------------------|
| At least 28 days* before the commencement date of the teaching period for the unit | 90% of course fee |
| Between 14 days – 27 days* before the commencement date of the teaching period for the unit | 50% of course fee |
| Less than 14 days* before the commencement date of the teaching period for the unit | No refund |

*Inclusive of Saturday, Sunday and Public Holidays.

** For students commencing before 2012, please refer to your current student contract.

FAQs RELATED TO ENROLMENTS

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

You will have received an approved enrolment pathway at the time of admission. Enrolment Pathways prescribing the list of units for each UWA Science program is available on the UWA Current Students website: <http://www.science.uwa.edu.au/students/singapore>. You should use the pathway applicable to your program to determine the required units that you should enrol in.

If for some reason you are not following the prescribed pathway (eg, because you have failed units or have taken a break from studies via approved leave), contact the Science Student Office via [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 two units in the same teaching period?

No, students can only enrol in one unit per teaching period. In rare instances, the Faculty of Science may permit a student to complete two units together. That is referred to as a study overload.

If you wish to study two units in a teaching period, you must submit a request to the Faculty via [AskUWA](#) outlining the reasons behind your request. An overload in a requested teaching period may be approved if you have achieved a Weighted Average Mark (WAM) of 65 or above.

If your WAM is lower than 65, a request to overload is most likely to be rejected. In such cases, you must submit a Special Approval Form outlining the reasons for consideration by the Associate Dean (Teaching and Learning) / Faculty of Science Board of Examiners.

If an overload or special approval to overload is approved, you will be expected to demonstrate that you understand the risks associated with your study load and that you take responsibility for managing your study load. The onus will be on you to ensure that you contact PSB Academy upon receiving your timetable to manage any time table clashes between units / your

work commitments. Please be aware that no special consideration will be granted on the basis of your workload.

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

No. Before enrolling in a unit, you must meet its prerequisite(s). Prerequisites are set to ensure that you have the appropriate knowledge to tackle the unit.

You will find prerequisites for your units in the [UWA Online Handbook](#). 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.

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.

Prerequisites may be waived only when a student can demonstrate equivalent knowledge. In such cases you will need to put forward, in writing, your reasons for the suggested waiver, and submit to the Faculty via [AskUWA](#). 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.

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 student record.

Normally, the Faculty will assess if you should be allowed to enrol in the invalid unit before commencement of the Teaching period. If you are **not eligible** to take the unit, the Faculty will withdraw you from the unit and will inform you of the withdrawal.

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 the Science Student Office via [AskUWA](#) well before the term begins, outlining the reasons behind your request.

You must check your enrolment via [studentConnect](#) a week before the teaching period starts. If it hasn't been updated, you must contact the Science Student Office via [AskUWA](#).

If an invalid status has not changed prior to the commencement of teaching period, you should follow up with the Science Student Office. You should continue to attend lectures, laboratory and tutorial classes until you have received advice from the Faculty.

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' sections above 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 (2015). How do I enrol in units for the following year (2016)?

As a current student wishing to add units during the year, you will only be able to enrol in units for the current calendar year (2015). The only time you will be able to enrol in units for the following year (2016) is during the end of year re-enrolment period. Re-enrolment dates and instructions can be found on the Student Administration website.

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).

You can also contact the Student Advisers and Senior Advisers based in the Science Student Office at Crawley Campus for advice regarding your academic pathways, course progression, course completion, special considerations etc.

CREDIT FOR EQUIVALENT STUDY (ADVANCED STANDING)

Students who have completed prior studies at tertiary level may be able to seek advanced standing credits in accordance with the [University Policy on: Credit Transfer, advanced standing and recognition of prior learning](#).

If you are eligible for Advanced Standing credits based on your previous studies, the Faculty will already have assessed and approved the applicable credits. You should be able to see your advanced standing credits on your Student Record via [studentConnect](#).

If you have any queries pertaining to Advanced Standing Credits, you may contact the Science Student Office via [askUWA](#).

APPROVED LEAVE

Since the UWA Science programs are being taught out over the next 2-3 years, we do not recommend that you take long leave, or a break from studies, or any unnecessary gaps in your enrolment unless you have exceptional or mitigating circumstances or unless advised to do so by the Faculty. In some rare and exceptional circumstances, the Faculty may consider granting approved leave (for up to one calendar year) depending on your course progression.

Forms and information related to approved leave can be downloaded from http://www.studentadmin.uwa.edu.au/welcome/enrolment/approved_leave.

You must discuss any plans to take a break in your studies with the Science Student Office / UWA Director of Offshore Science Programs. If you withdraw from all of your units without informing us or without approval, you will be deemed to have discontinued your studies. Given that the courses are being taught out, you may not be able to resume your UWA studies in Singapore and are likely to need to transfer to Crawley Campus to complete your 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 two weeks before the start of each term. Always refer to the latest timetable on the website: <http://www.psb-academy.edu.sg/current-students/resources/timetable/the-university-of-western-australia-australia/>. 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 each 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. See <http://www.legalservices.uwa.edu.au/iso/copyright/students> for more details.

Only approved calculators can be used in tests or exams. A list is available at <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

Units are taught via a combination of lecture classes / tutorials / labs and practicals. Each lecture focuses on a particular topic and the lecturer provides 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 and as 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 during lectures.

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 are able to put the information and concepts into your own words and apply them.

Some common mistakes that students often make in lectures are:

- Trying to take down everything the lecturer says, word for word, instead of abbreviating;
- Not taking enough notes;
- Not thinking about what you are learning when you are listening to the lecturer;
- Not asking questions;
- Not attending lectures – it takes a LOT longer to cover the same material on your own.

We recommend the following to help you:

- Think about the lecture topic and study the lecture summary beforehand if one is provided. Ask yourself “what is this lecture about?”
- 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.
- In the lecture, distinguish between main concepts and the examples that illustrate them.
- 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.
- Clarify any missed points with the lecturer after the lecture. You should also check your textbook or other recommended material.
- Make mind maps, flow diagrams or summaries in ‘point form’ to outline your understanding of the main concepts.
- Think about how this lecture connects to the one before it. What might be coming next?

Last but not least, make use of the Interactive Video tutor 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 enables 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. Lab sessions are not merely for learning technical procedures: they give you the opportunity – particularly in higher-level units – to practise science in action.

Please 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%**.

In the event that you are unable to attend a particular lab session and you have a valid reason for not doing so, please contact us via the PSB Academy Online Enquiry/Feedback form (see page 4) and provide all relevant supporting documents. Missing too many labs, **even with a medical certificate or other valid reason**, may still result in you failing the unit or being recommended to withdraw.

Make sure that you **arrive punctually** and **conform to any rules** about dress, equipment and Occupational health and safety. You must:

- Wear closed shoes and long pants at all times; **ballerina flats, crocs and high heels are not acceptable**.
- Wear safety goggles when directed to do so; **normal spectacles are not acceptable**.
- Wear a lab coat at all times when in the lab.
- Carefully follow the instructions about the work to be carried out and written up, particularly noting issues relating to safety.

Failure to adhere to any of these safety guidelines or any other guidelines specified by the technical staff or lecturing staff will result in your being refused entry to the laboratory and you being marked down as absent for the practical.

Students who are repeating a unit (level 2 or 3) but have previously passed the laboratory component (if any) may be exempted from attending the laboratory sessions. This is applicable only if the unit is being repeated within one academic year and the syllabus has not been changed. Eligible students will be contacted by PSB Academy via email. If you choose to repeat the lab session, the results will supersede any previous marks achieved for the lab practicals. Do remember that the carryover of laboratory component marks is not applicable for all units.

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 (available on LMS), 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 and [AsKUWA](#) before the due date with a medical certificate or other documentary evidence attached to a special consideration form. Make sure you keep a backup copy of all your assignments; marks are not given for assignments 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 <http://www.psb-academy.edu.sg/current-students/resources/forms>

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 [studentConnect](#). The information also appears on your official academic transcript. You can find the result release dates on [AskUWA](#).

GRADES AND MARKS

The following classifications are used for final results:

| Grade Name | Code | Standard Mark Range |
|--------------------|-------------|----------------------------|
| Higher Distinction | HD | 80 – 100 |
| Distinction | D | 70 – 79 |
| Credit Pass | CR | 60 – 69 |
| Pass | P | 50 – 59 |
| Fail | N+ | 45 – 49 |
| Fail | N | 0 – 44 |

| Grade Name | Code |
|--|-------------|
| Fail due to non-completion of compulsory component | FC |
| Supplementary exam granted | SG |
| Supplementary exam passed | PS |
| Supplementary exam failed | FS |
| Deferred exam | DE |
| Assessment continuing | AC |
| Result not available | NA |
| Withdrawn pre-term | WP |
| Withdrawn administrative error | WA |
| Withdrawn without academic penalty | WD |
| Withdrawn with academic penalty | FN |
| Ungraded Pass | UP |
| Ungraded Fail | UF |
| Non-completion | NC |

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

Your GPA is your Grade Point Average for the whole course based on your achievement. It converts your average grade into a seven-point figure on a scale, where 7 equals high distinction. Your GPA is calculated as follows:

| | | |
|------------------|---|---|
| HD | = | 7 |
| D | = | 6 |
| CR | = | 5 |
| P | = | 4 |
| N+ / N / FS / UF | = | 0 |

WAM

Your WAM is your Weighted Average Mark for the whole course based on your current achievement. This is an average mark taken over all the units which you have completed. A student with a high WAM (i.e. 80 and above) is considered to be a very good student. A student with a low WAM (i.e. below 50) is considered to be a very weak student. 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 the University's policy on Academic Conduct and plagiarism, located at <http://www.teachingandlearning.uwa.edu.au/staff/policies/conduct/university-policy-on-academic-conduct-ethical-scholarship,-academic-literacy-and-academic-misconduct>. A breach of Academic Conduct is dealt with under Statute 17 of the University. The regulations governing student conduct and discipline may be found at <http://www.governance.uwa.edu.au/regulations/student-conduct/appeals>.

ACE

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.

All new students are required to complete this unit which will be made available to you through your LMS account at <http://www.lms.uwa.edu.au>. You will be automatically enrolled in AACE1100 when you enrol in your first unit. To pass, you need to obtain a minimum of 80% in the quiz at the end of the 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) this unit.

Please view the FAQ's at <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.

SPECIAL CONSIDERATION

Special Consideration is required if you have circumstances beyond your control which affect your academic performance. The University can grant a range of accommodations such as extensions on assignments, deferred exams, adjustment of marks, or for rescheduling or exempting you from assessment items such as tests, quizzes, and classes where attendance is compulsory.

If you miss a compulsory class, 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 University 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 any work that you have missed.

To apply for special consideration:

- Complete an 'Application for Special Consideration' form, available from PSB or [online](#).
- Make sure that sections 6 and 7 of the form are completed by an approved authorised person (as listed in Section 6 of the application form).
- Attach relevant documentary evidence to support your application (outlined below in detail). Documentary evidence should provide enough detail for the Faculty to make an informed judgement. Certificates signed by family members are not acceptable
- Submit your application for approval to the Faculty of Science via [AskUWA](#), no later than 3 university working days after the assessment for which you are requesting special consideration. Please make sure to reference any previous communication on this issue..
- The Faculty, via [AskUWA](#), will email you via your student email address to advise the outcome of your request.

You can submit your application for special consideration to the Science Student Office online via [askUWA](#). We can accept electronic or scanned copies of these documents, however you will need to keep and be able to provide the originals if requested, until you have completed your degree.

If your application is for medical reasons, ask your doctor to fill in sections 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 bereavement, please discuss with PSB or the Faculty what paperwork is appropriate. In exceptional circumstances, Special Consideration may be granted on grounds of urgent, unforeseeable, unavoidable or important work other commitments. In such cases, you will need to provide appropriate documentary evidence such as employer's letter etc.

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.

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.

You can read more information about the application process <http://www.student.uwa.edu.au/course/exams/consideration>. You can also access the University Policy on Special Consideration: <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?policy=UP11%2F23>. It is your responsibility to familiarise yourself with the policy.

EXAMINATIONS

Exam dates and venue

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 they are 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/information-resources/exam-papers>.

If you are taken ill during an exam

If you are too unwell to continue the exam you must speak to the exam supervisor as early as possible. 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 sections 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.

If you sit the exam but there are circumstances that may adversely impact your performance

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 may apply for special consideration to seek mark adjustment. The deadline is no later than the third UWA working day after the exam. If the Faculty supports your application, your exam mark may be adjusted by 1-5% if appropriate, and only as a final resort (if no other Special Consideration could be granted).

If you are unable to sit an exam

See under “Deferred Exams” below.

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 deferred exam on grounds of illness or for compassionate reasons (such as 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 still 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 on your academic transcript indicates that a supplementary assessment has been granted. If you pass the supplementary exam, your academic record will show PS (Passed Supplementary). A fail is recorded as FS (Failed Supplementary). The Board of Examiners will determine if you should be granted a supplementary assessment in line with the University Policy on Supplementary Assessment: <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?policy=UP11%2F2>.

Normally, the Unit Outline in the handbook will indicate if a supplementary assessment is available in that unit. A supplementary assessment may be available for one unit taken within the last 6

months of your course if you have failed the unit 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. A Supplementary Exam may also be considered in a unit which will not be offered again at PSB Academy, providing you have failed the unit with a mark of 40 – 44%

In rare instances the Board of Examiners may set a form of supplementary assessment other than an exam. Supplementary exams are not granted as a result of a deferred exam.

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

| Study Term | Deferred and Supplementary Exam Dates | Time |
|------------|---------------------------------------|---------------|
| G5 of 2014 | 7th February 2015 | 10 am to 1 pm |
| G6 of 2014 | 4th April 2015 | 10 am to 1 pm |
| G1 of 2015 | 30th May 2015 | 10 am to 1 pm |
| G2 of 2015 | 25th July 2015 | 10 am to 1 pm |
| G3 of 2015 | 26th September 2015 | 10 am to 1 pm |
| G4 of 2015 | 21st November 2015 | 10 am to 1 pm |
| G5 of 2015 | 6th February 2016 | 10 am to 1 pm |
| G6 of 2015 | 2nd April 2016 | 10 am to 1 pm |

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 at the end of October).

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 mark 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 your progress status (probation, suspension or exclusion) as per the new University Policy on Review and Appeal of Academic Decisions Relating to Students, within twenty University working days of the notification of progress status. More information regarding the process for Review and Appeal can be found at <http://www.governance.uwa.edu.au/committees/appeals-committee/?a=2701976>.

Failing units

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

Failing units that have been taught out

If you fail a unit that will not be offered again at PSB Academy, you may be granted a Supplementary Exam / Assessment providing you achieved a mark of 40 – 44%. If you fail the supplementary exam in that unit and if it is a core unit which cannot be substituted, then in order to be able to continue with studies in your course, you will need to consider one of the following options:

- a) Cross institutional studies - complete a unit similar in academic level, content and outcomes via enrolment at another university in Singapore. The cross institutional studies must be preapproved by the Faculty. You must submit the application to the Science Student Office via [askUWA](#). For more information, please refer to: <http://www.student.uwa.edu.au/course/enrolments/cross-institutional/uwa>.
- b) Transfer to Crawley Campus – You may choose to transfer onshore to complete the remainder of your studies, which can be a very fulfilling and enriching experience for you. If you are not able to complete an appropriate unit via Cross Institutional enrolment, you must transfer to Crawley campus in order to complete your course. More information regarding the transfer process is discussed on page 24 - 25.

If you are unable to complete your course via one of the above options, you may not be able to continue with your studies and may need to consider furthering studies at another university.

Failing the same unit twice

If you fail the same unit twice, you can be excluded from the unit. In the event that the unit is a core unit in your program, you can also be excluded from that particular program. Note that a grade of FN (late withdrawal) counts as a fail. If the Faculty Board of Examiners permits you to re-enrol in a unit despite failing it twice, it will be your third and final attempt in the unit. IF the unit is a core unit of your program then it is strongly recommended that you do not enrol in any other units until you pass the third and final attempt in the unit (that you have failed twice).

REVIEW AND APPEAL OF ACADEMIC DECISIONS RELATING TO STUDENTS

A new [University Policy on Review and Appeal of Academic Decisions Relating to Students](#) has come into effect from 1st April 2015. This policy applies to both undergraduate and postgraduate coursework students and replaces the previous appeals process and policy. Students may seek review (and appeal if required) of Academic Decisions such as assessment outcomes, Final Grade

/ Mark of a unit, Progress status, Special Consideration Decisions, Granting of Supplementary Assessments, etc.

All students were notified of the new policy via email on 1st April 2015, informing them that “as per the new policy, the University will be managing the review and appeal of academic decisions relating to students as follows:

(1) *Review of Academic Decisions*

- *Students who are concerned about the validity of a decision that affects their academic outcomes, standing or progress at the University will be entitled to request a review of that decision by the original decision-maker. Such a review is termed a stage 1 review.*
- *Students may seek an additional level of review by a higher authority (stage 2 review) provided the grounds for this review, as specified in the University Policy, are met.*

(2) *Appeal to the University’s Appeals Committee*

- *If matters are not resolved satisfactorily at the level of the review stage(s), students may appeal, on the grounds specified in the policy, to the University’s Appeals Committee of the Academic Board, whose decision is final within the University.*

(3) *Time limits*

- *To ensure that requests for review or appeal are managed quickly and efficiently, time limits have been put in place. See Schedules A and B of the [policy](#) for more details.”*

It is recommended that you informally discuss any concerns with your relevant unit coordinator PRIOR to lodging a formal request for review at Stage 1, but note that formal requests for review must be lodged within 5 working days of receipt of the academic decision.

The following are NOT acceptable grounds to seek review or 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.

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.student.uwa.edu.au/life/complaints/policies/policy>.

TRANSFERRING TO THE CRAWLEY CAMPUS

As a UWA student studying at PSB you may be eligible to transfer to the UWA Crawley Campus to complete your studies in Western Australia. All units passed at PSB prior to transfer will continue

to be included on your academic record. If you wish to transfer to the Crawley campus you should complete the 'Application to Transfer to Crawley Campus' form, available from PSB or at <http://www.science.uwa.edu.au/students/singapore/enrolment>, and submit to the PSB Student Services Centre who will forward the application to the Faculty.

In deciding to transfer onshore, there are several considerations that you will need to take into account. Firstly, you may not be studying the same units or same course as at PSB. The Faculty will determine which course you should transfer into identifying suitable course and / or substitute units (if necessary) of similar academic content and merits.

Additionally, there are financial and familial implications which you may need to discuss with your family. In your discussion with your family about moving onshore you will find the following links useful -

- Tuition fees: <http://www.studyat.uwa.edu.au/undergraduate/fees>
Student Services and Amenities fee: [SSAF explained](#)
[Cost of the UWA Student Services and Amenities fee](#)
- Cost of Living: <http://www.studyat.uwa.edu.au/about/accommodation/costs>
- Housing: <http://www.housing.uwa.edu.au/>

Something else that you should keep in mind is that as an international student studying full time, you are eligible to work up to a maximum 20 hours per week - this may assist you to supplement your cost of living. However, this is subject to you being able to gain part time employment in Perth. The following answer links may help you:

- [Working if you are an undergraduate international student](#)
- [Work opportunities for international students](#)

If you are (a) an Australian or New Zealand citizen, or (b) an 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.

You may also be able to transfer onshore for a short time without discontinuing your contract at PSB. In such cases, you may transfer onshore for one or two semesters and return back to Singapore and complete your course at PSB Academy.

In all cases, you are encouraged to discuss your transfer options with the Science Student Office before submitting an application. 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 the 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](#) 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 2015 (closing date Wednesday 14 January 2015)
- The Spring graduation ceremony in September 2015 (closing date Wednesday 15 July 2015)

You must complete and submit your 'Application for Conferral of Award' form by one of the above dates to attend your chosen graduation ceremony.

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' 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

The Graduation Team will send an email to your student email account if you have recently completed or are close to completing your course advising you when to log in to [studentConnect](#) and how to complete the online application to graduate.

When you enrolled or re-enrolled at the start of the year you were asked to indicate a nominated completion date. If you indicated:

- mid 2015, an invitation to apply to graduate email will be sent to your student email account in mid-June 2015
- end 2015, an invitation to apply to graduate email will be sent to your student email account in mid-November 2015.

If you do not receive an email by late November or late June, you can contact the Graduation team by using the 'Email Us' in [askUWA](#).

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 and are individually acknowledged. Prizes are also awarded to the best students (detailed in the next section). Students do not receive their degree certificate at the Presentation 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 2015 Presentation Ceremony is yet to be confirmed. To be eligible to attend, students must have completed the requirements of their course between G2-OFF-2014 and G1-OFF 2015. This is a strict deadline which 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. Arrangements for the ceremony commence 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. However, 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, the following 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.

More information regarding these prizes can be found at <http://spe.publishing.uwa.edu.au/latest/prizes/category?faculty=science>.

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>.

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 program, you may be eligible to apply for entry to the BH004 Bachelor of Science (Honours) course offered at Crawley Campus. For further information, please visit the Future Students website: <http://www.studyat.uwa.edu.au/courses-and-careers/honours>.

The Faculty offers a number of postgraduate courses in relevant areas of study. For further information, please visit the Future Students website: <http://www.studyat.uwa.edu.au/courses-and-careers/postgraduate>.