Faculty of Life and Physical Sciences
Bachelor of Science
Singapore Pathway

Survival Guide 2007-2008

Advice, information and answers for UWA life science students at PSB Academy, Singapore
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Appendix A – Lab Safety Contract for School of Life Sciences
Appendix B – Prerequisites
Appendix C – Pathway Offer
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!

UWA - FACULTY OF LIFE AND PHYSICAL SCIENCES (LPS)

Important People in the Faculty of Life and Physical Sciences

Dean Professor George Stewart
Offshore Programme Director Dr Mark D Cregan mark.cregan@uwa.edu.au
Academic Student Adviser Dr Jane Emberson
Programme Manager Ms Judy Fetherston judy.fetherston@uwa.edu.au

Faculty of Life and Physical Sciences website http://www.science.uwa.edu.au

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

PSB ACADEMY, SCHOOL OF LIFE SCIENCES (SLS)

The School of Life Sciences administration is located at Henderson Campus. Level 1 is where you will find the science laboratories. Computer laboratories are located on Level 2. Lecture rooms are located on both Levels 2 and 3. Discussion rooms and the Resource Library can be found at Level 3, as can the Administrative Office of the School of Life Sciences. Other laboratories, tutorial rooms and lecture theatres can be found at the Delta Campus. Check your Unit timetable for lectures, tutorial and laboratory locations.

Important People in the School of Life Sciences Office:

Head of School: Dr C J Kho 6370 8374 Choon-joo.kho@psb-academy.edu.sg
Manager: Mr Garry Yee Garry.YEE@psb-academy.edu.sg
Laboratory Manager: Mr William Lim 6370 8369 william-lim@psb-academy.edu.sg
Programme Executive: Jamie Chua 6370 8310 Jamie.CHUA@psb-academy.edu.sg
Programme Executive: 6370 8321

All student matters and enquiries are dealt by the Programme Executives.

Booking of discussion rooms are to be referred to your Programme Executive via email.

TEACHING PERIODS

The teaching periods at PSB for 2007 and 2008 are listed below.

B6-OFF 29 September – 16 November 2007
B7-OFF 17 November 2007 – 18 January 2008
The census dates for teaching periods at PSB Academy occur on the Friday of Week 3 of each teaching period. The census date is the last date you can withdraw from a unit without incurring academic penalty. See more under “Last Dates for Adding or Withdrawing from a Unit”.

**STUDENT CARD AND UNIVERSITY EMAIL USAGE**

**Student Card and Student Number (Person ID)**

Each student will be issued with a student card provided by the University. Please bring this card along for identification purposes for 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.

Please await an email from your respective Programme Executive to inform you of the collection date for your card.

**Contacting you – very important!**

Every student at UWA is given a student email address. It is ‘s’ + your student number@student.uwa.edu.au. It is essential that you check your student emails frequently, 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 email address, 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.

It is also important that you keep your contact details up to date, so that we can get in touch with you quickly if that is 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/changing_details](http://www.studentadmin.uwa.edu.au/welcome/changing_details).

**YOUR ENROLMENT**

If you are enrolling at UWA for the first time, the deadline for your enrolment will be included in your Authority to Enrol.

All other students must enrol by the date specified by Student Administration – for the exact date please check with Student Administration / PSB Academy.
You are required to re-enrol in November each academic year, as re-enrolment is not automatic. Enrolment instructions will be sent to your student email account prior to the commencement date of the online re-enrolment exercise. Please ensure that you keep to the deadline to avoid any financial penalty.

Please note that when enrolling for the first time or adding units during the year, you will only be able to enrol in units for that calendar year. The only time you will be able to enrol in units for the following year is during the November re-enrolment period at the end of each academic year. Re-enrolment dates can be found on the UWA Student Administration website.

**COMPLETING YOUR ENROLMENT**

When you re-enrol, you will be required to complete an enrolment form on the web. Instructions on how to complete an electronic enrolment form can be found on the UWA Student Administration website at: [http://www.studentadmin.uwa.edu.au/welcome/enrolment/reenrolment/web/enrolment_guidelines](http://www.studentadmin.uwa.edu.au/welcome/enrolment/reenrolment/web/enrolment_guidelines). You can print off your receipt of enrolment upon completion of your on-line enrolment.

You may, in some circumstances, be required to complete a hard copy enrolment form. In this case, you should check that your personal information on the form is accurate, and correct any inaccuracies. Please be careful to include the following information when completing the hard copy form.

- Insert the program code in the appropriate space on the form for the program in which you are enrolled, eg PG-BIOMS for Biomedical Science
- Under “Unit Name” list the name of the unit
- Under “Unit Code” insert the code for the unit using one square for each letter or digit, eg. MATH1040
- Under “Teaching Period” list the teaching period (see above) related to the particular unit you wish to take
- Under “Campus” list the code for the PSB Life Sciences campus which is “SING-LPS”
- Make sure you read the paragraph at the bottom of the page on which your units are listed and sign below it indicating that you understand it and agree to abide by the University’s rules and regulations.

If you encounter any difficulty completing either form, contact the Programme Executive at PSB in the first instance.

**CHECKING YOUR ENROLMENT**

Once you have enrolled (or re-enrolled), Faculty staff will check your enrolment and contact you or the PSB Programme Executive if there are any problems with your unit selection. You can check to see if your units have been entered correctly and are valid via Student Connect. Please note that you will not receive any separate written confirmation if your selection is approved.
## LATE FEES

Students who fail to re-enrol within the specified re-enrolment timeframe will be required to pay a late fee. The late fee is administered by UWA Student Administration and is not a levy imposed by PSB Academy or the Faculty of Life and Physical Sciences at UWA.

## IF A UNIT ENROLMENT SHOWS AS “INVALID”

First of all – don’t panic! The Faculty Office may be able to validate the unit without input from you. If we need more information, or if you are not eligible to take the invalid unit(s), you will be contacted. You must, however, check your academic record regularly to see if your academic record has been updated. If you are expecting amendments to be made and they are not evident on your academic record after a period of two weeks from the time when you first contacted the Programme Executive, please contact the Programme Executive at PSB again who can get in touch with the Faculty for you to see if there is a problem.

## IF YOUR ENROLMENT IS NOT APPROVED

Please contact us for clarification. For example, some units may show as “invalid” because you might not have the prerequisites for one or more units. The Faculty will check your enrolment and advise accordingly.

If you believe the Faculty has made a mistake, or if you wish to present a case for approval of a non-standard enrolment, you should contact the PSB Programme Executive with a clear statement of your reasons.

## PREREQUISITES

Before enrolling in a unit, you are required to meet its prerequisite(s). 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.

Prerequisites may be waived only when a student can demonstrate equivalent knowledge. In such a case you would need to complete a Special Approval form, detailing the rationale for the suggested waiver, and discuss it with the unit co-ordinator. Please note that the final approval to waive prerequisites rests with the Faculty. Special Approval forms can be obtained from the PSB Programme Executive.

If you take and pass all the units in your programme in the order in which they are offered (apart from any for which you have been given credit), you will automatically meet the prerequisites.

If you fail a unit, you will need to repeat it. This is likely to mean that you will drop back to the next cohort. You cannot normally progress to any subsequent unit for which you have failed a prerequisite. (See below for Supplementary Exams at Level 1 and Failing Units)
Advancing to Level 3 Units

You are strongly advised to enrol in and pass your mathematics and/or statistics units (MATH1050, MATH1040, STAT1160) before you enrol in any level 3 units. If, for some reason you are unable to complete these units prior to commencing level 3 units, you should contact the PSB Programme Executive.

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 programme within ten years of the date on which your previous course began. Similarly, some credit (up to a maximum of 48 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.

CHANGING YOUR ENROLMENT

Any changes to your enrolment should be made in writing at least four weeks prior to the start of term. It is suggested that you read the PSB Academy refund policy and the policy relating to withdrawal before requesting variations to your enrolment status. The form for requesting changes is available from PSB and should be returned to the PSB office.

If the Faculty is not aware that you have changed your enrolment, you will continue to be enrolled in your original unit – which means that you are liable for the fees for that unit. **Failure to withdraw by the due date means that you will be given a failed result for that unit. No withdrawals are permitted after the last class in a unit.**

Please note that your proposed enrolment will not be confirmed until the Faculty has approved it. It is suggested that you continue to attend the lectures of the unit you want to change until approval has been given. You can also start attending the lectures in the unit you have requested to change into, on the understanding that your attendance is conditional until confirmation of approval has been given for your change of units.

LAST DATES FOR ADDING OR WITHDRAWING FROM A UNIT

If you are considering withdrawing or adding a unit you should consult PSB for advice, as there are special dates to consider when adding or withdrawing from units. **It is IMPORTANT that you check these dates with the Administration Office of the School of Life Sciences.**

The last date to withdraw without incurring academic penalty is the Friday of the third week of each teaching period. This is called the “census date”. Withdrawing after the census date will result in the imposition on your academic record of a grade of FN (fail due to non-completion).

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 and submit a Special Consideration form without delay.
YOUR CLASSES

YOUR TIMETABLE

Check the unit schedule for block teaching and tutorial times.

It is strongly recommended that you attend all intensive teaching sessions conducted by your lecturers and that you participate in all tutorials. **Laboratory sessions are compulsory and you may be excluded from sitting the exam for a unit if you have not attended the laboratory sessions.** You should carefully check the unit outline and instructions given to you at the commencement of each unit for penalties which may apply in relation to late submission of assignments or non-attendance at laboratory sessions.

A detailed timetable will be given out at the beginning of each unit. Always refer to the latest timetable. For further information regarding timetables contact the PSB Programme Executive.

BUYING TEXTBOOKS

Check the unit outline to 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). It is advisable that you wait until the first lecture before purchasing textbooks, as the unit lists may be varied at the discretion of the co-ordinator. Text book lists will be available from the PSB Office before the relevant unit commences.

GOING TO LECTURES

A lecture is a class of 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.**

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. Test yourself and, if in doubt, seek clarification.

Here are some **common mistakes** that students often make in lectures:

- Trying to take down everything the lecturer says, word for word
- 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
Here are some suggestions to help you:

- Think about the lecture topic and study the lecture summary 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 subheadings, 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 Video Streaming, Lectopia and WebCT. Lectures at Henderson Campus 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.

LABORATORY SESSIONS

These are compulsory and are a vital component of the science programme. Make sure you arrive punctually and conform to any rules about dress and equipment (e.g. wearing closed shoes). Follow carefully the instructions about the work to be carried out and written up. 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, including refusal of permission to take the final examination in the unit. Check your unit instructions carefully for references to such penalties.

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 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. 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 obtained from the PSB Programme Executive.

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 here. Keep a copy of the Survival Guide with you at all times. Additional copies can be obtained from the PSB and UWA websites.
Check your student email regularly. All correspondence will be sent via this email.

Find out about the PSB Academy and consulting courses. The Academy provides a wide range of courses from English language certificate courses to enrichment courses such as essay writing, etc. Refer to the Academy website at www.psbacademy.edu.sg for more information.

Explore the sensible tips and further resource material at http://www.studentservices.uwa.edu.au/ss/learning/studying-smarter/jump-start where topics include: Study Techniques; Time Management; Starting an Essay; Critical Thinking; Avoiding Procrastination; Referencing and Avoiding Plagiarism, and Managing Study Stress.

OBTAINING ACADEMIC ADVICE

Keeping a check on your enrolment is a very important part of surviving at university. You should speak to the PSB Programme Executive before withdrawal deadlines if you are experiencing any trouble. 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 you should make an appointment to see the appropriate person.

You can discuss courses, enrolment, and any other queries that you might have with the PSB Programme Executive.

ACADEMIC ASSESSMENT

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

GRADES AND MARKS

Final results from each unit are formally reviewed and ratified by the Faculty’s Board of Examiners. The date of release is approximately 6 weeks from the date of the exam. You may view your results via Student Connect.

The following classifications are used for final results:

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<thead>
<tr>
<th>Grade Name</th>
<th>Code</th>
<th>Standard Mark Range</th>
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<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>
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<tr>
<td>Pass</td>
<td>P</td>
<td>50 – 59</td>
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<td>Fail</td>
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<td>Fail</td>
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<tr>
<td>Supplementary exam granted</td>
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<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 continuing</td>
<td>DE</td>
<td></td>
</tr>
<tr>
<td>Assessment continuing</td>
<td>AC</td>
<td></td>
</tr>
</tbody>
</table>
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.

Plagiarism

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, rather than using your own words.

It is your responsibility to be aware of what the Faculty policy is regarding plagiarism. To access the Faculty of Life and Physical Sciences' policy on plagiarism see: http://www.science.uwa.edu.au/for/students/academic_assessment/dishonesty

When submitting any assignment, you must attach the approved cover sheet, with your signature (See more under “Assignments”)

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

Significant penalties are applied to those proven to have been involved in academic misconduct (eg cheating). Penalties also apply to those proven to have plagiarised material of others.
EXAMINATIONS

Most units include an exam as part or all of the assessment.

When and where are my exams?
Exam dates are given to students at the beginning of the semester. 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 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!

You will not be permitted to reschedule your exams to accommodate such things as holidays. It is expected that students will make every effort to attend exams on the date they are set. If circumstances occur which make it impossible for you to attend an exam on its scheduled date, you must contact the PSB programme executive without delay and submit a Special Consideration Form seeking permission to take the exam on a different date. The faculty will advise PSB if the request has been approved. Submission of a Special Approval Form does not guarantee approval. Each case considered is treated individually and on its merits.

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 can be found on the web at [http://www.library.uwa.edu.au](http://www.library.uwa.edu.au)

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 **report immediately** to the PSB Programme Executive 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. Deferred exams are **NEVER** awarded for exams missed by mistake.

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 were 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. You should be aware that deferred exams are not given automatically, and your request may be denied.**

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 still not be granted a deferred exam unless the Faculty considers your reasons adequate.
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.

If you sit the deferred exam before the submission of final exam results to the Examinations Office, a result will be submitted in the normal way. If the deferred exam is not taken until after the Board of Examiners meeting then a Deferred Exam (DE) will be recorded on your results.

There will be no supplementary exam granted for a deferred exam.

To apply for a deferred exam:
- Complete an application form (Special Consideration form), available from PSB.
- Attach relevant documentary evidence to support your application. If the application is for medical reasons, attach a medical certificate that includes details of the nature of the illness, its severity and duration.
- Hand the application form and attachments into PSB.
- Written advice will be emailed to your student email regarding the outcome.

If a deferred exam is not awarded then your coursework, labs and other assessments will form the basis of your final mark and you will not be permitted to sit another exam.

SPECIAL CONSIDERATION

If you have been ill or there are exceptional circumstances, such as a death in the family, which have affected your preparation for or performance in an exam, you can apply for special consideration. To do this you must complete a form, available from PSB, explaining the circumstances. Supporting documents (e.g. medical certificate, death certificate) must also be provided. We advise you to apply as soon as possible, so that the staff can take your special circumstances into consideration when marking your exam(s). You may also apply for special consideration earlier in the semester, e.g. if you miss classes because of illness. The procedure is the same as that used for applying for deferred exams.

- Applying for special consideration is not a remedy for not studying conscientiously.
- Special consideration will require you to sit exams on schedule.

Medical certificates should give enough detail for the Faculty to make an informed judgement. They are treated with strict confidence. Unit co-ordinators 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.

SUPPLEMENTARY ASSESSMENT

The Faculty does not accept applications for special consideration after the release of marks (except in cases of extreme hardship). Supplementary exams are granted to students who obtain a mark of 45-49% in any of these units: ANHB1101, CHEM1103, CHEM1104, SCIE1106. A result of SG indicates this. In rare instances the Board of Examiners may set a form of supplementary assessment other than an exam.

If you pass the supplementary exam, your academic record will show PS. A fail is shown as FS.
No supplementary exams are available for Level 2 units. If you have a mark of 45-49% the only other supplementary assessment available is one in the final 24 points of your course. You will be able to take this after you have completed all other requirements of the course.

Absence from a supplementary exam constitutes a fail. Failing may mean that you will need to drop back a cohort.

**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 December).

In the case of students who have attempted no more than eight units, have failed more than half of them and have a weighted averaged mark below 30%, the Board will decide whether the progress status should be 'On Probation' or 'Suspended'.

Students who begin their course in September, or who, because of advanced standing, have taken fewer than four units in their first calendar year of enrolment, will not be suspended.

The Board will assign a progress status of 'On Probation' to students who have attempted no more than eight units, who fail to make satisfactory progress and have a weighted average of at least 30 per cent. 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.

If you believe your poor results were caused by factors that (a) were beyond your control, and (b) have now been overcome, you may write to the Board of Examiners to request a waiver of the suspension (preferably with supporting documentary evidence). Be aware that not many waivers are granted.

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 to the Programme Executive at PSB who will forward it to the Faculty on your behalf.
Failing Units

Failing units may mean that you have to drop back a cohort in order to complete units in the approved sequence and to ensure prerequisites are met.

PROCEDURE FOR 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 lecturer/unit coordinator straight away to ask that the mark be checked. If no error is found in the calculation of the mark, ask your lecturer/unit coordinator for feedback on your work – they may be able to suggest ways of improving your results.

In the case of an individual assignment, if you believe that your mark does not fairly represent the academic worth of your work, you may write to the PSB Programme Executive, who in turn will submit your request to the Head of School, requesting a re-assessment. You must state good grounds for your belief, and you must make the request within twelve University working days of receiving the original result.

In the case of a final result for a unit, if you believe that your mark does not fairly represent the academic worth of your work, you may submit a formal appeal to the Head of School. You must do this within twelve University 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.secretariat.uwa.edu.au/home/policies/appeals) and submit it together with your own written statement of your case, to the PSB Programme Executive, who will submit your application to the Dean, Faculty of Life and Physical Sciences.

Before submitting a formal appeal it can be helpful to discuss your case with the PSB Programme Executive, or lecturer/unit coordinator. See the website above for further information.

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”

APPROVED LEAVE

If you wish to take a year’s leave of absence from your degree course (ie January to December), you will need to apply for approved leave. Forms and information related to approved leave can be downloaded from the web at: http://www.studentadmin.uwa.edu.au/welcome/approved_leave.

Note: You are not required to formally apply for approved leave if you will be enrolling in at least one unit in one calendar year (eg 2007) and at least one unit in the next calendar year (eg 2008).
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 to the course.

Approved leave will not normally be granted in the first year of study. If you enrol in the course but withdraw without completing any units, you may need to reapply for entry, or at least to request formally a new offer for a later date.

If you are returning to study after a period of leave, you must contact PSB early in November for information concerning the re-enrolment process for the next academic year.

TRANSFERRING TO CRAWLEY CAMPUS

Students who wish to transfer to the Crawley Campus may submit the Transfer to Crawley campus form to the International office at UWA. Forms are available from PSB Academy, at the lobby area on level 3.


GENERAL INFORMATION

The University's General Rules and the Science Faculties' Rules can be found online in the UWA Undergraduate Handbook at http://handbooks.uwa.edu.au

You should be aware that now all rules and course details apply to studying offshore. If in doubt, contact the PSB Programme Executive who will (if necessary) contact the Faculty on your behalf.

COPYRIGHT ACT 1968

The following needs to be observed when you are photocopying anything.

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.

See http://www.legalservices.uwa.edu.au/lso/copyright/students for more details.
OPERATING HOURS AT PSB ACADEMY

Admin Office at Henderson (HN) Campus
Mondays to Fridays 9am to 8pm (only 1 duty officer from 6pm to 8pm)
Saturdays 9am to 4pm (only 1 duty officer)
Sundays & Public Holidays Closed

Resource Library on Level 3
Mondays to Fridays 9am to 9.30pm
Saturdays 9am to 5.30pm
Sundays & Public Holidays Closed

FACILITIES AT HENDERSON CAMPUS

- Lecture rooms on level 2 (LR 2.1, LR 2.2 etc) and level 3 (LR 3.1, LR 3.2 etc)
- Computer labs on level 2
- Electrical labs on level 2
- Mechanical lab on level 2
- Life Sciences labs on level 1
- Resource library on level 3
- Discussion rooms on level 3

FACILITIES AT DELTA CAMPUS

- Life Sciences labs on level 1 (Block D)
- Resource Library on level 1 (Block E)
- Lecture rooms

SUBMISSION OF DOCUMENTS AND ASSIGNMENTS

- **Submission of Documents/ Forms**
  There is a green document box next to the phone on level 3. Please drop your documents or forms into the correct name slot of the staff member.

- **Submission of Assignments/ Reports**
  There are 4 green standing boxes on the linkway to the lifts on level 3. Drop your assignment or report into the allocated box for the course. Make sure an Assignment Cover Sheet is attached. If you do not see any box allocated for your course submission, please drop it into the “Others” box instead.

COLLECTION OF ASSIGNMENTS AND MATERIALS

If there is anything to be collected back by you, PSB Administration will email you to collect it from the “Collection Point” on level 3.

Students who are unable to receive their course materials/notes for their new courses can collect them from this “Collection Point” as well. However, students are expected to sign out for the materials with the collection list provided together with the materials.
BOOKING OF DISCUSSION ROOMS

There are two discussion rooms (accommodates up to 6 people) that are open for bookings at Henderson. Please drop an email to your respective Programme Executive at least one day in advance, to book the room.

Please indicate your full name, cohort and contact number in your email and also, clearly stating the date and time of the slot you wish to book.

Note: You have to sign in for the room when you arrive. You are given 15 mins grace to sign in for the room, after which we will cancel your booking. For those who choose to walk in, booking is subject to availability.

USAGE OF COMPUTER LABS ON LEVEL 2

Students are free to access our computer labs on Level 2. However, if you are planning to use the labs in the evenings (from 7pm), please check with your respective Programme Executive if there are any free labs. There are classes in the evenings and it is possible that all labs may be occupied.

USAGE OF PHOTOCOPYING MACHINE IN THE LIBRARY

You will need to purchase a photocopying card at the counter on level 3 in order to use the machine. Each card costs S$6.25 with a S$1 refundable value.

REPRINTING OF TAX RECEIPTS

There is a fee of S$5.25 nett charged for request of reprint of each tax receipt.

Tax receipts for each semester fees will be sent out to those who paid by cheque, via mail to the home address registered with us. For those who paid by credit card, you would have received the receipt at the time of payment.

For your own tracking, please retain all your receipts until you graduate.

It is important that you update us if you have a change of home address. You should also submit the Change of Address form to inform the University of any updates.

USAGE OF INTERACTIVE VIDEO TUTOR

As an enrolled student for any one of the Bachelor of Science courses with PSB Academy, you are entitled to have access to recorded lectures of the courses you are attending. These lectures will be uploaded on the Blue Orange (BO) website on the next working day following the lectures. As long as you have internet access, you will be able to view the recorded lectures at your fingertips!

Attached are printouts from BO on the types of membership you can upgrade to and information on how you can log in to the website. Please read through the BO manual for more details.

In summary, to access the recorded lectures in BO, please follow the instructions below.
Step 1) Log on to www.bo.com.sg
Step 2) Log in with your user name and password. Username and password by default is as below:

**Username:** firstname.lastname  
**Password:** firstname

eg. username: ahmeng.chan  
password:ahmeng

Step 3) After a successful login, you will see a couple of forums.
Step 4) Scroll down to the forum that states your course name and code  
Eg. Biological Organic Chemistry (CHEM1103)
Step 5) You will see a sub-forum indicating "View your recorded lectures".
Step 6) Click on the desired date of lectures you want to view.

**Additional Information on individual course forum**

- Under a disk icon named "downloads", this is where you can download files the lecturer has posted up.
- You are also able to post questions to lecturers or your peers in the course forum by clicking on "General".

**Reporting problems**

Please contact BO at support@blueorange.com.sg for any feedback or problems.

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**STUDENT INFORMATION MANAGEMENT SYSTEM**

**STUDENT CONNECT**

The Student Connect web interface is your personal gateway to the information the University holds about you. 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

Website: https://student.sims.admin.uwa.edu.au/connect/webconnect

**PHEME**

Pheme is an account management system which enables you to use your Person ID (student number) as a login for a range of systems, including Student Connect and UWA Student Email Account. Pheme will also enable you to use a common PIN to assess these systems.

To activate and create a new PIN, you must first be enrolled.
The first time you try to access a system managed by Pheme, you be invited to create a new PIN: 

**To activate your studentmail:**
1. **Connect to the student website:** http://www.student.uwa.edu.au
2. **Click on the link “Activate you Email and Computer Account” and follow the instructions**

**PSB REFUND POLICY**

**FINANCIAL PENALTY**

This penalty is in accordance with our refund policy. Please see below:

<table>
<thead>
<tr>
<th>Written Notice Received by PSB Academy</th>
<th>Percentage of Course Fees Refunded</th>
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<tbody>
<tr>
<td>At least <strong>28 days</strong>* before the commencement date of the teaching period for the unit</td>
<td>100% of course fee</td>
</tr>
<tr>
<td>Between <strong>14 days – 27 days</strong>* before the commencement date of the teaching period for the unit</td>
<td>50% of course fee</td>
</tr>
<tr>
<td>Less than <strong>14 days</strong>* before the commencement date of the teaching period for the unit</td>
<td>No refund</td>
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*Inclusive of Saturday, Sunday and Public Holidays.

In order not to be financially penalised, please withdraw from the unit at least 28 days before the particular unit commences.

To withdraw from any course, please fill in the "Application to Vary Academic Programme" form available on Level 3 and submit it to PSB.

13 March, 2006
# Know your Peers

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