



**UNSW**  
SYDNEY

# Built Environment

## **Built Environment Protocols and UNSW Policies & Procedures 2020**

(Last updated May 2020)

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## Learning Support Services

Lecturers and tutors are the immediate points of assistance when you have any questions about course materials, assessments, or any difficulty in understanding aspects of the course. Lecturers and tutors should also be consulted when medical, personal or emotional problems are affecting your academic performance.

Each program / discipline has someone who is responsible for that area of study. These staff members can provide academic advice and information about rules and requirements of the program.

The university offers a comprehensive range of services that provide support to students. The **Support & Development** page (<https://student.unsw.edu.au/support>) gives links to a range of these services.

### The Learning Centre

The Learning Centre (<http://www.lc.unsw.edu.au>) provides a wide range of academic support services to UNSW students. Assistance is available through workshops in academic skills, individual consultations, discipline-based learning and language programs, and the resources of the Independent Learning Centre - an academic skills resource library. All services and programs are provided free of charge.

### Equitable Learning Services

Equitable Learning Services (<https://student.unsw.edu.au/els>) (formerly Disability Support Services) is a free and confidential service that provides practical support to ensure that your health condition doesn't adversely affect your studies.

The Equitable Learning Service continues to be available to support students living with disabilities, long term medical conditions and / or mental health conditions and students with carer responsibilities to access educational supports.

With COVID-19, ELS are working with Academic staff to ensure that educational adjustments will still be provided to students in the Online environment. If you are experiencing any challenges in this regard, contact ELS as below.

For all appointment bookings:

Phone: - +61 2 8374 9201

Email: [els@unsw.edu.au](mailto:els@unsw.edu.au)

All appointments are now being offered as either telephone or video call appointments.

### UNSW Counselling and Psychological Services (CAPS)

CAPS provides a free and confidential service to all students enrolled at UNSW. A range of services are offered to assist students to make the most of their university experiences, such as:

- individual counselling
- specific programs, workshops and seminars for skills development
- Self-help resources so that students can help themselves to information and resources that promote wellbeing and adjustment to university life.

More information is available at: <http://www.counselling.unsw.edu.au>

### Academic Success: Getting Back on Track

Academic Success is an online learning resource for any UNSW student who needs some assistance either getting on track or staying on track with their studies.

More information can be found at: <https://student.unsw.edu.au/backontrack>

## myExperience - Course and Teaching Evaluation

UNSW is committed to achieving continued improvement in the quality of teaching, courses and programs. The myExperience process is a key component of university policy in this area.

myExperience is a digital survey which gives students the opportunity to provide feedback about their courses and teaching. The survey is available for all courses and opens towards the end of each term. It is confidential. Student evaluations are not identified to academic staff. It is not compulsory for students, but participation is strongly encouraged. myExperience can be accessed from within each Moodle course.

For more information is available at: <https://student.unsw.edu.au/myexperience>

## Built Environment Student Attendance Requirements

At the Built Environment, there is an expectation that students attend all scheduled classes as the learning, feedback and assessments that occur within classes are invaluable to student progress. Failure to attend scheduled classes often results in missed opportunities to develop capabilities expected to be demonstrated within assessment work. Check individual course outlines for specific attendance requirements for each course.

## Units of Credit (UOC) and Student Workload

The University's academic structure is based on units of credit (UOC). Every course in the University has a UOC value. Program requirements are defined, in part, in terms of the completion of a specified number of UOC.

Full-time enrolment for one year is defined as 48 UOC per year across 3 terms. Further information about what constitutes a full time load in the UNSW 3 + academic calendar can be found at: <https://student.unsw.edu.au/new-calendar-load>. Irrespective of program or stage in which a course is taken, the same UOC value generates the same load for student contribution charges and fees. All courses are measured in whole UOC.

The normal workload expectation for a 6 UOC course is approximately 150 hours\* per term (25 hours/UOC), including class contact hours, outside learning activities, preparation and time spent on all assessable work.

\* **Note:** In some courses, there may be reasons that require greater workload hours.

## Assessment Policy and Procedures

Below are current policy and procedures relevant to students.

**Assessment Policy:** <https://www.gs.unsw.edu.au/policy/documents/assessmentpolicy.pdf>

The principles that govern the UNSW approach to the assessment of student learning and provide a framework for the design and implementation of assessment.

**Assessment Design Procedure:**

<https://www.gs.unsw.edu.au/policy/documents/assessmentdesignprocedure.pdf>

The processes and responsibilities for the design of assessment of student learning.

**Assessment Implementation Procedure:**

<https://www.gs.unsw.edu.au/policy/documents/assessmentimplementationprocedure.pdf>

The processes and responsibilities for the implementation of assessment of student learning.

## Academic Honesty and Plagiarism

Plagiarism is covered in the Student Code of Conduct policy. Once enrolled into your chosen degree, you take on a responsibility of integrity in academic work. UNSW is committed to helping students understand the conventions which govern academic study and research and thereby avoid action which may result in an allegation of misconduct. More information is available at: <https://student.unsw.edu.au/conduct>

Plagiarism is using the words or ideas of others and passing them off as your own. It is a type of intellectual theft. It can take many forms from deliberate cheating to accidental referencing problems that fail to give appropriate acknowledgement of material from secondary sources. More information can be found at: <https://student.unsw.edu.au/plagiarism>

Plagiarism can have profound consequences and it is important that students are aware of what it is and how to avoid it. Ignorance of the rules is not an acceptable defence.

**A full explanation of plagiarism** in the context of the Built Environment is available at: <https://intranet.be.unsw.edu.au/student/be-learning-teaching/assignments-and-plagiarism> (requires zPass login)

**Be aware** that careful time management is vital to your studies. One of the identified causes of plagiarism is poor time management. You should allow sufficient time for research, drafting, and proper referencing of sources in preparing all assessment items.

Support resources include:

- The Learning Centre provide individual consultations - <http://www.lc.unsw.edu.au/contact-us>
- Online Academic Skills Resource - <https://student.unsw.edu.au/academic-skills>
- Plagiarism & Academic Integrity - <https://student.unsw.edu.au/plagiarism>

**Turnitin** is an online text matching system as well as feedback tool for written work. It creates Originality Reports by detecting similarities to past student work, published material and web content. It can thereby assist both staff and students in identifying excessive use of secondary material or incorrect citation practices, prior to or after final submission, to help prevent plagiarism.

More information can be found at: <https://student.unsw.edu.au/turnitin-support>

### Policies

*Plagiarism Policy Statement:* <http://www.gs.unsw.edu.au/policy/documents/plagiarismpolicy.pdf>

*Managing Plagiarism for Students Enrolled in Coursework Programs - Procedure:*

<http://www.gs.unsw.edu.au/policy/documents/plagiarismprocedure.pdf>

The *Plagiarism Policy Statement* applies to all students (coursework and research) and is used to determine next steps when an allegation of plagiarism is made. The Procedure applies only to coursework students in relation to the process management of plagiarism allegations against students.

The plagiarism handling procedure for research students is covered by the policy document *Procedure for Handling Allegations of Research Misconduct:*

<http://www.gs.unsw.edu.au/policy/documents/researchmisconductproc.pdf>

## Grades

Grades for assessments are determined in accordance with the following categories:

Grade	Mark Distribution	Academic Standard
HD - High Distinction	85 - 100 %	Outstanding performance
DN - Distinction	75 - 84 %	Superior performance
CR - Credit	65 - 74 %	Good performance
PS - Pass	50 - 64 %	Acceptable performance
FL - Fail	5 - 49 %	Performance below minimum level of competence
AF - Absent Fail	0 %	Failure to submit

More information is available at: <https://student.unsw.edu.au/grades>

## Late Submissions Penalties

The penalty for a late submission (exempting Special Consideration cases) is a **deduction of 10 percentage points of the total assessable mark per day** after the submission date. This deduction is for the nominated assignment task only. The table below provides the calculations for a mark awarded to a submission out of 100.

Mark that submission deserves	Mark after 1 day	Mark after 2 days	Mark after 3 days	Mark after 4 days	Mark after 5 days
90	80	70	60	50	40
80	70	60	50	40	30
70	60	50	40	30	20
60	50	40	30	20	10
50	40	30	20	10	0
40	30	20	10	0	0

## Special Consideration - Illness and Misadventure

On some occasions, sickness, misadventure, or other circumstances beyond your control may prevent you from attending class or submitting work for assessment on time. UNSW has procedures that allow you to apply for special consideration in these situations. Students requesting consideration or extension for assignment submission must follow Special Consideration application procedures stated below.

A formal application must be submitted via the Special Consideration portal on myUNSW. Submitting a request for Special Consideration does not automatically mean that you will be granted additional assessment, or awarded an amended result.

More information can be found at: <https://student.unsw.edu.au/special-consideration>

Special Consideration is covered in the *Assessment Implementation Procedure*:  
<https://www.gs.unsw.edu.au/policy/documents/assessmentimplementationprocedure.pdf>

### **Procedures Applications for Special Consideration:**

You must make formal application for Special Consideration for the course(s) affected as soon as practicable after the problem occurs and **within 3 working days** of the assessment to which it refers.

Once you have supporting documents, you can apply for Special Consideration online through your myUNSW account.

1. Login to the Special Consideration portal on myUNSW (*My Student Profile -> Special Consideration*)
2. Click *New Application* and complete the *Student Declaration*.
3. Enter your contact details, course information and supporting documentation.

### **Extension of Deadlines**

In the rare occasion where a general class extension is requested, it will only be considered when sought at least a week prior to the submission date. This is to guard against disadvantaging people who plan their work ahead to avoid submission clashes that are known well in advance. You should check the submission dates for your course against those for your other courses and ensure that any clashes are resolved well in advance of the deadlines.

### **Student Complaints and Appeals**

A complaint is any type of problem, concern or grievance about your studies, student life, the University or the University environment. Basically, anything which negatively affects your studies or experience at University can be raised as a complaint.

More information, including the complaints process, tips for making a complaint, submitting a complaint, contacts for advice, policies and resources, can be found at:  
<https://student.unsw.edu.au/complaint>

### **Policies and Procedures for Research Candidates**

The Research Gateway (<https://research.unsw.edu.au>) is the portal to resources, events and news on research activity within UNSW.

Researchers must conduct their activities in an ethical and professional manner. The policy on *Research Code of Conduct* can be found at:  
<https://www.gs.unsw.edu.au/policy/documents/researchcode.pdf>

The full set of research policy and procedure links covering admissions & scholarships, award conditions, conducting research, thesis submission & examination, forms for Admissions & Scholarships and Candidature & Thesis can be found at:  
<https://research.unsw.edu.au/graduate-research-school-policy-and-procedures>

## Work Health and Safety

Everyone is entitled to work under safe conditions. Work health and safety impacts on all organisations and all their operations.

UNSW Built Environment operates within the framework of the UNSW Work Health and Safety Policy to maintain a safe working environment for all of us (<http://safety.unsw.edu.au>).

Full details of Work Health and Safety with the Built Environment can be found at: <https://intranet.be.unsw.edu.au/student/whs> (zPass login)

UNSW Health and Safety Policy: <http://www.gs.unsw.edu.au/policy/documents/ohspolicy.pdf>

Student Wellbeing, Health and Safety: <https://student.unsw.edu.au/wellbeing>

Documents and Resources: <https://safety.unsw.edu.au/documents-resources>

### Fieldwork

Off campus work and activities present some of the greatest risks to staff and students. It is therefore extremely important that the UNSW procedures are followed, and an appropriate code of conduct is adhered to.

UNSW Work Health & Safety contacts: <http://safety.unsw.edu.au/contacts>

Security: <https://www.estate.unsw.edu.au/security>

The UNSW Emergency telephone number is **9385 6666**

### Red Centre Emergency Evacuation

When you hear the evacuation alarm (whoop whoop), evacuate the building calmly and promptly as follows:

- Leave the building by the shortest possible route via the stairwells. **DO NOT USE THE LIFTS.**
- Follow directions of the Chief Warden, Floor Wardens and Security Officers.
- Proceed to the **Village Green** as directed by the Floor Wardens.

To report a Hazard or Incident online via myUNSW:

1. Login to myUNSW (<https://my.unsw.edu.au>) with your zID and zPass;
2. Go to **My Student Profile**, where you will find a series of tabs to select from;
3. Click on **HEALTH, SAFETY & ENV.**, where it will automatically open the **Report a Hazard/Incident** window;
4. Follow the prompts, fill in the details, and press **Submit**.