



UNSW
SYDNEY

Built Environment

Built Environment Protocols and UNSW Policies & Procedures 2021

(Last updated August 2021)

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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.

UNSW Support and Development (<https://student.unsw.edu.au/support>) links to a range of these services.

Student support: <i>Where do I go if..</i>	I am currently <u>within</u> Australia	I am currently <u>outside</u> Australia
 I need immediate mental health support	Lifeline (24-hour) 13 11 14 Mental Health Line (24-hour) 1800 011 511 UNSW Mental Health Support (5pm-9am) 1300 787 026	24-hour Medibank hotline +61 (2) 8905 0307
 I need help to manage my mental health and wellbeing	Mental Health Connect 9348 0085 Psychology and Wellness 9385 5418 https://student.unsw.edu.au/counselling 24-hour Medibank hotline 1800 887 283	24-hour Medibank hotline +61 (2) 8905 0307 International Student Advisors advisors@unsw.edu.au https://student.unsw.edu.au/consult
 I need general help with finance, housing, academic performance, family pressure, visas, reducing study load, program leave, fee remission, time management, stress, anxiety...	Student Support and Success https://student.unsw.edu.au/support +61 (2) 9385 4734 Student Support Advisors https://student.unsw.edu.au/advisors Student Support Advisors advisors@unsw.edu.au	
 I need educational adjustments to help manage my studies and my disability, medical and/or mental health condition	Equitable Learning Services (ELS) https://student.unsw.edu.au/els +61 (2) 9065 1500	
 I want to develop my academic skills	Academic Skills https://student.unsw.edu.au/skills academicskills@unsw.edu.au	
 I want to make social connections with other students	Social groups / Chat with a peer https://student.unsw.edu.au/peer/chat https://student.unsw.edu.au/hub https://www.arc.unsw.edu	
 I am an international student looking for support	International Student Support https://student.unsw.edu.au/consult https://student.unsw.edu.au/international	

Student Support and Success - <https://student.unsw.edu.au/advisors>

Personal support for all students to promote the development of skills needed to navigate and succeed at university.

email: advisors@unsw.edu.au

Academic Skills Support - <https://student.unsw.edu.au/skills>

Offers student help with academic writing. [Appointments available for individual help](#), delivered face-to-face on campus, OR online via Microsoft Teams.

email: academicskills@unsw.edu.au

Academic Success: Getting Back on Track - <https://student.unsw.edu.au/backontrack>

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

International Student Support - <https://student.unsw.edu.au/international>

Provide help with personalised advice and information about all aspects of university life, student visa, wellbeing, academic performance.

Advisors: <https://student.unsw.edu.au/consult>

Equitable Learning Services (ELS) (formerly Disability Support Unit) -

<https://student.unsw.edu.au/els>

Free and confidential service that provides practical support to ensure that students' health condition doesn't adversely affect their studies.

ELS 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 appointment bookings:

phone: +61 2 8374 9201

email: els@unsw.edu.au

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

Psychology and Wellness (formerly Counselling and Psychological Services) -

<http://www.counselling.unsw.edu.au>

Provides confidential telehealth and face to face counselling sessions to all students at UNSW.

Services include:

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

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. 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.

Built Environment Plagiarism Declaration forms are available at:

<https://intranet.be.unsw.edu.au/student/be-learning-teaching/plagiarism-declaration-forms>

(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.

Additional resources on academic skills, including consultation booking, can be found at: <https://student.unsw.edu.au/academic-skills>

Turnitin is an online service linked to Moodle that checks the similarity of text within assignments to a range of sources, including student work (from UNSW and other institutions), the Internet (past and present websites), academic journals and books. 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>

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 5 percentage points of the total assessable mark per 24 hour period (or part thereof)** after the submission deadline. 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	85	80	75	70	65
80	75	70	65	60	55
70	65	60	55	50	45
60	55	50	45	40	35
50	45	40	35	30	25
40	35	30	25	20	15
30	25	20	15	10	5

Work submitted 10 to 19 days after the stipulated deadline will be assessed and feedback provided but a mark of zero will be recorded.

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 and Health: <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**.