



## Faculty of Law, Humanities and the Arts

School of the English, Arts and Media

### Subject Outline

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## MEDA201

### Time, Space & Data

6 Credit Points

### Autumn Session 2018

Wollongong, Innovation Campus

**Pre-requisites:** MEDA101 or MEDA102  
**Co-requisites:** Nil  
**Restrictions:** None  
**Contact Hours:** 4 hours of teaching

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### Teaching Staff

Position	Name	Room	Telephone	Email	Consultation Times/Mode
Subject Coordinator	Dr Jo Law	25.127	4221 5329	<a href="mailto:jol@uow.edu.au">jol@uow.edu.au</a>	Tuesday 2:30pm – 3:30pm
Tutor	Boni Cairncross	N/A	N/A	<a href="mailto:bonic@uow.edu.au">bonic@uow.edu.au</a>	In class
Tutor	John Harris	N/A	N/A	<a href="mailto:harrisj@uow.edu.au">harrisj@uow.edu.au</a>	In class

### Discipline Leader and Head of Students

Role	Name	Contact
Discipline Leader	Professor Sue Turnbull	Room: 25.121, Email: <a href="mailto:sturnbul@uow.edu.au">sturnbul@uow.edu.au</a>
Head of Students	Dr Jo Law	Contact via <a href="#">LHA Central</a>

### LHA Central

Location	Telephone	Email	Web	Hours
19:1050	4221 3456	<a href="mailto:lha-enquiries@uow.edu.au">lha-enquiries@uow.edu.au</a>	<a href="#">LHA Central</a>	9am-5pm Monday - Friday

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## Copyright

Commonwealth of Australia

Copyright Regulations 1969

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# Section A: Subject Information

## SUBJECT DETAILS

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### Subject Description

This subject introduces time-based Media Arts in relation to the history of avant-garde cinema, experimental film and video, and contemporary screen media. Students develop an understanding of a range of conceptual-materialist practices that expand their repertoire in screen media and emphasises on experimentation as means to imagine 'future cinemas'. Students develop skills in relevant aspects of media arts screen production including editing, projection, installation, and working with a range of screen media platforms. Project work is developed for mixed screen and installation contexts and informed by the lecture series on history and contemporary screen media practices.

### Course Learning Outcomes

Course Learning Outcomes can be found in the [Course Handbook](#). Students should refer to the Handbook pertaining to the year of their commencement and the course in which they are enrolled.

### Subject Learning Outcomes

On successful completion of this subject, students will be able to:

Subject Learning Outcomes
1. Articulate a developing critical understanding of the history and contemporary practice of experimental screen based Media Arts.
2. Engage in experimental film, video and screen based production techniques.
3. Produce critically engaged experimental screen media work

### Student Workload

Students should note that UOW policy equates 1 credit point with 2 hours of study per week, including lectures and tutorials/workshops/practicals, self-directed study and work no assessment tasks. For example, in a 6 credit point subject, a total of 12 hours of study per week is expected.

### Subject Changes and Response to Student Feedback

2017	No substantive changes have been made to the subject.	Jo Law
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### Extraordinary Changes to the Subject Outline

In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

## **Learning Analytics**

*“Where Learning Analytics data (such as student engagement with Moodle, access to recorded lectures, University Library usage, task marks, and use of SOLS) is available to the Subject Coordinator, this may be used to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to <https://www.uow.edu.au/about/privacy/index.html>.”*

## ELEARNING, READING, REFERENCES AND MATERIALS

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### Recommended Readings / Viewing / Listening

These resources are recommended and are not intended to be exhaustive. Students are encouraged to use the Library catalogue and databases to locate additional resources and supplement the recommendations with resources discovered through their own research, both online and in hard copy.

UOW Library

<http://www.library.uow.edu.au/index.html>

*Avant-Garde: Experimental Cinema of the 1920s And '30s*, 2005, DVD, Kino on Video, New York

Cubitt, S 2004, *The Cinema Effect*, MIT Press, Cambridge (Mass)

Graf, A. & Scheunemann, D 2007, *Avant-garde Film*, Rodopi, Amsterdam

Le Grice, M 2001, *Experimental Cinema in the Digital Age*, BFI Publishing, London

MacDonald, S 2014, *Avant-Doc: Intersections of Documentary and Avant-Garde Cinema*, Oxford University Press, Oxford

MacDonald, S 1993, *Avant-garde Film: Motion Studies*, Cambridge University Press, New York

O'Pray M 2012, *Avant-Garden Film: Forms, Themes and Passions*, Columbia University Press, New York

*Point of View: an Anthology of the Moving Image*, DVD, The New Museum of Contemporary Art, New York

Rush, M 2007, *Video Art*, Thames & Hudson, London

Rees, A. L, Curtis, D, White, D & Ball, S 2011, *Expanded Cinema: Art, Performance, Film*, Tate Publishing, London

Rees, A. L 1999, *A History of Experimental Film and Video: From The Canonical Avant-Garde to Contemporary British practice*, BFI Publishing, London

Shaw, J. & Weibel, P 2003, *Future Cinema: The Cinematic Imaginary after Film*, MIT, Cambridge (Mass).

Verrone, W 2011, *The Avant-Garde Feature Film: A Critical History*, McFarland & Company, North Carolina

### Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects. The subject Moodle site can be accessed via:

You can find guidelines to eLearning here <http://www.uow.edu.au/student/elearning/guide/index.html>

You can find guidelines to 'Netiquette' here <http://www.uow.edu.au/student/elearning/netiquette/index.html>

### Other Resources

UOW Media Arts Learning site <http://www.medadada.net>

## LECTURES <<TUTORIALS / SEMINARS >>

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### Lecture << Tutorial / Seminar >>

For current timetable information please refer to the online [Subject Timetables](#) on the [Current Students](#) webpage.

### Minimum Attendance Requirements

Students are expected to attend all classes. Active and constructive presence in class makes an important contribution to your education as well as that of your peers. Failure to meet attendance requirements as set out below may significantly diminish your mark, and possibly lead to failure.

Students who do not attend at least 80% of all classes (fewer than 10 of 12 classes) including lectures, tutorials, practicals, workshops, computer labs, studios and seminars, risk possible failure in the subject. Roll books will be maintained. Arrival 10 minutes late at class may be deemed an absence. Similarly, students who leave a class early without a satisfactory explanation will be regarded as having been absent from that class and roll books marked accordingly.

Early departure in order to attend another class or an employment commitment does not constitute a satisfactory explanation. Absences incurred by a timetable clash with another subject or by employment commitments do not represent legitimate reasons for absence.

Students should note that the teaching session includes the study recess (week 14) and examination period (weeks 15 and 16) and they must therefore be available if required for final assessments scheduled by the Faculty or the University.

A student's attendance which falls below 60% (fewer than 8 classes of 12) owing to unforeseen circumstances or a serious medical condition, should apply for a withdrawal without academic penalty on compassionate grounds. A passing grade cannot be awarded in these circumstances.

It is the student's responsibility to advise the Subject Coordinator or tutor of the reasons for any absence from a class. It is not the responsibility of teaching staff to provide remedial instruction to those who have not attended classes.

The maximum mark for a student who fails to satisfy the above requirements is 49% (Technical Fail).

Students unable to attend a class due to serious or extenuating circumstances should apply for [Academic Consideration](#).

## Weekly Outline

Week / Date	Outline of Lecture Topic/Description	Tutorial/Seminar/Practical	Task Due
<b>Week 1 Commencing 26 February</b>	History of Alternative Cinema and Contemporary Experimental Films	Project introduction/ Introducing analogue Film	
<b>Week 2 Commencing 5 March</b>	Abstract Film	Working with different media; media transfer	
<b>Week 3 Commencing 12 March</b>	Found Footage Film	Editing techniques	
<b>Week 4 Commencing 19 March</b>	Surrealist Cinema	Post-production techniques	
<b>Week 5 Commencing 26 March <i>30 March Good Friday</i></b>	Structural Films and Expanded Cinema	Project presentation, Shooting on videos: composition, lighting, colour	Task 1 due
<b>Week 6 Commencing 2 April <i>2 April Easter Monday</i></b>	Guest Performance: Expanded Cinema (TBC)	Video installations	
<b>Week 7 Commencing 9 April</b>	Video Art	Screen and performance	
<b>Commencing 16 April</b>	<b>MID-SESSION RECESS - NO CLASSES</b>		
<b>Week 8 Commencing 23 April <i>25 April ANZAC Day</i></b>	Non-teaching week: Excursion to Biennale of Sydney	Excursion to Biennale of Sydney	Task 2 due
<b>Week 9 Commencing 30 April</b>	Screen Art and Installations	Major projection proposal presentation	
<b>Week 10 Commencing 7 May</b>	Artists' Cinema	Project testing and consultation	
<b>Week 11 Commencing 14 May</b>	New Media Old Media	Project testing and consultation	
<b>Week 12 Commencing 21 May</b>	Summary, Conclusion and Projection	Project testing and consultation	



<b>Week 13 Commencing 28 May</b>	Project Review	Project Review	
<b>Commencing 4 June</b>	Study Recess		
<b>Commencing 9 June</b>	Examination Period		Task 3 due

# Section B: Assessment

## ASSESSMENT TASKS

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### Minimum Performance Requirements

All assessment tasks must be submitted. Students who do not meet the minimum performance requirements, as specified for each assessment, will receive a TF (Technical Fail) grade for this subject, which will appear on your Academic Transcript.

### Referencing

Referencing is an essential component of academic writing or presentation since it enables the reader to follow up the source of ideas and information presented in your work, and to examine the interpretation you place on the material discovered in your research. Reliable referencing clearly indicates where students have drawn their own conclusions from the evidence presented. Importantly, much of the material students will use is covered by copyright which means that they must acknowledge any source of information, including books, journals, newsprint, images and the internet.

It is obligatory for students to reference all sources used in their written work including electronic material.

Clear examples of how to reference correctly, across a wide variety of source materials, can be found on the UOW Library website:

- Library Resources - Referencing and Citing  
<http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html>

Different programs use different referencing styles to reflect the needs of their discipline. It is the student's responsibility to ensure they use the correct referencing style as advised in this Subject Outline.

#### *Additional Comments:*

*For Subjects offered by the School of Humanities and Social Inquiry, assessment tasks should be referenced using the Author-Date Harvard Referencing system, unless stated otherwise in this Subject Outline.*

*For Subjects offered by the School of the Arts, English and Media, all assessment tasks should be referenced using the Author-Date Harvard Referencing system, unless otherwise stated in the assessment criteria of a particular task.*

*Written assessment tasks submitted for LAW and LLB subjects offered by the School of Law must be referenced in accordance with the Australian Guide to Legal Citation (Melbourne University Law Review Association Inc., 3rd ed, 2010) unless an alternate referencing system is specified in the assessment task requirements (this may apply to LAW subjects only). The Guide may be borrowed from the University library, or purchased from the UniShop, or downloaded from this link:*

<http://ezproxy.uow.edu.au/login?url=http://mulr.law.unimelb.edu.au/go/AGLC3>

For further information about referencing in legal studies, go to: <http://uow.libguides.com/aglc>

<b>Assessment 1</b>	<b>Experimental Film Project</b>
Due Date	Week 5 – in class
Weighting	30%
Format / Length / Duration	Digital video file 1 minute
Description	<p>You will be introduced to a range of camera-less techniques for working with 16mm film celluloid. You will research and investigate the various methods, purposes and works that engage with film celluloid as the prime material in historical and in contemporary practice. The intention of this assessment task is to inspire you to explore time-based medium through the physicality of celluloid film and the editing process.</p> <p>In response to lecture and tutorial content, your own research as well as material investigation, create a short 60-second <b>silent</b> work <b>that explores the theme of ‘rhythm’</b>. All final works will be presented and discussed as part of the assessment.</p> <p>A detailed outline will be provided on the subject blog and the assignment will be discussed in class.</p>
Assessment Criteria	<ul style="list-style-type: none"> <li>· Depth, breadth and application of research in directing the project</li> <li>· Exploration and experimentation of medium in the working process</li> <li>· Effectiveness in the execution of concept/ theme in the final presentation</li> </ul>
Subject Learning Outcomes Assessed	This assessment task addresses Subject Learning Outcome 2. Engage in experimental film, video and screen based production techniques.
Method of Submission	Presentation in class and submission of digital file as directed

<b>Assessment 2</b>	<b>Research Essay</b>
Due Date	Week 8 24 April 2018 23:59EST
Weighting	30%
Format / Length / Duration	Written Essay (1500 – 2000 words)
Description	<p>The works of Len Lye, Maya Deren, Bill Morrison, Tacita Dean, and Joan Jonas demonstrate experimental iterative approaches to working with a variety of media and materials. Choose one of these artists (listed above) and analyse how he/she allows the specific characteristics of different media and materials to influence their approaches to creating moving image works.</p> <p>A detailed outline will be provided on the subject blog and the assignment will be discussed in class.</p>
Assessment Criteria	<ul style="list-style-type: none"> <li>· Depth and breadth of research including references to both published literary sources and creative works</li> <li>· Critical analysis of the work(s) discussed</li> <li>· Soundness of argument used in the analysis</li> <li>· Clarity and succinctness of writing</li> </ul>
Subject Learning Outcomes Assessed	This assessment task addresses Subject Learning Outcome: Articulate a developing critical understanding of the history and contemporary practice of experimental screen based Media Arts.
Method of Submission	Electronic submission via Moodle/ Turnitin

<b>Assessment 3</b>	<b>Major Project</b>
Due Date	Exam week 1 Tuesday 10 June 2018 09:00 EST (TBC)
Weighting	40%
Format / Length / Duration	Exhibition of Work Artist statement (100 - 150 words)
Description	<p>Research and analyse the practice of, or a single work by one of the artists/ filmmakers <b>studied in this subject</b>. Create a <b>screen-based work as a critical response</b> to this work or practice.</p> <p>The medium or a combination of media you choose to use in your major project does not have to be the same as the work you are responding to, but your choice of media needs to be demonstrably critical and confluent with the ideas you are exploring. How your final work is executed and exhibited (e.g. as an installation, with an interactive component, or single-channel screen work etc.) will be a significant component of this assessment.</p> <p>A detailed outline will be provided on the subject blog and the assessment will be discussed in class.</p>
Assessment Criteria	<ul style="list-style-type: none"> <li>· Depth and breadth of research and analysis</li> <li>· Execution of concept</li> <li>· Exploration of medium</li> <li>· Exhibition and presentation</li> </ul>
Subject Learning Outcomes Assessed	<p>This assessment task addresses Subject Learning Outcomes:</p> <ol style="list-style-type: none"> <li>1. Articulate a developing critical understanding of the history and contemporary practice of experimental screen based Media Arts.</li> <li>2. Engage in experimental film, video and screen based production techniques.</li> <li>3. Produce critically engaged experimental screen media work.</li> </ol>
Method of Submission	Exhibition and presentation of work

## Academic Integrity

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others: <http://www.uow.edu.au/about/policy/UOW058648.html>

The University's Academic Integrity Policy, Faculty Handbooks and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full), which you have submitted previously for assessment, is not permitted without appropriate acknowledgement or without the explicit permission of the Subject Coordinator. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the University to be intentionally or recklessly helping other students to cheat. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University.

Students should refer to:

- Student Conduct Rules  
<http://www.uow.edu.au/about/policy/UOW058723.html>
- Academic Integrity Policy  
<http://www.uow.edu.au/about/policy/UOW058648.html>

## UOW Grade Descriptors

The UOW Grade Descriptors are general statements that communicate what our grades represent, in terms of standards of performance, and provide a frame of reference to ensure that assessment practice across the University is appropriate, consistent and fair. Grade Descriptors are expressed in general terms so that they are applicable to a broad range of disciplines. For more information on the UOW grade descriptors see:

<http://www.uow.edu.au/curriculum-transformation/aqc/uowgradedescriptors/index.html>

Grade	Mark (%)	Descriptor
High Distinction HD	85-100	<p>For performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"><li>• consistent evidence of deep and critical understanding</li><li>• substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches</li><li>• critical evaluation of problems, their solutions and their implications</li><li>• use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work</li><li>• creativity in application as appropriate to the discipline</li><li>• eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline</li><li>• consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy</li><li>• all or almost all answers correct, very few or none incorrect</li></ul>

Distinction D	75-84	<p>For performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• evidence of integration and evaluation of critical ideas, principles, concepts and/or theories</li> <li>• distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts</li> <li>• demonstration of frequent originality in defining and analysing issues or problems and providing solutions</li> <li>• fluent and thorough communication of information and ideas in terms of the conventions of the discipline</li> <li>• frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy</li> <li>• most answers correct, few incorrect</li> </ul>
Credit C	65-74	<p>For performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• evidence of learning that goes beyond replication of content knowledge or skills</li> <li>• demonstration of solid understanding of fundamental concepts in the field of study</li> <li>• demonstration of the ability to apply these concepts in a variety of contexts</li> <li>• use of convincing arguments with appropriate coherent and logical reasoning</li> <li>• clear communication of information and ideas in terms of the conventions of the discipline</li> <li>• regular application of appropriate skills, techniques and methods with high levels of precision and accuracy</li> <li>• many answers correct, some incorrect</li> </ul>
Pass P	50-64	<p>For performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• knowledge, understanding and application of fundamental concepts of the field of study</li> <li>• use of routine arguments with acceptable reasoning</li> <li>• adequate communication of information and ideas in terms of the conventions of the discipline</li> <li>• ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy</li> <li>• a combination of correct and incorrect answers</li> </ul>
Fail F	<50	For performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.
Technical Fail TF		When minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.
Satisfactory S		Awarded for performance that demonstrates a satisfactory level of attainment of the relevant subject learning outcomes.
Unsatisfactory U		Awarded for performance that demonstrates an unsatisfactory level of attainment of the relevant subject learning outcomes.

## SUBMISSION, RECEIPT AND COLLECTION OF ASSESSMENT TASKS

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Assessments are to be submitted on the due dates and via the submission method specified in each assessment task listed in this Subject Outline. Penalties apply for late submission.

### Procedure for the Submission and Return of Assessment Tasks

Unless otherwise indicated in this Subject Outline, written assessments must be submitted through **LHA Central in Building 19, Room 1050, no later than 4pm on the due date.**

All submitted assessments must have attached an individualised LHA Assignment Coversheet with a bar code. Instructions on how to create and submit the cover sheet can be found at the Faculty's webpage: <http://lha.uow.edu.au/current-students/UOW154553.html>

If an extension is not granted, any assessment lodged after 4pm on the due date will be considered late and will incur late penalties (see 'late submission' section below).

### Receipt of Assessment Tasks

At LHA Central, assessments submitted with an individualised LHA Assignment Coversheet and barcode will automatically receive an electronic receipt as evidence of submission; this receipt will be issued to students' University email account.

Please note that the Assignment Coversheet must be printed on a laser printer (use the library or computer lab printers if necessary) as ink jet printers may not print to the quality needed to make the barcode readable by the scanners.

It is the responsibility of the student to keep a copy of all work submitted for assessment to the Faculty.

In the case where a student submits an assessment that does not incorporate an automated electronic receipt as evidence of submission, the student may request a paper receipt as proof.

### Electronic Submission of Assessments

Where an assessment must be submitted electronically (i.e. through an eLearning site such as Moodle) this will be specified in the assessment task listed in this Subject Outline. The procedure for electronic submission will be set out on the Moodle site. Students are required to retain a copy of material submitted electronically until the release of final results for the assessment task.

### Assessment task submission via post, fax or email

Assessments submitted via post, fax or e-mail will *only be accepted with the written prior approval from the Subject Coordinator.*

As a general rule, assessments will not be accepted or marked if submitted by fax except in special cases where the Subject Coordinator has given prior approval. Students who are given prior approval to submit an assessment via fax must have the relevant Assignment Coversheet attached and clearly address the fax to the Subject Coordinator via fax number 02 4221 5341.

Students who are given prior approval to submit an assessment via email must have the relevant Assignment Coversheet attached with the assessment and email the Subject Coordinator directly and copy the LHA Central email [lha-enquiries@uow.edu.au](mailto:lha-enquiries@uow.edu.au).

Students who are given prior approval to submit an assessment, with the relevant Assignment Coversheet attached, via Australia Post must use registered mail – this will ensure there is an official receipt of mailing the assessment on the due date. Students must retain the evidence of posting the assessment.

The envelope should be addressed to:

*Subject Coordinator or Tutor's name*  
Faculty of Law, Humanities and the Arts  
University of Wollongong  
Northfields Avenue, NSW 2522

## **Collection of Assessment**

The University's [Teaching and Assessment: Assessment and Feedback Policy](#) requires that at least one assessment task (that is, an activity that a student is required to complete to provide a basis for an official record of achievement or certification of competence) prior to the deadline for students to withdraw from a subject without academic penalty (week 9 in a standard session).

Assessments submitted during session will be returned to students by their lecturer, tutor or seminar leader. LHA Central does not hold any assessments for student collection during session.

Assessments submitted at the end of session will be held at LHA Central 19 up until the end of Week 3 of the following session. After this time, assessments will be returned to the respective Subject Coordinator for return or disposal.

Unless advised by the tutor or lecturer to do otherwise, students must submit all assessments following the procedures as set out for the campus at which they are enrolled.

## **Late Submission of Assessment Tasks and Penalties**

Assessed work must be handed in by the date and time given. If an assessment is submitted late, it will be marked in the normal way, and a penalty will then be applied.

In the absence of an approved request for Academic Consideration in the form of an extension, assessment tasks must be submitted no later than 4pm (unless otherwise specified in the Assessment Task information) on the due date.

The School of the Arts, English and Media: Late work (i.e. any work required for assessment that has not been given an extension) will be subject to a 10% penalty per calendar day. The penalty is applied to the mark awarded. Work submitted after seven calendar days will not be marked and will be given a mark of 0.

An assessment task that is submitted after 4pm on any day will be deemed to have been submitted on the next working day. Penalties accrue on each day that the assessment task is late, including Saturday, Sunday and public holidays.

For assessments that are required to be submitted in hard copy via LHA Central in Building 19, submission must be made by 4pm on weekdays to be recorded as submitted on that day.

**Only with the written prior approval from the Subject Coordinator**, may students submit their assessment on a Saturday, Sunday or public holiday in electronic format via email to the Subject Coordinator's email address. This is on the condition that they submit the hard copy of this assessment task by 4pm on the next working day with a completed [Statutory Declaration](#) to the effect that they confirm that the electronic and hard copies of the assessment are identical in all material respects. Where this is done, the submission date will be deemed to be that of the electronic submission for purposes of calculation of any late penalty.

In the absence of an extension having been granted pursuant to the Academic Consideration Policy, work submitted beyond seven (7) days of the due date will be accepted only if submission of that assessment is necessary to pass the subject but a mark of 'zero' will be recorded.

## **Extensions**

Extensions of time to submit material for assessment can only be requested in advance of the due date for an assessment activity through the Academic Consideration process on SOLS. For more information please refer to the Student Academic Consideration Policy at: <http://www.uow.edu.au/about/policy/UOW058721.html>.



## **Retention of Submitted Work**

The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

## GENERAL ASSESSMENT INFORMATION

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The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

### Academic Consideration

If you believe that your submission of, performance in or attendance at an assessment activity, including an examination, has been affected on compassionate grounds, by illness or by other serious extenuating circumstances beyond your control, you can apply for academic consideration in Student OnLine Services (SOLS). Do not assume that an application for academic consideration will be automatically granted. For more information please refer to the Student Academic Consideration Policy at: <http://www.uow.edu.au/about/policy/UOW058721.html>

In some circumstances you may be offered a deferred exam. For more information about Deferred and Supplementary Exams refer to: <http://www.uow.edu.au/student/exams/aboutsupp/index.html>

### Supplementary Assessment

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The Subject Coordinator will determine the precise form of supplementary assessment at the time the offer of a supplementary is made. In some circumstances you may be offered a supplementary exam. For more information about Supplementary Exams refer to: <http://www.uow.edu.au/student/exams/aboutsupp/index.html>

### Scaling

Marks awarded for any assessment task (including examinations) may be subject to scaling at the end of the session by the School Assessment Committee (SAC) and/or the Faculty Assessment Committee (FAC). Marks may be scaled in accordance with University policy. Scaling will not affect any individual student's rank order within their cohort. For more information refer to Standards for Finalisation of Student Results: <http://www.uow.edu.au/about/policy/UOW039331.html>

### Student Academic Complaints Policy

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy (<http://www.uow.edu.au/about/policy/UOW058653.html>) for further information.

### Assessment Quality Cycle

The University of Wollongong is committed to the quality assurance and quality enhancement of assessment. The University will meet its legislative and regulatory obligations, to ensure consistent and appropriate assessment through course management and coordination, including assessment quality assurance procedures. An Assessment Quality Cycle is used to describe quality assurance at the points of assessment design, assessment delivery, the declaration of marks and grades, and review and improvement activities.

# Section C: General Advice Guide for Students

## STUDENT SUPPORT

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Each session the Faculty of Law, Humanities and the Arts produces a guide to Faculty and University policies, programs and resources.

Students are encouraged to access a copy of the [General Advice Guide](#) at the start of each session.

## **POLICIES AND GUIDELINES**

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### **Teaching and Assessment: Code of Practice - Teaching**

This Code is a key document in implementing the University's Teaching and Assessment Policy and sets out the specific responsibilities of parties affected in relation to learning, teaching and assessment, as well as procedures for teaching staff. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058666.html>

### **Teaching and Assessment: Assessment and Feedback Policy**

The purpose of this Policy is to set out the University of Wollongong's approach to effective learning, teaching and assessment, including the principles and minimum standards underlying teaching and assessment practice. The Policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html>

### **Teaching and Assessment: Subject Delivery Policy**

This Policy sets out specific requirements in relation to the delivery of Subjects. The policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW222906.html>

### **The Student Charter – Your Rights and Responsibilities**

The Student Charter is shaped by the University's mission to excel through providing world-class teaching, learning and research opportunities that challenge, inform and inspire its students in a diverse and inclusive environment. The Student Charter is based on principles that guide all members of the University and that promote responsible partnerships within and beyond the University community. It acknowledges the importance of the connection that is forged between students and staff of the University as well as the broader community. It encompasses a commitment to academic integrity and the five fundamental values on which this rests: honesty, trust, fairness, respect and responsibility.

<http://www.uow.edu.au/student/charter/index.html>

### **Academic Integrity and Plagiarism Policy**

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others:

<http://www.uow.edu.au/about/policy/UOW058648.html>

### **Student Academic Consideration Policy**

The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for specific assessment tasks, examinations, academic progress or attendance requirements in a subject relevant to their course to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. This Policy sets out clear and defined requirements allowing for transparency, ease of interpretation and implementation. Consistency in criteria, procedures, and outcomes in the processing of applications for academic consideration for all forms of assessment are requirements of this Policy. The Policy can be found at:

<http://www.uow.edu.au/about/policy/UOW058721.html>

### **Course Progress Policy**

The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress; the definitions of the roles and responsibilities of UOW staff and students with regard to course progress; and the descriptions of the resources and choices available to assist students at risk of not achieving course progress standards. The Policy can be found at:

<http://www.uow.edu.au/about/policy/UOW058679.html>

## **Coursework Student Academic Complaints Policy**

UOW aims to provide a transparent and consistent process for resolving student academic grievances. Further information is available at:

<http://www.uow.edu.au/about/policy/UOW058653.html>

## **Inclusive Language Guidelines**

UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from:

<http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html>

## **Copyright Policy**

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html>

## **Intellectual Property**

UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at

<http://www.uow.edu.au/about/policy/UOW058689.html>

## **Student Conduct Rules**

In line with UOW's commitment to academic integrity, new rules related to student conduct have been in effect since 1 January 2008. Relevant information may be found at:

<http://www.uow.edu.au/about/policy/UOW058723.html>

## **Code of Practice – Research**

This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058663.html>

## **Code of Practice – Honours**

This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058661.html>

## **The Code of Practice – Student Professional Experience**

The Code of Practice – Student Professional Experience sets out what is expected from students, the University and Host Organisations in providing student professional experience programs. It applies to student professional experience programs that form the whole or part of a subject or course offered at the University. The code assists in promoting a productive learning experience for students. Current policies and practices relating to the workplace experience and other practical training requirements can be found at:

<http://www.uow.edu.au/about/policy/UOW058662.html>

## **IP Student Assignment of Intellectual Property Policy**

This policy applies to all Students (under-graduate and post-graduate) of the University of Wollongong (UOW). It may also apply to other persons by agreement. This policy sets out the approach taken by UOW in relation to Student assignment of intellectual property. Further information about this policy can be found here:

<http://www.uow.edu.au/about/policy/UOW058690.html>

## **Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects**

The University of Wollongong is committed to recognition of the diversity of values held by students at the University and seeks to provide avenues for students to complete their chosen field of study without compromising their ethical commitments. The University, through its Animal Ethics Committee, has a responsibility to review any proposed research and teaching involving living animals in accordance with the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (2004) and the Animal Research Act, 1985 (NSW).

This policy provides a framework for recognition of and responses to students' ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here:

<http://www.uow.edu.au/about/policy/UOW058708.html>

## **Human Research Ethics Guidelines**

The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here:

<http://www.uow.edu.au/research/ethics/human/index.html>

## **Workplace Health & Safety Policy**

The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from:

<http://staff.uow.edu.au/ohs/>