

UTS:

ARTS AND  
SOCIAL SCIENCES



# **FASS STUDENT STUDY GUIDE 2017**

## **COMMUNICATION, EDUCATION AND INTERNATIONAL STUDIES**

**This document provides generic information to all FASS students regarding policies, processes and services available to aid the learning experience.**

**This document should be read in conjunction with individual subject outlines.**

The information in this guide is correct as at January 2017.

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## INTRODUCTION

This guide presents a range of information that applies across the wider UTS and Faculty level, which all students need to be aware of. The information consists of:

- Policies, Rules and Services
- Location and Contact Details

The information provided is drawn from a number of sources:

- UTS Handbook
- UTS Calendar
- UTS Policies and VC Directives
- Student and Related Rules
- Subject Outlines

In some cases the information is only provided in summary form, with an indication of where further details can be found. Additional and more comprehensive information is provided in the official UTS sources that are located on the FASS and UTS websites. Please refer to these sites via the links below:

- [www.fass.uts.edu.au](http://www.fass.uts.edu.au)
- [www.uts.edu.au](http://www.uts.edu.au)

Students are strongly encouraged to visit these sites for further details. It is important that this guide is read in conjunction with the subject outline for the specific subject/s in which students are enrolled.

## GENERAL INFORMATION – TEACHING AND LEARNING

### Expectations

Students are expected to:

- Participate in subjects in accordance with the requirements of students described in Subject Outlines and in this study guide.
- Read Subject Outlines and ensure that they are familiar with subject requirements.
- Participate fully in subjects and submit assignments by the due dates.
- Check Subject Outlines and other relevant sources to see whether their question has been answered, before contacting staff and asking individual questions.
- Use advertised consultation times to seek assistance from lecturers and tutors.
- Book appointments with staff if unavailable during posted consultation times.
- If leaving a phone message, provide contact phone numbers and several possible contact times.
- Check that their email address is correct before sending an email to a teacher. Please note: all students MUST use a UTS email address when dealing with UTS staff.
- Prepare for lectures, seminars, workshops and/or tutorial classes each week by following advice provided in Subject Outlines and in UTSONline or CANVAS subject sites.
- Familiarise themselves with the UTS (modified) Harvard referencing system used in their Communication, Adult Education and International Studies courses.
- Familiarise themselves with the APA referencing system used in their Teacher Education courses.
- Familiarise themselves with the UTS “Inclusive language and diversity resource” at: [www.equity.uts.edu.au/language/inclusive/index.html](http://www.equity.uts.edu.au/language/inclusive/index.html)
- Understand what plagiarism is, and how to avoid it. If unsure, please complete the ‘Avoiding Plagiarism’ tutorial and quiz at: <http://www.uts.edu.au/current-students/support/helps/self-help-resources/referencing-and-plagiarism/avoiding-plagiarism>
- Further detailed information on plagiarism is contained in this study guide. Please understand that any piece of work that is found to contain plagiarism may be ineligible for marking, and may earn the student a grade of ZERO for the subject. Should plagiarism be suspected, the student will be informed of appropriate investigative and possible disciplinary action.

Students have a right to expect:

- That courses be of a level consistent with Australian standards and, where appropriate, satisfy the requirements of relevant professional societies and organisations.
- That course content will be up to date and based on research, study and academic discussion in the field.
- Feedback on their work and their performance will be provided in a timely manner.
- To receive at the beginning of each session from subject coordinators full information in respect of each subject including:
  - learning objectives/goals
  - assessment tasks, their due dates and their relative importance, together with general assessment guidelines
- To have access throughout the session to lecturers, coordinators and general staff including access to teaching staff outside class times in accordance with consultation and contact information provided for each subject.
- To have access to information and guidelines to enable them to acknowledge appropriately all sources of information used in assignments.

See the UTS Student Charter: [www.gsu.uts.edu.au/policies/studentcharter.html](http://www.gsu.uts.edu.au/policies/studentcharter.html)

Ask your tutor, lecturer or subject coordinator if in any doubt about anything!

## Equity and Diversity

An integral part of the UTS character is its equity and diversity principles, which include:

- celebrating student and staff diversity,
- promoting equality,
- encouraging social and environmental responsibility,
- fostering community leadership and community service,
- making the University's resources and knowledge open to the community,
- creating a supportive culture that helps students and staff to develop to their full potential, and
- fostering responsible and ethical management.

In FASS, we are committed to social inclusion and cultural diversity, and support the UTS mission to provide equitable access to university education and support for all students to reach their full personal and career potential. UTS offers a wide range of support services to help students with all aspects of study, work and student life. Many of these services are designed to meet the specific needs of individuals including disability, Indigenous and language support. These include:

- the ALLY program providing active support for lesbian, gay, bisexual, transgender, transsexual and intersex members of the UTS community,  
<https://www.uts.edu.au/about/equity-and-diversity/gender-sexuality-and-body-diversity/uts-ally-program>
- equity-related complaints and resolution process  
<http://www.uts.edu.au/about/equity-and-diversity/complaints-and-grievances>
- SHOUTS (Sex-based harassment out of UTS) campaign  
<http://www.uts.edu.au/about/equity-and-diversity/your-rights-and-responsibilities#shouts>

For further details see: [www.equity.uts.edu.au/complaints/index.html](http://www.equity.uts.edu.au/complaints/index.html)

## Attendance

In Communication, Adult Education and International Studies sessions are 12 weeks long, including week 1 which is intended for subject preparatory and induction activities which may be online, face-to-face or both. In addition, there are also two Stuvac weeks which are non-teaching weeks. In Teacher Education sessions are 14 weeks long and include periods of professional experience, meaning those enrolled in the Primary degree attend class for 9 weeks, and those in the Secondary degree also attend class for 9 weeks. Other modes of teaching and learning (block, distance, in-country study, etc.) are also common in FASS.

Students are expected to attend and participate in learning activities in all classes. While all university subjects have a significant independent study component, it is very difficult to pass without attending all classes. Please ensure familiarity with attendance requirements in the Subject Outline as they may differ from subject to subject.

For further details on the Communication, Adult Education and International Studies 2017 Academic Calendar see: [http://www.handbook.uts.edu.au/dates\\_academic.html](http://www.handbook.uts.edu.au/dates_academic.html)

For further details on the Teacher Education and TESOL / Applied Linguistics 2017 Academic Calendar see: [http://www.handbook.uts.edu.au/dates\\_academic.html#CalB2017](http://www.handbook.uts.edu.au/dates_academic.html#CalB2017)

## About Week One

In each session, participation in week one is **mandatory for both new and continuing students**. Week one is intended for subject preparatory and induction activities and these may include online activities, face-to-face sessions on campus or both. At FASS, all students are expected to check UTSONline or CANVAS in the week before a session commences and consult subject outlines and notices from subject coordinators about arrangements for any scheduled activities, preliminary reading, required tasks, etc. for week one.

## Assessment

### UTS Assessment Policy

The UTS Policy and Procedures for the Assessment of Coursework subjects can be found at [www.gsu.uts.edu.au/policies/assessment-coursework.html](http://www.gsu.uts.edu.au/policies/assessment-coursework.html)

Details of assessment requirements are specified in the Subject Outline for each subject and students have a responsibility to ensure that they are fully informed of all aspects of the subject assessment requirements and of the assessment process.

Students are responsible for familiarising themselves, and acting upon, all requirements relating to assessment tasks.

### Assessment: faculty procedures and advice

The following conditions apply to all assessment tasks in FASS subjects. Marks will be deducted for lateness unless arrangements have been made in advance (see Lateness p.8). Students may be asked to resubmit unsatisfactory work. The task must be the student's own individual work, and must not have been submitted for assessment in other subjects. NOTE: each of the Faculty's Programs may have specific procedures and requirements in addition to those noted in this study guide; those procedures and requirement will be supplied by your teacher and/or subject coordinator when appropriate.

See: <http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/subject-assessment>

### Who to contact about assessment tasks

Students should contact their tutor, lecturer or subject coordinator about assessment tasks, which are explained in detail in the Subject Outline and/or on UTSONline or CANVAS.

Please note that in-class tests in FASS subjects, while not formal examinations administered centrally by the University, are bound by university requirements. Students are expected to attend in-class tests and to comply with UTS policies and rules on academic conduct. Students who fail to sit an in-class test on the due date and do not meet the criteria for Special Consideration will receive a mark of zero for that particular test. For further information about in-class tests students should contact their Subject Coordinators or tutors, not other faculties and not the UTS Student Centres.

Further information on UTS policies and procedures regarding assessment is available in the Assessment of Coursework Subjects Policy and Procedures:  
[www.gsu.uts.edu.au/policies/assessment-coursework.html](http://www.gsu.uts.edu.au/policies/assessment-coursework.html)

### Grades and Marks

Detailed assessment criteria are provided with each assessment task in the Subject Outline for every subject in FASS. Marks and grades will be awarded on the following basis, in line with UTS Assessment Procedures.

Grades: The relevant UTS grading descriptors are as follows:

| Grade, result or indicator                             | Notation    | Mark range | Descriptors   |
|--|-------------|------------|---|
| High Distinction                                       | H           | 85 – 100   | Work of outstanding quality on all objectives of the subject, broadly speaking, which may be demonstrated by means of criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognise particular originality or creativity. |
| Distinction  | D           | 75 – 84    | Work of superior quality on all objectives of the subject, demonstrating a sound grasp of content, together with efficient organisation and selectivity.  |
| Credit   | C           | 65 – 74    | Work of good quality showing more than satisfactory achievement on all objectives of the subject, or work of superior quality on most of the objectives.  |
| Pass   | P           | 50 – 64    | Work showing a satisfactory achievement on all objectives of the subject.   |
| Fail   | Z           | 0 – 49     | Unsatisfactory performance in one or more objectives of the subject. If the total mark is in the range 0-49, a student is awarded a grade of Z unless the Examination Review Committee determines that the student has met criteria established by the school for the grade of P.     |
| Other Notations that you may encounter on your records | W<br>Q<br>E |            | Withheld results<br><br>Interim results<br><br>Grade not submitted  |

### Lateness

Assignments are to be submitted by the due date unless an extension of time is approved beforehand. Where subjects are assessed cumulatively and progressively, as most are, you must submit all required work on time and achieve a pass standard overall. The Faculty policy for all assessment tasks submitted after the due date *without an agreed extension or valid special consideration*, is as follows:

- **a 5% penalty deduction per day late for the first 5 calendar days (including Saturdays and Sundays) following the missed deadline.** *Example: if an assignment scored out of 40 is submitted three days late, its raw mark will be reduced from 34/40 to 28/40, losing 2 marks (5% of 40) for each day late.*
- **a 50% penalty deduction applies to assessment tasks submitted more than 5 calendar days after the due date.** *Example: if an assignment scored out of 40 is submitted more than 5 days late, its raw mark will be reduced from 34/40 to 14/40, with a flat deduction of 20 marks (50% of 40).*
- **No assessment task can be accepted more than 14 calendar days after the due date** except in exceptional circumstances.
- **Written feedback** will **not** be provided on late work.
- **No resubmission** is available on late work.

In some subjects, however (for example, Language and Culture), due to the nature of continuous assessment, overdue work is not accepted. Your Subject Coordinator and/or tutor will clarify that with you.

### **Extension/change to due date of written assignments**

Students are required to submit or complete assessment tasks by or on the due date. If a student is experiencing extenuating circumstances they may apply for an extension of time from the due date. The type of extension time and the process involved depends on the difficulty being experienced. Students need to contact their subject coordinators **before the due date** to negotiate an approved extension.

Students whose performance in an assessment item has been seriously affected by illness or other factors may be eligible for [Special Consideration](#).

### **Word length**

It is important to respect the allocated word length for all written assessments. A general rule is that there is +/- 10% leeway beyond which assessments will be penalised. For instance, if an assessment asks students to submit a piece of writing of 2,000 words, the submitted work may be between 1800 to 2200 words. Written work that exceeds the allocated word length by more than 10% of the total required, or that is considerably under the allocated work length, will be marked down. In some subjects, sections of material beyond the specified length will not be considered for assessment. Information on these special cases is provided in Subject Outlines.

### **Assignment cover sheet**

Students are required to complete and sign an Assignment Cover Sheet for written assessment tasks. Attach it to the front of your electronic copies, and sign the one on your paper copy.

School of Education cover sheets:

[www.uts.edu.au/current-students/education/study-and-assessment-resources](http://www.uts.edu.au/current-students/education/study-and-assessment-resources)

School of Communication cover sheets:

<https://www.uts.edu.au/sites/default/files/communication-assignment-cover.doc>

School of International Studies cover sheet:

<http://www.uts.edu.au/sites/default/files/international-studies-assignment-cover.doc>

### **Submission of assignments**

Information regarding when, how and where to submit assignments is provided in Subject Outlines. Unless specified otherwise in the Subject Outline, assignments are to be submitted online via Turnitin. Any written hardcopy assignments are submitted as double spaced, one corner stapled A4 pages, and have NO binding, NO folder and NO plastic sleeve.

### **Resubmission of assignments**

Students who submit an unsatisfactory major assignment in a subject may be given an opportunity to resubmit the assignment, taking feedback into account, if the Subject Coordinator thinks resubmission is warranted. It is not up to the student to decide whether resubmission is warranted; this is at the Coordinator's discretion. Resubmission must take place within the period determined by the Subject Coordinator, usually one week. Assignments may be resubmitted once only. Resubmitted assignments can only gain a maximum of a pass mark (50%) for the assignment. Work submitted late without a valid extension is not eligible for resubmission. See page 29:

<http://www.gsu.uts.edu.au/policies/documents/assessment-coursework-procedures.pdf>



## Return of Assignments

For work submitted online, students will be notified when marked assignments are available to view. Any hardcopy assignments will be returned during class wherever possible. Students are responsible for viewing their marked work online or for collecting their assignments in class.

Under [Rule 3.9](#) the university may retain the original or one copy of any student work.

## Academic Liaison Officers

Students registered with UTS Accessibility Service are expected to contact the Academic Liaison Officer (ALO) at the beginning of their course about any particular learning and assessment arrangements. Students should contact their ALO at the start of each session to advise of their subject enrolments. Please note that the Academic Liaison Officer is also the person to contact if you need assistance because you have primary care for young children or other caring responsibilities.

The ALO is a member of academic staff who receives and determines requests for:

- assessment adjustments from students who have permanent or temporary disabilities;
- special provision for students who are sole carers.

Any special assessment arrangements must be negotiated within the first 6 weeks of session. These requests are negotiated on terms that are acceptable to the staff and students concerned.

For contact details of Academic Liaison Officers in particular FASS programs, please see: <https://www.uts.edu.au/current-students/students-with-accessibility-requirements/accessibility-service/services-and-2>

## Accessibility Service

Students with a disability or ongoing medical condition who require support services are encouraged to contact the Accessibility Service for a confidential interview. The Accessibility Service provides services for people with disabilities, who may be entitled to ask for special learning and assessment arrangements.

<https://www.uts.edu.au/current-students/students-with-accessibility-requirements/accessibility-service>

## Special Consideration

If a student is prevented from meeting prescribed attendance or participation requirements as a result of illness or other circumstances beyond the student's reasonable control, the student may apply for consideration of alternative arrangements. Applications must be made through the prescribed University processes, and students are advised to consult with staff at their Student Centre to ascertain the appropriate method of application.

[www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special](http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special)

## Referencing

School of Communication and School of International Studies students use the Harvard UTS Referencing Guide: [www.lib.uts.edu.au/help/referencing/harvard-uts-referencing-guide](http://www.lib.uts.edu.au/help/referencing/harvard-uts-referencing-guide)

School of Education students use the APA referencing style. Information is available in the APA referencing guide: <http://www.lib.uts.edu.au/help/referencing/apa-referencing-guide>

## Copyright

Australian Copyright Law allows you as a student or researcher to copy and use limited amounts of other people's material in your study or research without their permission and free of charge.

This applies to any sort of published or unpublished work, and includes written material, tables and compilations, designs, drawings (including maps and plans), paintings, photographs, sculpture, craft work, films (such as feature films, television programs, commercials and computer video games), software (such as computer programs and databases), sound recordings, performances and broadcasts (including podcasts and vodcasts of these) and text, including books, journals, websites, emails and other electronic messages.

It is important to remember that you **can only use a limited amount for your study or research purposes** and that **you need to correctly acknowledge the author and reference their material** when you use it in your work.

Incorrect or improper use of copyright protected material could result in breaking Australian Copyright Law, for which significant penalties apply. Incorrect or improper use of copyright protected material at UTS would result in consideration under the UTS Student Misconduct and Appeals Rules.

Please remember that teaching materials and resources provided to you at UTS are also protected by copyright. You are not permitted to re-use those for commercial purposes without permission of the copyright owner. Improper or illegal use of teaching materials can lead to prosecution.

UTS Student Requirements and Rules (see: [www.gsu.uts.edu.au/rules/2-1.html](http://www.gsu.uts.edu.au/rules/2-1.html)) and the UTS Student Charter (see: [www.gsu.uts.edu.au/policies/studentcharter.html](http://www.gsu.uts.edu.au/policies/studentcharter.html)) require that students familiarise themselves and comply with UTS student policies rules and procedures.

Information about Copyright for UTS students and researchers is found at: [www.lib.uts.edu.au/about-us/policies-guidelines/copyright-and-uts/students-researchers-and-copyright](http://www.lib.uts.edu.au/about-us/policies-guidelines/copyright-and-uts/students-researchers-and-copyright)

## Student Misconduct

The Student and Related Rules (see: <http://www.gsu.uts.edu.au/rules/student/index.html>) assist with the academic integrity and reputation of the University. As outlined in the Rules students are required to maintain an acceptable standard of conduct at all times while engaged in any activity related to his or her study at or through the University, in relation to both academic and non-academic matters. The normal codes of good academic practice and the rules regarding conduct apply to all assessment items in ALL subjects.

FASS students are expected to be aware of the definitions of misconduct and the potential implications and penalties resulting from such misconduct (see Section 16 – Student Misconduct and Appeals: <http://www.gsu.uts.edu.au/rules/student/section-16.html> ).

Student misconduct can occur in a number of ways in assessment tasks including plagiarism or cheating. Misconduct that is identified as plagiarism is dealt with by the Responsible Academic Officer in the Faculty (Rule 16.10) while cheating is handled centrally by the Registrar (Rule 16.12).

Cheating is defined but is not limited to:

- helping or receiving assistance from other students during an examination or test;

- bringing any materials or sources of assistance into an examination or test room not explicitly permitted for that examination or test;
- gaining assistance from others for assessment items intended to be done individually by the student;
- submitting work you have written in another subject, and that has been assessed in that subject, as an assessment task in a different subject;
- translating material from another language without acknowledgement;
- using translation software (such as is available on the internet) for homework or other assessment tasks;
- copying work, such as all or part of another assignment, from other people and submitting it as a student's own work;
- purchasing an assignment from an online site and submitting as a student's own work;
- requesting or paying someone else to write original work, such as an assignment, essay or computer program, and submitting it as a student's own work.

Students should familiarise themselves with the University's Assessment of Coursework Subjects Policy and Procedures: [www.gsu.uts.edu.au/policies/assessment-coursework.html](http://www.gsu.uts.edu.au/policies/assessment-coursework.html)

Advice to Students on Good Academic Practice is found at:  
[www.gsu.uts.edu.au/policies/academicpractice.html](http://www.gsu.uts.edu.au/policies/academicpractice.html)

## Plagiarism

All subjects in the Faculty of Arts and Social Sciences encourage learners to be active participants in the classroom and to explore independent learning opportunities outside the classroom. However, in the assessment setting, it is important that students in all subjects comply with the following rules and advice.

In order to assess students' understanding of a subject, rather than merely reward a good memory or quick mind, some forms of assessment (such as essays) require extended independent research. To do this research, students have to refer to the work of various scholars who are authorities in the field, and often also to media sources, printed and electronic media, and documents produced by government and non-government organisations. This is normal academic practice because all scholarship depends in some way on building on the work and ideas of others.

Students must be careful, however, to acknowledge the original authors of the ideas, facts, results etc. to which you refer. In doing so, you both respect the intellectual property rights of those authors and enable your own efforts to be recognised and properly evaluated. If you don't acknowledge your sources you may be committing an act of plagiarism.

At UTS, plagiarism is defined in Rule 16.2.1 (4) *as taking and using someone else's ideas or manner of expressing them and passing them off as his or her own by failing to give appropriate acknowledgement of the source to seek to gain an advantage by unfair means*. Plagiarism is academic fraud because the student is attempting to deceive the marker. It is an act of academic misconduct for which students will be penalised.

Within this definition, examples of plagiarism include, but are not limited to:

- copying, paraphrasing or summarising words, or ideas, from any part of a document, website, reference book, journal, newspaper or other source (including written, audio, visual and computer-based material) without acknowledging the source;
- using somebody else's ideas, results or conclusions;
- paraphrasing material taken from other sources, to change the words but keep the ideas, without acknowledging the source;
- downloading material from the internet and including it as part of a student's work without acknowledging the source;

The definition assumes that if the source had been appropriately referenced, the student's work would have met the required academic standard. For obvious reasons, referencing another student's work is unlikely (except in the context of legitimate cooperation, such as group work) to be academically appropriate. Accordingly, the definition of plagiarism rarely applies to work that is sourced from another student.

### How to Avoid Plagiarism

- Assume that your marker/reader will be able to detect plagiarism and that your work may be checked in Turnitin (see below).
- Make sure you have completed the 'Avoiding Plagiarism' tutorial and quiz available from: <https://avoidingplagiarism.uts.edu.au/#grid3d>
- Make sure that you are familiar with the UTS (modified) Harvard referencing system (or APA referencing system used in Teacher Education courses). Information is available in the APA referencing guide: <http://www.lib.uts.edu.au/help/referencing/apa-referencing-guide>
- Write the source on any notes or copies you make from any document. Keep a detailed list of your sources throughout the course of your research.
- Sources that should be acknowledged include those containing the concepts, experiments or results from which you have extracted or developed your ideas, even if you put those ideas into your own words.
- When quoting directly from a work always include the specific page references. It is not enough to merely acknowledge the source in general.
- Always follow the requirements of your style guide to ensure quotations are appropriately cited / referenced / acknowledged.
- Avoid excessive paraphrasing, even when you acknowledge the source. Use a different form of words to show that you have thought about the material and understood it.
- Do not recycle work you have submitted in another subject at UTS. This is considered as cheating.
- Do not assume that you will be able to cut and paste a meaningful and coherent research project from various sources: this technique is easy to detect.
- Do not assume that you will get away with plagiarism.

If in doubt about any of these matters, see your lecturer, tutor, or subject or major/course coordinator.

### Turnitin and forensic analysis of texts

Staff in FASS use plagiarism detection software (such as Turnitin) on a routine basis for checking student work or when plagiarism is suspected. The Turnitin system verifies the originality of your work, checking for matching text on the web, through electronic journals and books, and in a large database of student assignments from around the world. For further information on this system see the website: <https://turnitin.com>

Students should be aware that if you submit your work to Turnitin it remains in the Turnitin database even after the subject is finished, so that future assignments can be checked against it. If future assignments have text that matches your assignment, the originality report for that other assignment will note that it matches text in an assignment submitted in another subject at UTS, but the system does not give Turnitin users access to your assignment, or give them your name or email address.

Students therefore should check their own work in Turnitin prior to electronic submission. Staff responsible for making decisions regarding academic misconduct and appeals in cases of plagiarism may request and make use of evidence from plagiarism detection software or from forensic analysis of texts, computer code, images or other works. Where plagiarism is detected, appropriate disciplinary action will be instigated.

## HELPS

HELPS (Higher Education Language & Presentation Support) is dedicated to provide English language and academic literacy support to all UTS students. Programs and services are free and non-award. Topics addressed will include weekly study/ reading/ writing/ speaking skills workshops, daily drop-in consultations, individual consultations by referral and/or appointment, writing clinics, conversations@UTS, and intensive academic English programs.

HELPS is located in Building 1, Level 5, Room 25  
Ph. 9514 9733 | Email: [helps@uts.edu.au](mailto:helps@uts.edu.au) | Website: <http://www.ssu.uts.edu.au/helps/index.html>

## Academic English Program

Academic English Program — the language students will be required to understand (when listening and reading) and produce (in writing and speaking) at university — has special features, which makes it different from the language people use in other contexts. Postgraduate or undergraduate coursework students who have been identified as benefiting from developing their academic language skills are strongly encouraged to undertake Academic English: Communication Fundamentals (8cps or 6cps) as an elective. More information can be found at: [www.uts.edu.au/future-students/international-studies/study-areas/academic-english-program](http://www.uts.edu.au/future-students/international-studies/study-areas/academic-english-program).

## Fieldwork and Excursions

In many subjects students will be required to undertake fieldwork, excursions or other activities away from campus. All students are required to familiarise themselves with the UTS Fieldwork Guidelines (including for overnight stays in remote locations):

[http://www.hru.uts.edu.au/docs/manual/8\\_8.pdf](http://www.hru.uts.edu.au/docs/manual/8_8.pdf)

The Guidelines have been prepared to ensure that all fieldwork activities are properly planned, managed and coordinated in such a way as to meet the best interests of the University while protecting the safety of staff members, students and the wider community. Please note the following, which are intended to minimise risk in respect of fieldwork trips:

- subject coordinators will provide students with specific procedures that should be followed in order to ensure the health, safety and welfare of staff members and students and the protection of the environment;
- students should follow all reasonable directions in respect of fieldwork trips (including attendance at all compulsory briefing sessions prior to fieldwork trips); and
- students should read, and sign the acknowledgement in respect of, the UTS Student Code of Conduct for Field Excursions.

## Work Experience

The practice-orientated nature of FASS degrees means they are designed to prepare students to work long-term in a dynamic and changing professional environment. Students are given exposure to a range of practice-related experiences, including problem-based, issues-based or practice case-based approaches to learning in subjects and guest lectures, vodcasts or podcasts from professional practitioners.

Students may also undertake voluntary or compulsory work-based learning, in the form of internships and practicums, as part of their degrees.

For voluntary internships, students are required to complete an application for approval via UTS CareerHub. Login: <https://careerhub.uts.edu.au/> Information on work experience opportunities in FASS degrees can be found at:

- School of Communication:  
<http://www.uts.edu.au/current-students/communication/work-experience>.
- School of Education:  
<http://www.uts.edu.au/current-students/education/work-experience>
- School of International Studies:  
<https://www.uts.edu.au/about/faculty-arts-and-social-sciences/what-we-do/internships/students#a-name-compulsory-work-placement-a-compulsory-work-placement-by-subject>

More information on FASS internships can be found at: <http://www.uts.edu.au/about/faculty-arts-and-social-sciences/what-we-do/internships>

## Relations with the external Community

FASS recognises that students across the Faculty need to actively intersect with the wider community as part of their professional development.

Students should identify themselves as UTS students when undertaking tasks related to their course (formal assessments; informal contacts, and so on) in the wider community.

As outlined in the UTS Student and Related Rules, students at UTS are required to maintain an acceptable standard of conduct at all times, while engaged in any activity related to his or her study at or through the University. This includes participating in professional, industry or practical experience. If the Rules or the Code of Ethics are breached, student misconduct proceedings may apply.

The Rules are available from the UTS website <http://www.gsu.uts.edu.au/rules/student/index.html>. **Journalism students** should also operate within Media Alliance ethical guidelines, as promulgated by the appropriate course coordinators (see: [www.alliance.org.au/code-of-ethics.html](http://www.alliance.org.au/code-of-ethics.html)).

## Ethical Considerations

Being ethical is a key element of being professional. Many assignments in subjects in all FASS programs involve using people as subjects for your student learning. In any research or writing about actually existing people (whether you connect with them in person or via social media or data sources) it is important for students to consider the ethics of the way they are using people in their research. As well as personal ethics, there are institutional legal consequences from research done in the name of UTS.

Undergraduate assignments in FASS do not normally require Human Research Ethics Committee (HREC) approval. However, it is important that students consider ethical principles before undertaking assignments when appropriate. Please consult the Ethics Guidelines for FASS coursework students: <http://www.uts.edu.au/sites/default/files/fass-coursework-ethics.pdf>

Where required for specific assessment tasks, subject coordinators will make proforma documents for students to use available through UTSONline or CANVAS.

## Intellectual Property

Some subjects in FASS require individual or group projects that are related to specific community organisations. Part of the requirement for such subjects is that the community organisation can use in any way the results of individual or group projects as part of the students' donation to the community. In return the community organisation agrees to credit the student's work that is published.

**UTS retains the right to retain and/or publish coursework student work for promotional and educational purposes.**

## RESOURCES

### Subject readings and readers

Reading a wide range of academic material related to the topics you are studying in each of your subjects is vital to success. Lecturers use the library's e-reserve system to make key readings easily available to you. You can read these texts online and/or download and print them.

If you are advised in the subject outline that the subject has a reader, you can choose one of the following methods to obtain a hard copy of it:

- UTS Union Shop: You can order and pay for readers at the UTS Union Shop. If you place an order by 3pm, the reader will be available at 12.30pm on the next business day.
- UTS Resource Centre: You can download the readings onto a USB and print and bind the information at the UTS Resource centre for the standard price.
- Instant Service providers: You can take the downloaded files to other instant print providers for a total service but the price may vary between service providers.

### Student Services

UTS provides students with a wide range of services. For further information please see: <http://www.uts.edu.au/current-students/support>.

### Library

The UTS Library (homepage: [www.lib.uts.edu.au/](http://www.lib.uts.edu.au/)) offers a range of services to assist students make the most of their studies at University, including:

- Orientation: How to find items on your reading list, borrowing books and getting help with your assignments: <http://www.lib.uts.edu.au/events/tag/orientation>
- The Academic writing guide: [www.lib.uts.edu.au/help/study-skills/writing-reading-speaking](http://www.lib.uts.edu.au/help/study-skills/writing-reading-speaking)
- The Assignment Survival Kit: [www.lib.uts.edu.au/help/study-skills/assignment-survival-kit](http://www.lib.uts.edu.au/help/study-skills/assignment-survival-kit)
- Referencing modules/online tutorials: [www.youtube.com/playlist?list=PL33E43721BA8C2529](http://www.youtube.com/playlist?list=PL33E43721BA8C2529)
- Study Skills: [www.lib.uts.edu.au/help/study-skills](http://www.lib.uts.edu.au/help/study-skills)
- English language resources: [www.lib.uts.edu.au/help/english-language](http://www.lib.uts.edu.au/help/english-language)

### UTS Learning Online

FASS subjects use either UTSONline or CANVAS as online learning management systems, and can be accessed by most web browsers from inside or outside the university. Information on how to use UTSONline can be found at: <https://help.online.uts.edu.au/information-for-all-users/for-students/>.

The URL for the UTSONline log in page is: <https://online.uts.edu.au/>.

You will need to log in to UTSONline each time you use it. Your user name is your student number. Your default password to begin with is the first two letters of your family name (IN CAPS) followed by your student number.



CANVAS is a new learning management system for UTS and only selected FASS postgraduate subjects use it currently. If your subject is using CANVAS your subject co-ordinator or instructor will give you specific details at the appropriate time.

If you are experiencing difficulties logging on or forget your password, contact the ITD helpdesk at: <https://uts.service-now.com/ess/>

## Student Centres

The staff at UTS Student Centres provide general student administration information and advice to any UTS student or staff member, and specific administration services for the students and staff of the faculties nearby. Services provided by the student centres include:

- Subject and course information
- Enrolment enquiries
- Withdrawal enquiries
- Study plan enquiries
- Class allocation enquiries
- Credit Recognition and subject substitution applications
- E-Requests
- Leave of Absence and concurrent study applications
- Exam related and academic progress applications
- Progression and academic caution matters
- Graduation enquiries

An e-Request is an online request to your UTS Student Centre. You can submit an eRequest at: <https://mystudent.uts.edu.au/>

- for access to subjects with restrictions, this may be something that is blocking your subject enrolment
- to enrol in more than the allowable credit point limit per session for your course,
- to enrol in a cross faculty electives,
- make a change to your study plan, and
- to select or change your sub-structures, such as a majors or sub majors, choice block or stream.

For assistance with enrolment and timetable issues please contact the relevant Student Centres. Go to [cfsites1.uts.edu.au/find/ask-uts/form.cfm](https://cfsites1.uts.edu.au/find/ask-uts/form.cfm) to lodge a request.

### **Student Centres enquiry number (general):**

1300 ASK UTS (1300 275 887) (from within Australia)

### **Student Centre location**

City Campus Building 10, Level 2 235 Jones Street, Ultimo, NSW 2007

## Indigenous Students

UTS and Jumbunna recognise the Gadigal people of the Eora nation as the Traditional Owners and holders of knowledge of the places where our campus stands. We acknowledge elders both past and present and recognise the contribution that Indigenous people make to the academic and cultural life of the university.

FASS has made the university's Indigenous commitment core business – the responsibility of all of us. Each School has an Indigenous Liaison Officer who is there to support you in succeeding at university. Jumbunna Indigenous House of Learning offers a range of support services and dynamic facilities to UTS Aboriginal and Torres Strait Islander students. Details can be found at: <http://www.uts.edu.au/future-students/indigenous/jumbunna/our-purpose>



## MediaLab

The MediaLab is a specialist Teaching and Learning and Research support unit. Through the MediaLab, students enrolled in Media Arts and Production, Journalism and Music and Sound Design subjects have access to:

- [Media production facilities](#), including Mac computing labs and specialised production suites with limited access.
- [Sound facilities](#) equipped to specialise in music, audio arts, post-production and surround mixing.
- The Bon Marche studio shooting stage and performance /media arts production space.
- The FASS Portable Equipment Store giving students access to an extensive range of professional production equipment.

For more information on the services provided by the MediaLab see:

<http://www.uts.edu.au/future-students/communication/student-experience/medialab> .

When using MediaLab's facilities and equipment students should familiarise themselves with the general information and conditions of use and complete the relevant film, video and audio production documents (see: <http://www.uts.edu.au/current-students/communication/film-video-and-audio-production-resources> ).

## UTS Students' Association

The UTS Students' Association is a completely independent and democratic organisation run by students, for students. It runs campaigns based on student issues, provides free student services, and supports student collectives and clubs in their initiatives. <https://www.uts.edu.au/current-students/campus-life/communication-uts/students-association>

## Handheld Devices in Teacher Education

You are encouraged to bring *your own portable, handheld device* to campus-based classes and to your Professional Experiences. Your device will facilitate technology-mediated pedagogies in your course and participation in approaches evident in school classrooms where students are working in technology rich learning environments. It will also act as a conduit for your digital fluency development and your professional networking and engagement in the field.

*Why?* There is a burgeoning interest in mobile learning approaches in Education (e.g. Burden et al., 2012; Johnson, Adams & Cummins, 2012) and considerable interest in exploiting the huge appeal and availability of handheld devices for their pedagogical uses (Kearney, Schuck, Burden & Aubusson, 2012). These portable devices have increasingly powerful capabilities.

*What device should I bring?* Any device that is portable and wi-fi enabled. This includes laptop, tablet, phablet, smartphone etc. Apple (e.g. iPad, iPad mini) and Samsung (e.g. Galaxy Note II) are popular brands but you are encouraged to explore options that suit your own professional needs and budget.

*What if I can't afford to purchase a device?* You will not be disadvantaged in classes. There are (limited numbers of) Faculty and UTS Library devices and you have access to UTS General Computer facilities (see: <http://www.itd.uts.edu.au/index.html>). N.B. if you consider purchasing a device in the future, you may be eligible to apply for financial assistance during your studies at UTS. To find out if you are eligible, visit: <http://www.uts.edu.au/current-students/support/financial-help/financial-assistance-service> .

*Is there wi-fi at UTS?* There is now excellent access to wi-fi on all UTS campuses.

# UTS RULES, DATES AND WEB REFERENCES

## Rules of the University

Students are strongly advised to read the Rules of the University, available from the UTS website at [www.gsu.uts.edu.au/rules/index.html](http://www.gsu.uts.edu.au/rules/index.html), and to understand the requirements of their course by referring to the online Handbook at [www.handbook.uts.edu.au](http://www.handbook.uts.edu.au)

You should also refer to your Subject Outline to see if there are any other prescribed attendance requirements for your subjects.

## Key dates

Academic year: [www.handbook.uts.edu.au/dates\\_academic.html](http://www.handbook.uts.edu.au/dates_academic.html)

Census dates: <http://www.uts.edu.au/current-students/managing-your-course/important-dates/census-date#census-dates-for-2017>

Important dates: [www.uts.edu.au/current-students/managing-your-course/important-dates/important-dates](http://www.uts.edu.au/current-students/managing-your-course/important-dates/important-dates)

UTS Timetable Planner: <http://www.uts.edu.au/current-students/timetable/uts-timetable-planner>

## Student Related Rules

Student and Related Rules  
[www.gsu.uts.edu.au/rules/student-index.html](http://www.gsu.uts.edu.au/rules/student-index.html)

Review of Assessment Results:  
[www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/results](http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/results)

Special Consideration:  
[www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special](http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special)

## Student Self Administration

E-request  
[www.uts.edu.au/current-students/managing-your-course/using-uts-systems/student-forms-apps-and-systems/erequest](http://www.uts.edu.au/current-students/managing-your-course/using-uts-systems/student-forms-apps-and-systems/erequest)

myTimetable:  
<https://mytimetable.uts.edu.au/>

Managing your course:  
<http://www.uts.edu.au/current-students/managing-your-course>

## Computer logins, passwords and computer labs

Contact the IT Support Helpdesk if you are having difficulty logging on to the UTS Website, your UTS Email or UTSONline  
<https://www.uts.edu.au/current-students/managing-your-course/using-uts-systems/it-support>