THE UNIVERSITY OF SYDNEY

School of Psychology

Faculty of Science

Undergraduate Student Guide
2018

The information in this guide is always superseded by information in Unit of Study outlines. If a Unit of Study outline for a particular unit does not contain information on these particular topics, the information here applies. If your Unit of Study outline does contain information on these particular topics, read and adhere to the information in the Unit of Study outline and ignore the information here.

TIMETABLES

Individual student timetables are automatically generated by the University. Students are assigned to classes in such a way as to keep clashes to a minimum.

To see your official University timetable: https://web.timetable.usyd.edu.au/firstTimeGuide.jsp

Changing Tutorial Classes

Until the end of Week 1:

If you need to change your tutorial class, you must firstly try to do so via MyUni Timetable. Warning: **Any change made to your timetable is likely to result in one or more of your classes being automatically reallocated.** You cannot choose to keep some classes while moving others.
If you wish to change just one component, you can attend an in-person timetable changes offered by the Timetabling Unit week prior and in WK1 of each semester
https://www.timetable.usyd.edu.au/personaltimetable/info/

From Week 2:

You can no longer change your timetable via MyUni or via the in-person Timetabling session. Only the staff at the School of Psychology Learning and Teaching Support Office can assist with changes from this point. The conditions and procedure to do so is:

1. If you have a clash with your tutorial and your work commitment, you will have to have a document from your work noting your work commitments and bring this to the Teaching Support office on the ground floor of the Brennan-McCallum Building in person.
2. You must bring your current timetable and check the tutorials times which may still have space in them to see if any suit you.
3. Only if you satisfy the conditions above will the staff be able to move you to the preferred tutorial time.
4. If a tutorial is listed as FULL or OVER, you may be moved to it only if you "swap" with another student. The School staff are not able to assist in contacting other students for you. Once you have found someone, BOTH of you must come to the Learning and Teaching Support office and complete the swap together with the staff. Check the location and opening times of the office on page 2!

Please note that:
- No requests will be actioned over the telephone or by email.
- Once changed, you cannot revert to a previous tutorial session.

From Week 3 of the semester, request to changes in your tutorial timetable will only be considered with extenuating circumstances as changes this late in semester are likely to impact your participation in class assessment components.

If you are unable to attend your timetabled tutorial regularly due to timetable clashes or other commitments, you are strongly advised to withdraw from the unit (or withdraw from another unit, which would then allow you to attend psychology tutorials), or you may fail the unit of study automatically.

*Note that some units do not allow tutorial changes after week 1.

ENROLMENT

Processes for enrolment, transferring degrees, and adding and withdrawing from Units of Study are administered by your Faculty (e.g. Faculty of Arts, Faculty of Science). FAQs regarding such matters for Faculty of Science students can be found at the following link:
http://sydney.edu.au/science/cstudent/ug/faqs.shtml

Special Permission

Students who require special permission to enrol in a Unit of Study should contact their Faculty.

Withdrawing from a Unit of Study or Adding a Unit of Study

The deadlines for withdrawing from a Unit of Study and/or adding a Unit of Study can be found here:
http://sydney.edu.au/science/dates.shtml#variation

There are various penalties associated with discontinuing from a Unit of Study after a certain date. You should be aware that the following definitions apply to variations of enrolment made by students who are considered domestic (i.e. Australian citizens, Australian permanent residents and NZ citizens):

Withdraw (WD): No academic or financial penalty.

Discontinue - Not to count as failure (DC): No academic penalty, BUT you remain liable for the relevant Commonwealth Assistance liability or tuition fees.

Discontinue - Fail (DF): You will be automatically assigned a mark of fail (graded DF on your academic record) for that Unit of Study. You will, in addition, be liable for the relevant Commonwealth Assistance liability or tuition fees for that Unit of Study.

UNIT OF STUDY ASSESSMENTS

Please check your Unit of Study Outline for the assessments you are required to complete, and the due dates and closing dates of these assignments. Students are responsible for ensuring that they know which assessments are a compulsory component of their Unit of Study (i.e. they must be completed in order to fulfill the requirements of the Unit) and which are not compulsory. Failure to complete compulsory assessments will lead to an Absent Fail (AF) grade for the Unit.

General Criteria for Assessing Written Work
The School of Psychology's general criteria for assessing written work are available at:
http://sydney.edu.au/science/psychology/current_students/doc/general_grade_criteria.pdf

Submission via Turnitin
All written assignments are to be submitted online, by you, via Turnitin (accessible via the eLearning site for the Unit of Study), **emailed assignments will not be accepted.**
Assignments will normally be marked and returned online. There are no hardcopy submissions for written assignments.

Ensure **you submit the correct file**. The submission process shows you a complete preview of your entire assignment **after** you have uploaded it but **before** you have submitted it. Carefully check through every single page to ensure everything is there and the correct version has been uploaded, and only then press CONFIRM.

Contesting Marks

Students **do not** have an automatic right to request re-marking of class work or exam papers, but they are encouraged to discuss the assessment of their work with members of the teaching staff. Before doing so, students must make sure they have read and understood any written comments already supplied by the marker.

The following remarking/appeal process must be initiated within 2 weeks of students being notified on Blackboard that assignments are ready for collection.

Students who are dissatisfied with some aspect of their assessment should:
- First consult the **marker** (usually their tutor), who will provide feedback for the given mark. If the tutor was not the marker of the assessment and cannot supply sufficient feedback, the Unit co-ordinator of the relevant Unit will direct them to the staff member responsible for the assessment.
- If the student is not satisfied, they should provide a **written case** explaining why they believe the work should be re-marked and approach the Unit co-ordinator with this written case. This must be done within two weeks of receiving your marked assignment. The Unit co-ordinator may agree and allow the work to be re-marked. Note: **The new mark may be lower than the original mark, in which case the new mark will stand.**
- If the Unit co-ordinator does not believe the work should be re-marked, or if after re-marking, the student still believes that the work has been improperly assessed, s/he should address such concerns in writing to the Associate Head of Teaching and Learning. Letters to the Associate Head of Teaching and Learning should be submitted to the Psychology Counter.

Normally, the Associate Head of Teaching and Learning will consider re-marking of submissions only if both the following are true:
- The student has discussed the reasons for their mark with the staff member(s) responsible for the assessment.
- The student clearly establishes, in writing, reasons for receiving a mark higher than that awarded, taking into account the feedback they have received from the previous marker(s).

Please note that the new mark may be **lower** than the original mark, in which case the new mark will stand.

STUDENT RESOURCES

MyUni

MyUni is the portal through which you can access all the key resources related to your studies, including your Timetable, Library loans, University email account, eLearning/Blackboard site and Sydney Student.
https://myuni.sydney.edu.au/

University Email

All University communication will be sent to your University email address. Check your University email every day or forward your University email to an email you do check regularly. More information about a student University email account is at:
http://sydney.edu.au/ict/student/email-storage/mail.shtml

eLearning/Blackboard

Unit of Study information for currently enrolled undergraduate and postgraduate coursework students who is provided via Sydney eLearning (Blackboard or Canvas).
https://elearning.sydney.edu.au/

https://canvas.sydney.edu.au/

Sydney Student

To check or change your enrolment, results or to update personal details etc., log on Sydney Student:
https://sydneystudent.sydney.edu.au/sitsvision/wrd/siw_lgn

Special Consideration and Special Arrangements

If you experience short-term circumstances beyond your control, such as illness, injury or misadventure, which affects your preparation or performance in an assessment, you may be eligible to apply for Special Consideration: http://sydney.edu.au/current_students/special_consideration/index.shtml

Disability Services

The University offers a range of services to minimise the impact of any disability on your learning experience and optimise your academic success: http://sydney.edu.au/stuserv/disability/

Educational Integrity

The University of Sydney is unequivocally opposed to, and intolerant of, plagiarism and academic dishonesty. Learn how to help protect our education, research and qualifications by being a champion of academic integrity: http://sydney.edu.au/elearning/student/EI/index.shtml

Student Support Services

The University provides a large range of support services to students, such as:
- Careers, academic and financial support: http://sydney.edu.au/study.html
- Health, wellbeing and success: http://sydney.edu.au/campus-life/health-wellbeing-success.html

Library

The University of Sydney Library is a distributed system of libraries with a collection of over 5 million items. Fisher Library has the most resources relevant to Psychology and is located on Eastern Avenue, Camperdown Campus: http://sydney.edu.au/library

Psychology Guide
Includes links to Psychology databases, Internet resources, information on tests and more.
http://libguides.library.usyd.edu.au/psychology

Psychology material in high demand
Reserve 2 Hour Loan (located on Level 3 of Fisher Library) is a collection of required and recommended items on Psychology reading lists that are only available in print format. A list of reading material available electronically for your Unit can be searched by Unit of Study or lecturer via the catalogue: http://opac.library.usyd.edu.au/search/r

APA Referencing Guide
http://sydney.edu.au/library/subjects/downloads/citation/APA%20Complete_2012.pdf

Useful Links

- Information about the **Bachelor of Psychology** at the University of Sydney can be found at: https://sydney.edu.au/courses/courses/uc/bachelor-of-psychology.html
- Information about what constitutes a **psychology major** and **accreditation of a psychology major** in University of Sydney degrees can be found at: http://sydney.edu.au/science/psychology/current_students/accred_psychology_major.shtml
- Information about **becoming a registered psychologist in Australia** can be found at: http://sydney.edu.au/science/psychology/future_students/becoming_reg_psychologist.shtml
- Information about **honours in psychology** at the University of Sydney can be found at: http://sydney.edu.au/science/psychology/future_students/honours/index.shtml
- Australian Psychology Accreditation Council: https://www.psychologycouncil.org.au/
- Psychology Board of Australia: http://www.psychologyboard.gov.au/
- Australian Psychological Society: http://www.psychology.org.au/

STUDENT CODE OF CONDUCT

Students at the University of Sydney are bound by a Code of Conduct, which can be found here: http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/215&RendNum=0

SCHOOL OF PSYCHOLOGY EDUCATION SUPORT OFFICE

If you cannot find the answer to your question in this document, please contact the School of Psychology Education Support Office by email via:

- PSYC1001 and PSYC1002: psychology.firstyear@sydney.edu.au
- ATHK1001 students and Second and Third Year Students: psychology.ugsupport@sydney.edu.au

Please ensure when you send an email, that you do so from your university email account, and that you include your name and SID.

Students can expect a response within 3 business days.