UNDERGRADUATE STUDENT GUIDE

This document contains School procedures relevant to students undertaking undergraduate Units of Study in the School of Psychology. Please familiarise yourself with the information contained in this document.

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**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](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, first you must attempt this through the University Timetable Unit: [http://web.timetable.usyd.edu.au/firstTimeGuide.jsp](http://web.timetable.usyd.edu.au/firstTimeGuide.jsp)

From Week 2: Students can no longer change their timetable via the online system or the Timetabling Unit office. Only the School of Psychology can assist with this. The procedure to do so is:

1. Check the tutorials times for each Unit of Study on the list of classes at the Psychology Counter (Brennan-MacCallum room 325)
2. If there is room in the class you want to move to AND your timetable is free at that time, the psychology admin staff may be able to help you move to that class.
3. Note some classes will be listed as FULL or OVER. The ONLY way to change into a FULL or OVER class is to find a "swap":
   - (i) Check the tutorial times of the Unit
   - (ii) Use the “tutorial swaps” discussion forum on your Unit of Study Blackboard site to find another student willing to swap their tutorial with you
   - (iii) BOTH students must come to the Psychology Counter (Brennan-MacCallum room 325; open 12:30-4:00pm) and complete the swap together with the student admin staff

Please note that:

- Changes from Week 2 must be made **in person**. No requests will be actioned over the telephone or by email.
- **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 the same while moving others.
- You cannot revert to a previous timetable.

It is highly inadvisable to change tutorial classes after Week 3 of the semester, because this is likely to impact your participation in class assessment components.

**ATTENDANCE**

Students are expected to attend 80% of all timetabled activities. It is our view that students who attend less than 80% will struggle to pass the Unit. Poor attendance cannot form the basis of a special consideration claim. Lecture recordings are intended for revision purposes only (or an occasional unexplained absence) and should not be relied upon as a substitute for attendance at lectures. Absences from tutorials cannot be made up for by private study and tutorials can never be recorded. If you believe your absence is for a good reason, hold on to your supporting documentation/evidence of the cause, as attendance records may later be used to make decisions about issues like continued enrolment, scholarships, discontinue not
fail cases, show cause and plagiarism cases. There is no need to lodge Special Consideration applications for attendance unless attendance and participation are assessable components of the Unit of Study. Note, however, that if you are absent from timetabled activities for a great deal of the semester, you may be advised to withdraw or discontinue regardless of the causes.

If you are unable to attend your timetabled tutorial regularly due to timetable clashes or other commitments, you should withdraw from the Unit (or withdraw from another Unit, which would then allow you to attend psychology lectures and tutorials).

Missed Tutorial Classes

It is your responsibility to attend the tutorial in which you are enrolled in order to be marked present. If you miss a tutorial class it is your responsibility to make up for your absence, but note that tutors cannot be expected to notify other tutors to confirm your attendance if you do not attend your timetabled tutorial.

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 times 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.

**Written Assignments**

All undergraduate Units of Study in the School of Psychology require the completion of at least one written assignment.

**General Criteria for Assessing Written Work**


**Submission via Turnitin**

All written assignments are to be submitted online via Turnitin (accessible via the eLearning site for the Unit of Study). Assignments will normally be marked and returned online. There are no hardcopy submissions for written assignments.

It is critical that you submit your assignments correctly. It is your responsibility to ensure you submit online, on time, and correctly. The due time is **BEFORE 4PM** on the specified date. The submission time is recorded electronically, and **even one second past the due time is recorded as being late**. The due time is therefore best understood as the precise time by which all activities associated with submission **have been completed**. Beginning a submission attempt close to the due time is strongly discouraged and is at your own risk.

If you do not have access to a reliable desktop computer and Internet connection, have a backup plan for the morning of the due date at the absolute latest. Come into University to a computer lab to submit, submit from the tutorial room with your tutor’s help, or have a friend whose computer you will use (do not give them access to your assignment though).

**Allow extra time** even if you have a normally perfect computer and Internet connection. We strongly suggest you begin attempting to submit the night before the due date at the latest. If you have any issues you can always come into university and use a computer here.

If you are being sensible and allowing extra time (at least a day) to submit then, even if there are any congestion or network issues, you should be fine.

Ensure that you put your **tutor’s name** in the submission title field when submitting your assignment. This will allow your tutor to find the assignment. If you are unsure of your tutor’s name you can look it up on the School of Psychology webpage: [http://sydney.edu.au/science/psychology/teachAdmin/timetable/index.cgi](http://sydney.edu.au/science/psychology/teachAdmin/timetable/index.cgi)

It is required that you submit your assignment **online**. Do not email your assignment to anyone else (especially your tutor) and ask them to submit it online for you. **Emailed assignments will not be accepted**.

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.

**Late Penalties**

Assignments submitted after the due date and time will incur a late penalty unless waived by special consideration, special arrangement or disability services adjustment.
The School of Psychology’s **standard practice** for applying late penalties is that 10 marks are deducted from the raw mark per week (7 days) of lateness. Since submission is electronic, weekends and public holidays count as days.

Once assignments are marked and returned to students, the School will accept no additional or late submission from any student enrolled in that Unit of Study. The return date of an assignment is the last date any submission can be made (with or without an extension). This date will be listed in the Unit of Study Outline: Assessment Summary. If the assignment is a compulsory component, then failure to submit anything by the final date will result in an Absent Fail (AF) grade for the Unit of Study. If the assignment is not compulsory, a mark of zero will be recorded (students may still be eligible to pass the Unit of Study if their final overall mark is 50 or above).

If by the return date and time, you still have not completed and submitted a compulsory assignment, you must complete an alternate assignment for a mark of zero to avoid an Absent Fail (AF) grade for the Unit. Details of the alternate assignment will be circulated to students after the original assignment return date and time.

Please note:

- No exceptions to these penalties will be made without approved special consideration, special arrangement or disability adjustment.
- Any late penalties incurred will be uploaded to the Blackboard gradebook.
- A penalty will be enforced at the co-ordinator’s discretion for work that exceeds the word limit by 5%. Please note – when considering whether an assignment is over the word limit, word count does not include the references section, but does include all in-text citations, quotes, and footnotes (In other words any text you expect to be considered for assessment purposes).

**Academic Dishonesty and Plagiarism**

It is your responsibility to know what academic dishonesty and plagiarism are. This is the link to the University’s policy:


Make sure that you understand what counts as academic dishonesty and the various types of plagiarism. A “Writing and Plagiarism Module” is available on every single Psychology eLearning site and includes an extensive document and a quiz to test your understanding. This is compulsory in first year, so if you did not complete first year psychology at USYD it is critical you complete it. The Library’s program will also help:


Note that:

- the School of Psychology will penalise **all** submitted work that is plagiarised.
- Students should note that all assignments (including group projects) will be run through similarity detecting software. This software detects similarities between (a) your assignment and both print and online sources, and (b) assignments submitted by other students, from both current and previous years. If similarities are found, they will be investigated so as to determine the nature of the plagiarism. See Part 5 of the University’s policy.

**Return of Written Assignments**

Assignments that are submitted on-time are normally returned within 4 weeks of the due date. Some assignments have shorter (2 to 3 week) turn-around times. Please refer to your Unit of
Study outline for the return dates of each assessment component. Your written assignment should be returned with detailed feedback regarding your mark. If you wish to clarify this feedback, you need to arrange to speak to the person who marked your assignment (usually your tutor).

**In-Class Quizzes/Tests**

You must attend your timetabled tutorial for all assessable in-class quizzes/tests. If you are unable to attend your timetabled tutorial during a quiz/test week, you may seek permission to attend another tutorial during that week. If you cannot complete the assessment at all during that week, you may apply for a replacement test/quiz via the special consideration, special arrangement or Disability Services adjustment request process (see sections below).

**Other Types of Assessments (eg. Presentations, Debates, etc.)**

Some Units of Study have assessments such as presentations, debates, etc. The relevant Unit Co-ordinator will circulate details on how these will be administered and assessed.

**Exams**

Final examinations for each unit of study will be held during the University examination period. The examination timetable is determined by the Examinations Office, and a draft timetable is released well in advance of the examination period:

http://sydney.edu.au/current_students/student_administration/examinations/students.shtml

The University expects that you make yourself available throughout the examination period. Missing an exam or requesting a supplementary exam due to travel plans (for instance) is not grounds for special consideration.

**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 remarking, 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:

1. The student has discussed the reasons for their mark with the staff member(s) responsible for the assessment.
2. 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.

**DISRUPTIONS TO YOUR STUDY**

All Units of Study require attendance and take up a lot of time for study, research, and writing. Many aspects of life will intrude, and in some instances you are allowed some flexibility in how you complete the course. Consider which category of allowance you should apply for. All Psychology courses are in the FACULTY OF SCIENCE, for the purposes of these procedures and forms.

1. If your work during a teaching period or performance in an exam or assessment has been affected by short term illness or misadventure, then you can apply for SPECIAL CONSIDERATION (more information below).
2. If you are aware of future difficulties related to your participation in essential community commitments then you can apply for SPECIAL ARRANGEMENTS (more information below).
3. If your work during a teaching period or performance in an exam or assessment has been, or is likely to be, affected by a continuing condition, then you should REGISTER WITH DISABILITY SERVICES as soon as possible (more information below).
4. If your work during a teaching period or performance in an exam or assessment has been, or is likely to be, affected by a holiday or other commitments which do not fall under Special Arrangements, then you will simply have to decide which aspect of your life is more important. If you notice clashes between your holiday plans and the exam period for example, withdraw before the census date. If you are going to be absent for large parts of the semester because of commitments, which do not fall under Special Arrangements, withdraw before the census date.

**SPECIAL CONSIDERATION**

All applications for Special Consideration must be submitted in person with the Faculty of Science regardless of the degree in which you are enrolled.

You can apply for special consideration for any assessable component in your Unit of Study (e.g. assignments, exams, etc.). Note that you require supporting documentation for all special consideration applications.

Assessments are designed to provide feedback on academic performance and to establish that students have achieved an adequate standard to proceed through their degree or to graduate. The University’s assessment system is designed to ensure that conditions are fair to all students, are as consistent as possible and that individual students are not disadvantaged by adverse personal circumstances beyond their control or by the activities of other students.
Generally, serious illness, injury or misadventure will be taken into account when considering a student’s performance in a Unit of Study. There is, however, a clear distinction between longstanding illnesses or difficulties which prevent students from attending classes or completing required work or which seriously interfere with their capacity to study for long periods and short-term illnesses, injuries or misadventures which may prevent a student from sitting for an examination or completing a particular assessment. In general, the provisions of special consideration are intended to apply to the latter situations.

The special consideration process is not intended for students with long standing medical conditions or disabilities. Affected students should instead register with Disability Services as soon as possible.

**Applications must be lodged within five (5) working days of the due date (i.e. 5 days before and 5 days after the due date) of the assessment task for which special consideration is sought.**

For detailed information regarding the special consideration process, and a list of FAQs, please use the following link: [http://sydney.edu.au/science/cstudent/ug/forms/special_cons.shtml](http://sydney.edu.au/science/cstudent/ug/forms/special_cons.shtml)

**Assignment Extensions**

Formal extensions to assignments must be sought via the special consideration process, the special arrangement process, or a Disability Services adjustment request (see sections below). If you apply for an extension you will most likely be given an extension for the amount of time you are considered to have been affected, as stated in your supporting documentation. Since it takes time for paperwork to be processed, and/or you may have submitted your application after the due date, you may receive notice of a new due date after that date has passed. So ensure you submit your assignment as soon as you are able, or at least before you expect an extension will be granted for. Students will not normally be granted extensions beyond the assignment return date and time. If seriously affected students are approved for an extension beyond the return date and time, they will be required to complete an alternative assessment or be recommended for a grade of Discontinue, Not to Count as Failure (DC).

**Supplementary Examinations**

Students who, because of illness or misadventure, miss the end of semester examinations, or whose performance in the examinations is severely affected, may be granted a supplementary examination. Applications for special consideration, together with all relevant supporting documentation must be submitted to the Faculty of Science within five (5) working days of the examination.

NOTE: If you apply for special consideration for an examination, you are applying to sit a supplementary examination. The School of Psychology will NOT “just add a couple of extra marks” instead.

Students who apply for and are granted either special arrangements or special consideration for examinations in units offered by the Faculty of Science will be expected to sit any replacement assessments in the two weeks immediately following the end of the formal examination period. Later dates for replacement assessments may be considered where the application is supported by appropriate documentation and provided that adequate resources are available to accommodate any later date.
SPECIAL ARRANGEMENTS

The University also provides Special Arrangements if you will have difficulty submitting assessment tasks due to essential community commitments (eg., essential religious commitments, jury duty, Australian Defence Force commitment etc.). For more information and relevant forms and procedures, please use the following link: http://sydney.edu.au/science/cstudent/ug/forms.shtml#special_arrangements

Applications for special arrangements must be submitted to the Faculty of Science counter at least 5 working days before the assessment task. For assessments within the formal examination period, applications must be submitted no later than 14 working days after the publication of the examination timetable.

DISABILITY SERVICES

If you expect your studies to be affected by a long term medical condition or disability, register with Disability Services as soon as possible. Answers to frequently asked questions concerning disability services can be found at: http://sydney.edu.au/stuserv/disability/

Please note: Even students with relatively temporary disabilities (such as a broken limb) may be eligible to register with Disability Services.

The School of Psychology does NOT offer informal assignment extensions or supplementary exams under any circumstances. All requests for extensions/supplementary exams must be formally submitted via the special consideration/special arrangement/disability adjustment application.

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. http://myuni.usyd.edu.au/

University Email

Check your University email on a regular basis, or forward your University email to an address you do check regularly. All electronic University communication will be sent to your University email address. For issues regarding your University email account please see: http://sydney.edu.au/ict/student/email-storage/mail.shtml

eLearning/Blackboard

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

You can check/vary your enrolment, update personal details, check your final results, etc. on Sydney Student: [https://sydneystudent.sydney.edu.au/sitsvision/wrd/siw_lgn](https://sydneystudent.sydney.edu.au/sitsvision/wrd/siw_lgn)

**Student Support Services**

The University provides a large range of support services to students. These include (but are not limited to):

- Advice about careers
- Counselling and well-being services
- Academic skills workshops
- Financial assistance

Links and further information are available at:  

**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.  

**Faculty Liaison Librarian**

Your Faculty Liaison Librarian supports the teaching, learning and research needs of staff, students and researchers for the School of Psychology. Contact details are as follows:  

**Psychology Guide**

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

**APA Referencing Guide**


**Need a refresher after the long vacation?**

Watch and listen to these online learning tools and get back up to speed with information literacy skills on topics such as research, essay writing and referencing.  
Useful Links

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 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 **honours in psychology** at the University of Sydney can be found at: http://sydney.edu.au/science/psychology/future_students/honours/index.shtml


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 STUDENT INFORMATION OFFICE**

If you cannot find the answer to your question in this document, please contact the Psychology Student Information Office:

Brennan MacCallum Building (A18), Room 325

Counter hours during semester: Mon to Fri, 12:30pm to 4:00pm
Counter hours during examination and vacation weeks: Mon to Fri, 12:30pm to 2:30pm

Email enquiries and/or feedback:

PSYC1001, PSYC1002 and ATHK1001 students: psychology.firstyear@sydney.edu.au

Second and Third Year Students: psychology.ugadmin@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.