1. Course Staff and Contact Details
2. Course Details
3. Learning and Teaching Rationale
4. Teaching Strategies
5. Course Assessment
6. Extension of Time for Submission of Assessment Tasks
7. Attendance
8. Class Clash
9. Academic Honesty and Plagiarism
10. Course Schedule
11. Course Resources
12. Course Evaluation and Development
13. Student Support
14. Grievances
15. Other Information
### 1. Course Staff and Contact Details

#### Course Convenor
- **Name:** Ms Nagisa Fukui  
  **Room:** Morven Brown 206  
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  **Email:** n.fukui@unsw.edu.au

#### Lecturer
- **Name:** Ms Nagisa Fukui  
  **Room:** MB 206  
  **Phone:** 9385 2414  
  **Email:** n.fukui@unsw.edu.au

#### Tutors
- **Name:** Ms Yumiko Hashimoto  
  **Room:** MB 201  
  **Phone:** 9385 3722  
  **Email:** y.hashimoto@unsw.edu.au
- **Name:** Ms Kimiyo Matsui  
  **Room:** MB 204  
  **Phone:** 9385 3763  
  **Email:** k.matsui@unsw.edu.au
- **Name:** Ms Atomi Ohama  
  **Room:** MB 204  
  **Phone:** 9385 3763  
  **Email:** a.ohama@unsw.edu.au

### 2. Course Details

#### Units of Credit (UoC)
- **6 Units of Credit**

#### Course Description
This is a first year gateway course for students who aim at majoring/minoring in Japanese Studies this year. The course is also open to student as a free elective and General Education course if the course prerequisite is satisfied. Following ARTS1630, Introductory Japanese B, this course continues to introduce some of the basics of modern Japanese through interpersonal, interpretive and presentational activities. The course also introduces 100 漢字. The course prepares the students to ARTS2630, Intermediate Japanese A.

They are taught through six social/cultural topics following the textbook, Nakama Book 1b chapters:
1. Favourite things and activities
2. Shopping
3. Restaurants and Invitations
4. My family
5. Seasons and weathers
6. Annual events

In each topic, while studying the language, students are challenged to discover different approaches to viewing the world around them linguistically and culturally, and are given the opportunity to understand current sociocultural issues in Japan.

#### Course Aims
This course aims to provide opportunities for basic development of interactive skills in the Japanese language. Extended speaking and comprehension (listening and reading) skills are promoted, while writing skills are also introduced. You should be aware that this is a demanding course which requires constant attention to learning how to interact in Japanese. The course is situated within the overall Japanese language program goals:

This course aims to provide opportunities for basic development
of interactive skills in the Japanese language. Extended speaking and comprehension (listening and reading) skills are promoted, while writing skills are also introduced. You should be aware that this is a demanding course which requires constant attention to learning how to interact in Japanese. The course is situated within the overall Japanese language program goals:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>To produce learners who can communicate and interact well in Japanese at the professional level in a manner, which is culturally, functionally, and structurally appropriate.</td>
</tr>
<tr>
<td>2.</td>
<td>To create a positive attitude amongst learners towards intercultural communication in general and towards Japan and the Japanese in particular.</td>
</tr>
<tr>
<td>3.</td>
<td>To nurture self-sufficient learners who can demonstrate autonomy in learning and who can continue learning on their own.</td>
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**Student Learning Outcomes**

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>be able to express likes and dislikes;</td>
</tr>
<tr>
<td>2.</td>
<td>be able to talk about food, your family, seasons and weather, and memories in a socio-culturally appropriate way;</td>
</tr>
<tr>
<td>3.</td>
<td>be able to go shopping using Japanese;</td>
</tr>
<tr>
<td>4.</td>
<td>be able to read and write short passages including 100 漢字 plus their combinations;</td>
</tr>
<tr>
<td>5.</td>
<td>be a competent collaborative language learner.</td>
</tr>
</tbody>
</table>

**Graduate Attributes**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>the skills involved in scholarly enquiry in Japanese-based disciplinary studies,</td>
</tr>
<tr>
<td>2.</td>
<td>the ability to engage in independent and reflective learning in Japanese Studies,</td>
</tr>
<tr>
<td>3.</td>
<td>information literacy in Japanese Studies,</td>
</tr>
<tr>
<td>4.</td>
<td>an appreciation of, and respect for, diversity in language and culture,</td>
</tr>
<tr>
<td>5.</td>
<td>the skills required for collaborative and multidisciplinary work,</td>
</tr>
<tr>
<td>6.</td>
<td>the skills of effective communication in both English and Japanese.</td>
</tr>
</tbody>
</table>
3. Learning and Teaching Rationale

This course consists of five (5) classroom hours per week made up of a Lecture followed by a Tutorial, then a Seminar. The Lecture is on Mondays. The lecture is two hours. Tutorials can be attended on Tuesdays and Wednesdays. Seminars can be attended on Thursdays and Fridays. The tutorials are one-hour, while the seminars are two-hour blocks. In the classes there is more intensive interaction with your teacher and your classmates.

Your Seminar class is designated as your Homeroom, where your Seminar teacher is your homeroom teacher. You can communicate with your classmates and teacher in your Seminar via Moodle in which you will find a discussion thread specific to your Seminar.

**Lecture mode**
- Lectures will be conducted in an interactive mode. Be prepared to participate in interaction.
- Discussion of new grammar, vocabulary, and Kanji
- Facts ABOUT Japan and Japanese language and how it is used in interaction
- Video and Power Point presentations are used throughout
- Review through doing exercises in the textbook and from the lecture notes

**Tutorial and seminar mode**
- Using Japanese in context, task-based learning
- Class work, group work, pair work, and individual work

**Self study**
- Listen to online audio materials which follows the textbook or using Moodle
- Weekly homework plus review and preparation for classes

(Refer to the Homework Schedule. The Homework Schedule can be found in our course notes. Your teacher may collect your homework randomly to see if you are in the right track. We also check the answers at the beginning of each class. You also find the model answers posted on Moodle.)

*Note: It is impossible to present and practice everything in the allocated classroom time, thus students must make time outside of class to learn vocabulary, Japanese writing system, and listening skills.*

**Moodle**

As an extra resource, this course will use Moodle which acts to supplement lectures and tutorials by giving you the chance to interact with other students and staff on-line. Moodle is an integral part of this course and will be used through the Semester on a regular basis, thus you need to check it regularly. One feature of Moodle is the Discussion page. This is a bulletin board that allows you to post questions or comments about what you're studying, self-introductions, resources which you find useful in your studies and the like. *This bulletin board replaces personal e-mails to the course coordinator that ask any questions about course structure or language learning.* Any questions related to these topics should be posted for everyone to read. The course convenors will constantly monitor the Discussion page. Another feature is the Links page. You can find URLs which will help your Japanese learning. You also find the lecture notes for every week in the Lecture Notes page.

**This course is a beginners-level language course.** All students who have had some experience with the language, either as a heritage language or previous instruction, must fill in the placement questionnaire available at https://hal.arts.unsw.edu.au/students/courses/language-placements

4. Teaching Strategies
In this course, you will be introduced many different ways of leaning Japanese by your teachers as well as by your classmates. You need to try different ways to find the one that you find the most effective for your language development. Interrelating with other course members in tutorials and seminars is also essential. You will be expected to participate in pair or group tasks and discussion in your lecture, tutorial and seminar. Any form of discrimination based on an individual’s age, ethnicity, sexual orientation and the like cannot be tolerated.

### Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Quantity</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dictation Quiz</td>
<td>2</td>
<td>15%</td>
<td>4</td>
<td>1,2,3</td>
<td>Week 4 &amp; 12</td>
</tr>
<tr>
<td>Homework Quiz</td>
<td>1</td>
<td>10%</td>
<td>1,2,3,4</td>
<td>1,2,3</td>
<td>Week 7</td>
</tr>
<tr>
<td>Interaction Test</td>
<td>1</td>
<td>20%</td>
<td>1,2,3,4,5</td>
<td>1,2,3,4,5,6</td>
<td>Week 8</td>
</tr>
<tr>
<td>Moodle Writing Composition</td>
<td>1</td>
<td>10%</td>
<td>1,2,3,4</td>
<td>1,2,3,4,5,6</td>
<td>Week 9 &amp; 12 Fridays 4pm</td>
</tr>
<tr>
<td>Learning Portfolio</td>
<td>1</td>
<td>10%</td>
<td>1,2,3,4,5</td>
<td>1,2,3,4,5,6</td>
<td>Week 13 at your Seminar</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1</td>
<td>35%</td>
<td>1,2,3,4</td>
<td>1,2,3,5</td>
<td>Exam Period</td>
</tr>
</tbody>
</table>

**Submission of Assessment/Assignment Tasks**

In this course, all the assessments/assignments will be handed into your teachers directly, and the School Assignment box will **NOT** be used under any circumstances. Submission of late assignment: Please see also under “Late submission of assignments”.

- **Quizzes**: Two dictation tests will be held in your tutorial. Refer to the course schedule. More details will be announced in the lecture. Dictation Quiz 1 is 5% while Dictation Quiz 2 is 10%. Your teacher will give you back the quiz results with his/her comments in the following class.
  One homework test will be held in your tutorial in week 7. The contents of quiz are from your SAM (workbook), which is used for your weekly homework. Your teacher will give you back the quiz results with his/her comments in the following class. Homework Quiz is 10%.

- **Interaction Test**: Interaction test will be held during your seminar time in week 8. More details will be announced in the lecture and your seminar class.

- **Moodle writing composition**: You will first post your self-introduction to Moodle to test if your technological environment is set for further postings. Then you will submit two essays to Moodle with the topic of My Family (draft only, and it will not be marked at that time) and My happiest moment. Submitted works must be YOURS. You are not allowed to use any translation devise or internet facilities, nor to ask anyone to help your composition. In other words, you must NOT submit any work, which is written by someone else or corrected by someone else. Unfortunately, such dishonest works have been submitted in the past. But the teaching team is a group of very experienced professionals who can spot dishonest works quite easily. The first composition is due **week 9 Friday (25th of September) at 4pm**. Your teacher will give you feedback on your this composition with corrections. You will then rewrite (neat hand writing) this composition to place both your first draft and the final version into your portfolio. The second composition
is due week 12 Friday (23rd of October) at 4pm. The length of both compositions should be between 600 letters and 1,000 letters. The second composition is marked as a 10% assessment.

- **Learning Portfolio:** The Learning Portfolio is a folder in which you place all forms of written work as well as some of the completed homework exercises. Your seminar teacher takes responsibility for the portfolio. It is submitted to your teacher directly at the seminar in Week 13. When submitting your portfolio, you MUST attach a Cover Sheet.

The Coversheet can be downloaded from https://hal.arts.unsw.edu.au/students/courses/course-outlines/

The following items should be placed in your Learning Portfolio. The due date for this assignment is your own Seminar time in Week 13.

1) Print out your first writing composition (My Family), and your teacher’s feedback for the composition.
2) Rewrite (handwriting) your composition one with implementing your teacher’s corrections on a peace of paper.
3) Your two homework sets. Choose two homework sets (two weeks, NOT two lessons), which you found that they are useful to improve your Japanese skills. Complete them first and check your answers with the model answers, which are posted in the Homework answer page, Moodle, and make corrections if necessary.
4) Two Role Play evaluation sheets. In your Seminars, you will practice towards “today’s role-play” every week. At the end of your Seminar, your performance in role-play will be assessed by your classmates. Choose two evaluation sheets that you found the most useful for improving your Japanese from the semester. Make sure that you complete the section of ‘My plan to improve my performance’.
5) The Japanese Visitor Session Report. The sheet can be found in our course notes. Please fill in the form by writing your reflection after you participate the Visitor Session. Our Visitor session will be held during your seminar in Week 12.
6) Your Learning Experience Report. The sheet can be also found in our course notes. Write down your learning experience and reflections by answering the questions at the end of Semester.

Once it is marked you will be able to pick it up from the course coordinator’s office (MB206). The date and time that you can collect your results will be posted on Moodle.

- **Final Exam:** Final Exam will be held during the university exam period. All students enrolled in the course should be available on the day of the Test. The timetable of the Exam will be disclosed in May. **No student should organise any travel (domestic/overseas) before disclosure of the timetable. Neither early exam nor late exam will be available. You need to achieve 80% attendance of the lecture, tutorial and seminar (all of them!) to complete this course successfully. If you do not meet this requirement, you will receive UF even you complete all the assessments.**

**Note:** while ‘raw’ scores are typically used, grades may be scaled for standardization purposes.

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**Please Note:** The Arts and Social Sciences Protocols and Guidelines state:
A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a grade of UF (Unsatisfactory Fail).

The Attendance Guidelines can be found in full at: https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

Formal Examination

This course has a formal examination which will be scheduled in the formal examination period from 6 – 24 November 2015. Students are expected to give their studies priority and this includes making themselves available for the entire examination period. Travel commitments made prior to the publication of the final examination timetable are not a valid reason for alternate assessment.

For information about examination dates, location and procedures at UNSW, visit: https://student.unsw.edu.au/exams

Grades

All results are reviewed at the end of each semester and may be adjusted to ensure equitable marking across the School.

The proportion of marks lying in each grading range is determined not by any formula or quota system, but by the way that students respond to assessment tasks and how well they meet the objectives of the course. Nevertheless, since higher grades imply performance that is well above average, the number of distinctions and high distinctions awarded in a typical course is relatively small. At the other extreme, on average 6.1% of students do not meet minimum standards and a little more (8.6%) in first year courses. For more information on the grading categories see: https://student.unsw.edu.au/grades

Submission of Assessment Tasks

Assignments which are submitted to the School Assignment Box must have a properly completed School Assessment Coversheet, with the declaration signed and dated by hand. The Coversheet can be downloaded from https://hal.arts.unsw.edu.au/students/courses/course-outlines/. It is your responsibility to make a backup copy of the assignment prior to submission and retain it.

Assignments must be submitted before 4:00pm on the due date. Assignments received after this time will be marked as having been received late.

Late Submission of Assignments

The Arts and Social Sciences late submissions guidelines state the following:

- An assessed task is deemed late if it is submitted after the specified time and date as set out in the course Learning Management System (LMS).
- The late penalty is the loss of 3% of the total possible marks for the task for each day or part thereof the work is late.
- Work submitted 14 days after the due date will be marked and feedback provided but no mark will be recorded. If the work would have received a pass mark but the lateness and the work is a compulsory course component a student will be deemed to
have met that requirement. This does not apply to a task that is assessed but no mark is awarded.

- Work submitted 21 days after the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course a student will automatically fail the course.

The Late Submissions Guidelines can be found in full at:
https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

The penalty may not apply where students are able to provide documentary evidence of illness or serious misadventure. Time pressure resulting from undertaking assignments for other courses does not constitute an acceptable excuse for lateness.

6. Extension of Time for Submission of Assessment Tasks

The Arts and Social Sciences Extension Guidelines apply to all assessed tasks regardless of whether or not a grade is awarded, except the following:

1. any form of test/examination/assessed activity undertaken during regular class contact hours
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.

The complete Arts and Social Sciences Extension Guidelines can be read here.

If you wish to request an extension for submission of an assessment task you need to do so via myUNSW using the Special Consideration section. You will need to submit documentary evidence in support of your request.

A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

7. Attendance

The Arts and Social Sciences Attendance Guidelines state the following:

- A student is expected to attend all class contact hours for a face-to-face or blended course and complete all activities for a blended or fully online course.

- If a student is unable to attend all classes for a course due to timetable clashes, the student must complete the Faculty of Arts & Social Sciences Permitted Timetable Clash form (see information at Item 8 below). A student unable to attend lectures in a course conducted by the School of Education can apply for “Permission to Participate in Lectures Online”.

- Where practical, a student’s attendance will be recorded. Individual course outlines/LMS will set out the conditions under which attendance will be measured.

- A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.
• If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

• Reserve members of the Australian Defence Force who require absences of more than two weeks due to full-time service may be provided an exemption. The student may also be permitted to discontinue enrolment without academic or financial penalty.

• If a Course Authority rejects a student’s request for absence from a class or activity the student must be advised in writing of the grounds for the rejection.

• A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance.

• A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course’s learning outcomes and/or volume of learning.

• A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.

• The Dean will only grant such a request after consultation with the Course Authority to ensure that measures can be organised that will allow the student to meet the course’s learning outcomes and volume of learning.

• **A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a final grade of UF (Unsatisfactory Fail).**

• A student who has submitted the appropriate documentation but attends less than 66% of the classes/activities will be asked by the Course Authority to apply to discontinue the course without failure rather than be awarded a final grade of UF. The final decision as to whether a student can be withdrawn without fail is made by Student Administration and Records.

**Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy.**

8. **Class Clash**

Students who are enrolled in an Arts and Social Sciences program (single or dual) and have an unavoidable timetable clash can apply for permissible timetable clash by completing an online application form. Students must meet the rules and conditions in order to apply for permissible clash. The rules and conditions can be accessed online in full at: [https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Rules.pdf](https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Rules.pdf)

For students who are enrolled in a non-Arts and Social Sciences program, they must seek advice from their home faculty on permissible clash approval.

9. **Academic Honesty and Plagiarism**

Plagiarism is presenting someone else’s thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.
In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://student.unsw.edu.au/plagiarism/. They also hold workshops and can help students one-on-one.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However, more serious instances in first year, such as stealing another student’s work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an Honours thesis) or even suspension from the university. The Student Misconduct Procedures are available here: http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

### 10. Course Schedule

**To view course timetable, please visit:** [http://www.timetable.unsw.edu.au/](http://www.timetable.unsw.edu.au/)

<table>
<thead>
<tr>
<th>Date/ Week</th>
<th>Topic</th>
<th>Lecture Content</th>
<th>Tutorial/Seminar Content</th>
<th>Assessment/ Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 27th ~ 31st (Week 1)</td>
<td>Orientation Favourite Things and Activities (Textbook Chapter 7)</td>
<td>Orientation Drill exercise Some learning strategies</td>
<td>Lecture only NO Tutorial NO Seminar</td>
<td></td>
</tr>
<tr>
<td>August 3rd ~ 7th (Week 2)</td>
<td>Favourite Things and Activities (Textbook Chapter 7)</td>
<td>Grammar Drill exercise</td>
<td>Review of ARTS1630 Role play, Dictation Seminar and Tutorial start</td>
<td></td>
</tr>
<tr>
<td>August 10th ~ 14th (Week 3)</td>
<td>Favourite Things and Activities (Textbook Chapter 7) &amp; Shopping (Textbook Chapter 8)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation, Role play</td>
<td></td>
</tr>
<tr>
<td>August 17th ~ 21st (Week 4)</td>
<td>Shopping (Textbook Chapter 8) Restaurants and Invitations (Textbook Chapter 9)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation, Role play Dictation Quiz 1= 5% During your Tutorial</td>
<td></td>
</tr>
<tr>
<td>August 24th ~ 28th (Week 5)</td>
<td>Restaurants and Invitations (Textbook Chapter 9)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation, Role play</td>
<td></td>
</tr>
<tr>
<td>August 31st ~ September 4th (Week 6)</td>
<td>My Family (Textbook Chapter 10)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation, Role play Homework Quiz = 10% During your Tutorial</td>
<td></td>
</tr>
<tr>
<td>September 7th ~ 11th (Week 7)</td>
<td>My Family (Textbook Chapter 10)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation, Role play</td>
<td></td>
</tr>
<tr>
<td>September 14th ~ 18th (Week 8)</td>
<td>My Family (Textbook Chapter 10)</td>
<td>Grammar and expressions Cultural notes Drill exercise</td>
<td>Reading and speaking practice Dictation, Role play Interaction Test=20% During your Seminar</td>
<td></td>
</tr>
</tbody>
</table>
11. Course Resources

Textbook Details


5. ARTS1631 Introductory Japanese B Course Notes

Additional Readings

See the course Moodle. You can go to the Moodle page form the MyUnsw link.

Websites

See the course Moodle.

12. Course Evaluation and Development

Courses are periodically reviewed and students’ feedback is used to improve them. Feedback is gathered using various means including UNSW's Course and Teaching Evaluation and Improvement (CATEI) process.

13. Student Support

The Learning Centre is available for individual consultation and workshops on academic skills. Find out more by visiting the Centre’s website at:

http://www.lc.unsw.edu.au
14. Grievances

All students should be treated fairly in the course of their studies at UNSW. Students who feel they have not been dealt with fairly should, in the first instance, attempt to resolve any issues with their tutor or the course convenors.

If such an approach fails to resolve the matter, the School of Humanities and Languages has an academic member of staff who acts as a Grievance Officer for the School. This staff member is identified on the notice board in the School of Humanities and Languages. Further information about UNSW grievance procedures is available at: https://student.unsw.edu.au/complaints

15. Other Information

myUNSW

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW staff. To visit myUNSW please visit either of the below links: https://my.unsw.edu.au https://my.unsw.edu.au/student/atoz/ABC.html

OHS

UNSW’s Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health, Safety and environment, see https://www.ohs.unsw.edu.au/

Special Consideration

In cases where illness or other circumstances produce repeated or sustained absence, students should apply for Special Consideration as soon as possible.

The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration.

Applications on the grounds of illness must be filled in by a medical practitioner. Further information is available at: https://student.unsw.edu.au/special-consideration

Student Equity and Disabilities Unit

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: http://www.studentequity.unsw.edu.au/

Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.