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

<table>
<thead>
<tr>
<th>Course Convenor</th>
<th>Name</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Henar Vicente-Cristobal</td>
<td>228 Morven Brown</td>
<td></td>
<td><a href="mailto:h.vicentecristobal@unsw.edu.au">h.vicentecristobal@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

Consultation Time: Wednesdays 11.30 - 12.30pm or by appointment

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6 units of credit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lectures will start on week 1, Tutorials will start on Week 2</td>
</tr>
<tr>
<td></td>
<td>Students are required to undertake each week 4 hours of language classes plus 2 hours self-access</td>
</tr>
<tr>
<td></td>
<td>Lectures are interactive and will not be recorded assistance is a requisite</td>
</tr>
</tbody>
</table>

This course intends to review, develop and extend the language skills acquired by students in the previous course. Throughout the subject students will be presented with increasingly complex language situations requiring a greater proficiency in language skills with the aim of increasing fluency and accuracy in listening, speaking, reading and writing.

Course Aims

1. to improve the quality of the students’ language production

2. to improve their reading and aural comprehension skills by exposing them to a wide variety of written and aural materials, from different sources and with different local varieties.

3. to improve their ability to speak and write in Spanish by discussing and writing about Spanish issues in different registers.

4. to become engaged with topics related to the Hispanic world

5. to think critically about the role of the Hispanic world in cultural issues

6. to appreciate the cultural and linguistic legacy of the Spanish Language

7. to gain a better understanding of themselves and their environment by examining the Hispanic world.
3. Course Schedule

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

For details related to the content and activities, please refer to the Weekly Program available to students from Moodle.

<table>
<thead>
<tr>
<th>Semana 1</th>
<th>Lecture:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>El discurso narrativo 1</td>
</tr>
<tr>
<td></td>
<td>Don Quijote de la Mancha y la novela moderna.</td>
</tr>
<tr>
<td></td>
<td>Contexto histórico y social, influencia de Cervantes en la lengua y la literatura</td>
</tr>
<tr>
<td></td>
<td>No tutorial</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semana 2</th>
<th>Lecture:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>El discurso narrativo 2 ¿</td>
</tr>
<tr>
<td></td>
<td>¿Te gusta leer? Escritores contemporáneos hispanos.</td>
</tr>
<tr>
<td></td>
<td>Contraste pretéritos</td>
</tr>
<tr>
<td></td>
<td>Tutorial:</td>
</tr>
<tr>
<td></td>
<td>• Tutorial activities</td>
</tr>
<tr>
<td></td>
<td>• “Belle Epoque” escena 1</td>
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</table>

<table>
<thead>
<tr>
<th>Semana 3</th>
<th>Lecture:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Nuestra sociedad .Pensamiento moderno:. Javier Marías</td>
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<tr>
<td></td>
<td>Argumentación</td>
</tr>
<tr>
<td></td>
<td>Quiz Audiovisual 1 “Belle Epoque” Self Access</td>
</tr>
<tr>
<td></td>
<td>Tutorial:</td>
</tr>
<tr>
<td></td>
<td>• Tutorial activities</td>
</tr>
<tr>
<td></td>
<td>• “Belle Epoque” escena 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semana 4</th>
<th>Lecture:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nuestra sociedad: Arte actual</td>
</tr>
<tr>
<td></td>
<td>Artistas contemporáneos y sus obras</td>
</tr>
<tr>
<td></td>
<td>Opinar, expresar gustos, analizar manifestaciones artísticas y situarlas en su contexto social e histórico</td>
</tr>
<tr>
<td>Semana 5</td>
<td>Lecture:</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>Nuestra Sociedad: Fiestas: Carnavales y otras festividades</td>
</tr>
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</table>

**Tutorial:**
- Tutorial activities
- “Belle Époque” escena 3
- Oral presentation 1

**Quiz Audiovisual 2 “Belle Époque” Self Access after lecture**

<table>
<thead>
<tr>
<th>Semana 6</th>
<th>Lecture:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nuestra sociedad: Siglo XX, acontecimientos y repercusión en la sociedad</td>
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</tbody>
</table>

**Tutorial:**
- Tutorial activities
- “Belle Époque” escena 4
- Oral presentation 2

**Quiz Audiovisual 3 “Belle Époque” Self access**

<table>
<thead>
<tr>
<th>Semana 7</th>
<th>Lecture:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nuestra sociedad: Siglo XXI. Compara y diferencia</td>
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</tbody>
</table>

**Tutorial:**
- Tutorial activities
- “Belle Époque” escena 5
- Oral presentation 3

**Quiz Audiovisual 4 “Belle Époque” Self access**
| Semana 8 | **Lecture:**  
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Nuestra sociedad: Jóvenes. Analiza problemas concretos de la juventud.</td>
</tr>
</tbody>
</table>

| Semana 8 | **Tutorial:**  
|----------|-------------------------------------------------|
|          | - Tutorial activities  
|          | - Escena audiovisual  
|          | - Oral presentation 4 |

**Quiz de gramática 2 (tutorial time)**

| Semana 9 | **Lectura:**  
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nuestra Sociedad: Política. Argumentación</td>
</tr>
</tbody>
</table>

| Semana 9 | **Tutorial:**  
|----------|-------------------------------------------------|
|          | - Tutorial activities  
|          | - Escena audiovisual  
|          | - Oral presentation 5 |

| Semana 10 | **Lecture:**  
|-----------|-------------------------------------------------|
|           | Nuestra sociedad: Corrupción política  
|           | Argumentación |

| Semana 10 | **Tutorial:**  
|-----------|-------------------------------------------------|
|           | - Tutorial activities  
|           | - Escena Audiovisual |

**Quiz Audiovisual 5 “Todo sobre mi madre” Self access”**

| Semana 11 | **Lecture:**  
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Nuestra sociedad: El Mundo laboral actual I</td>
</tr>
</tbody>
</table>

| Semana 11 | **Tutorial:**  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Tutorial activities</td>
</tr>
<tr>
<td>Semana 12</td>
<td><strong>Lecture:</strong></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>Nuestra sociedad: Corrupción política</td>
</tr>
<tr>
<td></td>
<td>Argumentación</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tutorial:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial activities</td>
</tr>
<tr>
<td>Escena Audiovisual</td>
</tr>
<tr>
<td><strong>Quiz de gramática 2 (tutorial time)</strong></td>
</tr>
</tbody>
</table>

**Quiz Audiovisual 5 “Todo sobre mi madre” Self access”**

<table>
<thead>
<tr>
<th>Semana 13</th>
<th>No Lecture</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Tutorial:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Reading Writing</td>
</tr>
<tr>
<td>Esta semana no hay tutoría</td>
</tr>
</tbody>
</table>

### 4. Course Resources

**Recommended Readings:**

Resources are available from UNSW bookshop and UNSW library

Websites in Learning Platform (Moodle)
This course uses Moodle as a resource centre where students can access a wide selection of materials specially designed to develop language skills and culture. Moodle provides a comprehensive environment to explore language and culture using a data base of language information containing reading texts, videos, songs and grammar practice and a library of internet resources. In this course Moodle can be seen as a mini-encyclopaedia of cultural information and an informant on the target language.

To access your Moodle materials, especially audio materials, you need to use the latest version of Mozilla FIREFOX (Mac & Windows). To see the audiovisual material files from Moodle, if you are a user of Windows you need the latest version of Windows Media Player. If you use Mac, you need the latest version of Quicktime.

No Course Book required. The learning Platform is your course Book. You will need to access Moodle on a weekly basis for course information and resources.

5. Course Assessment
Following students feedback from S1 2016 assessments have changed as follows:

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Due Date</th>
<th>Submitted in Moodle? (Yes/ No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral/Cultural and in-class participation</td>
<td>Varies</td>
<td>20%</td>
<td>2,3,4,5,7,8,9</td>
<td>Varies and ongoing</td>
<td>No</td>
</tr>
<tr>
<td>On-line Audiovisual quizzes</td>
<td>5 Quizzes</td>
<td>20%</td>
<td>2,3,4,5,6,7,8</td>
<td>Weeks: 3,5,6,7,10</td>
<td>Yes</td>
</tr>
<tr>
<td>On-line Grammar</td>
<td>3 Quizzes + Pre-lecture activities</td>
<td>35%</td>
<td>1,2,3,4,5,6,7</td>
<td>Weeks: 4,8,12 and ongoing</td>
<td>Yes</td>
</tr>
<tr>
<td>*Final Reading &amp; Writing</td>
<td>2 hours</td>
<td>20%</td>
<td>1,2,3,4,5,8</td>
<td>Week 13 Lecture Time</td>
<td>No</td>
</tr>
<tr>
<td>Short Tutorial preparation activities</td>
<td>Varies</td>
<td>5%</td>
<td>2,3,4,5,6,7,8</td>
<td>Tutorial</td>
<td>Varies</td>
</tr>
</tbody>
</table>

* This is the final assessment task for attendance purposes.

This subject will be assessed as follows:

Oral/cultural assessment. Weight 20%.

As suggested by students: Two options to choose from in week 1.

- Online coaching (six sessions compulsory)
or

- Research and oral presentation in small group (3 or 2 students)

**Option 1: Online coaching:** On-line coaching starts in Week 2, this is a personal program tailor made for ARTS3571. Every week you will have some questions, topics or ideas to discuss with your coaches and students. (see Moodle)

Only 6 sessions are compulsory, but we strongly encourage you to take 12 sessions and to participate actively. Number of sessions taken will be reflected in your oral mark. (see Moodle) Buy 12 sessions at:


**Register in Week 0 or week 1.** Ignore other codes you may find online.

- To register on-line you need to know the name of your course and the course code, ARTS3571; and the number of your tutorial group under which you are enrolled at UNSW (5905)

Choose the available timeslot. Your live sessions should take place after your lectures (see program in Moodle).

Read carefully the rules regarding your registration (your code can be used only once).

For any technical problems (your code is not working, problems with connection, etc.) that have not been answered on the Linguameeting Support page (under Common Tech issues and FAQs) write directly to the Support centre. The correct procedure is explained under Support. From your profile page in Linguameeting you can book new/extra sessions and change time of your coaching session.

**Option 2: Research and Oral presentation**

Between weeks 5 and 12, students must give a 15 minutes presentation on the topic of their choice (consult with Lecturer before). The theme selected should be related to a Spanish speaking society and by week two all students must have selected the theme. Students will work in small groups.

In the oral presentation students will do some research about a topic related to the Hispanic community living in Australia, a cultural event or a social issue. (Language, religion, culture, music, art, immigration, culture shock etc.). Research could be conducted through a series of interviews, field work, Films and or documents etc. and present their finding to the class in a 15 minutes presentation. In the oral presentation students will use expository and argumentative discourse (*No reading*). The presentation will be followed by a class discussion on the topic. The topic should be engaging and leading to class discussion.

For the presentation students are required to use an audio-visual component e.g. power point, prezy, video, photos, sound… *The day of the presentation bring a copy of the visual content and a hand out containing a brief synthesis of the topic and references for your tutor.*

The presentations will be graded according to: quality of spoken Spanish, insightfulness of analysis, organisation of the theme, quality of visual format, (please make sure you do not make spelling mistakes in visual aid), use of appropriate discourse (use of oral language instead of written language). *Reading will be penalised and no late presentations will be allowed.* Oral Presentations are not available for extension requests.

**Listening assessment. Weight 25%**

- 20% to complete 5 audio-visual quizzes
- 5% to complete and submit in the weekly audiovisual activities (Workload reduced after students feedback)
This assessment is based upon listening comprehension from audiovisual material. As part of the course, students must spend one hour per week in their own time developing listening skills, selecting material from the audiovisual material within Moodle.

Students, during the week indicated in the program and at their own time, will complete 5 audio-visual quizzes (from the movie “Belle Époque” and from the movie “All about my mother”). At the cultural/audiovisual tutorial time students are required to complete activities related to the weekly scene of the movies “Belle Époque and All about my mother” and to discuss cultural elements brought by the scenes. This weekly work can be found in Moodle, will be completed before the tutorial. **No late submissions will be allowed.** Pre tutorial audiovisual activities are not available for extension requests.

**Grammar / vocabulary assessment. Weight 35%**

This assessment is based upon revising grammar and vocabulary aspects of Spanish and is done via three **Online quizzes (30%).** The quizzes will have time constraints. Before doing each quiz, it is recommended to make use of the extensive set of weekly grammar and practice exercises provided in Moodle, under Grammar content week by week. This assessment will take place in the Language Lab during tutorial time.

**Pre lecture activities (5%) :** Every week before the lecture you will find a short activity to complete before the lecture, this activities will vary from week to week, could be a mini-quiz, a forum, an oral forum, a short reading comprehension etc. any time online 24 hours for 8 days prior culture lectures. **Pre-lecture activities are not available for extension requests. No late submissions will be allowed.**

**Writing Assessment. Weight 20%**

In week 13 your lecturer will conduct an assessment of your reading and writing abilities. This assessment will contain two parts; one a reading comprehension set of questions and part two a writing activity. The content of both sections will reflect the content learned during the semester.

**Please Note:** The UNSW Policy on Class Attendance and Absence states the following:

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Course Authority.

It is the student’s responsibility to read the course outline before the course commences to ensure that they are familiar with any specific attendance requirements for that course.

If students attend less than 80% of their possible classes they may be refused final assessment.

Students must attend 80% of lectures (10 out of 12 Lectures). Students must attend 80% of tutorials (10 out of 12 tutorials).

The UNSW Policy on Class Attendance and Absence can be viewed at: [https://student.unsw.edu.au/attendance](https://student.unsw.edu.au/attendance)
The Faculty of Arts and Social Sciences guidelines on attendance can be viewed at: https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/

NO Formal Examination

This course has NO formal examination. Last Assessment will be in week 13.

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://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html

Submission of Assessment Tasks

Assignments must be submitted electronically through Moodle (http://moodle.telt.unsw.edu.au/). You must use your zID login to submit your assignments in Moodle.

Refer to the section “Course Assessment” for details of assessment tasks that are to be submitted via Moodle.

** Please note the deadline to submit an assignment electronically is 4:00 pm on the due date of the assignment.

When you submit your assignment electronically, you agree that:

I have followed the Student Code of Conduct. I certify that I have read and understand the University requirements in respect of student academic misconduct outlined in the Student Code of Conduct and the Student Misconduct Procedures. I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit previously in whole or in part.

I acknowledge that the assessor of this item may, for assessment purposes:

- provide a copy to another staff member of the University
- communicate a copy of this assessment item to a plagiarism checking service (such as Turnitin) which may retain a copy of the assessment item on its database for the purpose of future plagiarism checking.

You are required to put your name (as it appears in University records) and UNSW Student ID on every page of your assignments.

If you encounter a problem when attempting to submit your assignment through Moodle/Turnitin, please telephone External Support on 9385 3331 or email them on externalsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year).
If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on its system status on Twitter.

For information on how to submit assignments online via Moodle: https://student.unsw.edu.au/how-submit-assignment-moodle

Late Submission of Assignments

Students are responsible for the submission of assessment tasks by the required dates and times. Depending on the extent of delay in the submission of an assessment task past the due date and time, one of the following late penalties will apply unless special consideration or a blanket extension due to a technical outage is granted. For the purpose of late penalty calculation, a ‘day’ is deemed to be each 24-hour period (or part thereof) past the stipulated deadline for submission.

- **Work submitted less than 10 days after the stipulated deadline** is subject to a deduction of 5% of the total awardable mark from the mark that would have been achieved if not for the penalty for every day past the stipulated deadline for submission. That is, a student who submits an assignment with a stipulated deadline of 4:00pm on 13 May 2016 at 4:10pm on 14 May 2016 will incur a deduction of 10%.

  **Task with a non-percentage mark**

If the task is marked out of 25, then late submission will attract a penalty of a deduction of 1.25 from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

*Example:* A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The total possible mark for the essay is 25. The essay receives a mark of 17. The student's mark is therefore 17 – [25 (0.05 x 3)] = 13.25.

- **Task with a percentage mark**

If the task is marked out of 100%, then late submission will attract a penalty of a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

*Example:* A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student’s mark is therefore 68 – 15 = 53

- Work submitted 10 to 19 days after the stipulated deadline will be assessed and feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement;

- **Work submitted 20 or more days after the stipulated deadline** will not be accepted for assessment and will receive no feedback, mark or grade. If the assessment task is a compulsory component of the course a student will receive an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in essential component of the course.

6. Learning and Teaching Rationale and Strategies
This subject is designed for students who have finished Advanced Spanish A. The course seeks to create an inclusive environment where students have opportunities to explore the target language at their own pace, following their own interests. It includes interesting, inter-cultural real-life learning experiences which are a key for life-long learning. Experiences of active and dialectic learning to develop critical thinking are also included in the curriculum. This course introduces students to technology resources from which they must research and discover, and technology tools from which they receive constructive and continuous feedback. The language materials used for this course are based upon the belief that foreign language learning materials are the road to practice the language and the trip along this road will be enhanced if the materials are engaging, contextualised and relevant to the students’ interests whether personal or professional. The materials selected for this course provides a diversity of activities to assist students with different learning needs.

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

Teaching Strategies

Students will be assigned complex tasks in the four language skill areas. These tasks will include reading from a variety of texts, research and deliver in class short oral presentations about Hispanic topics, interpreting situations, viewing and discussing films and writing assignments using narrative, expository and argumentative discourse.

A range of teaching presentation styles will be used, including class and small group discussions, and task-oriented activities in pairs and in groups. Resources will include extensive use of Moodle and the Internet, a wide range of written material as well as songs, audio and video resources.

Each of the four hours contact a week will be used for a different task:

- Writing activities include different types of texts and three kinds of discourse: narrative, expositive and argumentative.
- Reading comprehension activities of increasing difficulty in the discourse selected for the semester. As part of the program students will read a selection of texts or short novels from different authors, from Cervantes to Elvira Lindo.
- Aural comprehension activities using a variety of spoken Spanish (2 movies, songs and dialogues). The audio visual materials include the movie: “Belle Epoque” from the Spanish director F. Trueba and “Todo sobre mi madre” from the Spanish director P. Almodóvar.
- Speaking activities (class discussions and presentations).

These tasks will be completed partly through Moodle, partly through the face-to-face mode.

7. 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.
A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

A student who wishes to seek extension for submission of assessment tasks that are not held within class contact hours for courses offered by the School of Humanities and Languages must apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:

- A request for an extension should be submitted before the due time/date for the assessment task.
- The Course Authority should respond to the request within two working days of the request.
- If a student is granted an extension, failure to comply will result in a penalty. The penalty will be invoked one minute past the approved extension time. See section “Late Submission of Assignments” for penalties of late submission.

8. Attendance

The UNSW Policy on Class Attendance and Absence can be viewed at: https://student.unsw.edu.au/attendance

From time to time, the Course Authority may vary the attendance requirements of a course. It is the students' responsibility to ensure that they are familiar with the specific attendance requirements stipulated in the course outline for each course in which they are enrolled.

8.1 Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. Students who seek to be excused from attendance [or for absence] must apply to the Course Authority in writing. In such situations, the following rules relating to attendances and absences apply.

In the case of illness or of absence for some other unavoidable cause students may be excused for non-attendance at classes for a period of not more than one month (i.e., 33%) or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

8.2 Absence from classes

A student who attends less than eighty per cent of the classes within a course may be refused final assessment.

Explanations of absences from classes or requests for permission to be absent from forthcoming classes should be addressed to the Course Authority in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate). After submitting appropriate supporting documentation to the Course Authority to explain his/her absence, a student may be required to undertake supplementary class(s) or task(s) as prescribed by the Course Authority. If examinations or other forms of assessment have been missed, then the student should apply for Special Consideration.

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

9. 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

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.

10. 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

11. Course Evaluation and Development

This course has been changed following students feedback from S1 2016. 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.

12. 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
13. 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/guide

14. 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

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 http://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/guide

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: https://student.unsw.edu.au/disability

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.