School of Humanities and Languages

ARTS2571, Spanish Intermediate B
Semester 2, 2016

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1. Course Staff and Contact Details

Course Convenor

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

Consultation Time: Wednesday 11.30-12.30pm or by appointment

- Please check your UNSW email address regularly, as communications from the School and the convener of this subject will be sent to this address
- For any technical problems related to your on-line coaching go to Support page on Linguameeting page

2. Course Details

Credit Points

| Credit Points | 6 credit points. 2 hours lecture. 2 hours tutorial. 2 hours self access. |

Summary of the Course

This course provides an intermediate level program in Spanish language study from a communicative and task-based approach. The medium of instruction is Spanish. Students continue to develop their understanding and use of Spanish syntax and morphology through oral and written activities. Reading and listening are also vital elements of the program. Vocabulary and grammatical structures are presented in the context of culturally relevant topics. The three main topics covered in the course are: Communication and Globalization, Freedoms, and Culturally-driven perspectives and images.

We are the first and only University in Australia using the innovative Online coaching program which offers you a unique opportunity to work outside of class with a personal, native-speaking language coach in a real-time, online learning environment.

Students are required to undertake each week:

To progress in your Spanish language acquisition you should dedicate at least 2-4 hours each week to this course.

- 2 hour Spanish Grammar and Culture Lecture (Mondays). Please note that these are not traditional lectures (and thus are not recorded); they are interactive classes conducted as a large group tutorial.
- 2 hours of language tutorials
- Weekly 30 min on-line coaching sessions with your coach overseas Only 6 sessions are compulsory, you can do 12 if you wish. Starting in week 2.

On-line (en vivo) coaching starts in Week 2, Register (in Weeks 0 and 1) for your weekly on-line language coaching. You need to buy the sessions online.

For web access to Wiley.


* Read carefully the rules regarding your registration (your code can be used only once). http://linguameeting.com * 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 center. 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. * Please do not write to your coaches or UNSW tutors or course convener asking for help, or explaining why you could not attend your session. We are not service providers and have no access to Linguameeting site except as markers of your work. You can book an alternative session the same week (reschedule), from your profile page on Linguameeting.

- **Weekly forums before the lecture** to gain a deeper understanding of the Hispanic world and to develop critical-thinking and/or problem-solving.
  (Writing practise (90 words))

- **Weekly online quizzes called “Tareas” before the tutorials** as grammar and vocabulary practise (after Lectures and before tutorials) while developing listening skills.

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>1</th>
<th>To speak, write, listen to and read in Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>To become engaged with topics important in the Hispanic world</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>To investigate and report on topics currently discussed in the Hispanic world</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>To think critically about the role of the Spanish-speaking world in global affairs</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>To appreciate the cultural production of the Hispanic world</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>To appreciate the cultural and linguistic legacy of the Spanish empire</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>To gain a better understanding of yourself and your environment by examining the Hispanic world</td>
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</tbody>
</table>

### 3. Course Schedule

**El programa para las lecturas de gramática y cultura**

Debe preparar el contenido disponible en Moodle en la sección Lectura de gramática cada semana ANTES de llegar a la lectura. La lectura será interactiva y participativa.

**Foros will be done BEFORE the lectures** in order to make lectures more interactive. See Moodle, for readings, articles or videos related to the lectures.

<table>
<thead>
<tr>
<th>Semana 1</th>
<th>Los medios de comunicación I 7A y 7B pronombres átonos (Pronombres de Objeto Directo e Indirecto)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semana 2</td>
<td>Los medios de comunicación II 8A uso de pronombre se y acentos</td>
</tr>
<tr>
<td>Semana 3</td>
<td>La Globalización I 8B el condicional I</td>
</tr>
<tr>
<td>Semana 4</td>
<td>La Globalización II 9A el condicional II(repaso)</td>
</tr>
<tr>
<td>Semana 5</td>
<td>9B subjuntivas adverbiales Ensayo 1</td>
</tr>
</tbody>
</table>
| Semana 6 | Libertad y falta de libertades en el mundo hispano I.  
10A Cláusulas nominales (repaso) |
|----------|--------------------------------------------------------------------------------------------------|
| Semana 7 | Libertad y falta de libertades en el mundo hispano II.  
10B repaso pronombre se impersonal y pasivo |
| Semana 8 | Libertad y falta de libertades en el mundo hispano III  
11A repaso de los pronombres átonos |
| Semana 9 | 11B contraste pretéritos  
Ensayo 2 |

**Vacaciones de medio semestre**

<table>
<thead>
<tr>
<th>Semana 10</th>
<th>03 October Online Lecture: 12A el pretérito Pluscuamperfecto</th>
</tr>
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</table>
| Semana 11 | Perspectivas culturales del siglo XXI en el mundo hispano I  
12B el imperfecto de subjuntivo |
| Semana 12 | Perspectivas culturales del siglo XXI en el mundo hispano II  
Imperfecto de subjuntivo II |
| Semana 13 | **Ensayo 3 será durante la lectura** |

**El programa de las Tutorías**

Se entrega la tarea en Moodle cada semana ANTES de llegar a la tutoría  
Debes conocer el vocabulario y contenido gramatical antes de las tutorías.

| Semana 1 | Unidad 4  
No hay tutoría (hacer actividades en Moodle semana 1)  
Lección 7A: Los medios de comunicación: Los recursos disponibles |
|----------|-------------------------------------------------------------|
| Semana 2 | Lección 7B La sociedad y los medios de comunicación  
Primera sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |
| Semana 3 | Lección 8A ¿Se fomenta una cultura homogénea?  
Segunda sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |
| Semana 4 | Lección 8B ¿Hacia la globalización?  
Tercera sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |
| Semana 5 | Unidad 5  
Ensayo 1 en tutorías y lección 9ª. Las libertades  
Cuarta sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |
| Semana 6 | Lección 9B La violación de las libertades.  
**Quiz de gramática y vocabulario en Lab103 MB (Tutoría en lab 103 MB).**  
Quinta sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |
| Semana 7 | Lección 10A ¿Qué es el sexismo?  
Sexta sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |
| Semana 8 | Lección 10B Contando con las libertades  
Séptima sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |
| Semana 9 | Unidad 6  
Lección 11A Ascendencia e identidad  
Octava sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |

**Vacaciones de medio semestre**

| Semana 10 | Lección 11B Símbolos e imágenes (Monday tutorial do the tutorial activities in Moodle for the week)  
Novena sesión de Online Coaching preguntas disponibles en Moodle(Prepara el tema antes de conectar) |
|----------|-----------------------------------------------------------------|
| Semana 11 | Lección 12A ¿Descubrimiento, encuentro o invasión?  
**Quiz de gramática y vocabulario en Lab103 MB. (Tutoría en lab 103 MB).**  
Décima sesión de Online Coaching preguntas disponibles en |
Online Coaching

On-line coaching **starts in Week 2**, this is a personal program tailor made for ARTS2571 related to our topics and our book ¿Qué te parece? 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 participate actively. Number of sessions taken will be reflected in your oral mark. (see Moodle)

**Buy 12 sessions at :**


**Register in Week O or week 1.** Ignore other codes you may find online.
- To register on-line (link below) you need to know the name of your course and the course code,ARTS2571; and the number of your tutorial group under which you are enrolled at UNSW (this number should show in your MyUnsw or you can find it in UNSW on-line handbook, click on ARTS2571 , and find your tutorial time, your four digit class code /tutorial number is there (eg.6294,etc)

Choose the available timeslot. Your live sessions should take place after your lectures and at least one classroom tutorial (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.

Please do not under any circumstances write to your coaches or UNSW tutors or course convener asking for help, or explaining why you could not attend your session. We are not service providers and have no access to Linguameeting site except as markers of your work. To book an alternative session, follow the procedures explained on the Support page

**Further Course information available in Moodle.**

4. Course Resources

Online Coaching; Please buy your card under this link.


**Additional Readings:**

Our Moodle Course offers many different resources to promote autonomous learning. (You will find articles, reading comprehensions, audios, videos, extra grammar practise, songs, documentaries)

**Recommended Textbook**

¿Qué te parece?: McGraw-Hill; 3rd edition. 2005

**Websites :** It is essential you check Moodle on a weekly basis before lectures and tutorials.
Weekly content available on 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 database of language information containing reading texts, videos, songs, 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). If you are using other browsers you might experience compatibility problems. (Specially with Internet Explorer)

To listen or see the audio-visual 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. (Further instructions in Moodle)

### 5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
<th>Submitted in Moodle? (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Essays (Ensayos)</td>
<td>300-350 words</td>
<td>30%</td>
<td>1, 2, 3, 4, 6, 7</td>
<td>1, 2, 4, 6, 8</td>
<td>Week 5, 9, 13</td>
<td>No</td>
</tr>
<tr>
<td>Weekly online discussion Forums (Moodle)</td>
<td>70-100 words</td>
<td>5%</td>
<td>1, 2, 3, 4, 6, 7</td>
<td>1, 2, 4, 6, 8</td>
<td>Weekly</td>
<td>Yes</td>
</tr>
<tr>
<td>Oral assessment</td>
<td>30 Minutes. x 6 online sessions</td>
<td>20%</td>
<td>1, 2, 3, 4, 5, 6, 7</td>
<td>1, 3, 4, 6, 9</td>
<td>Ongoing from Week 2 to week-13</td>
<td>Online</td>
</tr>
<tr>
<td>Homework (tareas)</td>
<td>varies</td>
<td>15%</td>
<td>1</td>
<td>1</td>
<td>Weekly. See course program.</td>
<td>Yes</td>
</tr>
<tr>
<td>Grammar and culture quiz</td>
<td>50 minutes. x 2</td>
<td>30%</td>
<td>1</td>
<td>1</td>
<td>Week 6 and 11</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Last grammar quiz (week 11, 15%) is the final assessment task for attendance purposes.

**Assessment Tasks Explained**

1. **Ensayos.** Each composition is minimally 300 and maximally 350 words. The themes vary according to the topics we cover in class. The compositions are structured so that you must incorporate both vocabulary and grammar from the textbook units in them.

2. **Foros.** In addition to the inclass essay, you will be given short weekly online writing assignments.(discussion forums in Moodle 90 words) These must be in Spanish and are topics related to course content, must be done prior to the start of the Culture/Art Lectures to make lectures more interactive. Foros will not be available after the given time, you can access them any time online 24 hours for 8 days prior culture lectures. Foros are not available for extension requests.

3. **Oral assessment.** Online coaching. During weeks 2 through 13 You will be expected to attend at least 2 x 30 min online coaching sessions per unit/topic with your coach overseas (3 units x 2 sessions per unit = 6 compulsory sessions; however, you can take 12 sessions if you wish). You will
discuss during the online coaching topics related to the course content. The instructor will also assess your Spanish based on your performance across the semester. Criteria for evaluation include but are not limited to: fluency, ability to stay in Spanish and not revert to English, accent, accurate use of target grammar, accurate use of target vocabulary, engagement and active participation. No further oral assessments will be required.

4. **Homework. Tareas:** Homework is weekly and must be done prior to the start of the tutorial. The weekly assignments are in Moodle. You have 12 online audioquizzes, each related to a lesson with vocabulary and grammar practise. Tareas must be completed after grammar lecture and before your next week’s tutorial. Tareas will not be available after the given time, you can access them any time online 24 hours daily for 8 days. Tareas are not available for extension requests.

5. **Grammar and culture Quiz:** This 2 quizzes will cover content, vocabulary and grammar form the lectures (from Chapters 7-12 of the textbook) and covert in this course.

**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 (9 out of 11 lectures). Students must attend 80% of tutorials (10 out of 12 tutorials) Except for the Monday Tutorial as 03 October is a public holiday (9 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/](https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/)

**Formal Examination**

This course has NOT a formal examination

**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](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/](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.
This course has no Essays to be submitted through Moodle. Quizzes and forums due date and time available in Moodle.

**The deadline for 4pm for online assignments is not relevant to this course**, however for online assignments like quizzes or forums you should follow the Student Code of Conduct.

**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](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 Un satisfactory Fail (UF) grade as a result of unsatisfactory performance in essential component of the course.

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### 6. Learning and Teaching Rationale and Strategies

Languages are best learned through use of the language. We provide, therefore, opportunities for students to use the language and we do so in a meaningful way. That is, we use a thematic approach to the organization of course materials. The topics covered represent current issues in Spanish-speaking countries.

This is a “blended learning” course which contains a large out of class learning component, this course uses Moodle as a learning platform and will provide you with different online activities. You should be prepared to undertake weekly online tasks and study independently with the different resources provided each week.

*The lectures and tutorials are delivered in Spanish* so that students develop their listening abilities. Lecture content is divided between the presentation, explication and practise of grammatical topics and the presentation of cultural material related to the topics and themes of the course (learning outcomes 1, 5, 6). Lecture content will be available before the lectures, students should access the contents provided as lectures will be dedicated to practise and interactions or debates. The tutorials provide students the opportunities to speak, write, and read in Spanish. In the tutorials students use grammar and vocabulary to discuss themes relevant to the Hispanic world and also do so in relation to themselves and their environment (learning outcomes 1, 2, 3, 4, 7).

The online materials provide students with explicit practice with vocabulary and grammar. These materials contain aural, videos as well as written exercises for which students are provided immediate feedback (learning outcome 1).

The online coaching reinforces what you have learned in class and provides you with ample opportunities for speaking and conversing in Spanish. Human interaction is key for learning a foreign language. Time in class is limited and students do not have enough opportunities to put in practice what they learned in class. You will have the opportunity to practice with native speakers and experience their culture and their country.

From the Guidelines on Learning that Inform Teaching students communicate information, ideas and arguments both orally and in writing. They gather and process information from a variety of paper, audio-visual and electronic sources. They use IT effectively both as a means of communication and as an aid to learning as well as demonstrate some ability as an independent learner.
This course is for students who have completed ARTS2570. All other 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

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.

In ARTS2571 Foros and Tareas are not available for extension requests. You can access them any time online 24 hours daily for 8 days.

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

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.