



Faculty of Design, Architecture & Building

GENERIC SUBJECT INFORMATION GUIDE

2024

This document provides generic information to all students regarding policies, processes, and services available to aid the learning experience

This document **MUST** be read in conjunction with individual subject outlines

STUDENT SERVICES

The following is a list of key sites to help support the learning experience at UTS:

Information for Current Students

This site provides key links to various services and information at the University to help manage your course of study: <https://www.uts.edu.au/current-students>

UTS Students Services Unit

Student Services Unit (SSU) staff provide a range of professional services to assist UTS students. Services includes counselling, financial assistance, health, housing, multi-faith chaplaincy, and special needs: <http://www.uts.edu.au/current-students/support>

Information on Equity and Diversity Programs

This site provides information on services available to students concerning access, grievances, disability, language difficulties, and other related issues:

<https://www.uts.edu.au/current-students/support/when-things-go-wrong/your-rights-and-responsibilities/student-equity>

Organising your Study, Motivating and Managing Yourself

Contact Student Services:

<http://www.uts.edu.au/current-students>

Information for Current Indigenous Students

Contact UTS Jumbunna:

<http://www.uts.edu.au/current-students/info-indigenous-australians/about-jumbunna>

List of Faculty Jumbunna Officers:

Thomas Lee
(School of Design)

Thomas.Lee@uts.edu.au
Phone: 9514 8630

Matte Ager-McConnell
(School of Architecture)

Matte.Ager-McConnell@uts.edu.au
Phone: 9514 8709

Christopher Brown
(School of Built Environment)

Christopher.Brown-1@uts.edu.au
Phone: 9514 8200

Faculty Academic Liaison Officers

Academic Liaison Officers are members of academic staff who receive and determine student requests for:

- alternative assessments/special arrangements
- special examination conditions from students who are from non-English speaking backgrounds and who have English language difficulties
- special provisions from students who have carer's responsibilities.

Academic Liaison Officers are authorised to receive confidential information about students and may only reveal as much about a student's condition as the student permits to be made known.

<https://www.uts.edu.au/current-students/students-with-accessibility-requirements/accessibility-service/services-and-2>

List of Faculty Academic Liaison Officers and their contact details:

Hera Antoniades Hera.Antoniades@uts.edu.au	School of Built Environment UG Property Economics & PG Property Development, Planning Phone: 9514 8735
Peter Smith Peter.Smith@uts.edu.au	School of Built Environment UG: Construction Project Management & PG Project Management, Construction Management Phone: 9514 8732
Sarah Jones Sarah.Jones@uts.edu.au	School of Design Phone: 9514 8067
Nimish Bilorla Nimish.Bilorla@uts.edu.au	School of Architecture Phone: 9514 8848

Computer Logins, Passwords and Computer Labs

Contact the ITD (Information Technology Division) Service Connect Help Desk if you are having difficulty logging on to the UTS Website, your UTS Email or UTS Online:

<https://utsprodesm.service-now.com/serviceconnect>

Helpdesk Direct Phone: (02) 9514 2222

POLICIES RELATED TO TEACHING AND LEARNING

Coursework Assessment Policy and Procedures

Students are expected to refer to the following information in conjunction with information about assessment at UTS which is published in the “Policy and Procedures Manual” available via the UTS Website at:

<https://www.uts.edu.au/about/uts-governance/policies/uts-policy/coursework-assessments-policy>

<https://www.uts.edu.au/about/uts-governance/policies/uts-policy/coursework-assessments-procedure>

Assignment Submission/Presentation

Information on the submission and presentation of assignments will be detailed in project briefs and will be described either through Canvas, UTS Online or within written documents.

IMPORTANT:

Students need to retain a copy of all submitted assignments, and in the case of Design and Architecture, process and development work for assignments.

Late and Incomplete Assignments

In accordance with the section “*Extensions*” of the **Coursework Assessment Policy** and “[Section 8.2 Learning and assessment arrangements](#)”

All assessment items should be submitted by the specified due date to avoid academic penalty or automatic failure. Assessment items include but are not limited to essays, assignments, take home exams, projects, practical work, creation of digital products, reports, exhibitions, performances, presentations, demonstrations or other work whether written or otherwise.

Application for extensions must be made in sufficient time before the deadline to allow for the request to be considered and a response given. This will allow you time to complete the work by the deadline if the request is refused.

To apply for an assessment extension, students are required to apply for [Special Consideration](#).

Extensions less than one week

Students are not required to submit a special consideration application for extensions less than a week. Students should follow the below procedure:

- **Application deadline:** before assignment due date.
- **Ask for the extension:** email your Subject Coordinator.
- Attach supporting documentation (e.g. medical certificate, letter from a counsellor, doctor, police officer or employer) on official letterhead.

Extensions more than one week

Application deadline: before assignment due date.

Ensure you have the correct [supporting documentation](#) before you submit your application.

(Please refer to the “Special Consideration” section).

Late Penalties

Depending on the circumstances, the Subject Coordinator may apply the following penalties:

Up to 1 day late:	10% late reduction	<i>** (24 hours from the specified deadline)</i>
Up to 2 days late:	20% late reduction	
Up to 3 days late:	30% late reduction	
Up to 4 days late:	40% late reduction	
Up to 5 days late:	50% late reduction	
Over 5 days late:	NOT ACCEPTED	

- *The 10% per day penalty is applied to the mark that would have been received if the submission had been on time.*
- *Students cannot expect to receive verbal or written feedback for work submitted more than 5 days late, unless special consideration has been granted.*

** If equipment or software is not available for students to complete the late work, then the Subject Coordinator may decide to exclude weekends from the number of days late in calculating the penalty.*

*** Where no exact time is specified for a deadline it will be assumed that the deadline is 9am on the date specified.*

Grades

Refer to the UTS Policy and Procedures for the Assessment of Coursework Subjects for a complete chart of grades. The grades most typically used are as follows (as per the [UTS Student and Related Rules - Schedule 2 - Appendix A: Results and Grades](#)):

High Distinction (85–100%)

Work of outstanding quality on all objectives of the subject, which may be demonstrated by means of criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognise particular originality or creativity.

Distinction (75–84%)

Work of superior quality on all objectives, demonstrating a sound grasp of content, together with efficient organisation and selectivity.

Credit (65–74%)

Work of good quality showing more than satisfactory achievement on all objectives, or work of superior quality on most of the objectives.

Pass (50–64%)

Work showing a satisfactory achievement on the overall objectives of the subject.

Fail (0–49%)

Unsatisfactory performance in one or more objectives of the subject as contained within the assessment items.

Academic Integrity and Cheating

The UTS Teaching and Learning link on preventing plagiarism states:

<https://www.uts.edu.au/current-students/current-students-information-faculty-engineering-and-it/study-and-assessment-resources/academic-integrity-plagiarism-and-cheating>

Here is a link to a discipline specific module: <https://avoidingplagiarism.uts.edu.au/>

What is Plagiarism?

Most students approach their assignments with academic integrity. Plagiarism has been found to be only weakly associated with cheating (Caruana, Ramaseshan & Ewing, 2000). Howard (2000) divides plagiarism into three levels of seriousness: fraud, non-attribution due to a lack of understanding of the conventions, and patch writing. The latter is a mosaic style of constructing an essay from different, correctly referenced parts that some associate with plagiarism as it is an amalgamation of other people's ideas. It is a common form of poor academic writing. It does not fall within the UTS definition of academic misconduct but does not demonstrate student understanding and should be discouraged through providing guidance and support for student writing. Copying or buying papers to submit as a student's own work are clear cases of academic fraud but are also the least common forms of plagiarism.

While there are a variety of interpretations of plagiarism, the procedures to deal with academic misconduct have necessitated a clear definition relating to students' work at UTS. Plagiarism is broadly defined as "taking and using someone else's ideas or manner of expressing them and passing them off as his or her own by failing to give appropriate acknowledgement of the source"

[\[UTS Section Rules - Section 16 - Student Misconduct\]](#).

Within this definition, examples of plagiarism include, but are not limited to:

- Copying words or ideas from websites, reference books, journals, newspapers or other sources without acknowledging the source.
- Paraphrasing material taken from other sources, to change the words but keep the ideas without acknowledging the source.
- Downloading material from the internet and including it as part of your own work without acknowledging the source.
- Copying work, such as all or part of an assignment, from other people and submitting it as your own work.
- Purchasing an assignment from an online site and submitting it as your own work.
- Requesting or paying someone else to write original work for you, such as an assignment, essay or computer program, and submitting it as your own work.

Submitting, without acknowledgement, a piece of work in one subject that has already been submitted in another, may be considered self-plagiarism. It is academic misconduct because it seeks to deceive the assessor about the level of original work that the student has completed in their subject.

There are penalties for breaching the rules on academic misconduct. Penalties which may be applied for plagiarism range from rewriting a task with a reduction in marks (typically for non- attribution of sources due to lack of understanding of conventions) to suspension from a course or expulsion from the University or rescission of a student's degree ([UTS Student Rules, Schedule 5](#)).

Reference:

Caruana, A., Ramaseshan, B., & Ewing, M. T. (2000). The effect of anomie on academic dishonesty honesty among university students. The International Journal of Educational Management, 14(1), 23-37. Howard, R. M. (2000). Sexuality, textuality: The cultural work of plagiarism. College English, 62 (4), 473-491

PROCESSES RELATED TO TEACHING AND LEARNING

Feedback Process

Assignments submitted on time, are normally returned within 3 weeks of submission.

Return of Assignments

Individual project briefs and tests will indicate how and when the assignment will be returned.

Attendance

The Faculty of DAB expects students to attend at least 80% of the total scheduled contact hours for each enrolled subject. Achievement of subject aims is difficult if classes are not attended. Where assessment tasks are to be presented personally in class, attendance is mandatory.

Pursuant to [UTS Student Rules - Section 3 - Course and Requirements - 3.8 Attendance and/or participation requirements](#), "Rule 3.8.2", students who do not satisfy attendance requirements, may be refused permission by the Responsible Academic Officer to be considered for assessment for this subject.

Note: Any subject specific attendance requirements are located in the "Minimum Requirement" field of the subject outlines.

Special Consideration

Refer to the "UTS Policy and Procedures for the Assessment of Coursework Subjects" for major extenuating circumstances. Students must formally apply by completing the online special consideration form. You can download a comprehensive guide to lodging an online special consideration application form at:

<https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special-consideration>

Note: The Faculty Liaison Officer may assist in the administration of these forms, but approval should come from the subject coordinator.

HELPS

HELPS enhances learning experiences by providing individual and group support in a friendly and respectful environment. It aims to create independent and confident earners so they can reach their study and career goals through the development of their English language and academic skills and understanding:

<https://www.uts.edu.au/current-students/support/helps/about-helps>

Student Access to Teaching Spaces

Apart from several workshops, student access to DAB is from Mon to Fri, 7:30am to 10pm during semester (including O Week, Revision Weeks and Exam Weeks). Outside these days and hours, a student card is required to access teaching spaces. Access is based on enrolled subjects or course the student is admitted into. Entry access is via Level 3 Harris St, Level 4 Harris St and Level 4 from the Goods Line. Lift access will require the use of Student ID Cards.

Card Access and Other Guides

<https://www.uts.edu.au/current-students/dab/information-current-students>

For issues regarding student card access, email dabstudent.access@uts.edu.au with student name, number, course, and the room requesting access to.

Environment Health and Safety

Refer to Safety and Wellbeing website for information on accidents and emergencies:

<https://www.uts.edu.au/about/safety-and-wellbeing/safety-and-wellbeing-uts>

First Aid Personnel within the DAB Faculty

In an emergency, First Aid Personnel and their location within Building 6 can be found as listed below:

Fabrication Workshop Supervisor (Level 2)

Gwyn Jones
Ext 8833, Room 034
(CB06.02.034)

Fabrication Workshop Supervisor (Level 2)

Tony Jones
Ext 8833, Room 034
(CB06.02.034)

Fabrication Workshop Supervisor (Level 2)

Andrew Purnell
Ext 8834, Room 034
(CB06.02.034)

Fabrication Workshop Supervisor (Level 2)

Brooke Zhang
Ext 8834, Room 034
(CB06.02.034)

Fabrication Workshop Supervisor (Level 2)

Richard Musgrove
Ext 8834, Room 034
(CB06.02.034)

Textile Workshop Supervisor (Level 3)

Jacob Hirsh
Ext 8969, Room 046c
(CB06.02.046c)

DAB Operations Lead (Level 5)

Deborah Latimer
Ext 8984, Room 027
(CB06.05.027)

Academic Programs Manager (Level 5)

Dolly Guiott
Ext 8059, Room 036
(CB06.05.029)

Fashion Workshop Supervisor (Level 6)

Milena Ratkovic
Ext 8820, Room 078
(CB06.06.078)

School of Design (Level 6)

Alexandra Crosby
Ext 8016, Room 101
(CB06.06.101)