



**Information for New Students in the
School of Human Life Sciences
2009**

- **M3G Bachelor of Biomedical Science**
- **M3H Bachelor of Health Science**
- **M3L Bachelor of Health Science/Bachelor of Medical Radiation Science (Medical Imaging)**
- **M3P Bachelor of Health Science/Bachelor of Teaching**
- **M3Q Bachelor of Exercise Science**
- **M3R Bachelor of Health Science (Environmental Health)**
- **M6G Graduate Diploma in Medical Laboratory Science**

School Contact

Telephone: 6324 5400

FAX: 6324 3658

Web: <http://www.hls.utas.edu.au/>

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Introduction

Welcome to the School of Human Life Sciences. The aim of this information is to introduce you to the facilities available to you in the School and at the University of Tasmania and to outline how the school and university operates. Not everything can be included in this brief guide and you should feel free to ask about anything else and we will try to help you.

School Activities

The principal activities of the School are in teaching, research and scholarship. Undergraduate teaching occurs in six degree programs, as well as teaching of discipline specific subjects into the Bachelor of Nursing and Bachelor of Human Movement degrees.

Getting started

Orientation day is typically held the week prior to Semester 1 and 2.

Attendance at Orientation Day is compulsory.

Orientation includes introductions to academic and general staff, and where to find other departments. It is essential that you arrange for an ID card from Student Administration as this is needed to borrow from the library and as proof of identify when sitting exams. You will automatically receive an email address which should be supplied with the paperwork sent to you. In addition to many other uses, staff will use email to send you messages and information.

Further information on Austudy, HECS, academic records, admission, enrolment and graduation records can be obtained from the Student Administration website <http://www.utas.edu.au/students/index.html>.

The university has a website specifically for First Year students. A wide range of information is available at this site (<http://www.firstyear.utas.edu.au/index.html>)

The School of Human Life Sciences also has a specific website for first year students (<http://www.hls.utas.edu.au/firstyear/index.html>).

Contacts

Students should contact HLS reception- Room C101 for matters relating to directions, computer lab access, assignment cover sheets, submission of assignments, lost property and for general enquiries.

For course, assessment, variation of enrolment and other administrative matters relating to enrolments, students should contact Christa Moch (6324 5491) – Christa.Moch@utas.edu.au in the first instance or if she is not available then contact Merran Rogers (63245490) – Merran.Rogers@utas.edu.au in Room C112.

For academic issues relating to units, students should contact the unit coordinator or a relevant lecturer. First year students can also contact the First Year Coordinator, Tracy Douglas (6324 5481) – T.Douglas@utas.edu.au in Room C103.

Email

All students will automatically obtain an email account from IT Services, which will appear on the top of correspondence with Student Administration. This service will enable you to contact lecturers to arrange appointments and answer straight forward queries. Lecturers cannot always answer students' questions regarding their unit via email and may not be prepared to answer queries regarding examinations via email.

University of Tasmania and School of Human Life Sciences website

It is recommended that you make yourself familiar with the University website. Teaching resources, library resources, unit and course handbooks and administrative student information is available at <http://www.utas.edu.au/>.

The School of Human Life Sciences website (www.hls.utas.edu.au) has details and contacts for staff members, timetables, teaching resources and forms such as assignment cover sheets and leave of absence forms.







Links to career opportunities, past students, news and events, and research are also available on the School of Human Life Sciences website.








Organisation within the School




The School of Human Life Sciences teaches a number of specific subjects, called units, and each is given a unique unit code. Each degree program has a Course Advisory Committee which has broad University and professional membership and oversees the teaching activities of the school.




Academic staff

The following is a list of School of Human Life Sciences staff, together with their teaching responsibilities. All academic staff of the School are readily accessible to students. Please do not hesitate to see any member of staff when you require advice or help with your studies. Because of teaching and research commitments it is not always possible for staff to see you immediately. Therefore it will usually be necessary for you to make an appointment with the staff member for a time which is convenient to both of you. An initial contact email is the best approach.


| Academic teaching staff | | Unit/s coordinated |
|--|---|---|
| Professor Madeleine Ball Head of School Room C115 Madeleine.Ball@utas.edu.au |  | CXA102 Introduction to Health Sciences |
| Ms Tracy Douglas First Year Coordinator Room C103 T.Douglas@utas.edu.au |  | CXA171 Cell Biology & Function CXA172 Anatomy & Physiology 1 CXA204 Bioscience for Nursing CXA273 Anatomy & Physiology 2 |
| Dr Murray Adams BBiomedSc Coordinator Room C105 Murray.Adams@utas.edu.au |  | CXA101 Introduction to Medical Laboratory Sciences CXA231 Haematology CXA332 Haematology 2 CXA333 Transfusion Science |
| Ms Marie-Louise Bird Room C001b Marie-Louise.Bird@utas.edu.au |  | CXA132 Kinesiology CXA301 Biomechanics BioStart |
| Dr Simon Brown Room C211 S.C.Brown@utas.edu.au |  | CXA125 Introductory Biochemistry CXA251 Metabolic Biochemistry CXA262 Cell & Molecular Biochemistry |
| Dr Andrew Davies Room C104 A.N.Davies@utas.edu.au |  | CXA204 Bioscience for Nursing 1 CXA205 Bioscience for Nursing 2 |

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| <p>Dr James Fell BExerciseSc Coordinator Room C107 James.Fell@utas.edu.au</p> |  | <p>CXA237 Exercise Physiology & Nutrition CXA337 Clinical Exercise Testing CXA308 Exercise Assessment & Prescription</p> |
| <p>Assoc Prof Dominic Geraghty Graduate Research Coordinator C110 D.Geraghty@utas.edu.au</p> |  | <p>CXA386 Research & Topics in Health Science CXA206/CXA207 Bioscience for Nursing (Advanced Standing)</p> |
| <p>Ms Lesley Harrison BHlthSc Coordinator Room C117 Lesley.Harrison@utas.edu.au</p> |  | <p>CXA102 Introduction to Health Science CXA103 Health: Determinants & Analysis CXA213 Health Promotion: Food and Lifestyle CXA303 Public, Community and Environmental Health</p> |
| <p>Mr Dale Kunde Room C212 Dale.Kunde@utas.edu.au</p> |  | <p>CXA251 Clinical Chemistry 1 CXA300 Human Molecular Biology CXA352 Clinical Chemistry 2 CXA353 Clinical Chemistry 3 (Endocrinology)</p> |
| <p>Dr Frank Madill Room C210 Frank.Madill@utas.edu.au</p> |  | <p>CXA212 Pathology of Common Diseases CXA222 Histopathology</p> |
| <p>Mr Jeff McNamara Room D019 Jeff.McNamara@utas.edu.au</p> |  | <p>CXA216 Environmental Hazards</p> |
| <p>Mrs Laura Maddock Room C214 Laura.Maddock@utas.edu.au</p> |  | <p>CXA161 Introduction to Human Biology CXA125 Introductory Biochemistry</p> |

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|--|---|--|
| | | CXA261 Metabolic Biochemistry |
| Ms Sandra Murray Room C117 Sandra.Murray@utas.edu.au |  | CXA100 Food Studies CXA309 Health Services and Health Informatics |
| Ms Jane Pittaway Room C110 Jane.Pittaway@utas.edu.au |  | CXA101 Medical Laboratory Practice 1 CXA172 Anatomy & Physiology 1 CXA273 Anatomy & Physiology 2 CXA412/425 Professional Practice |
| Ms Susan Salter Room C111 Susan.Salter@utas.edu.au |  | CXA161 Introduction to Human Biology CXA176 Microbiology and Health CXA302 Environmental Microbiology, Infection Control and Regulation. |
| Dr Cecilia Shing Room C106 Cecilia.Shing@utas.edu.au |  | CXA161 Introduction to Human Biology CXA172 Anatomy & Physiology 1 CXA273 Anatomy & Physiology 2 |
| Assoc Prof Liza Snow Deputy Head of School Room D017a Elizabeth.Snow@utas.edu.au |  | CXA216 Environmental Hazards CXA300 Human Molecular Biology |




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|--|---|---|
| <p>Ms Janine Tarr Room C102 Janine.Tarr@utas.edu.au</p> |  | <p>CXA107 Fundamentals of Bioscience CXA204 Bioscience for Nursing BioStart</p> |
| <p>Mr Steve Tristram Room C213 Stephen.Tristram@utas.edu.au</p> |  | <p>CXA342 Medical Microbiology A CXA343 Medical Microbiology B CXA401 Medical Laboratory Practice</p> |
| <p>Dr Denis Visentin BHlthSc/BMedRadSc(Med Imaging) Coordinator Room C001c Denis.Visentin@utas.edu.au</p> |  | <p>CXA132 Kinesiology CXA201 Radiological Imaging CXA200 Radiographic Imaging CXA202 Radiographic Instrumentation CXA301 Biomechanics</p> |
| <p>Dr Marianne Watts Room C108 Marianne.Watts@utas.edu.au</p> |  | <p>CXA101 Medical Laboratory Practice 1 CXA121 Histology CXA211/321 Immunology CXA241 General and Medical Microbiology</p> |
| <p>Dr Andrew Williams Room C109 Andrew.Williams@utas.edu.au</p> |  | <p>CXA385 Nutrition & Disease</p> |

Technical Staff

| | | |
|---|---|---|
| Ms Mandhi Allen Room C208 Mandhi.Allen@utas.edu.au |  | Anatomy & Physiology Technical Officer |
| Ms Hetty Binns Room C208 Henrica.Binns@utas.edu.au |  | Clinical Chemistry Technical Officer |
| Mrs Patrizia Carr Room M111 Olivia.Carr@utas.edu.au |  | Microbiology Technical Officer |
| Mrs Merrilyn Johnson Room C208 Merrilyn.Johnson@utas.edu.au |  | Haematology Technical Officer |

General Staff

| | | |
|--|---|-----------------|
| Mr Kevin Lyall Room C129 Kevin.Lyall@utas.edu.au |  | Web Development |
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|--|--|---|
| <p>Ms Christa Moch Room C112 Christa.Moch@utas.edu.au</p> |  | <p>Administrative Officer Enrolments Course enquiries Progression</p> |
| <p>Mrs Sue Musgrave D017/C101 Susan.Musgrave@utas.edu.au</p> |  | <p>Administrative Officer Public relations Media BioStart</p> |
| <p>Ms Merran Rogers Room C112 Merran.Rogers@utas.edu.au</p> |  | <p>Administrative Officer Course development Staff matters Enrolments Course enquiries – BHlthSc(EnvHlth) Progression</p> |

BeeMahs Society

Membership of the BeeMahs is open to all students enrolled in Biomedical Science, Health Science, Bachelor of Exercise Science, Bachelor of Health Science/Bachelor of Medical Radiation Science (Medical Imaging), Bachelor of Health Science/Bachelor of Teaching and Graduate Diploma of Medical Laboratory Science.

The BeeMahs society provides regular and enjoyable social activities during the year.

Details: <http://www.studassoc.utas.edu.au/>

Enrolment Statement and Fees Invoice

It is the student's responsibility to check the units in which he or she is enrolled on receipt of the Enrolment Statement and Fees Invoice in order to ensure that they are enrolled in accordance with the Degree Specifications. These can be found on the University's Handbook website.

Please feel free to discuss your enrolment with Christa Moch or Merran Rogers if you are in any doubt about whether you are correctly enrolled.

Census date

Your enrolment and all administrative details must be finalised by the *census date* that has been set for each unit.

If you are enrolled in a unit at the census date you will be liable for the fees and charges for that unit for the relevant semester, even if you intended to withdraw from the unit. It is not sufficient to advise the lecturer that you will no longer be attending classes; notification of withdrawal must be in writing addressed to Student Centre and must be submitted prior to the census date.

If you are a Commonwealth Supported student and have not met all [Higher Education Support Act](#) requirements by the relevant unit census date your enrolment will be cancelled. You must provide:

- *a validly completed Request for Commonwealth Support form* for each course you enrol in,
and
- *your Tax File Number (TFN)* if you choose the Deferred or Partial Up-Front payment option.

You can use your Enrolment Notice to make any changes to your enrolment (addition and withdrawal of units), copies of which are available online in our [Enrolment & Fees Notices](#) section. Please select the most current notice to ensure accuracy. If you need assistance varying your enrolment, please contact your Faculty, School or course advisor.

Please refer to the [Course & Unit Handbook](#) for withdrawal dates, as well as dates that apply for [academic and financial penalty dates](#) and associated withdrawal dates

CENSUS DATES FOR 2009

The census date for each unit will be listed in the [Course and Unit Handbook](#). Please refer to the handbook to determine the exact date.

Semesters 1 and 2

The census dates are set at the following dates:

- **Semester 1 2009 – Monday 23 March 2009**
- **Semester 2 2009 - Monday 10 August 2009**

Changes to Units

If a student is incorrectly enrolled a Variation of Enrolment form must be completed. This should be completed prior to the census date for each semester.

Variation of Enrolment form must be approved by Christa or Merran.

Credit Policy

Students may apply for credit for previous study or work experience.

The credit policy applies to students studying

- Bachelor of Biomedical Science,
- Bachelor of Health Science,
- Bachelor of Health Science/Bachelor of Medical Radiation Science (Medical Imaging),
- Bachelor of Health Science/Bachelor of Teaching,
- Bachelor of Health Science (Environmental Health) and
- Bachelor of Exercise Science in the School of Human Life Sciences.

The awarding of credit within the School of Human Life Sciences follows conditions specified in University Rule 3, Section 4.3, Student progress and within this policy.

Credit may be assessed at any time during the study period.

The maximum credit awarded within the School of Human Life Sciences will be in accordance with the rules as documented in University Rule 3, Student progress, as follows:

“Credit granted for a completed award, from this University or another approved institution, of the same level as that in which credit is being sought, will not normally exceed one third of the coursework requirements of the course in which credit is being sought.

Credit granted for studies towards an uncompleted award, from this University or another approved institution, of the same level as that in which credit is being sought, will not normally exceed two thirds of the coursework requirements of the course in which credit is being sought.

Credit granted for a completed award, from this University or another approved institution, at a lower level than that in which credit is being sought, will not normally exceed an amount equivalent to two-thirds of the total coursework of the lower level award, except as provided in clause 4.3.4.”

Application for credit must be made on the form obtainable from Student Administration or from the website.

http://www.studentcentre.utas.edu.au/enrolments/forms_files/credit.pdf

The University's Admission Guide details the documentation necessary to assist in the assessment of your application. Please ensure you supply all requested documentation (certified transcripts of prior academic study and unit outlines). Your application for credit cannot be assessed without the required documentation.

The form and documentation will be forwarded to the School of Human Life Sciences for consideration and you will be advised of the outcome as soon as practicable.

Notification

The School of Human Life Sciences will notify applicants in writing of the outcome of their application for credit.

Withdrawals

There is a census date for each semester. Withdrawal from a unit before census date does not incur any academic or financial penalty (HECS). If you need to withdraw from a unit after the census you are able to withdraw without academic penalty before the end of week 8 of the semester, although you will still be financial penalty (HECS).

Leave of absence

A student enrolled in a course who has completed at least one semester (or who has been enrolled on at least one census day) may apply in writing to the Dean of Health Science for leave of absence from enrolment in the course, stating the reasons for the application.

The Dean will advise the Academic Registrar on the application, and the Academic Registrar will notify the student of the decision.

Other than in exceptional circumstances, the maximum consecutive period permitted for leave of absence is one year.

Details of the University of Tasmania's policy on Leave of Absence is available in Rule 3 Admission and Student Progress

The leave of absence form is available from the UTas website

http://www.studentcentre.utas.edu.au/enrolments/forms_files/leave_of_absence.pdf

Student ID Cards

Students are eligible for a University Student ID card once enrolment forms have been submitted to Student Administration and their enrolment processed. An ID card is valid until the end of March in the following year of issue. Replacement cards are available from Student Admin at a cost, and you will need some form of photographic identification with you when you reapply. Students are required to wear their ID card when attending placements in hospitals and private placements. The student ID card is also used to borrow books from the library. **ID cards are also required to sit formal exams.**

Access and security

Students are not permitted to remain in the building after hours. You must be able to produce your ID card to Security Officers who patrol after-hours. The labs are not available for use unless attended by an HLS staff member.

Lockers

Lockers are available for hire from the Student Association. Please contact the Student Association for further details on costs etc.

Computing

Students in any one of the courses offered by the School of Human Life Sciences are able to use the faculty computer facilities which are located in D001 during times when it is not being used for tutorials. D001 is located underneath the School of Management. (Refer to attached map).

You will need a swipe card to access the room.

HOW TO GET A SWIPE CARD

- Fill in Key Access Card Request Form which is available from the School of Human Life Sciences reception area. Show your ID card to staff in the School Reception area.
- Take completed & signed form to the Cashier
- Pay \$10 deposit for card at the Cashier's office
- Take Cashier's receipt to the Security Office (Open between 11am-12md)
- Security will provide you with a Swipe Card.

NOTE

The Computer Laboratory will be booked by lecturers in School of Human Life Sciences and the School of Nursing & Midwifery for tutorial sessions. These sessions will be posted on the notice board in D001. The Computer Lab will not be available when tutorial sessions are being run.

The facilities are available on the proviso that students keep the room tidy and clean and that security is maintained.

The \$10 deposit will be refunded on return of the swipe card.

Library

Many reference texts are held in the Library Reserve section.

Library photocopying is by means of a payment card, which is purchased from the Information desk at the Library. Copies of past exam papers in many units are available for reference from the library. You can access them by typing the unit code into the library catalogue search. The papers are in .pdf format.

The liaison librarian for the School of HLS is Louise Earwaker.

Support Services for Students in the University

General information on the University and contacts for assistance are given on the University's website and in emails for First Year students. The Tasmania University Union and the University's Student Services provide a range of counselling and other services. Other service information is given in a student Survival Guide. Copies of these are available from Student Administration and the University website.

There is also a first year students' page on the University website.

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you should raise these with your lecturer, Christa or Merran and/or one of the following

Student Services staff as soon as possible: Learning Skills Advisor, Student Counsellor, Careers Advisor, Disability Adviser. Student Services is located in the Student Admin building.

Mentoring

Starting at University can be a difficult time for some students. Depending on individual circumstances, it can involve juggling work, home and study commitments. Some students have been out of the education system for some time. To someone new and unfamiliar with university it can seem overwhelming or maybe just confusing and tough.

The Mentor system aims to assist students make this transition more smoothly, thus maximising their chances of academic success. Its purpose is to minimise the 'culture shock' of being a new student on a new campus, often in a new city, state or even country.

A mentor is someone who:

- assists new students to find their way through the first weeks at university
- helps new students access resources available to them, such as the Library
- supports new students in the transition of beginning university
- helps new students gain confidence

At the School of Human Life Science, we have asked a number of Bachelor of Biomedical Science, Bachelor of Health Science, Bachelor of Health Science/Bachelor of Teaching and Bachelor of Health Science/Bachelor of Medical Radiation Science (Medical Imaging) students to consider mentoring one or more First Year students.

A mentor is **not** someone who:

- has all the answers
- solves all the new students' problems
- is a counsellor
- is available 24 hours a day
- writes essays for mentees

However they will:

- have a list of contact people who new students can be referred to
- be available regularly (exact meeting times to be decided between mentor and mentees)
- be able to guide new students through the maze of beginning university
- be able to answer questions or refer to people who do have the answers

All mentors undertake a one-day training program in early February to prepare them for their responsibilities. They meet regularly with a contact staff member at the School of Human Life Sciences (the Year 1 Coordinator) and also work with student counsellors who help to supervise their work as a mentor.

All first year students enrolled in a degree offered by HLS are assigned to a mentor. If you are a new student in second or third year and would like to be assigned a mentor, contact Tracy Douglas.

PASS (Peer Assisted Study Sessions)

The Peer Assisted Study Sessions (PASS) program is an academic support program, available to all students studying in selected units. PASS offers regular, out-of-class sessions which focus on integrating course content (what to learn) with academic reasoning and study skills (how to learn). PASS sessions are facilitated by PASS Leaders - students who have previously and successfully completed the targeted unit. The sessions are informal seminars, in which students review notes, discuss readings, develop study tools, and prepare for examinations. Data from universities, both national and international, indicate that PASS students earn higher subject grades, and withdraw less often, than non-PASS participants (in units where the program is offered).

Details of units that have PASS programs will be provided in the first lecture of those units.

Communication with other Students

Approaching other students for help, advice or companionship can be difficult. Your First Year challenge group may be useful for making contacts. If apprehensions are overcome, all students can be richly rewarded. Australian students can help international students in a variety of ways, and can make the transition to a different academic, cultural and social environment easier.

Harassment and Discrimination

The Tasmanian law and University of Tasmania policy provide protection from discrimination and sexual and other harassment (including intimidating or offensive behaviour which is not of a sexual nature) in the workplace. If you consider you are being subjected to inappropriate or distressing behaviour from anyone you study with (including fellow students, supervisors and patients), you should make it clear to the offender that the behaviour is not appropriate and will not be tolerated. If the offence is serious or repeated, inform your supervisor, Head of School or a Harassment Contact Officer (<http://www.admin.utas.edu.au/hr/eo/eo.html>)

Parking

Student parking is available on the campus in designated areas. Parking guidelines are available on the website. Free student parking is indicated by the yellow lines in the parking area. Parking indicated by blue lines is short term, pre-paid parking. Permit parking (white lines) is usually not available to students. A parking inspector regularly checks parking in paid and permit areas.

Spaces are available for people with disability but an appropriate permit is required, available from the Disability Advisor and must be clearly displayed (<http://www.utas.edu.au/ams/parking/index.html>).

First Aid and Safety

First Aid cabinets are located around the building in laboratories, prep rooms and Reception.

School First Aid Officers are Hetty Binns, Merrilyn Johnson, Mandhi Allen, Patrizia Carr and Jane Pittaway.

University policy does not allow medication to be supplied to students.

The School fire drill for emergency evacuation of the building is detailed on the School noticeboards. Exits from laboratories and lecture rooms have evacuation routes displayed. There are regular practice sessions throughout the year.

Some units (e.g. anatomy) require students to provide their own PPE (personal protective equipment) such as lab coats and safety glasses. Lab coats will be provided in other units (e.g. microbiology, clinical chemistry and histology) although you may need to supply your own safety glasses.

Students will be required to become familiar with safety procedures in various teaching laboratories. These procedures will be detailed in individual units, and students will be issued with a School of HLS safety booklet at the beginning of Semester. You will be required to sign the declaration in the safety book to indicate that you have read and will comply with requirements.

Stationary

All stationary, including staples and sticky tape, is your own responsibility.

The Co-Op bookshop has stationary supplies.

Photocopying and printing is available at the Student Association and Library. Please consult library staff for charges.

Photocopying and printing is also available at UniPrint. (including colour). Please consult UniPrint staff for charges.

Required texts and other learning resources

The required or recommended text books for each unit are outlined in the Unit Outline provided by the unit coordinator at the start of each unit. Most textbooks can be purchased from the University Co-Op bookshop. Workbooks which may include lecture and practical material may be purchased from the Student Resource Centre

University timetable

There are two 13 week semesters for undergraduate teaching, each followed by a period of examination. A calendar of the academic year can be found at www.admin.utas.edu.au/ac_serv/dates.html. Students can download individual timetables from the University website –

www.student.admin.utas.edu.au/coursesenrolment/timetable/

Year group timetables for the degrees offered in the School are available on the School website - <http://www.hls.utas.edu.au/>

Conduct in Lectures and Tutorials

Lectures and tutorials provide an opportunity to discuss unit content and other issues with the lecturer. All staff encourage you to ask questions during lectures or tutorials when queries arise. Asking questions of lecturers in class is not impolite, but is usually considered a good sign of academic application. If the lecture time is not sufficient to ask questions, you should approach the lecturer at the end of the lecture or make a time to see the lecturer at another time convenient to you both.

Talking and discussion among students is usually expected in tutorials and can at times be required in lectures. However, it is inappropriate and rude to talk at the same time as the lecturer. Talk between students should stop when a staff member is addressing the class or delivering lecture material. Punctuality is important. People arriving late are very disruptive for the class and may be refused admission.

Mobile phones must be turned off during all classes.

MP3 players are not permitted in any classes – lectures or practicals. Use of MP3 players in practical classes is an OH&S issue.

It is important that you are punctual to practical sessions. An introduction outlining the practical and relevant OH&S may be presented in the first 15 minutes.

MyLO – My Learning On Line

Some units within the School of HLS provide unit material via MyLO. You will be advised in your first lecture if this is the case. To access MyLO go to <http://www.utas.edu.au/coursesonline/> on the current student's homepage on the University website. You will need to use your user name and password to log on.

To access MyLO from your own computer you will need the appropriate software, and hardware to run that software. See **Learning Online** at <http://www.utas.edu.au/coursesonline/software.htm> for computer software you will need.

Note: Older computers may not have the hardware to run some of the required software applications. Contact your local IT support person or the Service Desk on 1818 if you experience difficulties.

See *MyLO: Information for Students* for further information about accessing MyLO.

Submission of assignments

The Unit Outline for each unit indicates the due date for assessment items. Each assignment must have an Assignment Cover sheet attached. These are available from the School in the area outside the assignment boxes or on the School website. Students must complete the required details, sign the form to indicate that they have read and understand the rules relating to plagiarism, and then lodge the assignment in the appropriate assignment box (located along from the main reception area in the School) by the due date.

Attendance and performance

You are expected to attend classes, lectures, tutorials, practicals and practicum as outlined in the Unit Outline.

If you have missed classes for any reason you should speak to the lecturer involved about how to catch up. If you know in advance you are unable to attend a class it is courtesy to notify the lecturer who will then suggest how to catch up on missed material. Unexplained absences from practicals are unacceptable, especially as material covered in practicals may be examinable and cannot be repeated. If you have a regular problem with attendance, or anticipate being absent you must see the lecturer as soon as possible. A form requesting student absence which indicates classes missed must be completed in advance of known periods of absence. This form is available on the School website.

Students are required to supply a medical certificate covering any extended absences due to illness to the admin staff, who will forward information to the student's lecturers.

Biomedical Science and Medical Imaging students are required to attend practicum at professional teaching sites. These placements may involve costs to the student for travel and accommodation.

Full details of the responsibilities of students can be found in the *Code of Conduct for Teaching and Learning* available from the School, Centre for Advancement of Teaching and Learning or the UTas website.

Academic Progress and Assessment

The Handbook is available on line at the University's website. The unit descriptions in the University Handbook detail the objectives, content, program, assessment and recommended reading for each unit, and these are the responsibility of the co-ordinator of each unit. Unit Outlines are distributed at the beginning of each semester. The goals and objectives of each unit are stated as well as the relative contribution of each element of assessment towards the final grade. Assessment can involve formal examinations, assignments and practical work. It is the student's responsibility to monitor successful progress throughout the year and attention should be taken to feedback given by lecturers. If there are indications that you are not going to be successful, then talk to your lecturers about remedial measures before it is too late.

Examinations

Final examination results, once ratified by the Committee of Assessors, are processed by the Examinations department, Student Administration. Students can download examination timetable information from the University's website and can also collect final unit results from this site using their student ID number as a password. Please note that final results are not available until the release date set by the University and there are no exceptions. Results cannot be given over the telephone or by email.

Students have the right to inspect and copy their own examination script once the final examination results have been released. Students should contact the unit coordinator

in writing to organise a time for the student to look over the examination script in the presence of the lecturer or nominee, who will also provide constructive feedback.

Probation

If a student has failed components of the course they may be placed on probation and students are informed of this on the Notification of Examination Results. If academic progress is satisfactory the following year, probation will be removed.

Exclusion

Students are advised of exclusion from the course on the Notification of Examination Results. A student who is excluded from the course may appeal against the exclusion to the Faculty Complaints Committee. Details of the appeals process are provided on the Notification of Examinations Results form and further information can be found under Rule 3 – Admission and Student Progress.

A student is liable to be excluded after failure to pass:

1. more than 50% of the load in any one year
2. the same unit on a second attempt
3. having not met the requirements for the degree in the specified time.

Deferred Examinations

If illness or unexpected circumstances prevents you from sitting an exam during the normal exam period, then you must complete an application for deferred examination available from http://www.studentcentre.utas.edu.au/examinations_and_results/forms_files/do_app_form.pdf. This form must be completed by your General Practitioner who will return it to the Examinations Section in Student Admin. There are strict timelines and requirements associated with these provisions and you should check this on the UTas website or contact the Exam Department to clarify these. You must decide beforehand that you are unfit to sit the examination. You cannot apply to defer an exam on the basis of illness after you have entered the exam room.

Deferred examinations (DO) are held during a defined period scheduled by the examinations Department. If a student does not pass a DO examination, no Supplementary Examination will be offered.

Supplementary Examinations

An additional examination, Supplementary Examination (Supp) may be granted if a student has failed a unit provided the rules of eligibility have been met.

Supp exams are usually limited to cases where a student has an aberrant result in terms of overall performance in that examination period. The decision to grant a Supp is made by a Committee of Assessors, not by one lecturer alone.

If you have failed a unit and have been offered a Supp it is important that you make contact with the unit coordinator immediately so that you can find out the details of the examination you are required to sit.

What does a TS result mean?

In a final examination, if you receive a grade of TS: this grade of TS means that you have been granted a “Terminating Pass with permission to enter a supplementary examination”. Your options are:

1. To sit for the supplementary examination in the supplementary exam period. If you pass this exam, your grade will be changed to TS/SP and will appear on your academic record as 50 PP. This result will satisfy any requirements for a pass in that unit to act as a prerequisite for other units in subsequent years of the course. If you fail this exam, your result will be changed to TS/TN and will be recorded on your academic record as TP. Note that TP does not satisfy requirements for a pass in that unit to act as a prerequisite for other units in subsequent years of the course.
2. To not sit for the supplementary exam. If you choose this option, your grade will be altered to TS/TA and will appear as TP on your academic record. Note that TP does not satisfy requirements for a pass in that unit to act as a prerequisite for other units in subsequent years of the course.

Students are responsible for checking the supplementary exam timetable to determine the scheduling of the supplementary exams. Supplementary and deferred exams for Semester 1 units are usually held in Week 2 of Semester 2 and just before Christmas for Semester 2 units

Appeals and grievances

The University has appointed Complaints commissioners to assist with complaints. The commissioners are independent of the University, have experience in conflict resolution and knowledge of University of Tasmania policy and procedures. Their functions are:

- To be available to be consulted by a student with a complaint
- To provide advice and assistance to the students
- Where appropriate, to attempt to achieve a negotiated settlement of the complaint.

In the first instance students should take all reasonable steps to resolve an academic complaint directly with the lecturer. If the matter is still unresolved students should contact the Head of School. If the matter remains unresolved students should contact the Complaint Commissioners by completing a student Complaint form, available from the University website.

Plagiarism

Plagiarism is the taking and using of others’ words or material and representing them as your own, or working in collaboration with another student unless clearly directed by your lecturer to do so. It is not permitted to present the words of another author, either a published author or another student as your own work, except where full acknowledgement of the other’s is made. To ensure that individual work is properly recognised, you should keep to the following guidelines

(www.utas.edu.au/plagiarism/):

1. As far as possible express your own ideas in your own words. Unacknowledged recitation or close paraphrasing of the work of other, either published authors or your fellow students, will not achieve this. You are not always expected to demonstrate originality of ideas (which in general would

- be unreasonably demanding at undergraduate level), but to use information as required and to argue your own case.
2. Never hand in an assignment that you know to be the same as, or closely similar to, another student's assignment. When two or more substantially similar assignments are noted, the students will be subject to the University of Tasmania procedures for academic or general misdemeanours. To guard against this occurring, do not leave completed assignments in a place where they could easily be copied, and do not provide copies of your assignments to other students.

If you share the same off campus computer with flatmates, you should password protect your documents.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

Correct referencing of material will be explained within specific degree programmes.

The Harvard Referencing style is the preferred method of referencing in first year HLS units.

Details of the reference guide can be found on the Library website at <http://www.utas.edu.au/library/assist/gpoa/gpoa.html>