

# Know Your University



## CONTACT US!

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## Acknowledgment of Country

The Education Department would like to acknowledge the Traditional Owners of the land upon which this booklet was written, distributed and where we work, the Wurundjeri and Boon Wurrung peoples of the Kulin Nations.

We pay our respect to the Elders past, present and emerging of the land where the University of Melbourne now is located. We also extend this respect to all Indigenous peoples, especially those who study and work at the University of Melbourne and the University of Melbourne Student Union (UMSU). This land was stolen and sovereignty was never ceded.

We must all remember when we are at home, work, university or anywhere else in this country — this always was and always will be Aboriginal land.

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# What is the Purpose of this Handbook?

This handbook has been put together by the UMSU Education (Academic Affairs) Office Bearers! Its aim is to give you all the tools to assist you to navigate through University policies and procedures.

Whether you want to know more about special consideration, academic misconduct or enrolment, this handbook will point you in the right direction.

The Education (Academic Affairs) Office fights for the academic rights of students at UniMelb. If you have issues like unrecorded lectures or assessments due in SWOTVAC, we're the ones to contact!

## HOW TO USE THIS GUIDE — ONLINE RESOURCES!

Throughout this handbook we'll refer to various websites.

Keep an eye out for a ★! This will pop up in reference to a resource which can be found in our online index. Specific resources listed in the index are written in bold, italicized text, and numbered in order of appearance.

Visit the [online index on our website](#).



# Enrolment

To be recognised as a current student at UniMelb, you must enrol at the beginning of your course. To maintain your enrolment you must re-enrol every year for the duration of your course.

You can find further information on enrolment requirements for coursework students on ★ [UniMelb's website](#)<sup>1</sup>. Enrolling in subjects is the process of selecting which subjects you will take by adding them to your Study Plan.

## HOW LONG DO I HAVE TO ENROL?

UniMelb has a few ★ [key dates](#)<sup>2</sup> you should keep an eye on when enrolling:

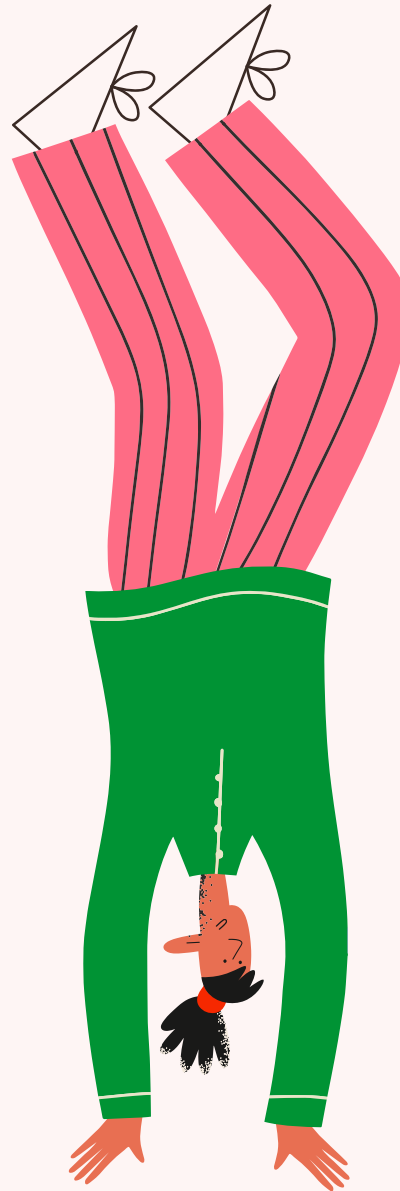
- The **teaching period** is when teaching occurs. Aim to be enrolled by the start of the teaching period so you can be ready to attend classes. Don't forget to put your tutorial preferences prior to the subject's cut off!
- The **last self-enrol date** is the final date you can enrol in your subjects via UniMelb's Study Plan.
- The **subject census date** is the final date you can withdraw from a subject, or apply for a leave of absence, without remaining liable to pay fees and without it appearing on your academic transcript. Enrolment after the census date is not possible.

All of these dates should be listed on the online Subject Handbook and the Subject Guide.

## WHAT IS A WITHDRAWAL WITHOUT FAIL?

A withdrawal without fail is the last possible date after the Census Date to withdraw from a subject without receiving a fail grade on your academic transcript and statement.

If the date to withdraw without fail has passed, it is not possible to formally withdraw from a subject via UniMelb's Study Plan.



# Choosing Your Subjects

## CHECK THE SUBJECT HANDBOOK!

Key dates for enrolment and census dates vary among subjects, so it's important to look at each of these dates in the ★ [UniMelb Handbook](#)<sup>3</sup>.

The handbook can be a great tool for planning out your semester! Every subject displays the contact hours, timetables for classes, census date and contact information of the Subject Coordinator.

It'll also show what types of assessments, timelines, assessment weighting and hurdle requirements are required by each course. Here you can see whether there are assessments throughout the semester such as exams, quizzes, presentations etc.

## STUDENT LEARNING SURVEY (SLS)

The University asks students to complete a survey for each of their classes towards the end of semester.

This information gives feedback to the structure and teaching of the course. The results of previous cohorts are available to students in the respective Subject Guides.

As the survey results are filtered and compiled by the University, it is a rough indication of student satisfaction, engagement with the subject and satisfaction with the teaching staff.

## UMSU COUNTER COURSE HANDBOOK

If you want a little more advice on what subjects you are taking, you can also check UMSU Education's ★ [Counter Course Handbook](#)<sup>4</sup>.

This handbook is filled out by students to give an honest opinion of subjects offered by UniMelb. Maybe once you've finished your subject you could fill it out too!



# Return to campus!

To keep up-to-date on Coronavirus Updates from the University, check [unimelb.edu.au/coronavirus](https://unimelb.edu.au/coronavirus)

This link will include updated information about COVIDSafe requirements, contact tracing and vaccination requirements for on campus learning.

Teaching modes are always changing in response to the Victorian COVID-19 situation. You can see what modes your subject may take through the

★ [UniMelb Subject Handbook](#)<sup>5</sup>.

## WHAT IS MY WEIGHTED AVERAGE MARK (WAM)?

Your Weighted Average Mark (WAM) is an indication of your performance in an academic course. It reflects a numeric mark and the number of credit points for each subject you complete.

You can view your WAM in the 'Results and Graduation' section of the eStudent Portal.

## WAMNESTY

The WAM Adjustment Policy (colloquially referred to as WAMnesty) was instituted during periods of Covid-19 restrictions and lockdowns.

This was applicable in Semester 1 & 2 of 2020, and Semester 2 of 2021. For Semesters that have had WAMnesty, subjects will not be included in the calculation of a student's WAM unless the mark achieved for the subject was equal to, or higher than, the WAM that the student achieved at the beginning of second half-year 2021.

Students can request for subjects to be included in their WAM at the end of their degree, or you can contact ★ [Stop 1](#)<sup>6</sup> to request for these subjects to be included during your studies.



# Assessment Results and Submission

## WHAT ARE LATE PENALTIES?

Assessments submitted past their original due date, or after the new due date if an extension has been granted by the Subject Coordinator, will be subject to a penalty.

This penalty is usually a 10% deduction of the total possible marks for each working day an assessment is late (up to 5 days). You can clarify if your School or Faculty has different penalties in your Subject Guides.

## ASSESSMENTS IN SWOTVAC?

University policy states that **no** assessments can take place during SWOTVAC. This includes exams and assessment deadlines.

If you have a piece of assessment due during SWOTVAC, let us know on the ★ [UMSU website](#)!

## ACCESSING YOUR RESULTS

The 2022 academic calendar notes that the release date for final results is 8 July for Semester 1 and 2 December for Semester 2.

Results for special or supplementary assessments will be released 10 working days after the final day the assessment is sat or submitted. For non-standard subjects such as a summer semester, or a monthly intensive, results should be released within 20 working days after the final assessment is sat or submitted.

## DISPUTING RESULTS

Disputing a grade can be tricky. The best thing to do is contact UMSU Advocacy for advice and information on this process.

They have some terrific ★ [resources](#)<sup>8</sup> available to help walk you through these processes. You can reach out to UMSU Advocacy through their ★ [form](#)<sup>9</sup>! Check out the UMSU Website for some ★ [exam tips](#)<sup>10</sup>!



# Extensions and Special Consideration

## HOW DO I GET AN EXTENSION?

Your Subject Coordinator can provide you with an extension of up to 10 working days. In these situations, it is best to get in contact with your tutor or Subject Coordinator directly.

Most Subject Guides should include specific directions that the School or Faculty follows to request extensions. This could be as easy as an email or a School-specific form to complete.

If you require an extension of over 10 working days, you are required to apply for Special Consideration.

## WHAT IS SPECIAL CONSIDERATION?

Special Consideration refers to specific, formal academic adjustments made to ensure your academic results and progress are not unfairly impacted by exceptional circumstances or chronic issues which need equitable accommodation. For more information, check out UMSU Advocacy on the ★ [UMSU website](#)<sup>17</sup>.

## APPLYING FOR SPECIAL CONSIDERATION

You can lodge timely applications on ★ [UniMelb's website](#)<sup>12</sup>. Once you submit your application, you should receive an outcome within 5 days.

Applications for special consideration must be made **prior to, or within four business days after**, the examination date or assessment due date.

## WHAT CAN STOP 1 DO?

If you have an existing application or are in the process of submitting, you can contact the ★ [Stop 1](#)<sup>13</sup> team for clarification or help.

You can apply to Student Equity and Disability Support (SEDS) for an Academic Adjustment Plan when an ongoing circumstance or an official commitment affects your ability to perform your studies and assessment tasks.

This applies when the expected duration of this circumstance is anticipated to be longer than 6 weeks. Eligibility information and registration are available on ★ [UniMelb's page](#)<sup>14</sup>.

## HOW CAN UMSU ADVOCACY HELP?

Regarding Special Consideration, UMSU Advocacy has some very detailed resources on the ★ [UMSU website](#)<sup>15</sup>.

If you need advice on where to start with applying for Special Consideration, or you have received an outcome you would like to challenge, UMSU Advocacy can help you. Contact them early! You can find all the relevant information, including a ★ [contact form](#)<sup>16</sup>, on the UMSU website.





# Academic Progress

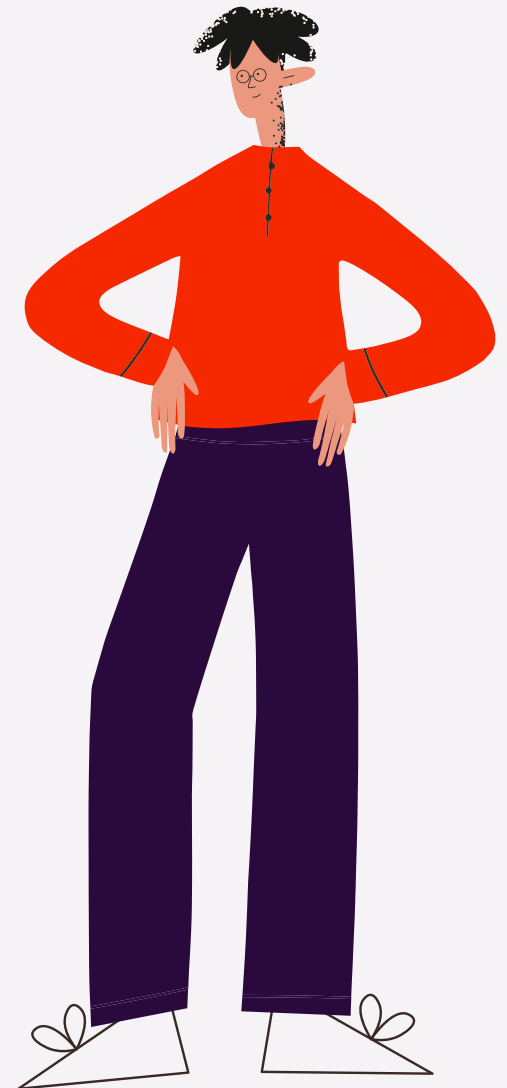
## ACADEMIC PROGRESS

Each semester, the University is statutorily required to undertake a review of the academic progress of each student.

For coursework students, this takes place at the end of each semester. As part of the University's process for monitoring academic progress, coursework students may be identified as being "At Risk" or "making unsatisfactory academic progress" and may be required to attend a meeting.

If you are a coursework student and receive a "Show Cause" notice from the University based upon your academic progress, or if you are a Higher Degree Research student and are contacted to discuss your progress, then this should be taken very seriously.

For detailed information on what to do if this happens to you, visit UMSU Advocacy on the ★ [UMSU website](#)<sup>17</sup>. If you need to contact UMSU Advocacy, do so as soon as possible, as demand for their services can be very high during peak periods.



# Academic Misconduct

## ACADEMIC MISCONDUCT

Academic Misconduct can essentially be any action by a student, in either their coursework or in assessments, which is intended to or is likely to gain them an unfair or unjustified advantage, whether the student gains that advantage or not!

There is a lot more to the definition itself including many examples of these actions that all students should familiarise themselves with. The full definition can be found under ★ [Academic Board Regulation Part 9, Section 42<sup>18</sup>](#).

Some key terms and forms of Academic Misconduct:

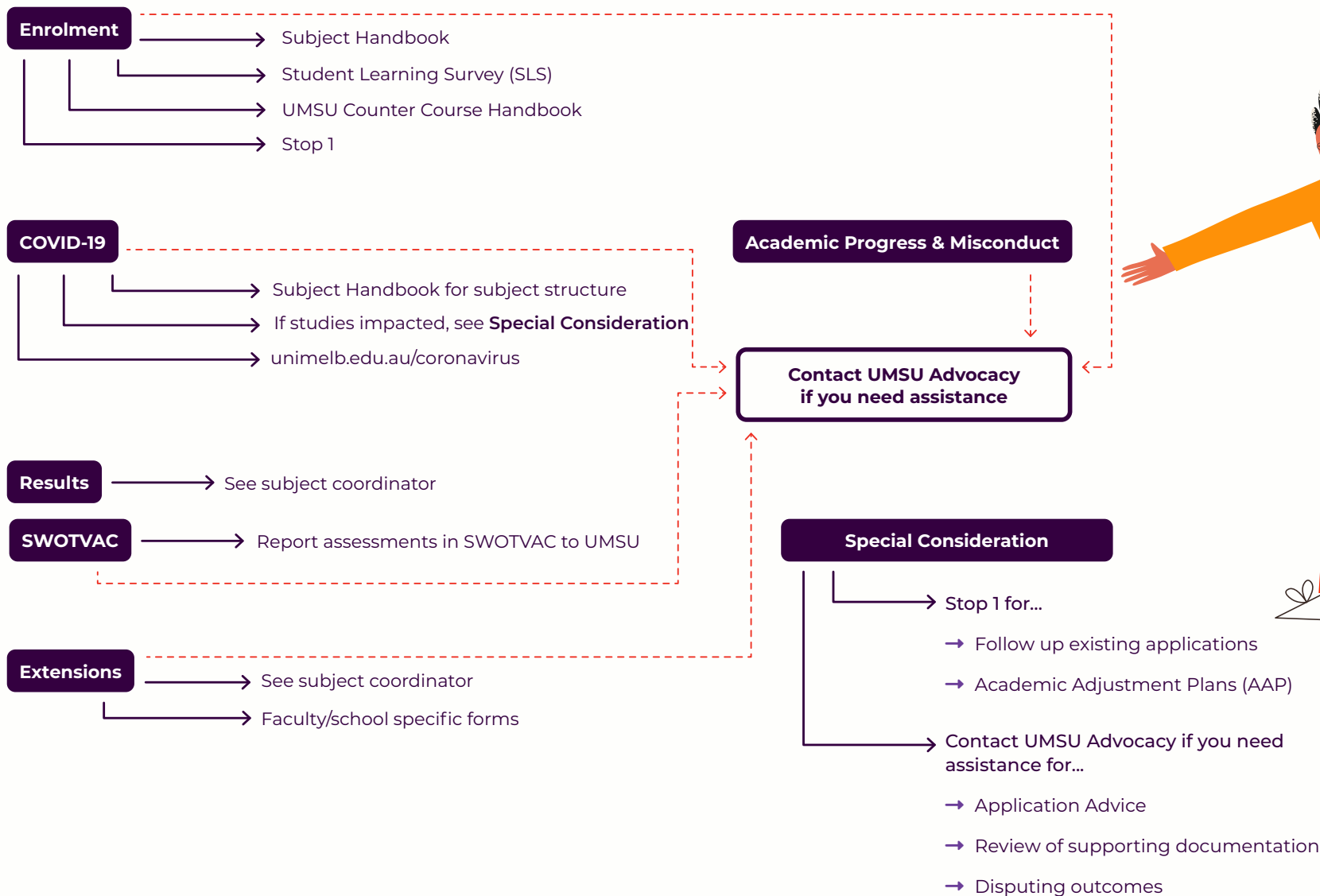
- Plagiarism. This is the presentation of written work, findings or ideas as your own without proper acknowledgment of the original source.
- Collusion, which is where one student is alleged to have helped another student by allowing them to copy their work. The University regards students who permit their work to be copied as seriously as those who did the copying, and the penalties can be the same.
- Exam misconduct relates to taking unauthorised material into an exam or breaching the exam rules.
- ★ [Falsifying documents<sup>19</sup>](#) may be considered fraud and can have serious consequences for your enrolment. Examples include medical certificates or supporting documents for applications.

## WHO DO I CONSULT?

Again, UMSU Advocacy has plenty of resources available. If you are contacted by the University about an Academic Misconduct matter, get in touch with UMSU Advocacy via the ★ [UMSU website<sup>20</sup>](#) as soon as possible for further assistance.



# I need help with...



# ★ Online Resources

The information contained in this publication is current at the publishing date (February 2022).

For up-to-date information visit:  
[umsu.unimelb.edu.au/educademic](https://umsu.unimelb.edu.au/educademic)

## 'ENROLMENT'

1. Enrolment Requirement for coursework students  
[students.unimelb.edu.au/your-course/manage-your-course/course-enrolment/enrolment-requirements-for-coursework-students](https://students.unimelb.edu.au/your-course/manage-your-course/course-enrolment/enrolment-requirements-for-coursework-students)
2. UniMelb Key Dates  
[students.unimelb.edu.au/your-course/manage-your-course/key-dates](https://students.unimelb.edu.au/your-course/manage-your-course/key-dates)

## 'CHOOSING YOUR SUBJECTS'

3. UniMelb Subject Handbook  
[handbook.unimelb.edu.au/search](https://handbook.unimelb.edu.au/search)
4. UMSU Counter Course Handbook  
[umsu.unimelb.edu.au/support/educademic/counter-course-handbook/](https://umsu.unimelb.edu.au/support/educademic/counter-course-handbook/)

## 'RETURN TO CAMPUS!'

5. UniMelb Subject Handbook  
[handbook.unimelb.edu.au/search](https://handbook.unimelb.edu.au/search)
6. Stop 1  
[students.unimelb.edu.au/stop-1](https://students.unimelb.edu.au/stop-1)

## 'ASSESSMENT RESULTS AND SUBMISSION'

7. Assessments in SWOTVAC?  
[umsu.unimelb.edu.au/support/educademic/reportassessment](https://umsu.unimelb.edu.au/support/educademic/reportassessment)
8. UMSU Advocacy Assessment Dispute Resources  
[umsu.unimelb.edu.au/support/advocacy/assessment-disputes](https://umsu.unimelb.edu.au/support/advocacy/assessment-disputes)
9. UMSU Advocacy Contact Form  
[umsu.unimelb.edu.au/contactadvocacy](https://umsu.unimelb.edu.au/contactadvocacy)
10. UMSU Advocacy Exam Tips  
[umsu.unimelb.edu.au/support/advocacy/exam-tips](https://umsu.unimelb.edu.au/support/advocacy/exam-tips)



## 'EXTENSIONS AND SPECIAL CONSIDERATION'

11. UMSU Advocacy Special Consideration and Fee Remission  
[umsu.unimelb.edu.au/support/advocacy/specialconsideration-feeremission](https://umsu.unimelb.edu.au/support/advocacy/specialconsideration-feeremission)
12. Applying for Special Consideration  
[students.unimelb.edu.au/your-course/manage-your-course/exams-assessments-and-results/special-consideration](https://students.unimelb.edu.au/your-course/manage-your-course/exams-assessments-and-results/special-consideration)
13. Stop 1  
[students.unimelb.edu.au/stop-1](https://students.unimelb.edu.au/stop-1)
14. UniMelb Special Consideration Eligibility  
[students.unimelb.edu.au/student-support/student-equity-and-disability-support/registration-for-ongoing-support](https://students.unimelb.edu.au/student-support/student-equity-and-disability-support/registration-for-ongoing-support)
15. UMSU Advocacy Special Consideration Resources  
[umsu.unimelb.edu.au/support/advocacy/assessment-issues/specialconsideration-feeremission/special-consideration/](https://umsu.unimelb.edu.au/support/advocacy/assessment-issues/specialconsideration-feeremission/special-consideration/)
16. UMSU Advocacy Contact Form  
[umsu.unimelb.edu.au/contactadvocacy](https://umsu.unimelb.edu.au/contactadvocacy)

## 'ACADEMIC PROGRESS'

17. UMSU Advocacy Course Academic Progress Resources  
[umsu.unimelb.edu.au/support/advocacy/academic-progress](https://umsu.unimelb.edu.au/support/advocacy/academic-progress)

## 'ACADEMIC MISCONDUCT'

18. Academic Board Regulations  
[about.unimelb.edu.au/\\_data/assets/pdf\\_file/0029/19775/Academic-Board-Regulation.pdf](https://about.unimelb.edu.au/_data/assets/pdf_file/0029/19775/Academic-Board-Regulation.pdf)
19. UMSU Advocacy: Falsifying Documents  
[umsu.unimelb.edu.au/fake-med-cert](https://umsu.unimelb.edu.au/fake-med-cert)
20. UMSU Advocacy Contact Form  
[umsu.unimelb.edu.au/contactadvocacy](https://umsu.unimelb.edu.au/contactadvocacy)



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