Subject Code & Name: GHMB915 Art and Science of Midwifery 2  
Credit Points: 6  
Pre-requisite(s): GHMB911, GHMB914, GHMB916, GHMB950  
Co-requisite(s): GHMB912, GHMB917, GHMB923  
Restrictions: None  
Equivalence: None  
Assessment: Minor Essay/Presentation 25%, Major Essay/Presentation 35%, Examination 40%.  
Session: Spring 2013  
Campus Locations: Wollongong  
Delivery Method: On Campus  
Contact Hours: 3 hrs per week

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Subject Coordinator
Name: Mercy Baafi  
Location: School of Nursing, Midwifery and Indigenous Health, Building 41, Room 108  
Consultation times: Thursday, 4 to 5pm & Fridays 1130 to 1230pm  
Telephone: 61 2 4221 3381  
Email: mercy_baafi@uow.edu.au

Student Administration
Location: 41.152  
Telephone: 61 2 4221 3492  
Email: smah_student_enquiries@uow.edu.au

Prescribed Text


Assessment Tasks

<table>
<thead>
<tr>
<th>1- Essay</th>
<th>2- Essay</th>
<th>3- Final exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date: Sept 13 2013 (Week 7)</td>
<td>Due Date: Nov 1 2013 (Week 13)</td>
<td>Due Date: University period</td>
</tr>
<tr>
<td>Percentage: 25%</td>
<td>Percentage: 35%</td>
<td>Percentage:40%</td>
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eLearning Space
For information regarding the eLearning spaces please use the following links:
Section A: Subject Information

Subject Description
This subject is designed to be taken in conjunction with the clinical subject, GHMB912 Midwifery Practice 2. GHMB915 Art and Science of Midwifery 2 has been designed for the student to build on learning and understanding of the theoretical frameworks underpinning midwifery practice. This subject develops the midwifery students understanding of midwifery care relating to complexities arising in pregnancy, labour, postnatal and neonatal periods. An ability to review literature remains an integral component of this subject. Students are expected to continue to facilitate their own learning by utilising the Library Database Workshops and the IT services available at the University. They are expected to demonstrate a high level of learning that is evidenced by the quality of analysis, synthesis and evaluation of evidence based research and its application to midwifery practice.

Learning Outcomes
On completion of this subject, students should be able to:
(a) show awareness of the changing role of the midwife in caring for the childbearing woman and her family;
(b) describe the factors that influence change in the practice of midwifery, including social and political factors;
(c) analyse and critique the different models of maternity care available for women;
(d) articulate and demonstrate an appreciation of cultural and linguistic diversity in the planning and delivery of care;
(e) discuss the role and relevance of research in midwifery practice;
(f) demonstrate enhanced information retrieval, critical reading and research appreciation;
(g) critically analyse the literature in light of its contribution and application to midwifery practice;
(h) demonstrate an understanding of factors which prevent the application of existing research findings to clinical practice and how to address them in an ethical fashion;
(i) display an adequate depth and breadth of knowledge to support safe and effective midwifery management of the mother or baby with a complication;
(j) demonstrate application of midwifery clinical decision making in practice;
(k) recognise when deviations from the norm occur and describe the appropriate referral pathway;
(l) describe the clinical features of the complications of pregnancy, labour, birth and the postnatal period and describe the implications to the health of mother and baby;
(m) discuss the evidence that supports interventions in complicated pregnancy, labour, birth and the postnatal period;
(n) demonstrate understanding of the concepts of low, moderate and high and all risk pregnancy in the context of midwifery led care;
(o) organise continued learning, intellectual development and creativity in relation to ongoing education;
(p) communicate clearly and fluently in writing;
(q) display self-confidence and oral articulation.

Subject Contacts

Subject Coordinator/Lecturer
Name: Mercy Baafi
Location: School of Nursing, Midwifery and Indigenous Health, Building 41, Room 108
Consultation times: Thursday, 4 to 5pm & Fridays 1130 to 1230pm
Telephone: 61 2 4221 3381
Email: mbaafi@uow.edu.au

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.
Attendance/Study time
On-campus delivery: It is expected that students will allocate 12 hours per week to this subject, including class attendance. Class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject—please see Section B: Assessment Information for details.

Subject Content
Deviations from the Normal Pregnancy
Deviations from Normal Labour, Birth and the Postnatal Period

Prenatal:  
- Assessment of fetal wellbeing
- Complications of pregnancy
- Referral guidelines
- Disorders of early pregnancy midwifery support and obstetric management—hyperemesis gravidarum, molar pregnancy, threatened abortion
- Hypertensive disorders in pregnancy
- Acute surgical complications in pregnancy—acute abdomen, malignancy etc
- Diabetes and pregnancy
- Cardiac disease
- Infections and infectious diseases in pregnancy
- Liver disease in pregnancy
- Effects of alcohol and other drugs on the mother and baby—harm minimisation
- Domestic violence and Child protection issues
- Blood dyscrasias, including incompatibilities of blood groups

Labour:  
- Complications of labour and obstetric and midwifery interventions
- Induction of labour—medical and surgical
- Dystocia, malpresentation and position
- Complications of birth and obstetric interventions and midwifery care
- Complications of the third and fourth stages and obstetric and midwifery interventions
- Infection control during labour and birth
- Fetal surveillance techniques and technologies
- Operative procedures, midwifery care and support
- Anaesthesia and anaesthetics in obstetric practice, midwifery care
- Management of maternal collapse; amniotic fluid embolism, uterine and cervical rupture; haemorrhage, fetal compromise
- Perineal episiotomy/trauma and repair

Postnatal Period:  
- Secondary postpartum haemorrhage
- Thromboembolism
- Puerperal sepsis
- Mood disorders in the postnatal period
- Breast infections including abscess

Neonate:  
- Pre-term
- High risk
- Post-term
- Large for gestational age
- Small for gestational age
- Perinatal mortality
- Management of neonatal blood sugar levels
- Respiratory and circulatory support of the unwell infant including active resuscitation
- Transfer of the unwell infant to higher level facility
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<th>Lecture 1</th>
<th>Lecture 2</th>
<th>Lecture 3</th>
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<td>0830-0915</td>
<td>0930-1030</td>
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<td>Maternal and Perinatal morbidity &amp; mortality (Mercy Baafi)</td>
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<td>Introduction to GHMB915 (Mercy Baafi)</td>
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<td>Self-directed learning: cardiac, renal, thyroid and liver problems in pregnancy</td>
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<td>Rh &amp; ABO incompatibilities &amp; Rh isomunisation (Mercy Baafi)</td>
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<td>Hypertension in pregnancy &amp; HELLP syndrome (Alison Goodfellow)</td>
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<td>Substance use in pregnancy &amp; Reflection on child protection and domestic violence issues (Nadine Taylor)</td>
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<td>Multiple pregnancy (Twins) (Vicki Elder)</td>
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<td>Oligohydramnious (Mercy Baafi)</td>
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<td>Self-directed learning: Face &amp; brow presentations</td>
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<td>0830-0915</td>
<td>0930 -1000 hrs Hyperstimulation (Mercy Baafi)</td>
<td>1000-1130</td>
<td>Malposition &amp; Malpresentation Assisted vaginal births (Mercy Baafi)</td>
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<td>Active management of labour (Mercy Baafi)</td>
<td>(Mercy Baafi)</td>
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<td>Cord prolapse (Mercy Baafi)</td>
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<td>Event</td>
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<td>7/10/2013</td>
<td>Midwifery / Obstetric Emergency III&lt;br&gt;Shoulder dystocia (Mercy Baafi)</td>
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<td>1015-1130 PPH (Mercy Baafi)</td>
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<td>Maternal postpartum complications (Mercy Baafi)</td>
<td>0830-1000</td>
<td>1030-1130 Pregnancy &amp; urinary incontinence (Gail Norris)</td>
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<td>0830-0930 Neonatal jaundice (Mercy Baafi)</td>
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<td>1040-1130 Neonatal Hypoglycemia (Mercy Baafi)</td>
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<td>0830-1000 Asphyxia, RDS &amp; Hypoxic ischaemic Encephalopathy (Jenny Boyd-Skinner)</td>
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<td>1030-1130 Care of the preterm, IUGR &amp; LGA neonates (Jenny Boyd-Skinner)</td>
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Textbooks and Supplementary Materials

Prescribed Text


Recommended Additional Readings


NSW Health 2005, Maternity Emergencies, viewed 4th July 2013

NSW Health 2008, Maternity- clinical care and resuscitation of the newborn infant, viewed 4th July 2013

NSW Health 2007, Maternity –timing of elective or pre- labour caesarean section, viewed 4th July 2013

NSW Health 2010, Critical Care Tertiary Referral Networks (Perinatal), viewed 4th July 2013

NSW Health 2009, Maternity - Clinical Risk Management Program, viewed 4th July 2013

NSW Health 2011, Maternity-Decreased Fetal Movements, viewed 4th July 2013

NSW Health 2011, Management of Hypertensive Disorders of Pregnancy, viewed July 4th 2013


Riordan, J (ed.) c2010 Breastfeeding and human lactation, 4th edn, Jones and Bartlett, Sudbury, Mass.


Useful web-based sources

This is the main page for NSW Health. This page has links to other useful sources including NSW policy directives and guidelines.

The National Health Medical Research Council.

http://www.who.int/en/
World Health Organisation Home Page.

This is the main page for the Australian College of Midwives NSW Branch. An important link for midwifery students to the professional body for midwives.

This is the main page for the Australian College of Midwives. An important link for midwifery students to the professional body for midwives.

http://www.midirs.org/
This is an international main page for the Midwifery Digest Quarterly Journal.

http://www.nice.org.uk/Guidance/CG/Published
National Institute for Health and Clinical Excellence – Published Guidelines.
This website has various guidelines relating to pregnancy and childbirth, for example, antenatal, intrapartum,
and postnatal care.

Recommended readings are not intended as an exhaustive list and students should use the Library catalogue and databases to locate additional resources.

Distance students studying within Australia should refer to the information and resources found via the Library link on the UOW homepage regarding off-campus library services available.

Distance students studying outside Australia should contact their subject coordinator, as arrangements for library services may be available within their own country.

Recommended readings are not intended as an exhaustive list and students should use the Library catalogue and databases to locate additional resources.

Distance students studying within Australia should refer to the information and resources found via the Library link on the UOW homepage regarding off-campus library services available.
Distance students studying outside Australia should contact their subject coordinator, as arrangements for library services may be available within their own country.

eLearning Space
This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column.

For information regarding the eLearning spaces please use the following links:

eReadings
Electronic readings for this subject are available through the library website. Visit the Catalogue via the Library link on the UOW homepage or see staff at the Information Desk in the Library for information and help with eReadings.

Graduate Qualities
Information on the UOW Graduate Qualities can be found at via the Learning and Teaching link on the UOW homepage. The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:

1. **Informed**: Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.

2. **Independent learners**: Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.

4. **Effective communicators**: Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.

5. **Responsible**: Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

ANMC Domains and Competencies

**Domain – Legal and professional practice**
- Competency 2 Accepts accountability and responsibility for own actions within midwifery practice.

**Domain – Midwifery knowledge and practice**
- Competency 3 Communicates information to facilitate decision making by the woman.
- Competency 4 Promotes safe and effective midwifery care.
- Competency 5 Assesses, plans, provides and evaluates safe and effective midwifery care.
- Competency 6 Assesses plans, provides and evaluates safe and effective midwifery care for the woman and/or baby with complex needs.

Domain – Midwifery as primary health care
- Competency 7 Advocates to protect the rights of women, families and communities in relation to maternity care.
- Competency 8 Develops effective strategies to implement and support collaborative midwifery practice.
- Competency 9 Actively supports midwifery as a public health strategy.
- Competency 10 Ensures midwifery practice is culturally safe.

Domain – Reflective and ethical practice
- Competency 11 Bases midwifery practice on ethical decision making.
- Competency 12 Identifies personal beliefs and develops these in ways that enhance midwifery practice.
- Competency 13 Acts to enhance the professional development of self and others.
- Competency 14 Uses research to inform midwifery practice

Recent Improvements to this Subject
Change: The recommended textbook has been changed. Recommended readings have been updated this year. Assessments have been reviewed and altered this year.

Reason: To reflect current midwifery issues/ policies
Section B: Assessment

Minimum Requirements for a Pass in this Subject
To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below. Failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject even where total marks accumulated are greater than 50%.

Minimum Academic Performance: A Technical Fail (TF) grade will be awarded for the subject even where a student gains a total mark that would otherwise allow a passing grade if a student meets one or more of the following criteria:
- does not attempt all assessment tasks
- does not attend 80% of classes

Minimum Attendance: Student attendance at tutorials is compulsory and only one tutorial absence is permitted. Student attendance at clinical placement and laboratories is compulsory and students must attend 100% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to Student Central along with completion of academic consideration as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

Minimum Participation: Student participation in tutorials, practicals and/or seminars is an assessable component of this course. Students who do not meet minimum participation requirements may be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.

Details of Assessment Tasks

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Obesity in pregnancy</th>
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<tbody>
<tr>
<td>Format</td>
<td>Essay</td>
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<tr>
<td>Due date</td>
<td>13/09/2013</td>
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<td>Weighting</td>
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<td>Pass mark</td>
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<tr>
<td>Length</td>
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</tbody>
</table>

Details

There are serious adverse effects of [being] overweight during pregnancy, with the risk of complications increased for both mother and baby. Obstetric risk increases with BMI among overweight and obese women (Australian Government Preventive Health Taskforce, 2009 p.12)

In light of the above quote outline and evaluate the serious adverse effects of being overweight in pregnancy for both the mother and baby. Provide a synthesis of the impact of these adverse risk factors on the increasing intervention rates in pregnancy and birth. As a midwife what strategies could be initiated to assist pregnant women who are overweight to work towards improving their health status? The discussion on this topic and the strategies developed are to be supported by appropriate research.

Submission
Submit hardcopy of your assignment to SMAH Central on Level 1 in Bld 41
Assessment 1 will be marked using the following criteria:

### GHMB915 Art and Science of Midwifery 2
### Assessment 1: Obesity and Pregnancy Marking Guide

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Absent</th>
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<td>4-5</td>
<td>6-7</td>
<td>8</td>
<td>/40</td>
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<td>- Demonstrates capacity to locate a range of</td>
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<td>relevant literature. Search strategy is</td>
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<td>clearly articulated and is appropriate</td>
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<td>14-16</td>
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<td>10-12</td>
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<td>- Communicates clearly and uses appropriate</td>
<td>0</td>
<td>1-7</td>
<td>8-10</td>
<td>11-13</td>
<td>14-16</td>
<td>/24</td>
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<tr>
<td>academic language</td>
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<tr>
<td>- Organises assignment logically and</td>
<td>0</td>
<td>1-3</td>
<td>4-5</td>
<td>6-7</td>
<td>8</td>
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<tr>
<td>coherently; material is presented in an</td>
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<tr>
<td>integrated format as a Literature Review</td>
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</tbody>
</table>

This assignment is worth 35% of the total assessment for this subject.

/ 100

**COMMENTS**

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Late Penalty (if applicable):

Marker: .................................................................

Subject Outline: GHMB915 Art & Science of Midwifery 2
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<table>
<thead>
<tr>
<th><strong>Assessment 2</strong></th>
<th>Vaginal birth after caesarean</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
<td>Essay</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>During University exam period</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>35%</td>
</tr>
<tr>
<td><strong>Pass mark</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>2,500 words</td>
</tr>
</tbody>
</table>

**Details**

The National Maternity Service Plan (2011 pp. 9-10) identifies that intervention rates for Australian women are high in comparison to countries within the OECD. In particular an increase in caesarean rates has occurred. In light of the above this assignment task requires the student to outline and evaluate the research evidence on vaginal birth following caesarean (VBAC). The student should indicate whether or not this practice should be offered to women who have experienced a previous caesarean and the rationale for this recommendation.

**Submission**
Submit hardcopy of your assignment to SMAH Central on Level 1 in Bld 41
Assessment 2 will be marked using the following criteria:

**GHMB915 Art and Science of Midwifery 2**  
**Assessment 2: Vaginal Birth After Caesarean Marking Guide**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Absent</th>
<th>Inadequate</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td><strong>Research &amp; Referencing</strong></td>
<td></td>
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<tr>
<td>• Demonstrates capacity to locate a range of relevant literature. Search strategy is clearly articulated and is appropriate</td>
<td>0</td>
<td>1-3</td>
<td>4-5</td>
<td>-6-7</td>
<td>8</td>
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<tr>
<td>• Indicates the ideas and knowledge contributed by individual studies to chosen topic</td>
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<td>1-7</td>
<td>8-10</td>
<td>11-13</td>
<td>14-16</td>
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<tr>
<td>• Reference list and citations are correct</td>
<td>0</td>
<td>1-3</td>
<td>4-5</td>
<td>6-7</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>• References used appropriately in text</td>
<td>0</td>
<td>1-3</td>
<td>4-5</td>
<td>6-7</td>
<td>8</td>
<td></td>
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<tr>
<td><strong>Critical Analysis</strong></td>
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<tr>
<td>• Outlines and evaluates the research evidence on vaginal birth following caesarean (VBAC).</td>
<td>0</td>
<td>1-5</td>
<td>6-7</td>
<td>8-9</td>
<td>10-12</td>
<td></td>
</tr>
<tr>
<td>• Creatively synthesises the information presented in research publications to indicate whether or not a vaginal birth following caesarean (VBAC) should be offered to women who have experienced a previous caesarean.</td>
<td>0</td>
<td>1-5</td>
<td>6-7</td>
<td>8-9</td>
<td>10-12</td>
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<tr>
<td>• Provides the rationale for this recommendation.</td>
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<td>1-5</td>
<td>6-7</td>
<td>8-9</td>
<td>10-12</td>
<td></td>
</tr>
<tr>
<td><strong>Style &amp; Organisation</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Communicates clearly and uses appropriate academic language</td>
<td>0</td>
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<td>8-10</td>
<td>11-13</td>
<td>14-16</td>
<td></td>
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<tr>
<td>• Organises assignment logically and coherently; material is presented in an integrated format as a Literature Review</td>
<td>0</td>
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<td>6-7</td>
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This assignment is worth 35% of the total assessment for this subject.

**COMMENTS**

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Marker: .................................................................
Assessment 3 | Exam  
---|---
**Format** | Final exam  
**Due date** | 22/11/2013  
**Weighting** | 40%  
**Pass mark** | N/A  
**Length** | 3 hours  
**Details** | Examination format: Questions in the examination will draw on material covered in lectures, tutorials and required readings. The examination format will be advised during session.

**Scaling**
Scaling will not occur in this subject.

**Submission of Assignments**
Specific submission instructions have been included in the assignment details section of this outline. An assignment cover sheet must be attached to all assignments and all sections of the cover sheet must be completed by the student. Receipts will be issued on submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. The receipt is the only proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required.

Note that if assignments are submitted in the after-hours slot in SMAH Central or via post, the receipt must be filled out and left attached to the coversheet. The receipt will be stapled and retained under the counter at SMAH Central for later collection during business hours. You must collect your receipt personally and you will be required to show your student card at the counter of SMAH Central to obtain your receipt. Any assignments received without the coversheet attached, receipt section completed in full or receipt missing will not be receipted.

- **Wollongong Campus assignment submission:** Each assignment should be submitted to SMAH Central, 41.152, or after hours placed in the assignment chute provided in the door of the SMAH Central.
- **Bega Education Centre assignment submission:** Students should obtain a plain sheet of pink paper from on top of the assignment box and attach it to the assignment so that it covers the SMAH assignment submission cover sheet at the Bega Education Centre in Auckland Street.
- **Southern Sydney Education Centre assignment submission:** Coversheets are available from either room G01 or next to the assignment box which is located next to the back door on the ground floor. Assignments may be submitted between 9am-5pm Mondays-Thursdays and 9am-2pm Fridays. An after hours submission box is located on the ground floor at the back door. Receipts will be issued on submission. Students may collect a receipt from G01 the following working day for assignments submitted after hours.
- **Shoalhaven Campus assignment submission:** Each assignment should be submitted to the Administration Officer in the Nursing Education Centre (NU.03) (9.30am-4pm) and placed in the Nursing Assignment Box. If an assignment is placed in the Assignment Box after hours, students may collect the receipt from the Nursing Administration Officer in NU.03 the next working day after submission.

The responsibility for ensuring that work is submitted by the due date lies with the student. Students must keep a copy of their assignments - the onus of proof of submission is on the student, not the lecturer. Students should retain the stamped Student Copy of the receipt as evidence of submission.

Students attending distant clinical placement when an assignment is due may post their assignments in to their local campus:

**SMAH Central (41.152)**: Administration, Nursing Administration, Nursing Administration  
**University of Wollongong WOLLONGONG NSW 2522**

**UOW Bega**

PO Box 1020  
BEGA NSW 2550  
NOTERA DC NSW 2541  
SUTHERLAND NSW 1499

**University of Wollongong WOLLONGONG NSW 2522**

**UOW Shoalhaven**

PO Box 5080  
BEGA NSW 2550

**UOW Southern Sydney**

PO Box 482  
BEGA NSW 2550

Assignment coversheets downloadable from http://www.uow.edu.au/health/hbs_central/UOW024546.html are...
Due Date
Unless otherwise specified, assignments are due by 4:00pm on the due date specified for the assessment task.

The date of submission by post for students will be considered to be the postmark date stamped on the assignment envelope. Note that it is not generally necessary to use Express Post as long as the envelope is clearly postmarked. However, approved late submission or other requirements of the Subject Coordinator may necessitate use of Express Post. If Express Post is used you will need to specifically request that the Post Office postmark your envelope, as Express Post envelopes do not normally carry a postmark.

Late Submission
Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For example:

Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment (85 (original mark) – 35 marks (late penalty) = 50/100 (final mark)).

Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ((20 x 0.05 x 3). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report (17 (original mark) – 3 marks (late penalty) = 14/20 (final mark)).

For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

Extensions
An extension of time to submit assignments can only be granted by the subject coordinator in exceptional circumstances. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

Assessment Return
Marked assignments will be handed out in class or be available for collection during academic consultation hours OR according to the arrangement announced by the Subject Coordinator. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.
Supplementary Assessments

Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link; http://www.uow.edu.au/student/exams/suppassess/index.html.

Supplementary assessment may be offered to students who apply for student academic consideration and can demonstrate suitable grounds in accordance with the Student Academic Consideration Policy. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made. This subject has been identified as unsuitable for supplementary assessment, and no supplementary assessment will be offered.

Examination Rules

In 2012, there were a number of changes to the University Examination Rules that affect all current students. You can find this information at the following link; http://www.uow.edu.au/student/exams/index.html.

Supplementary Examinations

You can find the information for supplementary examinations at the following link; http://www.uow.edu.au/student/exams/aboutsupp/index.html.

Student Academic Consideration Policy

Academic Consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student’s control which significantly impair a student’s ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances. It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student’s academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

To apply for academic consideration you must submit an application via SOLS, as well as relevant documentation which is submitted in person to Student Central in Bld 17. The Subject Coordinator will be automatically notified of your request once you have submitted documentation and they will approve or decline your application. Students should log on to SOLS to see if their request has been approved. In the event of a genuine emergency, you must notify the Subject Coordinator as soon as possible by whatever means practical at the time, and follow with a formal academic consideration request as soon as you are able to.

The full policy on Student Academic Consideration is found in the Policy Directory on the UOW website.

System of Referencing Used for Written Work

The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.


Use of Internet Sources

Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.
Plagiarism
Plagiarism means using the ideas of someone else without giving them proper credit. ALL work submitted for assessment MUST BE YOUR OWN. The other person may be an author, a lecturer or another student. The work may previously have been published in print or on the Web.

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.

“Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism has led to the expulsion from the University.”

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your tutor or lecturer. The Learning Development Centre also provides assistance to students on how to correctly reference.

Please note that you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately. Academic staff will return your assignment unmarked if you have not signed the declaration.

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

Section C: General Advice
Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.