

WESTERN SYDNEY
UNIVERSITY



School of Computer, Data and Mathematical Sciences



Learning Guide Companion

2020

Contents

Section 1: Western Sydney Graduate Attributes	1
Section 2: Key Policies	2
Links to policies.....	2
Academic integrity	2
Academic misconduct	3
General misconduct	3
Raising concerns	4
Section 3: Resources	5
Referencing in the School of Computer, Data and Mathematical Sciences.....	5
Engaging with the learning resources	5
Other resources to help with university life	6
Section 4: Expectations and Responsibilities.....	7
Student responsibilities and conduct	7
Staff responsibilities and conduct	8

This document is intended to be read in conjunction with
the learning guide for the unit of study you are currently enrolled in.

Section 1: Western Sydney Graduate Attributes

As a graduate of Western Sydney University, you should be able to demonstrate all of the subsets of the major attributes which are:

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- 1 Command multiple skills and literacies to enable adaptable lifelong learning

 - 2 “Indigenous Australian Knowledge” - Demonstrate knowledge of Indigenous Australia through cultural competency and professional capacity

 - 3 Demonstrate comprehensive, coherent and connected knowledge

 - 4 Apply knowledge through intellectual inquiry in professional or applied contexts

 - 5 Bring knowledge to life through responsible engagement and appreciation of diversity in an evolving world

Section 2: Key Policies

Links to policies

The University has a number of policies that relate to teaching and learning. All policies that apply to you as a Western Sydney University student can be located online at https://www.westernsydney.edu.au/policy/policy_dds.

In particular, it is essential that you are familiar with assessment policies and procedures as well as the student misconduct rule and how to avoid misconduct of any type. Breaches of this policy can have very serious consequences.

Important policies affecting students include:

- [Assessment Policy](#)
- [Bullying Prevention Policy](#) and [Guidelines](#)
- [Enrolment Policy](#)
- [Examinations Policy](#) and [Procedures](#)
- [Student Code of Conduct](#)
- [Student Misconduct Rule](#)
- [Inappropriate Behaviour Guidelines](#)
- [Review of Grade Policy](#)
- [Sexual Harassment Prevention Policy](#)
- [Special Consideration Policy](#)
- [Teaching and Learning - Fundamental Code](#)

Academic integrity

Academic integrity describes thoughts and actions which demonstrate respect and honesty toward your fellow learners and scholars. The acknowledgement of sources and a commitment to open, ethical conduct are the foundation of research, learning and teaching in higher education and beyond.

The University is committed to academic integrity, honesty and the promotion of ethical scholarship. Under the University's [Student Code of Conduct](#), you are expected to:

- act honestly and ethically in the production of all academic work and assessment tasks;
- give recognition to any direct quotes used from other authors or to those authors whose work has made an intellectual contribution to the contents of your work;
- acknowledge shared ownership of ideas in group projects or assessment tasks.

Academic misconduct

If you do not behave with academic integrity, you are likely to face allegations of academic misconduct. The University's [Student Misconduct Rule](#) defines academic misconduct as "conduct by a student that in any way undermines or otherwise puts at risk the academic integrity of any course, unit of study or assessment (including examinations) or the University's academic reputation."

Academic misconduct may involve plagiarism, collusion or cheating. Plagiarism involves submitting or presenting work in a unit as if it were the student's own work when, in fact, it was not. Collusion includes inciting, assisting, facilitating, concealing or being involved in plagiarism, cheating or other academic misconduct with others. Cheating includes dishonest conduct (or attempted dishonest conduct) in exams.

There are many resources to help you avoid academic misconduct. The [Library Study Smart Zone](#) and Study Smart Advisors can help you with academic writing, referencing and plagiarism. Additionally:

- Study Smart Advisors are available on all campus libraries for assistance with your academic writing skills.
- The Study Smart website provides you with access to self-help resources for academic writing and reading, critical thinking, academic integrity, exams, numeracy and using technology.
- You will be automatically enrolled in the Library Study Smart vUWS site. Here you will be able to undertake exclusive self-assessment tests to identify skills development needs as well as interactive and challenging activities to improve your academic literacies.

If you are unsure about any of your work you should also ask your tutor or lecturer for advice and feedback.

The University also has text matching software called [Turnitin](#). Turnitin can help you check to see if your work might have problems, which you can access via the vUWS site for the unit of study you are currently enrolled in.

For the full definition of academic misconduct and the consequences of such behaviour, you are advised to read the [Student Misconduct Rule](#).

General misconduct

General misconduct is conduct by a student that is contrary to accepted standards of behaviour at the University, which includes conduct that:

- a) places at risk the health, safety or welfare of any person;
- b) places at risk the business or other operations, systems or activities of the University;
- c) disrupts or interferes with another person's ability to access or enjoy the University's facilities or services.

Misconduct includes unlawful activities and crimes, falsifying documents (like a medical certificate or academic records), harassing other students (or staff), stealing or damaging university property (like library books or computers) and disrupting other students or staff.

If you believe you have been the victim of non-academic misconduct or you are aware of any academic misconduct it is very important that you report it.

You should report all matters of non-academic misconduct directly to the School of Computer, Data and Mathematical Sciences. You must do this in writing. You may write to the Dean of the School of Computer, Data and Mathematical Sciences on dean.SCDMS@westernsydney.edu.au

Raising concerns

If you have a concern about this or any of your units of study, please contact your teaching academic in the first instance. If the matter is not resolved, then you may contact the unit coordinator. If you would prefer to speak to someone else, you are advised to contact the Academic Course Advisor (ACA) or Director of Academic Program (DAP) who is responsible for the unit you are currently enrolled in. Please note these staff may refer your concern to a delegate to investigate and to respond to you.

The University also has a confidential [Complaints Management and Resolution Unit](#). Staff in that unit can provide you with advice on addressing your concerns within the School and, in some circumstances, they may undertake an investigation. Concerns must be raised with the Complaints Resolution Unit within a six-month timeframe. You may contact this unit of the University at any time; however, we would appreciate the opportunity to resolve the complaint in the first instance.

Section 3: Resources

Referencing in the School of Computer, Data and Mathematical Sciences

The School of Computer, Data and Mathematical Sciences requires you to use **the referencing style specific to your discipline of study**. Visit the [Library Referencing and Citation](#) page for fact sheets and videos to assist your studies.

Engaging with the learning resources

Lectures, Textbooks and Reading List

- Read the recommended chapters and lecture notes relevant to the topics.
- Ensure the theory match your assumptions.
- Summarise the contents of each topic and incorporate material from lectures and tutorials.

Teaching team

- Attend/watch and review the lectures to understand the topic of the week and any additional materials not covered in the textbook.
- Attend the tutorials/workshops/practicals or other classes and be prepared to participate.
- If you have any questions about the unit, please check with the tutor, lecturer or unit coordinator.
- Consultation session times and locations are provided in the learning guide or on vUWS.

vUWS

- All unit materials (lectures, pre-readings and assessment) are available on vUWS. Check vUWS regularly to find information on unit updates, Discussion Board, links to useful websites, audio files and interesting seminars.
- Review assessment feedback to assist preparing your assignments.

Library

- See the library home page to get help from a librarian
- The Library Search Box is a great search engine that will help you to find references for accomplishing the assignments for your studies.
- Please note that internet sources are discouraged and are generally not acceptable as a reference source.
- You should only use the online journal database available through the Library website.

Peer Assisted Study Sessions (PASS)

- Whether you are a top performer or you just want to have some improvement in your study, you will benefit from the skills and understanding gained from attending PASS. PASS sessions are facilitated by senior students who have excelled in this unit. PASS has a strong record of helping students to get through challenging units.
 - Any students with an AIP attending PASS sessions should contact the PASS Coordinator to ensure necessary adjustments are in place
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**Mentoring and
Transition Equals
Success (MATES)**

- MATES is a mentoring program for new students.
 - The program provides first year students with an opportunity to connect with other new students and mentors in later years of study. This helps new students meet other students, network with other students and gain knowledge and skills to settle into life at university.
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**Mathematics
Education Support
Hub (MESH)**

- MESH provides WSU students at all stages in their courses of study, with mathematics and statistics support. This website provides online resources to students who want to:
 - revise or 'brush-up' on their basic mathematical skills
 - understand and practice the mathematical calculations underpinning their discipline area/s
 - gain statistical skills for their industry
 - Build your confidence in using mathematics by engaging in the activities provided by MESH.
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Other resources to help with university life

University life

- Find out about life outside the lecture theatre – news and events, services and facilities, career information and more.
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Disability Service

- Students with a disability or chronic health condition should contact the Disability Service team. You may also be eligible for assistance if you have a temporary injury such as a broken limb.
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**Course and unit
rules**

- This site provides information on pre-requisites, co-requisites and other matters concerning how your course is structured.
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Section 4: Expectations and Responsibilities

Student responsibilities and conduct

Student responsibilities

- Familiarise yourself with University policies on assessment and examinations. Ensure that you understand the requirements, including timetables, for examinations and other assessments tasks.
- Ensure you read and understand the assessment requirements and note the submission dates, and seek assistance from the lecturer and/or unit coordinator when needed.
- Notify relevant staff (e.g. lecturer, unit coordinator, disability adviser) as soon as possible prior to, or at the beginning of, the semester to accommodate special requirements.
- Submit individual and unassisted assessment work, except as otherwise permitted. Cheating, plagiarism, fabrication or falsification of data will be severely dealt with.
- Behave ethically and appropriately, avoiding any action or behaviour which would unfairly disadvantage or advantage another student. Where group work is assigned, ensure that every group member has the opportunity to contribute in a meaningful way.

Student conduct and behaviour

- Attend all classes – failure to attend is often the main cause for low final grades.
 - Respect the needs of other students who are participating in any class activities.
 - Pay attention in classes – these provide key information for all examinable material.
 - Do not use mobile phones during classes and do not have ongoing conversations with fellow students during class or if another student is presenting work in class.
 - Please use electronic devices for taking notes only, not surfing the net or checking email.
 - Use vUWS discussion boards constructively – they are there for interaction between the students and between teaching staff and the students. Unfounded criticisms will be removed from the relevant discussion board.
 - If issues arise with other students, or teaching staff, please see the unit coordinator in the first instance rather than broadcasting your concerns in a public forum.
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Staff responsibilities and conduct

Staff responsibilities

- Assess students' work fairly, objectively and consistently and when in doubt consult with the module coordinator or Academic Course Advisor.
 - Provide students with appropriate, helpful and explanatory feedback on all work submitted for assessment.
 - Make reasonable accommodation (e.g. length of time to complete) in assessment tasks and examinations for students with special requirements and to seek assistance from the Disability Advisor and Counsellor where appropriate and needed.
 - Ensure deadlines for the submission of examination papers to the Academic Registrar are met.
 - Immediately report to the unit coordinator any instances of student cheating, collusion and/or plagiarism.
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Staff code of conduct

- Act in good faith and with honesty, integrity, transparency and impartiality.
 - Act with diligence and responsiveness and treat other University members with fairness, respect and courtesy and without discrimination or harassment.
 - Foster and protect the reputation of the University.
 - Carry out duties as best you can within your delegated authority, constantly enhancing your professional knowledge.
 - Be accountable for all actions and decisions, providing documentation and sound reasons for them.
 - Not act in a manner that inhibits another person from fulfilling the requirements of their position.
 - Respect the confidentiality of entrusted information.
 - Be alert to issues of conflict of interest and take action to declare and avoid them.
 - Use University resources properly and in accordance with work health and safety obligations.
 - Report all fraud and corrupt conduct.
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