Note importantly: The information in this guide is always superseded by information in Unit of Study outlines. If your Unit of Study outline for a particular unit does not contain information on these particular topics, the information here applies. If your Unit of Study outline does contain information on these particular topics, read and adhere to the information in the Unit of Study outline and ignore the information here.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIMETABLES</td>
<td>3</td>
</tr>
<tr>
<td>Changing Tutorial Classes</td>
<td>3</td>
</tr>
<tr>
<td>ENROLMENT</td>
<td>3</td>
</tr>
<tr>
<td>Special Permission</td>
<td>4</td>
</tr>
<tr>
<td>Withdrawing from a Unit of Study or Adding a Unit of Study</td>
<td>4</td>
</tr>
<tr>
<td>UNIT OF STUDY ASSESSMENTS</td>
<td>4</td>
</tr>
<tr>
<td>General Criteria for Assessing Written Work</td>
<td>4</td>
</tr>
<tr>
<td>Submission via Turnitin</td>
<td>4</td>
</tr>
<tr>
<td>Contesting Marks</td>
<td>4</td>
</tr>
<tr>
<td>STUDENT RESOURCES</td>
<td>5</td>
</tr>
<tr>
<td>MyUni</td>
<td>5</td>
</tr>
<tr>
<td>University Email</td>
<td>5</td>
</tr>
<tr>
<td>eLearning/Blackboard</td>
<td>5</td>
</tr>
<tr>
<td>Sydney Student</td>
<td>6</td>
</tr>
<tr>
<td>Special Consideration and Special Arrangements</td>
<td>6</td>
</tr>
<tr>
<td>Disability Services</td>
<td>6</td>
</tr>
<tr>
<td>Educational Integrity Issues</td>
<td>6</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>6</td>
</tr>
<tr>
<td>Library</td>
<td>6</td>
</tr>
<tr>
<td>USEFUL LINKS</td>
<td>7</td>
</tr>
<tr>
<td>STUDENT CODE OF CONDUCT</td>
<td>7</td>
</tr>
<tr>
<td>SCHOOL OF PSYCHOLOGY STUDENT INFORMATION OFFICE</td>
<td>7</td>
</tr>
</tbody>
</table>
TIMETABLES

Individual student timetables are automatically generated by the University. Students are assigned to classes in such a way as to keep clashes to a minimum.

To see your official University timetable:
https://web.timetable.usyd.edu.au/firstTimeGuide.jsp

Changing Tutorial Classes

Until the end of Week 1: If you need to change your tutorial class, first you must attempt this through the University Timetable Unit:
http://web.timetable.usyd.edu.au/firstTimeGuide.jsp

From Week 2: Students can no longer change their timetable via the online system or the Timetabling Unit office. Only the School of Psychology can assist with this*. The procedure to do so is:

1. Check the tutorials times for each Unit of Study on the list of classes at the Psychology Counter (Brennan-MacCallum room 325)
2. If there is room in the class you want to move to AND your timetable is free at that time, the psychology admin staff may be able to help you move to that class.
3. Note some classes will be listed as FULL or OVER. The ONLY way to change into a FULL or OVER class is to find a “swap”:
   (i) Check the tutorial times of the Unit
   (ii) Use the “tutorial swaps” discussion forum on your Unit of Study Blackboard site to find another student willing to swap their tutorial with you
   (iii) BOTH students must come to the Psychology Counter (Brennan-MacCallum room 325; open 12:30-4:00pm) and complete the swap together with the student admin staff

Please note that:
- Changes from Week 2 must be made in person. No requests will be actioned over the telephone or by email.
- Any change made to your timetable is likely to result in one or more of your classes being automatically reallocated. You cannot choose to keep some classes the same while moving others.
- You cannot revert to a previous timetable.

It is highly inadvisable to change tutorial classes after Week 3 of the semester, because this is likely to impact your participation in class assessment components.

*Note that some units do not allow tutorial changes after week 1.

ENROLMENT

Processes for enrolment, transferring degrees, and adding and withdrawing from Units of Study are administered by your Faculty (e.g. Faculty of Arts, Faculty of Science). FAQs regarding such matters for Faculty of Science students can be found at the following link:
Special Permission

Students who require special permission to enrol in a Unit of Study should contact their Faculty.

Withdrawing from a Unit of Study or Adding a Unit of Study

The deadlines for withdrawing from a Unit of Study and/or adding a Unit of Study can be found here: http://sydney.edu.au/science/dates.shtml#variation

There are various penalties associated with discontinuing from a Unit of Study after a certain date. You should be aware that the following definitions apply to variations of enrolment made by students who are considered domestic (i.e. Australian citizens, Australian permanent residents and NZ citizens):

Withdraw (WD): No academic or financial penalty.

Discontinue - Not to count as failure (DC): No academic penalty, BUT you remain liable for the relevant Commonwealth Assistance liability or tuition fees.

Discontinue - Fail (DF): You will be automatically assigned a mark of fail (graded DF on your academic record) for that Unit of Study. You will, in addition, be liable for the relevant Commonwealth Assistance liability or tuition fees for that Unit of Study.

UNIT OF STUDY ASSESSMENTS

Please check your Unit of Study Outline for the assessments you are required to complete, and the due dates and closing dates of these assignments. Students are responsible for ensuring that they know which assessments are a compulsory component of their Unit of Study (i.e. they must be completed in order to fulfill the requirements of the Unit) and which are not compulsory. Failure to complete compulsory assessments will lead to an Absent Fail (AF) grade for the Unit.

General Criteria for Assessing Written Work

The School of Psychology’s general criteria for assessing written work are available at: http://sydney.edu.au/science/psychology/current_students/doc/general_grade_criteria.pdf

Submission via Turnitin

All written assignments are to be submitted online, by you, via Turnitin (accessible via the eLearning site for the Unit of Study), emailed assignments will not be accepted. Assignments will normally be marked and returned online. There are no hardcopy submissions for written assignments.

Ensure you submit the correct file. The submission process shows you a complete preview of your entire assignment after you have uploaded it but before you have submitted it. Carefully check through every single page to ensure everything is there and the correct version has been uploaded, and only then press CONFIRM.

Contesting Marks

Students do not have an automatic right to request re-marking of class work or exam papers, but they are encouraged to discuss the assessment of their work with members of the teaching staff. Before doing so, students must make sure they have read and understood any written
comments already supplied by the marker.

The following remarking/appeal process must be initiated within 2 weeks of students being notified on Blackboard that assignments are ready for collection.

Students who are dissatisfied with some aspect of their assessment should:

- First consult the marker (usually their tutor), who will provide feedback for the given mark. If the tutor was not the marker of the assessment and cannot supply sufficient feedback, the Unit co-ordinator of the relevant Unit will direct them to the staff member responsible for the assessment.
- If the student is not satisfied, they should provide a written case explaining why they believe the work should be re-marked and approach the Unit co-ordinator with this written case. This must be done within two weeks of receiving your marked assignment. The Unit co-ordinator may agree and allow the work to be re-marked. Note: The new mark may be lower than the original mark, in which case the new mark will stand.
- If the Unit co-ordinator does not believe the work should be re-marked, or if after re-marking, the student still believes that the work has been improperly assessed, s/he should address such concerns in writing to the Associate Head of Teaching and Learning. Letters to the Associate Head of Teaching and Learning should be submitted to the Psychology Counter.

Normally, the Associate Head of Teaching and Learning will consider re-marking of submissions only if both the following are true:

- The student has discussed the reasons for their mark with the staff member(s) responsible for the assessment.
- The student clearly establishes, in writing, reasons for receiving a mark higher than that awarded, taking into account the feedback they have received from the previous marker(s).

Please note that the new mark may be lower than the original mark, in which case the new mark will stand.

STUDENT RESOURCES

**MyUni**

MyUni is the portal through which you can access all the key resources related to your studies, including your Timetable, Library loans, University email account, eLearning/Blackboard site and Sydney Student. [https://myuni.sydney.edu.au/](https://myuni.sydney.edu.au/)

**University Email**

Check your University email on a regular basis, or forward your University email to an address you do check regularly. All electronic University communication will be sent to your University email address. For issues regarding your University email account please see: [http://sydney.edu.au/ict/student/email-storage/mail.shtml](http://sydney.edu.au/ict/student/email-storage/mail.shtml)

**eLearning/Blackboard**

Most Unit of Study information for undergraduate and postgraduate coursework students who are currently enrolled is provided via Sydney eLearning (Blackboard). [https://elearning.sydney.edu.au/](https://elearning.sydney.edu.au/)
Sydney Student
You can check/vary your enrolment, update personal details, check your final results, etc. on Sydney Student: https://sydneystudent.sydney.edu.au/sitsvision/wrd/siw_lgn

Special Consideration and Special Arrangements
Apply for and find out information here: http://sydney.edu.au/current_students/special_consideration/index.shtml

Disability Services
Apply for and find out information here: http://sydney.edu.au/stuserv/disability/

Educational Integrity Issues

Student Support Services
The University provides a large range of support services to students. These include (but are not limited to):

- Advice about careers
- Counselling and well-being services
- Academic skills workshops
- Financial assistance

Links and further information are available at: http://sydney.edu.au/current_students/student_services/index.shtml

Library
The University of Sydney Library is a distributed system of libraries with a collection of over 5 million items. Fisher Library has the most resources relevant to Psychology and is located on Eastern Avenue, Camperdown Campus. http://sydney.edu.au/library

Psychology Guide
Includes links to Psychology databases, Internet resources, information on tests and more. http://libguides.library.usyd.edu.au/psychology

Psychology material in high demand
Reserve 2 Hour Loan (located on Level 3 of Fisher Library) is a collection of required and recommended items on Psychology reading lists that are only available in print format. A list of reading material available electronically for your Unit can be searched by Unit of Study or lecturer via the catalogue: http://opac.library.usyd.edu.au/search/r
APA Referencing Guide

Useful Links
Information about becoming a registered psychologist in Australia can be found at:

Information about what constitutes a psychology major and accreditation of a psychology major in University of Sydney degrees can be found at:
http://sydney.edu.au/science/psychology/current_students/accred_psychology_major.shtml

Information about honours in psychology at the University of Sydney can be found at:

Information about the Bachelor of Psychology at the University of Sydney can be found at:

Australian Psychological Society: http://www.psychology.org.au/

STUDENT CODE OF CONDUCT
Students at the University of Sydney are bound by a Code of Conduct, which can be found here:

SCHOOL OF PSYCHOLOGY STUDENT INFORMATION OFFICE
If you cannot find the answer to your question in this document, please contact the Psychology Student Information Office:

Brennan MacCallum Building (A18), Room 325

Counter hours during semester: Mon to Fri, 12:30pm to 4:00pm
Counter hours during examination and vacation weeks: Mon to Fri, 12:30pm to 2:30pm

Email enquiries and/or feedback:
PSYC1001, PSYC1002 and ATHK1001 students: psychology.firstyear@sydney.edu.au
Second and Third Year Students: psychology.ugsupport@sydney.edu.au

Please ensure when you send an email, that you do so from your university email account, and that you include your name and SID.

Students can expect a response within 3 business days.