CHPR 4411/4412
MATE 4411/4412
MCTX 4421/4422
MECH 4401/4402
OGEG 4500/4501

Final Year Project

Assoc/Prof. Pawel Podsiadlo

School of Mechanical and Chemical Engineering
Faculty of Engineering, Computing and Mathematics

UNIT OUTLINE

Semesters 1 & 2 2012
# Table of Contents

ESSENTIAL ADMINISTRATIVE INFORMATION ........................................................................................................ 3

    Important Notice .................................................................................................................................................... 3

UNIT COORDINATOR ................................................................................................................................................ 4

INTRODUCTION ....................................................................................................................................................... 5

LEARNING OUTCOMES ............................................................................................................................................. 4

LEARNING ACTIVITIES ........................................................................................................................................... 5

ASSESSMENT DETAILS ........................................................................................................................................... 10

STUDENT FEEDBACK ............................................................................................................................................. 13

STUDENTS’ RIGHTS AND RESPONSIBILITIES ................................................................................................. 13

ADDITIONAL INFORMATION ................................................................................................................................. 14
## ESSENTIAL ADMINISTRATIVE INFORMATION

<table>
<thead>
<tr>
<th><strong>Unit Title</strong></th>
<th>School of Mechanical and Chemical Engineering Final Year Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Code</strong></td>
<td>CHPR 4411/4412, MATE 4411/4412, MCTX 4421/4422, MECH 4401/4402, OGEG 4500/4501</td>
</tr>
<tr>
<td><strong>Unit Coordinator</strong></td>
<td>Assoc/Prof. Pawel Podsiadlo (only aspects that require academic judgement)</td>
</tr>
<tr>
<td>Administration of the unit is run by School of Mech &amp; Chem Eng academic services team</td>
<td></td>
</tr>
<tr>
<td><strong>School</strong></td>
<td>Mechanical and Chemical Engineering</td>
</tr>
<tr>
<td><strong>Credit Value</strong></td>
<td>12.0 points (2 x 6.0 points)</td>
</tr>
<tr>
<td><strong>Additional requirements</strong></td>
<td>Advisable prior study: completion of 72 points of engineering units</td>
</tr>
<tr>
<td><strong>Unit Website</strong></td>
<td><a href="http://fyp.mech.uwa.edu.au/">http://fyp.mech.uwa.edu.au/</a></td>
</tr>
<tr>
<td><strong>Faculty or School Website</strong></td>
<td>Faculty - <a href="http://www.ecm.uwa.edu.au">http://www.ecm.uwa.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>School - <a href="http://www.mech.uwa.edu.au">http://www.mech.uwa.edu.au</a></td>
</tr>
<tr>
<td><strong>Contact Hours</strong></td>
<td>One lecture: Friday 9:00 – 9:45 am (1st week of the semester)</td>
</tr>
<tr>
<td></td>
<td>The lecture is scheduled in MATH:WBLT(G.40)</td>
</tr>
<tr>
<td></td>
<td>Appointments with the unit coordinator only through the School academic services team</td>
</tr>
</tbody>
</table>

**Important Notice**

The Unit Outline provides the student information about the unit, its aims, outcomes, materials, programme and assessment.


You must use your UWA email account for any communication with the School academic services team.
UNIT COORDINATOR

The Unit Coordinator is responsible for only aspects that require academic judgement and the School of Mechanical and Chemical Engineering academic services team is responsible for the overall administration of that unit. If you cannot contact the person who is supervising you or if you have further queries about this unit, first you must contact the School academic services team and if the team cannot help you your email will be forwarded to the unit coordinator. The contact details are below:

<table>
<thead>
<tr>
<th>Unit Coordinator:</th>
<th>Assoc/Prof. Pawel Podsiadlo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:fyp@mech.uwa.edu.au">fyp@mech.uwa.edu.au</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>6488 8571 (Sarah) or 6488 7158 (Sharon)</td>
</tr>
<tr>
<td>Fax:</td>
<td>6488 1024</td>
</tr>
<tr>
<td>Building:</td>
<td>Civil &amp; Mechanical Engineering Building</td>
</tr>
<tr>
<td>Room:</td>
<td>1.36</td>
</tr>
<tr>
<td>Contact Hours:</td>
<td>Appointment through the School academic services team</td>
</tr>
</tbody>
</table>

INTRODUCTION

The final year project is the culmination of your undergraduate studies. It provides you with an opportunity to undertake an extensive independent exploration of a particular topic. In addition to applying the skills that you have developed in your undergraduate courses, you will develop your research skills, your project management skills, and your technical communication skills. The process of completing a project and delivering a thesis document is an essential element of your professional preparation for your postgraduate career.

In terms of assessment, it is the most important unit in your undergraduate degree. As a 12 point upper level unit, it is the most heavily weighted unit in the determination of your final weighted average. More importantly, in the determination of honours levels equal emphasis is placed on the final year project grade and the weighted average. The School of Mechanical and Chemical Engineering expects the work submitted by students in the unit to be of the highest quality. Past projects have provided the basis for international journal publications, significant changes in the operations of individual companies, novel designs, and even the formation of a new company.

LEARNING OUTCOMES

On successful completion of this unit you will be able to:

1. Develop your own approach for undertaking and managing an independent research project.
2. Formulate your own framework for approaching an engineering problem and synthesize solution approaches.
3. Undertake a critical review of advanced academic literature to determine the state of the art in a particular scientific or engineering field.
4. Prepare technical proposals and reports that communicate your findings to a professional audience.
LEARNING ACTIVITIES

The final year project is an independent individual research project undertaken under the supervision of a member of the academic staff of the School of Mechanical and Chemical Engineering. As such, there is no specific text or course of study for the unit, and formal class time is limited.

During the course of the project, students will be required to submit:

- A project proposal
- A progress report
- A conference abstract
- A final thesis

There are no examinations in the unit.

Lecture

There is only one lecture. The lecture is scheduled at 1st week of the semester.

Selecting a project and supervisor

Students may select a project from the list provided by the academic staff of the School (available at the Moodle website, or create a project after discussion with the academic staff, or create a project of their own choosing). In all cases, the agreement of the proposed academic supervisor must be secured. All projects must have at least one supervisor who is the academic staff member from the School of Mechanical and Chemical Engineering, UWA. The academic supervisor must provide all component marks and supervisor's reports.

In recent years, it has become common for students to arrange projects with enterprises that they have worked with. This is permissible, as long as the student finds a member of the academic staff of the School willing to supervise the project. It must be stated, however, that unless a research agreement specifically covering the project is in place between the enterprise and the University, the University and its employees are not bound to observe any confidentiality requirements that the enterprise may seek to impose. It is the student's responsibility to inform the enterprise that they will be required to present their material at a conference that is open to the public, that their thesis will be handled and graded by University employees, and that their thesis will be available to the public once the grading process has been completed.

Once the agreement of the proposed supervisor has been secured, the project selection form available at the unit website must be completed and submitted. If an external enterprise is involved in the project, it is essential that the elements of the selection form related to enterprise projects also be completed. A Project Selection Form should be completed on-line using the unit website by the end of the second week of the first semester (5:00 pm Friday). In the event that project selection is delayed, it will not provide grounds for an extension of any subsequent project deadlines. There is no penalty for late submission of the selection form.

Access to Facilities: Safety Induction, Keys and Computer Access

Safety Induction: Before you can work in a lab or workshop facility, your supervisor must arrange for you to complete the required safety inductions, and you must submit the Safety Induction Form (available at the unit website) to the School Office. The safety induction form must be signed by both your academic supervisor and yourself.

Keys: If you need access to rooms in the ENCM building for your project, a Key Registration Form (available at the unit website) must be completed by your supervisor. The form is to be handed in to the School Office, who will issue the necessary keys (if the safety induction form has been submitted). There is no charge for the keys, though if they are lost you will be charged for the costs of new keys and locks. Keys must be returned to the school office on the day that your thesis is submitted. Final marks will not be released until the keys have been returned.
**Computer Access:** If your project requires you to use software on the school's UNIX or LINUX workstations, please contact the school IT staff (support@mech.uwa.edu.au).

**Project Proposal**
The project proposal defines the scope of the project, and as such is critical to the ultimate success of the project. Preparing your project proposal will require you to undertake a literature review. This review should enable you to conduct informed discussions with your supervisor, and will provide the basis for your project proposal.

The detailed requirements and marking guide for the project proposal will be available as separate documents on the unit website. Students are required to submit their proposal in electronic form to Moodle, and in hard copy form to their supervisor by 5:00 pm on due date.

**Progress Report**
In extended projects, the project managers will usually be required to provide the client with regular updates on the status of the project. On the first day of your second semester, students will be required to submit a progress report in electronic form to Moodle, and in hard copy form with a cover sheet to their supervisor by 5:00 pm on due date.

This progress report will provide a summary of the original project objectives and the key findings to date. The project objectives and risk assessments will be updated in light of the progress made to date. The progress against the milestones provided in the original project proposal will be discussed, and the project Gantt chart will be updated. A detailed description of the requirements for the progress report and the marking guidelines will be provided as separate documents on the unit website.

**Conference Abstract**
In preparation for the Technical Conference, each student will prepare a Conference Abstract. The abstract provides important information for the scheduling of the conference sessions and the assignment of markers, and will be included in an abstract book distributed to conference participants. Detailed instructions and templates for the abstract will be provided as separate documents on the unit website. The conference abstract must be submitted by 5:00 pm on due date in electronic form to Moodle.

**Technical Conference**
Each student will provide a 15 minute oral and graphic presentation on their project and after the presentation 5 minutes will be allowed for questions. Projectors and laptop computers will be provided by the School at the venue; any students having special requirements will need to contact the school IT support staff well in advance of the conference.

Presentations will be marked by members of the school's academic staff; marking guidelines will be provided at the unit website.

Student attendance for the whole conference is compulsory; refreshments will be provided. Attendance sheets will be provided at the venue. Your conference attendance will be taken into account in the supervisor's report as student's conduct during the project.

Professional dress is required while presenting and attending the conference. The conference is open to the public, and guests may be invited.

**Thesis**
The thesis is the culmination of the final year project. The detailed requirements and marking guide for the thesis will be available as separate documents on the unit website.

**Draft thesis:** Students are required to submit a draft of their thesis in electronic form to Moodle, and in hard copy form to their supervisor by 5pm on due date. Supervisors are then expected to provide their comments to students within two weeks of submission of the draft.

**Final thesis:** The final thesis must be submitted in hard copy and electronic form. An unbound hard copy of the thesis must be delivered to Uniprint for binding by 12 noon on due date (Uniprint will be open on that day). A pdf version of the thesis and any files that the student wishes to
submit with the thesis for archiving must also be submitted by 12 noon on due date (detailed instructions for electronic submission will be provided by School IT staff closer to the time of submission). If either form of the thesis is submitted late the appropriate late penalties will be imposed.

**Teaching and learning strategies**

In the School of Mechanical and Chemical Engineering, the final year project is an individual independent research project, undertaken under the supervision of a member of the academic staff. The student is responsible for planning and executing the project, and is expected to take the initiative in all project matters.

The academic supervisor is expected to provide guidance to the students. Different supervisors will have different approaches; some supervisors will require regular meetings, others may expect students to make appointments as their needs dictate. At a minimum, the supervisor is expected to

- Provide feedback on the draft proposal and thesis within two weeks of the submission dates.
- Grade and provide feedback on the project proposal, progress report and conference abstract.

Supervisors also assist students in securing resources for projects. The School makes available limited funding to support each project ($500 in funding for purchases and $500 in workshop time); students may access these resources through their supervisor. Requests for more substantial funding may be made to the Head of School, but funding of such requests is entirely at the discretion of the Head of School and should not be expected.

If during the course of a project difficulties emerge between a student and supervisor, this should be brought to the attention of the unit coordinator by securing an appointment through the School academic services team.

Please note that it is a requirement that the project be completed over two successive semesters. Students wishing to change projects after the submission date for the project proposal will be required to start the new project at the beginning of the next semester, and will be required to complete the new project over two successive semesters. (Note: minor changes in project direction as the project evolves are of course permitted, and indeed expected; however, starting an entirely new project is not)

**Referencing Style**

Students should use the Harvard referencing style when preparing submissions.

### Project Elements and Submission Schedule

<table>
<thead>
<tr>
<th>Calendar Week</th>
<th>UWA Week</th>
<th>Project Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1, 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
| 10 | 2 | Project Selection Form  
Due 5:00 pm Friday, 9th March (online submission using the Moodle [www.lms.uwa.edu.au](http://www.lms.uwa.edu.au)). |
| 11 | 3 | |
| 12 | 4 | |
| 13 | 5 | |
| 14 | 6 | |
| 15 | 7 | Non Teaching Break |
| 16 | 8 | |
| 17 | 9 | |
| 18 | 10 | Project Proposal  
Due 5:00 pm Friday, 30th April (electronic version via Moodle [www.lms.uwa.edu.au](http://www.lms.uwa.edu.au), submission, with hard copy to supervisor with cover sheet) |
| 19 | 11 | |
# Semester 2, 2012

<table>
<thead>
<tr>
<th>Week</th>
<th>Task</th>
<th>Due Date/Time</th>
<th>Submission Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Progress Report</td>
<td>5:00 pm Monday, 30th July</td>
<td>Electronic version via Moodle submission, with hard copy to supervisor with cover sheet</td>
</tr>
<tr>
<td>32</td>
<td></td>
<td>5:00 pm Monday, 9th July</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td>5:00 pm Monday, 16th July</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td>5:00 pm Monday, 23rd July</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td>5:00 pm Monday, 30th July</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td>5:00 pm Monday, 6th August</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td>5:00 pm Monday, 13th August</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td>5:00 pm Monday, 20th August</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Non-Teaching Break</td>
<td>5:00 pm Monday, 27th August</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Conference Abstract</td>
<td>5:00 pm Friday, 5th October</td>
<td>Electronic version via Moodle submission</td>
</tr>
<tr>
<td>41</td>
<td></td>
<td>5:00 pm Monday, 12th October</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Thesis Draft</td>
<td>5:00 pm Monday, 19th October</td>
<td>Electronic version via Moodle submission, with hard copy to supervisor with cover sheet</td>
</tr>
<tr>
<td>43</td>
<td>Final Year Conference</td>
<td>Tuesday to Thursday, 23rd to 25th October</td>
<td>(to be confirmed)</td>
</tr>
<tr>
<td>44</td>
<td></td>
<td>5:00 pm Monday, 26th October</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Final Thesis</td>
<td>12:00 noon Monday, 5th November</td>
<td>- A hard copy submitted to Uniprint for binding</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- A PDF version must also be submitted (detailed instructions for electronic submission will be provided by school IT staff closer to the time of submission)</td>
</tr>
</tbody>
</table>

## ASSESSMENT DETAILS

### Component Weighting

<table>
<thead>
<tr>
<th>Component</th>
<th>Marked By</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Proposal</td>
<td>Supervisor</td>
<td>10%</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Supervisor</td>
<td>5%</td>
</tr>
<tr>
<td>Conference Presentation</td>
<td>2 Staff members</td>
<td>10%</td>
</tr>
<tr>
<td>Thesis</td>
<td>Supervisor and at least 1 academic staff member</td>
<td>75%</td>
</tr>
</tbody>
</table>

### Marking Arrangements

- **Project Proposal and Progress Report**
  
  To be marked by the supervisor. Mark Sheets will be provided for all components. Supervisors should return the mark sheets to the students in a timely fashion (typically within two to four weeks of the due date for the component), and will submit copies to the School office for archiving.

- **Conference Presentation**
  
  To be marked by two staff members.

- **Thesis**
  
  Thesis marking will be undertaken by the supervisor and at least 1 academic staff member. If the marks given by the examiners differs by more than 10, the examiners will be asked to
reconsider their assessments in order to resolve the discrepancy. In the event of unresolvable disagreement between examiners, a third examiner will be assigned to adjudicate.

Your supervisor will provide a report with comments on your contribution, initiative and conduct during the project and highlight any extenuating circumstances, such as equipment failure or other factors outside your control that should be taken into consideration.

**Penalties**

- Proposal 10% deducted from Project Proposal Grade for each day late
- Progress Report 10% deducted from Progress Report Grade for each day late
- Conference Abstract 10% deducted from Conf Presentation grade for each day late
- Draft thesis 10% deducted from final thesis grade for each day late
- Thesis 10% deducted from final thesis grade for each day late

Note:

- Submission time will be determined using Moodle (www.lms.uwa.edu.au). For the thesis, both the hardcopy and the electronic copy must be submitted on time, or penalties will apply.
- Penalties have been assigned to draft submissions, despite the drafts being ungraded. In the absence of such penalties, there would be no incentive to prevent students delaying submission of the drafts, placing unreasonable time constraints on their supervisors. The penalties ensure that a student who fails entirely to submit a draft to their supervisor will receive a grade of zero for that component.
- In all cases, students with legitimate issues may apply to the faculty for extensions. While the faculty ultimately governs extensions, it would be preferred if students would contact the unit coordinator to discuss their case as part of the application process.

**Assessment Policies and Scaling**


The scaling policy for final year project is based on the following requirements for unit averages (listed on the website):

“In calculating the unit average, marks of students who did not complete at least 50% of the assessment for the unit will be excluded.

The unit averages shall be:

For units with an enrolment of at least 50:
(a) Level 1: A unit average of 62.5% plus or minus 2.5%
(b) Level 2 and above: A unit average of 67.5% plus or minus 2.5%

For units with an enrolment of between 10 and 50:
The same target averages prescribed in 1(a) and (b), but the tolerance is increased to plus or minus [2.5%*square root of (50/n)], where n is the number of students in the unit.

For unit results which do not meet these specifications, the course controller should investigate the cause of the deviation. In the absence of a rigorous explanation for the deviation, the Board of Examiners shall require the school to adjust the marks.

For units with an enrolment of less than 10, marks shall be reported to the Board of Examiners without adjustment.”

For the purposes of assessment, all final year projects are assessed as a single unit, meaning that the combined enrolment of MATE 4412, MCTX 4422, MECH 4402 and OGEG 4501 is used to determine the enrolment (which is usually over 50).

If the final unit average falls outside the required range (65 – 70), all marks will be scaled by the common factor necessary to adjust the unit average to the nearest bound of the required range.
**Honours Classification**

The honours classification policies of the Faculty of Engineering, Computing and Mathematics are available at  

In the final year of the degree of Bachelor of Engineering all students are enrolled as Pass students, and the classification of "Honours" is determined at completion of the course. The level of Honours is determined from the Honours Classification Formula, using the Course Weighted Average and the Final Project mark.

The Course Weighted Average is calculated from all results for units taken as part of the requirement for the Bachelor of Engineering degree, or equivalent units for the combined degree courses and includes all attempts at those units - for students who have studied part of the course on exchange, the marks awarded by the overseas university will not be included in the Course Weighted Average, but will be taken into account for marginal cases.

The Course Weighted Average is the weighted average mark of all units, including the Final Project, where each unit’s mark is weighted by its point value and its level (The level of the unit is indicated by the first digit of the unit code). It is calculated using the formula

\[
\text{Course Weighted Average} = \frac{\sum \text{(unit mark \times points value \times level of unit)}}{\sum \text{(points value \times level of unit)}}
\]

Units which are simply graded as "Ungraded Pass" or "Ungraded Fail" are not included. Units taken toward the engineering degree in one course by a student who transfers to another course are included in the Course Weighted Average. This applies to failed units as well as to units which are credited to the new course.

Each class of honours requires a minimum Course Weighted Average Mark and a minimum mark for the Final Project as follows:

<table>
<thead>
<tr>
<th>Mark</th>
<th>H1</th>
<th>2A</th>
<th>2B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Weighted Average Mark</td>
<td>76</td>
<td>71</td>
<td>66</td>
</tr>
<tr>
<td>Final Project Mark</td>
<td>70</td>
<td>65</td>
<td>60</td>
</tr>
</tbody>
</table>

For students who repeat the Final Project, the mark for the second attempt only will be considered for the minimum performance requirement. However, both results will be included in the calculation of the Course Weighted Average Mark. Students who do not reach the standard required for 2B Honours but who have completed the requirements of the degree are given a "Pass".

**ACADEMIC CONDUCT**

*Academic Conduct Essentials*

It is a University requirement that all newly enrolled students complete a short compulsory online unit called Academic Conduct Essentials (ACE) within the first 10 weeks of semester. **ACE can be accessed via LMS**  
[http://www.lms.uwa.edu.au](http://www.lms.uwa.edu.au)

To find out more about Academic Integrity, look at these great resources:

- Student Services, who run workshops on Academic Integrity  

- [http://www.ryerson.ca/academicintegrity/index.html](http://www.ryerson.ca/academicintegrity/index.html), a series of flash videos from a Canadian University exploring Academic Integrity
http://www.lc.unsw.edu.au/onlib/plag.html, which takes you to an on-line quiz where you test your understanding of plagiarism, and where there are links to other universities’ academic integrity pages.

**Plagiarism Monitoring**

Some (or all) assessments in this unit will be monitored for plagiarism using Turnitin plagiarism detection service (see http://turnitin.com). Students who do not want assignments retained in the Turnitin database, must lodge a special request prior to the submission date.

**Comments on Plagiarism in Final Year Projects**

Plagiarism is taking someone else's thought, writing or invention and claiming it as your own. The Macquarie Dictionary (Delbridge 1981) defines plagiarism as "The appropriation or imitation of another's ideas and manner of expressing them, as in art, literature, etc., to be passed off as one's own.”. Plagiarism is regarded by the University as serious misconduct.

Cooperation between students in the form of discussion and mutual tutoring is encouraged. However, cooperation must be distinguished from plagiarism. A student who receives assistance from a fellow student in understanding a principle or how to solve a particular type of problem, for example, is not engaging in plagiarism. If, on the other hand, a student copies the work of a fellow student and submits it for assessment, this is plagiarism.

Examples of plagiarism in final year project include:

- failure to reference source material or unpublished work of other people;
- copying text or graphics without quoting the original work and attributing the work to its rightful author;
- one or more students cooperating to complete a project and then handing in identical submissions;
- one student copying any part of another person's project.

Instructions for acknowledging or citing sources can be found on the library website. The Harvard style is recommended for the sciences, and is required for School of Mechanical and Chemical Engineering Final year Projects.

The School of Mechanical and Chemical Engineering has the following policy on plagiarism:

- It is expected that any work submitted for individual assessment by a student will be the student's own work and that any contribution of others will be given appropriate acknowledgment. Contributions may be in the form of ideas, information, text or other printed material.
- In the case of group participation, it is expected that students will contribute equally to the total work effort and will receive the same mark. This does not preclude the assignment of different work tasks to individual members of the group. Any contribution from outside the group should be given appropriate acknowledgement.
- If plagiarism of ideas, information, text or other printed material is detected in work submitted for assessment, that work will be assigned a mark of zero. The Head of School will be informed and a note kept on file.
- If collusion between students on work submitted for individual assessment is detected, the mark given to each student will be the total mark divided by the number of students involved. The Head of School will be informed and a note kept on file. If subsequent investigation shows that the work was copied without the consent of the original author, the mark will be set to zero. No penalty will be applied to an innocent party.
- If repeated plagiarism is detected the student will be referred to the Associate Dean, Faculty of Engineering and Mathematical Sciences for disciplinary action under University Statute 17.

If any student believes they have been unfairly treated, they may Appeal Against Academic Assessment, as outlined in the Faculty Handbook.

Reference:

**STUDENT FEEDBACK**

We welcome your feedback as one way to keep improving this unit. Feedback may be provided via e-mail to the unit coordinator.
STUDENTS’ RIGHTS AND RESPONSIBILITIES

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter,
- the University’s Guiding Ethical Principles,
- the University’s policy and statements on plagiarism and academic integrity,
- copyright principles and responsibilities,
- the University’s policies on appropriate use of software and computer facilities,
- the use of calculators in exams
- students’ responsibility to check enrolment,
- deadlines, appeals, and grievance resolution,
- student feedback,
- other policies and procedures
- electronic communication with students

See http://www.ecm.uwa.edu.au/studentnet/exams for comprehensive information on all of the above.

The Student Guild employs a number of Education Officers who provide information, support and advocacy with a range of academic matters http://www.guild.uwa.edu.au/home/student_assistance/academic_help, or

**Guild Student Centre**
Opening Hours: 8.30am - 5.00pm, Monday to Friday
Location: Ground floor, Guild Village, near Bankwest ATM machine.
Mailing Address: M300, 35 Stirling Highway, Crawley Western Australia 6009
Phone: +61 8 6488 2295
Fax: +61 8 6488 1200
Email (general): enquiries@guild.uwa.edu.au
Email (confidential): education@guild.uwa.edu.au

ADDITIONAL INFORMATION

If you have a query relating to administrative matters such as:-
- requests for deferment of study
- difficulties with accessing online study materials
- obtaining assessment results
please contact the School academic services team.

If you have a query relating to other matters such as:
- missed assessments
- missing part of Semester
- being considered for special consideration
please contact the ECM Student Office at enquiries-ecm@admin.uwa.edu.au
http://www.ecm.uwa.edu.au/students/student-centres The student office is located on ground floor, James Oval entrance to Civil and Mechanical Building.