

University of New England

School of Law

Essential Guide for Studying Law Units

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Welcome from the Head of School

6 February 2017

Dear Law Student,

Firstly, let me welcome all of our new students to the School of Law at UNE. It is my pleasure and privilege to address you on the commencement of your law studies, and I hope that all your efforts will be crowned with success. Please read this guide carefully so that you are fully aware of the policies which govern your responsibilities as law students.

Returning students will be particularly interested in what changes have occurred since 2016 to policies directly relevant to your study. The main topics to look at are the following:

- An introduction by the Course Coordinator
- Advice on avoiding academic misconduct
- Information about the awarding of special examinations

Whether you are a returning student or joining us for the first time, welcome! I hope all of you will find your units challenging and rewarding. Good luck with your studies!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Martin', with a stylized flourish underneath.

Professor Paul Martin
Acting Head of School

Welcome from the Course Coordinator

6 February 2017

Dear Law Student,

I would like to welcome you to the Law School and take this opportunity to draw some matters to your attention relating to the degree as a whole.

Professional accreditation

Our law degrees are professionally accredited, which places an obligation on us to ensure that our graduates have the academic knowledge and skills that the legal profession expects from law graduates. This contributes to the prestige of the law degree, because accreditation implies certain high expectations. There are several implications of professional accreditation that I wish to mention here.

First, those expectations mean that you need to be careful about the number of units you enrol in. Professional accreditation requires coverage of a significant number of distinct areas of law. Furthermore, with so much of the degree being compulsory, there is less scope to focus just on those units with which you have a particular affinity. It is important to take seriously the expectation conveyed by the Credit Point and Student Workload Policy that the total workload of each unit is approximately 150 hours. If you think of the trimester as 13 weeks long (which includes the mid-term break from teaching), you need to devote 11.5 hours for each unit a week. When considering how many units you can study, recall that study requires intense concentration, so in a full day it may be difficult to study more than seven hours, even if you have no other commitments. The course plans indicate that a full-time load of four units a trimester. That would require almost 7 hours of study 7 days a week throughout the trimester. However, studying three units a trimester is also counted as a full-time load, and that would require more than 7 hours of study per day 5 days a week.

A second implication of professional accreditation lies in the scope of reasonable adjustment available for students with a disability. The law school is committed to ensuring that students with disabilities are treated fairly. Students with disabilities may be provided with accommodations in teaching and/or assessment methods provided such accommodations do not compromise those requirements that are inherent to the degree. What is inherent to the degree would take into account that a law degree represents that the graduate has the academic knowledge that would enable them to practise in the community, private or public sector.

A third implication concerns ethical conduct. Any allegation of academic misconduct that is made against you, together with its resolution, will need to be reported when applying for admission to legal practice.

Finally, the emphasis here on the degree being professionally accredited does not mean that our degree is narrowly vocational. Our law degree is not just a degree in law, in the sense of equipping students with a narrow understanding of vocational knowledge and skills. As a university degree, broad perspectives are considered. This is most clearly represented through the Law in Context and Jurisprudence units which are part of the compulsory core of the degree. Other disciplines such as history, politics, economics, philosophy and sociology can all illuminate aspects of law and they help to make law a

fascinating discipline! And, of course, law is a degree which is useful for purposes other than legal practice.

Structuring your study

In relation to your progression through the degree, you are strongly encouraged to follow the order of units suggested, by the two-unit course plan and adapt that, if you are undertaking a different number of units. The degree represents a progression, through 100, 200, 300 and 400 level units, in terms of the skills required. With some units, successful completion requires the knowledge and skills developed in earlier units, so be mindful of the prerequisites and co-requisites for units.

Some choices available in the degree lie in electives and also, for those students who achieve especially good results, in undertaking honours. Students interested in developing their research and writing skills, and their specialist knowledge of a particular area have an opportunity of completing an honours thesis supervised by one of our staff. More information is available on the Course and Unit Catalogue under Course Rules & Plans.

In relation to the course plan, students should, in the first instance, seek advice from the Student Centre via AskUNE. Students can also seek some advice on their course by contacting our first-year adviser, Ms Nola Holmes.

I wish you the very best in your studies.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Aileen Kennedy'.

Aileen Kennedy

General information

Community of Practice

As Law Students, you are entering the legal profession's community of practice. As such, you will be introduced to the legal profession's practices. This means you not only need to have academic integrity, but you are also required to manage your time well, work as a team and relate courteously with your peers and UNE staff.

Some introductory information

Your online unit will become available via [Moodle](#) one or two weeks prior to the first date of the teaching period (depending on the trimester). See UNE's [Principal Dates](#) for all teaching period dates, including start and finish dates, teaching period breaks, examination periods and the last day to enrol or withdraw from a unit without academic or fee penalties.

Your unit's site will be open at least one week before the commencement date of the teaching period in which you are enrolled, and sometimes earlier. Please access the site to become familiar with the interface and view the content. However, lecturing staff will not be contactable through this site until the first day of the teaching period and after this date other online components of the unit will become available, such as discussion forums where you can communicate with your unit coordinator and fellow students.

To access your online units, log in to [myUNE](#) from the UNE homepage using your current UNE username and password. Once you have logged in, go to the **myStudy** tab. A list of the units in which you are currently enrolled will be displayed in the myUnits and Services table. When the online site for one of your units becomes available, a UNEOnline column will be displayed. You can access the online unit by clicking on the icon in this column.

If you have difficulties accessing your units in myUNE, you can go directly to the [Moodle log in page](#).

If you have difficulties accessing your online units, go to [AskUNE](#). At AskUNE you can find answers to many common enquiries about UNE, your course, UNE policies and procedures or submit an enquiry of your own by clicking on the 'Contact Us' tab. You can also contact the ITD Service Desk on 1800 763 040, (02) 6773 5000 or email to servicedesk@une.edu.au for advice and technical assistance. [Student support](#) services provide a range of support services to help you at the time that you really need it.

Once you have accessed myUNE you will see which units you have enrolled in for this teaching period. All general information about each individual unit may be accessed through the [Courses and Units Catalogue](#). Here you will find out who the unit coordinator is, if there is an intensive school, what the assessment will be and the prescribed and recommended texts for each unit. Simply use the quick search tool in the left hand column and fill in the unit code you are enrolled in, e.g. LAW100.

All law students **must** be familiar with the [School and University policies](#) prior to the commencement of your unit. Here you will find links to the School's assignment extension policy (all applications are now made via AskUNE), important notices from the Course Coordinator or information on preventing plagiarism to name just a few important matters.

UNEonline

UNEonline is UNE's online teaching system. As a current student you have access to the student portal myUNE, through which you can find your online units, manage your enrolment, change personal information and access many useful functions. Log in to myUNE from the UNE homepage using your UNE username and password.

What is Moodle and how do I access it?

Please click [here](#) to access details on how to access Moodle. You will need to login using your UNE username and password.

Moodle discussion forum

Students should be familiar with the University's Online Behaviour Guidelines, also known as [Cyberethics policy](#). A unit co-ordinator may suspend the posting rights (although, not the access and viewing rights) of a student for a period of 48 hours, if it is thought that a student's posting to a discussion forum is offensive or disrespectful.

Please note the [Minimum Expectations](#) document is available online and also provides details of expected behaviour.

List of usernames – disclaimer

Please note that your username within UNEonline appears as part of a list in some places. Only students enrolled in the unit have access to this list. Please contact your unit coordinator if you have any concerns.

UNE Emails

All students are required to check their UNE email account at least once a week to make sure they stay up to date with information from UNE and the School. You can check your [UNE email](#) account from our webmail page.

Adobe Connect

UNE School of Law uses [Adobe Connect](#) web conferencing software to conduct online tutorials and discussions. Sessions can utilise audio and video by the presenter and the participants.

It is used to:

- Watch live video of the presenter and/or participants
- Listen to the presenter and/or participants
- Watch slideshows or demonstrations on the presenters computer
- Interact with other group members and participate in online tutorials

Adobe Connect can be used in a number of ways; within a browser on your computer, an add-in for your browser or by using an app for your Android, iPhone or iPad device.

For more information on installation and setup please refer to [the Adobe Connect section](#) of [Learning Online at UNE](#) Moodle site.

Contacts for the School of Law

[Key contacts](#) for the School of Law.

The administrative staff phone numbers are (02) 6773 1293, (02) 6773 3598, (02) 6773 3529 or (02) 6773 2091.

School Fax number is 02 6773 2580.

Individual School of Law [staff contact details](#).

The School is physically located [on campus](#) in Armidale.

School of Law
EBL Building, Wings 37 & 38
Trevenna Road
Armidale NSW 2351

All administrative enquiries about your unit or course which can be dealt with by the law office or the Student Central must be directed through AskUNE.

School of Law Community Site and Social Media Webpages

There are a couple of communication channels that the School of Law use to keep you up to date with resources and information relevant for law students and the legal profession:

1. [School of Law Community Site](#) – you will be enrolled in the School of Law Community Site in Moodle. This page will include relevant communications, resources on legal skills, guides and policies for studying law and links to professional organisations.
2. [UNE School of Law Facebook page](#) – feel free to ‘like’ our facebook page to stay up to date with any events or information relevant to the School of Law and your law studies.
3. [UNE School of Law Twitter page](#).

Please keep in mind that when social media and other online environments that the [social media policy](#) and the [cyberethics guidelines](#) must be followed.

AskUNE (Student Central)

The Student Central provides you with a focal point of contact for all your administrative enquiries during your study at UNE, including selecting units and managing your enrolment. If you have administrative enquiries relating to your study at UNE, go to AskUNE.

Many forms, information and procedures relating to your study are available by contacting Student Central via [AskUNE](#).

You can also find information on all aspects of studying at UNE on the [Current Students](#) page.

Intensive Schools

Intensive Schools may be offered in your unit. The information and dates for unit intensives are listed in the unit information in the [Course and Unit Catalogue](#). Intensive schools in the School of Law are **non-mandatory**.

Even where an intensive school is offered in a unit, it is conditional on 15 notifications being received by the end of week 3. Students should be aware NOT to make travel arrangements until the intensive school is confirmed. This will be confirmed in week 4.

Timetables

All on campus class timetables may be viewed [here](#).

Prescribed and Recommended Texts

All texts (prescribed and recommended) are found via the [Unit and Course Catalogue](#). Do a quick search on your individual unit codes, eg, LAW100, double click on 'LAW100' and the prescribed text will be in the lower section of the unit information.

Textbook information, including options for purchasing the text, is available [here](#).

Please note that some unit co-ordinators do not prescribe a text, but instead a set of readings eg, journal articles.

From time to time, new editions of textbooks are brought out by the publisher because changes to the law or in important legal analyses mean that prior editions are no longer current. Sometimes, texts will be entirely revised to incorporate materials or approaches not previously included. That is why unit coordinators almost invariably set the latest edition. Please do not email the unit coordinator to ask if an edition previous to the one prescribed for the unit will suffice. The answer will be that the prescribed edition contains the law or other content as taught in the unit. You may use previous editions at your own risk – that risk is that the contents might be out-dated, superseded, incomplete or otherwise inadequate to assist you throughout the unit and especially, for your assessments.

Future Units

When planning and choosing your future units, when looking at LAW units in the Course and Units Catalogue you don't need to do it one-by-one on the unit search. If you just type in 'LAW' (no number code) in the unit quick search box, it will bring up all units in which 'Law' is mentioned: code or title. Scroll down under the few units from other areas that mention Law (e.g. Law and Ethics in Health Care) and you will see a green tab 'LAW' under which are ALL the units offered by the Law School. You can more easily see when each is offered and then click the link to individual unit codes for more information.

<https://www.une.edu.au/courses/2016/units>

Library Services

Law Library

On Campus Student

Go to the [Law Library](#) or [Dixson Library](#) for information regarding borrowing books, obtaining copies of articles and exam papers, and request advice from librarians on search strategies and information tools to use.

Some prescribed and recommended material for the unit may be available through [e-Reserve](#).

Off campus students

Please be aware that the library can be accessed online (see links above under on campus students) and you are able to order books and access copies of journal articles. However, you may find it useful to talk online with the librarian over online chat. Links to chat with a librarian are available on the [Law School Library Webpage](#).

Legal Research Videos

There are now legal research videos available for students to show how to access legislations, cases, and journal articles, available for all Law students. They are available on the [Law library](#) webpage.

Assessment

The majority of Law units require students to submit an assignment during a teaching period and undertake an examination at the end of the teaching period.

Assignments

Style checklist for assignments

You must ensure that your assignment:

- commences with student name, student number, the assignment topic (e.g. 'LAW100 Assignment 1') and a computer word count – there is no need for a title page.
- is double or 1.5 lines spaced.
- is presented in text that is at least 11 point; the type-face in the footnotes is at least 10 point, and is easy to read eg, Lucida Sans or Times New Roman.
- has page numbers at the top of each page.
- has a left-hand margin of 5cm and a right hand margin of 2cm.
- has been referenced in accordance with the [Australian Guide to Legal Citation](#) (3rd ed, 2010).

Word length and penalties

Students are liable to a penalty if they exceed the maximum word length stipulated for an assignment *even if only by a few words*. The penalty is 5% of the total marks allocated to an assignment for every increment, or part thereof, over the word length. The 'increment' is one-tenth of the maximum word length. For example, consider an assignment with a maximum word length of 2000 words and the student wrote 2,300 words and would receive 15 out of 20 if no penalty were applied. The student has exceeded the word length by more than one increment – the first increment is exhausted at 2,200 words. Therefore, the penalty would be 10 percent. The student would receive 13 out of 20 for the assignment.

The word count excludes all footnotes unless some footnotes go beyond providing references and instead contain discussion. The word count also excludes any bibliography.

Appropriate Referencing and Plagiarism

It is important that the reader fully understands the extent to which you are drawing from a particular source. If an impression could be given that underestimates the extent of your borrowing from a source, you may have engaged in academic misconduct.

Any direct quote from sources must be acknowledged in the following way:

- direct quotation marks or indentation. and;
- footnote at the end of the quotation providing a pinpoint reference.

For examples, students must consult the AGLC Part 1.1.1, 1.1.2 and 1.5. Merely providing a footnote at the end of a quoted passage without using direct quotation marks or indentation constitutes plagiarism, for there is a failure to properly acknowledge the extent of borrowing from the source.

In the case of paraphrasing from a source, a pinpoint reference should generally be provided. Where the paraphrasing relates to more than one sentence, it is appropriate that the text properly indicates the extent to which there is borrowing from the source. This may be done through phrases such as: 'X says that', 'X also says that'.

If you have doubts about how to reference appropriately, you should raise them in a discussion forum in the Moodle site of the relevant unit or through contacting the [Academic Skills Office](#). The Academic Skills Office has a variety of support materials to assist you with referencing and avoiding plagiarism. see, eg, their material on [referencing](#).

Your assignment must be referenced in accordance with the Melbourne University Law Review Association Inc., *Australian Guide to Legal Citation* (3rd ed, 2010). Where the most authorised report of a case that is available does not have page numbers, paragraph numbers should be used where pinpoint references are required.

Academic Misconduct

Plagiarism is a form of misconduct, so the latter term is broader. The university requires students to complete at some point the Academic Integrity Module. Within this online course, students can complete one or more of the following:

- Brenda Scenario OR
- Damo Scenario OR
- Online quiz.

The School advises students to complete the quiz. Do not complete the quiz just before an assignment is due since, if you fail the quiz, you might then be prevented from submitting in time.

The Student Academic Misconduct Rule imposes an obligation on your unit coordinators to report suspected academic misconduct to the School's plagiarism coordinator. Plagiarism is a serious offence for law students since applicants for admission as an Australian lawyer must disclose anything that may reflect on their character. That will include providing a record of disciplinary action that has been taken against the student. The ultimate sanction that admitting authorities can impose in relation to student misconduct is rejecting an application for admission or, in the case of non-disclosure by the applicant of disciplinary proceedings that the admitting authorities only become aware of at a later point, removing a person from the Supreme Court roll.

Turnitin

UNE uses a software application to determine the originality of assessable work submitted by its students. This software is called Turnitin and it is part of the online submission process. However, again note that scanned PDF documents are not able to be read by markers using online marking technologies.

In order that you may use Turnitin as an educative tool, the online submission process provides you with the option to submit your assignment to Turnitin for checking before you submit it for marking. This is called the 'Self check' option and is on a separate Moodle site to your Moodle unit, please see instructions [here](#). Once you are satisfied with your report, **you must go back to your Moodle unit and submit your assignment.**

When a file is submitted to Turnitin, the software compares the text in the submitted files with text from a range of electronic sources including online journals, online databases, the Internet and the Turnitin database. Any strings of text that occur in both the

submitted document and in one or more of the electronic sources are identified by the software with a unique number and colour in what Turnitin calls the 'originality report'.

Turnitin Scores

The software does not pay attention to whether or not you have provided a citation, thus it is possible to have a reasonably high 'score' and no problem in terms of plagiarism if your sources are properly cited and quotations are properly indicated. As Turnitin does not check against all possible sources, and only seeks verbatim word matches, a low score does not necessarily show that your material has not been taken from elsewhere. As Turnitin is a very 'rough and ready' measure in this way, there is no acceptable or unacceptable 'score'. If you have a high score – say 20% or more – it is worth checking your paper to ensure firstly that you have provided references to your sources and secondly that your work is your own, rather than just a string of quotations. Clearly, as the software checks your submission against other students' submissions, it is foolish indeed to copy another student's paper, it will be detected very easily and severe penalties can apply to both parties.

Note that when you use the 'self-check' option for Turnitin and when you first submit your paper, it has not been checked against other student papers. Thus, there will usually be a difference between the score you see initially and the final score visible to the unit coordinator. As students often use similar sources, there is invariably some overlap between assignments that will increase the Turnitin score.

Assignment Submission Method

Assignments must be submitted electronically via Moodle. The Law School does not accept faxed or posted assignments.

You are required to submit documents in PDF format. Microsoft Word enables you to save as a pdf. **Scanned PDF documents are not able to be read by markers using online marking technologies nor by Turnitin.**

Unless otherwise stated in a particular unit, assignments must be submitted by 23:59 AEST/AEDT on the due date. Your assignment's receipt date/time is recorded automatically. You must take into account time zone differences as well as possible delays in the online submission process to avoid penalties for late submission.

Please note that you can only submit ONE file per assignment and that you are only able to submit each assignment ONCE.

If you require assistance with the online submission of your assignment, contact the IT Service Desk on 02 6773 5000 or email servicedesk@une.edu.au.

Late Submission

A penalty of 5% of the total marks allocated to an assignment will automatically be deducted for each day (or part thereof) that an assignment is not received past the due date. To give an example, an assignment that would receive 15/20 will only receive 13/20 if it is 2 days late.

Assignments received more than ten (10) calendar days past the due date (which have not received an extension) will not be marked and will receive the mark of zero and be returned directly to the student.

Assignment extensions

It is expected that students will submit their assignment by the due date.

If it is not possible to submit by the due date students can request an assignment extension through AskUNE. There is more information located [here](#).

All applications must be made via AskUNE. Please do not approach your Unit Coordinator for an extension.

Applications for extensions can be made [here](#). Students must login to the webpage using their UNE username and password. All applications MUST have documentary evidence scanned and attached to their application.

All Law students MUST read the School policy and application form for [assignment extensions](#) and links referred to at that web page. Students should note that the period of time for extensions is 7 days, although further extensions may be awarded in extraordinary and extenuating circumstances. Please note, if you submit later than the date granted, you will be subject to late penalty. Students should also be aware where extensions are granted this may impact on the availability of marks and feedback prior to the exam period.

If a member of a group applies for an extension for a group work assessment, it is recommended that the extension apply to the whole group to ensure all group members actively contribute and it is equitable for all members. It would seem important that other group members are contacted to see if they have objections to an extension. It therefore is best if the decision-making on extensions rests entirely with the unit coordinator.

Marking policy

Casual markers may be employed to mark assignments and examinations. All results are moderated by the unit coordinator. Accessing feedback:

Your unit co-ordinator may mark your work using GradeMark, online marking software. Please view the [instructions](#) on how to view the graded assignment and comments.

Examinations

Please go [here](#) for more information about examinations.

Most Law units have a two hour and fifteen minute exam. For the University's Examination Periods, see [UNE's Principal Dates](#). All students must ensure that they are able to sit an exam in this period of time before they enrol in a Law unit.

All students are advised via MyUNE of individual exam dates, time and location and must ensure that they adhere to this information given. Special exams are not granted to those who simply miss the time or venue of their exam.

Previous examination papers are available in [e-reserve](#).

- **Special Consideration:** If you attended your exam, and your exam performance was affected due to circumstances which were beyond your control, then you may be eligible to apply for Special Consideration. Special Consideration means that your circumstances may be taken into account when your exam is marked and is worth a maximum of 3% of your final grade for the unit.
- **Special Examinations:** UNE expects that you will make yourself available for the examination period. If you are unable to sit your exam or if your performance in the exam was severely affected due to unforeseen circumstances beyond your control,

you may be eligible for a Special Examination. A Special Examination is a deferred exam which is normally held in the next formal examination period. If your application is approved by the Law Office, that approval is conditional, as it does not take into account your prospect of passing the unit given your performance in assessment prior to the exam. If that performance is such as to render it impossible or highly unlikely that you can pass the unit if you sit the special exam, your unit coordinator will not confirm the awarding of a Special Exam when he or she submits the results for the unit at the end of the teaching period.

- Your application is subject to approval, so it is always best that you attend your examination if you possibly can.
- **Special Extension of Time:** A student who has been prevented through illness or other unavoidable and unforeseen circumstances from completing any assessment task, other than a formal examination, by the first day of the examination period may apply for a special extension of time. Applications will rarely be approved. If approved, this means that you may have a substantial extension granted beyond the end of the teaching period in order to complete your assessment items. If you only require a routine extension (one or two weeks) during the teaching period, and the new due date does NOT extend into the exam period (even if your unit has no exams) then you should apply for an extension through [AskUNE](#).

Marks in Moodle

Please be aware that marks for assessment tasks displayed through the Moodle site are provided as a guide to your progress in the unit. These are not your official grades for the unit. Official results are only available following their consideration and approval at the relevant School Examination Board, and ratified by Examinations and Results, Student Administration and Services Directorate at the end of each teaching period.

Carry forward marks

The School has guidelines on carry forward marks, implementing the University policy which vests discretion in the unit coordinator in relation to carry-forward of assessment:

Marks for assignments in previous offerings will only be carried forward where:

- a) the assessment is comparable to the assignments that students now enrolled will undertake;
- b) the work was awarded a credit mark or better;
- c) the re-enrolment has been timed as soon as reasonably possible and in any case within a period of two years from previous enrolment.

Appeals

Students wishing to lodge an appeal should consult the University's [Academic assessment Appeals Policy](#) and please follow [Academic Assessment Appeals \(Procedures\)](#)

Students wishing to make an appeal relating to unit assessment need to follow the procedure outlined in the above-mentioned appeals policy.

UNE's result codes and grading system

Please find a detailed list of result codes [here](#).

Grade (Code)	Explanation
HD High Distinction 85% and above	Excellent performance indicating complete and comprehensive understanding and/or application of the subject matter; achieves all basic and higher-order intended unit objectives and graduate attributes linked to the assessment tasks; minimal or no errors of fact, omission and/or application present; clear and unambiguous evidence of possession of a very high level of required skills; demonstrated very high level of interpretive and/or analytical ability and intellectual initiative; very high level of competence.
D Distinction 75 to 84%	Very good performance indicating reasonably complete and comprehensive understanding and/or application of the subject matter; achieves all basic and most higher-order unit objectives and graduate attributes linked to the assessment tasks; some minor flaws; clear and unambiguous evidence of possession of a high level of required skills; demonstrated high level of interpretive and/or analytical ability and intellectual initiative; high level of competence.
C Credit 65 to 74%	Good performance indicating reasonable and well-rounded understanding and/or application of the subject matter; achieves all basic but only a few higher-order intended unit objectives and graduate attributes linked to the tasks; a few more serious flaws or several minor ones; clear and unambiguous evidence of possession of a reasonable level of most required skills; demonstrated reasonable level of interpretive and/or analytical ability and intellectual initiative; reasonable level of competence
P Pass 50 to 64%	Satisfactory performance indicating adequate but incomplete or less well-rounded understanding and/or application of the subject matter; achieves many basic but very few or none of the higher-order intended unit objectives and graduate attributes linked to the assessment tasks; several serious flaws or many minor ones; clear and unambiguous evidence of possession of an adequate level of an acceptable number of required skills; demonstrated adequate level of interpretive and/or analytical ability and intellectual initiative; adequate level of competence.
N Fail Less than 50%	Unsatisfactory performance indicating inadequate and insufficient understanding and/or application of the subject matter; achieves few or none of the basic and higher-order intended unit objectives and graduate attributes linked to the assessment tasks; numerous substantive errors of fact, omission and/or application present; clear and unambiguous evidence of non-possession of most or all required skills; insufficiently demonstrated level of interpretive and/or analytical ability and intellectual initiative; fails to address the specific criteria; inadequate level of competence.
NC Compulsory Fail	Failed an assessment component that must be passed in order to pass the unit. This grade is used when an assessment task, such as a final examination, that must be passed in order to pass the unit (as detailed in the Unit Requirements) has not been passed (resulting in a fail in the unit), but where the overall mark is 50% or higher.
NI Fail Incomplete	Did not satisfy unit requirements. One or more mandatory requirements for the completion of the unit (as detailed in the Unit Requirements) were not fulfilled.
S or US Satisfactory or Unsatisfactory	In some units, the grading system is organised on a satisfactory/unsatisfactory (pass/fail) basis. When this grading system is used the appropriate interpretive descriptors to apply will be those for the grade of at least Pass or Fail.
W Withdrawn	The student withdrew from the unit without academic penalty.

Other Support at UNE

[Other support services](#) are available to assist you throughout the course of your studies. Some of these services are outlined below:

- [Student Behavioural Misconduct Rules](#)

- [First Year Advisors](#) @ UNE

First Year Advisors are on campus to help you for all you need to know about:

- getting started,
- academic support available to you and
- your own approaches to study.

- [Learning support](#)

The Academic Skills Office (ASO) is UNE's learning support unit. The ASO has a wealth of print and online resources to help you with your academic study skills development or problems.

- [Student Assistance](#)

Student support services include disability and special needs support, counselling, and career development.

- [Aboriginal and Torres Strait Islander students](#)

The Oorala Aboriginal Centre is a study support and advisory centre for on campus and off campus Aboriginal and Torres Strait Islander students at UNE.

Aboriginal and Torres Strait Islander students can obtain tutorial support through the [ITAS scheme](#).

- [International students](#)

International Services provides support for international students and provides a link between the administrative and academic functions at UNE. The [International Student Handbook](#) is also available electronically.

- [AskUNE](#)

If you have questions that are not answered by this booklet, go to AskUNE. At AskUNE you can find answers to many common enquiries or submit an enquiry of your own by clicking on the 'Contact Us' tab.