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### 3.3. Other Resources

Links to websites etc.

The University and the Faculty provide a wide range of support services for students, including:

- UNSW Learning Centre (<u>http://www.lc.unsw.edu.au</u>)
- Counselling support <u>http://www.counselling.unsw.edu.au</u>
- Library training and support services <u>http://www.library.unsw.edu.au/</u>
- OnePetro (<u>http://www.onepetro.org</u>)

### 3.4. Online Resources

There are numerous articles/ information sources on casing design and cementing on the web. Many of them are sound, but many are either very lightweight or contain errors. Be very careful in your choice of web sources. Remember, UNSW librarians are usually happy to help you locate articles or make suggestions regarding possible material to help you in your academic work. You can also access basic online help at <u>http://www.library.unsw.edu.au/</u>

### 3.5. Report Writing Guide

The School has a <u>Report Writing Guide (RWG)</u>. A copy of this is available on the course Moodle site.

## 4. COURSE CONTENT AND LEARNING ACTIVITIES

### 4.1. Course content

- 1. Well Completion Design
- 2. Well Performance Analysis
- 3. Tubing Performance Analysis
- 4. Tubing Design
- 5. Tubing Movement
- 6. Well completion Equipment
- 7. Perforation of Oil and Gas Wells
- 8. Sand Control

### 5. COURSE ASSESSMENT

5.1.

#### 7. STUDYING A PG COURSE IN UNSW MINERALS AND ENERGY RESOURCES ENGINEERING

#### 7.1. How We Contact You

At times, the School or your course convenors may need to contact you about your course or your enrolment. Your course convenors will use the email function within Moodle or we will contact you on your @student.unsw.edu.au email address.

We understand that you may have an existing email account and would prefer for your UNSW emails to be redirected to your preferred account. Please see these instructions on how to redirect your UNSW emails: <u>https://www.it.unsw.edu.au/students/email/index.html</u>

#### 7.2. How You Can Contact Us

We are always ready to assist you with your inquiries. To ensure your question is directed to the correct person, please use the email address below for:

Enrolment or other admin questions regarding your program: https://unswinsight.microsoftcrmportals.com/web-forms/

Course inquiries: these should be directed to the Course Convenor.

#### 7.3. Computing Resources and Internet Access Requirements

UNSW Minerals and Energy Resources Engineering provides blended learning using the on-line Moodle LMS (Learning Management System).

It is essential that you have access to a PC or notebook computer. Mobile devices such as smart phones and tablets may compliment learning, but access to a PC or notebook computer is also required. Note that some specialist engineering software is not available for Mac computers.

Mining Engineering Students: OMB G48/49 Petroleum Engineering Students: TETB

It is recommended that you have regular internet access to participate in forum discussion and group work. To run Moodle most effectively, you should have:

- broadband connection (256 kbit/sec or faster)
- ability to view streaming video (high or low definition UNSW TV options)

More information about system requirements is available at <u>www.student.unsw.edu.au/moodle-</u> system-requirements

#### 7.4. Accessing Course Materials Through Moodle

Course outlines, support materials are uploaded to Moodle, the university standard Learning Management System (LMS). In addition, on-line assignment submissions are made using the assignment dropbox facility provided in Moodle. All enrolled students are automatically included in Moodle for each course. To access these documents and other course resources, please visit: www.moodle.telt.unsw.edu.au

would need to re-enroll in the course.

### 7.9. Students Needing Additional Support

The Student Equity and Disabilities Unit (SEADU) aims to provide all students with support and professional advice when circumstances may prevent students from achieving a successful university education. Take a look at their webpage: <a href="http://www.studentequity.unsw.edu.au/">www.studentequity.unsw.edu.au/</a>

### 7.10. Academic Honesty and Plagiarism

Your lecturer and the University will expect your submitted assignments are truly your own work. UNSW has very clear guidelines on what plagiarism is and how to avoid it. Plagiarism is using the words or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. The University has adopted an educative approach to plagiarism and has developed a range of resources to support students. All the details on plagiarism, including some useful resources, can be found at <u>www.student.unsw.edu.au/plagiarism</u>.

All Mining Engineering students are required to complete a student declaration for academic integrity which is outlined in the assignment cover sheets. By signing this declaration, you agree that your work is your own original work.

If you need some additional support with your writing skills, please contact the Learning Centre or view some of the resources on their website: <u>www.lc.unsw.edu.au/</u>. The Learning Centre is designed to help you improve your academic writing and communication skills. Some students use the Centre services because they are finding their assignments a challenge, others because they want to improve an already successful academic performance.

### 7.11. Continual Course Improvement

At the end of each course, all students will have the opportunity to complete a course evaluation form. These anonymous surveys help us understand your views of the course, your lecturers and the course materials. We are continuously improving our courses based on student feedback, and your perspective is valuable.

Feedback is given via <u>https://student.unsw.edu.au/myexperience</u> and you will be notified when this is available for you to complete.

We also encourage all students to share any feedback they have any time during the course if you have a concern, please contact us immediately.

Course Convenor:	 		 
Course Code:	 Course Title:	 	
Assignment:	 	 	
Due Date:			
Student Name:	 	 Student ID:	 

#### ACADEMIC REQUIREMENTS

Before submitting this assignment, the student is advised to review:

- the assessment requirements contained in the briefing document for the assignment;
- the various matters related to assessment in the relevant Course Outline; and
- the *Plagiarism and Academic Integrity* website at < http://www.lc.unsw.edu.au/plagiarism/pintro.html > to ensure they are familiar with the requirements to provide appropriate acknowledgement of source materials.

If after reviewing this material there is any doubt about assessment requirements, then in the first instance the student should consult with the Course Convenor and then if necessary with the Director Undergraduate Studies.

While students are generally encouraged to work with other students to enhance learning, all assignments submitted for assessment must be their ent

material. The student may be required to explain any or all parts of the assignment to the Course Convenor or other authorised persons. *Plagiarism* is using the work of others in whole or part without appropriate acknowledgement within the assignment in the required form. *Collusion* is where another person(s) assists in the

Plagiarism and Collusion are considered as Academic Misconduct and will be dealt with according to University Policy.

#### STUDENT DECLARATION OF ACADEMIC INTEGRITY

I declare that:

This assessment item is entirely my own 0 591 92.7 255.62 Tm0 g0 G[This as)-2(ses)-3(sment )4(i)-4(te)-2(m) EM