

ACADEMYU

**LEADERSHIP IN  
COMPLEXITY  
TOOLKIT**



The Academy

# GETTING STARTED

# ACADEMYU



## PREWORK

**In order to effectively prepare for university study in Autumn 2026 we have compiled some essential pre work for students to complete over the summer school holidays.**

**We will be checking that this work is completed at Orientation in February 2026.**

The Academic Integrity Module (AIM) is a module that all commencing students at Western must complete. As a student, you will see the AIM in your MySR dashboard. This learning module will give you an introduction to studying with integrity, ensuring that you have access to information about integrity, the support available to you at Western, and how to take the values of integrity into your future career.

The online module takes approximately one hour to complete, and all students must receive 100% in the quiz.

The Generative AI guide and the Academic Skills Pocketbook need to be read through and students will need to be able to articulate their understanding of the topics. The APPEAL evaluation worksheet is pre reading for the Orientation session.

Please reach out to us if you have any trouble accessing these materials at [westernengagement@westernsydney.edu.au](mailto:westernengagement@westernsydney.edu.au)

## ITEM

- Complete the Academic Integrity Module (Access via MySR)  
➤ [Read more about the Academic Integrity Module before you start](#)
  
- Read the [Generative AI Guide](#)  
➤ [Frequently asked questions](#)
  1. Can I use Generative AI in my assessments?
  2. What AI tools do I have access to at Western Sydney University?
  3. Is Grammarly considered generative AI?
  4. Can I use Quillbot to paraphrase text I find online?
  
- Read the [Academic Skills Pocketbook](#)
  
- Read the [APPEAL Evaluation Worksheet](#)



## Academic Integrity Checklist



### Take responsibility for your learning

- |   |  |
|---|--|
| <input type="checkbox"/> I understand my work and could explain my thoughts about it if required.   | <input type="checkbox"/> I am confident that I understand the requirements for this assignment.  |
| <input type="checkbox"/> I have produced the work myself. I have not asked for, or paid for, or been given work done by somebody else – student or otherwise. | <input type="checkbox"/> I have not shared my ideas with others about how to complete the assessment.  |
| <input type="checkbox"/> I have kept accurate records of material that I have read and/or referred to during the assignment research process.                 | <input type="checkbox"/> I have not shared my work in full or in part with anyone else.  |
| <input type="checkbox"/> I have kept my working material such as research notes, lab-sheets, and early drafts in case these are needed in future.             | <input type="checkbox"/> I have not resubmitted a piece of work created for another assessment without first consulting the unit coordinator for their approval.   |
| <input type="checkbox"/> I have accurately described any data or evidence I have collected.   | <input type="checkbox"/> I have accessed only approved university services for assistance with understanding assessment requirements, e.g. PASS, Study Smart, etc. |

### Reference right

- |   |  |
|---|--|
| <input type="checkbox"/> I know which referencing style is required for this assessment and have used it.   | <input type="checkbox"/> I have used only the Western Sydney University Library's referencing and citation resources as a guide for referencing.                                   |
| <input type="checkbox"/> I have included citations (in-text and in the reference list) for all ideas used from other sources whether these are direct quotes, paraphrased, or summarised. | <input type="checkbox"/> I have accessed all of the materials that appear in my reference list and have represented their content accurately.                                      |
| <input type="checkbox"/> I have paraphrased all materials correctly.  | <input type="checkbox"/> Where a secondary source had to be used, I have correctly cited this according to Western Sydney University Library's referencing and citation resources. |
| <input type="checkbox"/> I have used minimal direct quotes and have presented any direct quotes used as per the referencing style.  |  |

**Need help referencing?** Speak to our friendly Library staff at one of our campus libraries. Or contact the Online Librarian by [chat](#), [email](#), phone (02) 9852 5353

# LEADERSHIP IN COMPLEXITY

## SUBJECT CONTENT

### Leadership in Complexity Subject Outline

A student's subject outline is like their school syllabus, it contains all relevant subject information, assessment schedule and rubrics, subject outcomes and a schedule of learning activities. The subject outline is considered the binding contract between the student and the University. The subject outline will be available prior to Workshop 1 2026.

### Chicago 17 Referencing

Students will be required to reference their writing in their assessments. The style students will use is Chicago 17. To view the Chicago referencing guide, [click here](#).

If students are requiring additional support on how to reference effectively, they can book in a Study Smart session with a Librarian, [click here](#) to book an appointment now.

### Turnitin

Students will submit their assessments via the Turnitin platform, found on the vUWS site. Turnitin is a web-based text-matching software that identifies and reports on similarities between documents and can be used as an educative tool for students. Turnitin also detects GenAI use. To learn how Turnitin works, [click here](#). For more information, you can view the frequently asked questions [link here](#).

Students will receive feedback on their assessment from their academics. This feedback will be provided to students in Turnitin. To learn how to view feedback, [click here](#).

### Assessment Extension Process

On occasion students may require an extension on their assessment submissions, due to extenuating circumstances. Students will be required to complete a form via the Western Now platform. Supporting documentation will need to be uploaded with the Assessment Extension Forms. [Click here](#) to access the 'Request for Extension Form'.

Students should only use this form when their studies have been disrupted for less than three consecutive days, with the form lodged by 5.00pm within two working days of the due date of the assessment task.

Students must email their Academic, Dr Robert Salama ahead of submitting this form.

### Contact Details

Students are encouraged to reach out to their Academics as any point in time to discuss their learning or assessments.

Dr Robert Salama:  
[r.salama@westernsydney.edu.au](mailto:r.salama@westernsydney.edu.au)

Students are encouraged to reach out to Academy U Project Officers for any administrative or general enquiries.

Alicia Pinning:  
[a.pinning@westernsydney.edu.au](mailto:a.pinning@westernsydney.edu.au)

Ciaran Smyth:  
[c.smyth@westernsydney.edu.au](mailto:c.smyth@westernsydney.edu.au)

Students are encouraged to reach out to the Library for any referencing, search strategies or general Library support.

[Contact the Library](#)

# STUDENT SUPPORT

# ACADEMYU

## vUWS

The e-learning portal vUWS is where students' learning materials for the subject Leadership in Complexity will be located, including their subject outline, assessments and readings. Students will have access to vUWS once they have accepted their offer and finalised their enrolment process. Students are encouraged to become acquainted with the vUWS page prior to Orientation.

While teachers and parents do not have access to the platform, you can guide students to Western's homepage, [westernsydney.edu.au](http://westernsydney.edu.au), select "Students", then click 'Sign Into' at the top right hand corner and select [vUWS](#).

Students are expected to regularly log in to vUWS to check announcements, and complete lecture pods and activities that need to be completed in a timely manner and in sequential order.

## Student ID card

Student ID Cards are essential as a university student. Students will be using their student card as a form of ID to borrow books and access the library. Students will be applying for their student ID card via Capture Me on the Western website. Students need to select their home address as the delivery method and their cards will be sent there. Follow the link below, select 'New commencing students' and click the 'Apply Online for ID Card' button [click here](#).

Students will need to prove their identity with either a driver's license, passport, photo card or school ID card, including legal name, photo and date of birth. They will also need to upload a photo that meets all criteria listed on the website link above.

## Library

Western Sydney University's Library has the largest database in the southern hemisphere. Students can reserve study rooms, borrow books, print, consult with a Study Smart librarian, and use the sleeping pods. To book in a Study Smart session to learn how to search our database and ask questions regarding referencing and academic literacy/integrity, click the link [here](#). There is also a large range of self-help resources found on the Library webpage, such as study skills, referencing tips and tools. If you need help with referencing, the library's [referencing and citation](#) page is a great place to start. It contains [i:Cite](#) which provides quick referencing examples, referencing style guidelines, and free citation management tools like [Endnote](#).

The University Library is open to the public from 8 am to 7 pm. To gain access to the library during study hall hours from 7 pm to 1 am, students must register their student ID cards with security.

## Wellbeing Service

The counselling team provides a free and confidential service to all Western students. Students can [schedule](#) individual appointments with a qualified counsellor, listen to [relaxation recordings](#), and use their [planners](#) to manage their time.

The welfare team are trained professionals who can provide support, advice and referrals to students in the areas of academic, personal, financial hardship and accommodation.

The disability service is a group of professional disability advisors who can help current and prospective students with disabilities or chronic health conditions reach their full academic potential.

Visit our [wellbeing service page](#) to access online options for counselling, welfare and disability services.

## IT Support

The IT Support team can assist on all IT related matters, including help with the university online systems. The IT support team can be contacted via 02 9852 5111 or [WesterNow IT Portal](#).

For more information, visit the [IT Service Desk](#).





## ASSIGNMENT TIMELINE

Print out this timeline, calculate how much time you can allocate to each step based on how much time you have until the due date, and write the due date for each step in the 'Due date' column. Use the timeline to organise your assignment preparation, and cross out each step as you complete it.

Step	Task	Timeframe	Due date	Resources
1	Find all relevant assignment documents	5% of time		Unit Subject Outline Unit <a href="#">vUWS</a> site Assignments section Unit reading list (via <a href="#">Library</a> search box) <a href="#">Study Smart website</a> resources (Information Skills and Research Skills)
2	Analyse assignment question	10% of time		<a href="#">Analysing the question</a> (PDF, 177 kB) <a href="#">Analysing your essay question</a> (video, 2:35) <a href="#">Common task words</a> (PDF, 113 kB)
3	Find and evaluate information	40% of time		<a href="#">How to read effectively</a> (PDF, 519 kB) <a href="#">Types of sources</a> (PDF, 101 kB) <a href="#">Finding information for assignments</a> (video, 1:59) <a href="#">Critical Thinking</a> (PDF, 110 kB) <a href="#">Evaluating resources using APPEAL</a> (video, 6:26) <a href="#">Evaluating websites using APPEAL</a> (video, 8:09)
4	Write your draft	25% of time		<a href="#">Study Smart website</a> (Essays, Reports, Case Studies, Reflective Writing, General writing help, Using sources) <a href="#">Word Processing</a> (PDF, 540 kB) Library <a href="#">Referencing and Citation Guide</a>
5	Revise your draft	15% of time		<a href="#">Using Turnitin</a> <a href="#">Interpreting your Originality Report</a> (video, 2:46) <a href="#">Editing</a> (PDF, 54 kB)
6	Finish and submit	5% of time		<a href="#">Proofreading</a> (PDF, 40 kB) <a href="#">Using Turnitin</a> <a href="#">Special Consideration (Disruption to Studies) information</a>



This is an abridged version of the original document, see [Study Smart Email Communication](#) for the full version.

## EMAIL COMMUNICATION

### Using email to ask questions

Before you email a member of University staff to ask a question, go through the following list:

- Have you checked whether the answer is in the unit Subject Outline?
- Have you checked the unit vUWS site?
- Is the answer available somewhere on the Western website?
- Did your tutor or lecturer discuss it in class?
- Have you asked your fellow students?

Staff can receive hundreds of emails a day, so it is quite an exhausting task to respond to emails. If the answer is easily available elsewhere, then find it for yourself first. But of course, if you are struggling and need help, do not hesitate in reaching out to university staff.

### University email etiquette

First things first: any Western-related communication needs to be sent from your Western email account. This is because it's an official communication channel, and there's some legal stuff about checking your email regularly as a condition of your enrolment. It's also so that staff can know they are contacting the right person, and not giving away sensitive information to strangers or breaching your privacy.

Related to this, staff will sometimes send emails to you and Cc to TRIM. TRIM is a records management system. Any email that includes you and is sent to TRIM goes on your record. So if you weren't already aware, anything you send using your Western account may one day become public. That's nothing to worry about, but just don't assume no one will ever see the emails you send.

### Subject line

First, choose an appropriate subject line. Some email addresses receive hundreds or even thousands of emails a day, and may have filters in place to forward your message to the right person or department. So you can't just write 'assignment' in the subject line – your tutor or lecturer won't know what assignment, or what unit, or what aspect of the assignment. Be as clear as possible and include unit or course codes. For example, '401003 essay referencing question' tells the recipient everything they need to know about the possible contents of the email.

### Body

In the body of the email, greet your recipient. If you don't know the person's name, use 'Dear Madam' or 'Dear Sir', or if you don't know the person's gender, 'Dear Sir or Madam'. First names are usually considered appropriate in the Australian university community, especially if that's what your teacher has asked you to call them in class. However, if you haven't met the person you're emailing, you should use their last name and title, e.g. 'Dear Dr Urbach' or 'Dear Mr McKnight'.

Next, state who you are and your purpose as clearly as possible, even if that means repeating information from the subject line. E.g., 'I am in your Wednesday tutorial for Professional Communication at 11am, and I have a question about the essay due next week.' Remember that staff are often teaching for multiple units or courses or even across different schools.

### Checklist for sending effective emails

- Try to find the answer to your question yourself before emailing
- Email the right person/address
- Treat email as public correspondence
- Write an accurate subject line
- Include a polite salutation
- State who you are and what you need, preferably in five sentences or less
- Sign off politely

### More information

- School of Humanities and Communication Arts: [Communicating Professionally](#) - 5 videos, including [writing email](#) (10:16), and [using the phone](#) (4:23)
- [Productivity Lifesaver: The 5-Sentence Email](#)

## CONTACTS

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**VISIT US ONLINE TO VIEW ALL RESOURCES**  
**ACADEMY U ONLINE HUB**



[westernsydney.edu.au](http://westernsydney.edu.au)