UNSW Course Outline

ZEIT1504 Introduction to Mechanical, Aeronautical and Naval Architecture Engineering - 2024

Published on the 11 Feb 2024

General Course Information

Course Code : ZEIT1504
Year : 2024
Term : Semester 1
Teaching Period : Z1
Is a multi-term course? : No
Faculty : UNSW Canberra
Academic Unit : School of Engineering and Technology
Delivery Mode : In Person
Delivery Format : Standard
Delivery Location : UNSW Canberra at ADFA
Campus : UNSW Canberra
Study Level : Undergraduate
Units of Credit : 6

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

This is a foundational course designed to equip students with an introduction to concepts of

engineering practice. The material addressed during this course will provide the foundations of later engineering courses. Significant aspects of the course address social context, sustainability, ethics, safety, research methods, technical report writing, graphical communication using sketching and drawing, CAD 3D modelling and drawing production (using CATIA), and an introduction to engineering materials (metals, polymers, ceramics and composites). This course also provides an introduction to the profession through the eyes of practicing engineers who will deliver “guest lectures” based on their career experience.

The workshop practice component of the course will provide engineering students with basic hand tool competencies and other familiarity that will be called upon in future courses.

This course will be followed in Semester 2 by ZEIT1501 which will address further CAD modelling, provide an introduction to manufacturing and develop machine tool competency. These two courses then provide the foundation for the sequence of subsequent design courses beginning with ZEIT2501 which engages students in the International “Warman Design and Build Competition”.

Course Aims

The course is intended to cover a range of foundational concepts that are essential for engineers. These include introduction to profession and social context of engineering, ethics, workplace health and safety, engineering graphics, technical drawings and reports, quantitative methods and introduction to materials.

Relationship to Other Courses

This course will be followed in Semester 2 by ZEIT1501 which will address further CAD modelling, provide an introduction to manufacturing and develop machine tool competency. These two courses then provide the foundation for the sequence of subsequent design courses beginning with ZEIT2501 which engages students in the International “Warman Design and Build Competition”.

Course Learning Outcomes

Course Learning Outcomes	Engineers Australia - Professional Engineer (Stage 1)
CLO1 : On successful completion of this course, understand and consider the professional working regime of engineers with respect to for example social context, sustainability, ethics and safety.	• PEE1.4 : Discernment of knowledge development and research directions within the engineering discipline • PEE1.5 : Knowledge of engineering design practice and contextual factors impacting the engineering discipline • PEE3.1 : Ethical conduct and professional accountability
CLO2 : On successful completion of this course, understand and apply research methods and technical writing.	• PEE2.3 : Application of systematic engineering synthesis and design processes • PEE3.2 : Effective oral and written communication in professional and lay domains
CLO3 : On successful completion of this course, understand and articulate the basic issues and principles surrounding the choice and application of engineering materials.	• PEE1.1 : Comprehensive, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline • PEE1.2 : Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline • PEE2.1 : Application of established engineering methods to complex engineering problem solving
CLO4 : On successful completion of this course, the student will be able to interpret and create engineering drawings and sketches using conventional (hand drawn) and computer aided techniques.	• PEE2.2 : Fluent application of engineering techniques, tools and resources • PEE2.3 : Application of systematic engineering synthesis and design processes
CLO5 : On successful completion of this course, the student will be able to operate safely in practical engineering environments.	• PEE2.2 : Fluent application of engineering techniques, tools and resources

Course Learning Outcomes	Assessment Item
CLO1 : On successful completion of this course, understand and consider the professional working regime of engineers with respect to for example social context, sustainability, ethics and safety.	• Engineering Profession Report • Final Exam
CLO2 : On successful completion of this course, understand and apply research methods and technical writing.	• Engineering Profession Report • Final Exam
CLO3 : On successful completion of this course, understand and articulate the basic issues and principles surrounding the choice and application of engineering materials.	• Tests (x3) • Final Exam
CLO4 : On successful completion of this course, the student will be able to interpret and create engineering drawings and sketches using conventional (hand drawn) and computer aided techniques.	• Graphics studios (x3) • Final Exam
CLO5 : On successful completion of this course, the student will be able to operate safely in practical engineering environments.	• Hand tools workshop • Engineering Profession Report

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

The Learning Management System

Moodle is the Learning Management System used at UNSW Canberra. All courses have a Moodle site which will become available to students at least one week before the start of semester. Please find all help and documentation (including Blackboard Collaborate) at the Moodle Support page.

UNSW Moodle supports the following web browsers:

» Google Chrome 50+

» Safari 10+

** Internet Explorer is not recommended

** Addons and Toolbars can affect any browser's performance.

Operating systems recommended are:

Windows 7, 10, Mac OSX Sierra, iPad IOS10

For further details about system requirements click here.

Log in to Moodle here.

If you need further assistance with Moodle:

For enrolment and login issues please contact:
IT Service Centre
Email: itservicecentre@unsw.edu.au
Phone: (02) 9385-1333
International: +61 2 9385 1333

For all other Moodle issues please contact:
External TELT Support
Email: externalteltsupport@unsw.edu.au
Phone: (02) 9385-3331
International: +61 2 938 53331

- Opening hours:
  Monday – Friday 7:30am – 9:30 pm
  Saturday & Sunday 8:30 am – 4:30pm

Other Professional Outcomes

None

Additional Course Information

In this course, lectures are used to convey primary knowledge. However, as appropriate discussions and question/answer sessions will be facilitated within the “lecture hours”.

Graphics and CAD tutorials are used to develop graphical communication skills.

The staff are strongly of the opinion that much of engineering is learnt through doing so students SHOULD come prepared to engage and work during the tutorial sessions, contributing when called upon.

Referencing

In this course, students are required to reference following the APA 7 / Chicago NB referencing style. Information about referencing styles is available at: https://guides.lib.unsw.adfa.edu.au/c.php?g=472948&p=3246720

Study at UNSW Canberra

https://www.unsw.adfa.edu.au/study

Study at UNSW Canberra has lots of useful information regarding:

- Where to get help
- Administrative matters
- Getting your passwords set up
- How to log on to Moodle
- Accessing the Library and other areas.

Additional Information as required

CRICOS Provider no. 00098G

The University of New South Wales Canberra.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Engineers Australia - Professional Engineer (Stage 1)
Graphics studios (x3) Assessment Format: Individual	15%	Start Date: Tutorials start in week 2 Due Date: Week 2: 04 March - 08 March, Week 3: 11 March - 15 March, Week 4: 18 March - 22 March Post Date: 25/03/2024 05:00 PM	• PEE2.2 : Fluent application of engineering techniques, tools and resources • PEE2.3 : Application of systematic engineering synthesis and design processes
Tests (x3) Assessment Format: Individual	30%	Start Date: 27/03/2024 11:10 AM Due Date: Not Applicable Post Date: 27/03/2024 11:00 AM	• PEE1.2 : Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline • PEE2.1 : Application of established engineering methods to complex engineering problem solving • PEE2.3 : Application of systematic engineering synthesis and design processes • PEE3.2 : Effective oral and written communication in professional and lay domains • PEE1.1 : Comprehensive, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline
Hand tools workshop Assessment Format: Individual	0%	Start Date: Labs start in week 1 Due Date: Week 6: 01 April - 05 April Post Date: 05/04/2024 04:00 PM	• PEE2.2 : Fluent application of engineering techniques, tools and resources
Engineering Profession Report Assessment Format: Individual	15%	Start Date: Not Applicable Due Date: 31/05/2024 05:00 PM Post Date: 31/05/2024	• PEE2.2 : Fluent application of engineering techniques, tools and resources • PEE1.4 : Discernment of

		05:00 PM	knowledge development and research directions within the engineering discipline • PEE1.5 : Knowledge of engineering design practice and contextual factors impacting the engineering discipline • PEE2.3 : Application of systematic engineering synthesis and design processes • PEE3.1 : Ethical conduct and professional accountability
Final Exam Assessment Format: Individual	40%	Start Date: Finals week Due Date: 22/06/2024 05:00 PM Post Date: 19/06/2024 12:00 PM	• PEE1.1 : Comprehensive, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline • PEE2.2 : Fluent application of engineering techniques, tools and resources • PEE1.2 : Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline • PEE1.4 : Discernment of knowledge development and research directions within the engineering discipline • PEE1.5 : Knowledge of engineering design practice and contextual factors impacting the engineering discipline • PEE3.1 : Ethical conduct and professional accountability • PEE2.3 : Application of systematic engineering synthesis and design processes • PEE3.2 : Effective oral and written communication in professional and lay

			domains • PEE2.1 : Application of established engineering methods to complex engineering problem solving

Assessment Details

Graphics studios (x3)

Assessment Overview

This will be conducted as a series of assignments held in the tutorial sessions. They will focus on different drawing styles and the ability to communicate effectively through hand drawings and graphics.

Formative feedback will be given informally during the lectures/tutorials. Summative assessments will be managed through Moodle, including personalized comments.

Course Learning Outcomes

- CLO4 : On successful completion of this course, the student will be able to interpret and create engineering drawings and sketches using conventional (hand drawn) and computer aided techniques.

Detailed Assessment Description

See overview.

Assessment Length

3 hours

Submission notes

Each tutorial to be submitted at the end of the respective session.

Assessment information

Refer to instructions provided by lecturer.

Assignment submission Turnitin type

This is not a Turnitin assignment

Tests (x3)

Assessment Overview

3 tests given throughout the semester. These consist of an online test covering the topics from

the first 4 weeks of the course, a materials test, and a CATIA test.

Course Learning Outcomes

- CLO3 : On successful completion of this course, understand and articulate the basic issues and principles surrounding the choice and application of engineering materials.

Detailed Assessment Description

Exam will be computer-based, multiple choice.

Assessment Length

Details to be provided by lecturer.

Submission notes

Assessment documents are to be submitted through Moodle or to the course staff as directed.

Assessment information

Refer to instructions provided by lecturer.

Assignment submission Turnitin type

This is not a Turnitin assignment

Hand tools workshop

Assessment Overview

The workshop practice component of the course will provide engineering students with basic hand tool competencies and other familiarity that will be called upon in future courses.

Students must satisfactory complete this activity to pass the course.

Course Learning Outcomes

- CLO5 : On successful completion of this course, the student will be able to operate safely in practical engineering environments.

Detailed Assessment Description

The workshop practice element of this course is pass/fail. Failing to meet the requirements will lead to marks being withheld for the course until the competency is demonstrated.

Each student shall attend 3*4 hr sessions according to your group. Refer to schedule posted on Moodle. Venue is Bldg 18- room 106.

Assessment Length

3 sessions of 4hrs each session

Submission notes

Product should be completed and given to workshop staff.

Assessment information

None

Assignment submission Turnitin type

This is not a Turnitin assignment

Hurdle rules

Students must satisfactory complete this activity to pass the course.

Engineering Profession Report

Assessment Overview

This assessment will comprise an assignment on the lecture material and a short report on the training in the aviation studio. Formative feedback will be given informally during the lectures/ tutorials. Summative assessments will be managed through Moodle, including personalized comments.

Course Learning Outcomes

- CLO1 : On successful completion of this course, understand and consider the professional working regime of engineers with respect to for example social context, sustainability, ethics and safety.
- CLO2 : On successful completion of this course, understand and apply research methods and technical writing.
- CLO5 : On successful completion of this course, the student will be able to operate safely in practical engineering environments.

Detailed Assessment Description

The assignment will be discussed in class. The aviation studio report will be discussed during the aviation studio training.

Assessment Length

Details to be provided by lecturer/demonstrator

Submission notes

Assessment documents are to be submitted through Moodle or to the course staff as directed.

Assessment information

Refer to instructions provided by lecturer.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Final Exam

Assessment Overview

The final exam will cover an assessment of Graphics (not CATIA), Materials and Engineering Profession covered in the course.

Performance in the examination greater than **40% in each component** is required to pass the course.

Course Learning Outcomes

- CLO1 : On successful completion of this course, understand and consider the professional working regime of engineers with respect to for example social context, sustainability, ethics and safety.
- CLO2 : On successful completion of this course, understand and apply research methods and technical writing.
- CLO3 : On successful completion of this course, understand and articulate the basic issues and principles surrounding the choice and application of engineering materials.
- CLO4 : On successful completion of this course, the student will be able to interpret and create engineering drawings and sketches using conventional (hand drawn) and computer aided techniques.

Detailed Assessment Description

Final exam will be schedule during finals week. It will cover an assessment of Graphics (not CATIA), Materials and Engineering Profession covered in the course.

Assessment Length

3 hours

Submission notes

Assessment documents are to be submitted through Moodle or to the course staff as directed.

Assessment information

Details to be provided by the convenor.

Assignment submission Turnitin type

This is not a Turnitin assignment

Hurdle rules

Performance in the examination greater than **40% in each component** is required to pass the

course

General Assessment Information

Individual assignments are to be an individual's own independent work. Students MUST declare originality (e.g. by signing a coversheet for paper-based submission or including an attesting statement in electronic submissions). All materials submitted must be legible and logical in presentation. Marks will reflect an assessment of these characteristics.

The first three Graphics assessments will be held before census date (week 4), marks and feedback will be provided for at least the first tutorial before census date.

Late Submission of Assessment

No late submission allowed. All requests for special consideration must be formally submitted via MyUNSW prior to the assessment due date.

Use of Generative AI in Assessments

NO ASSISTANCE : It is prohibited to use any software or service to search for or generate information or answers. If its use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

Grading Basis

Standard

Requirements to pass course

The overall passing mark is set at 50% by the university. in addtion, a performance in the final exam greater than 40% in each component is required to pass the course.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 26 February - 1 March	Lecture	• Tuesday: Introduction (All lecturers) • Wednesday: Materials (JP) • Thursday: Graphics (Yan Kei) • Friday: Materials (JP) Handtools sessions start for half of the cohort, Refer to your timetable. Refer to course schedule on Moodle for up-to date details.
Week 2 : 4 March - 8 March	Lecture	• Tuesday: Graphics (Yan Kei) • Wednesday: Invited lecture by Warren Smith on the Naval Architecture program • Thursday: Guest lecture (JP, TBD) • Friday: Invited lecture by Graham Wild on Aviation. Graphics tutorials start this week. Refer to your timetable for specific times. Handtools sessions continue this week for first half of cohort. Refer to course schedule on Moodle for up-to date details.
	Assessment	Graphics studio
Week 3 : 11 March - 15 March	Lecture	• Tuesday: Graphics (Yan Kei) • Wednesday: Materials (JP) • Thursday: Guest lecture (JP, TBD) • Friday: Materials (JP) Graphics tutorials and handtools workshop continure this week. Refer to your timetable for specific times. Refer to course schedule on Moodle for up-to date details.
	Assessment	Graphics studios
Week 4 : 18 March - 22 March	Lecture	• Tuesday: Graphics (Yan Kei) • Wednesday: Materials (JP) • Thursday: Guest lecture (JP, TBD) • Friday: Materials (JP) Graphics tutorials and handtools workshop continure this week. Refer to your timetable for specific times. Refer to course schedule on Moodle for up-to date details.
	Assessment	Graphics studios
Week 5 : 25 March - 29 March	Lecture	• Tuesday: Graphics (Yan Kei) • Wednesday: Materials (JP) • Thursday: Guest lecture (JP, TDB) • Friday: OFF - Good Friday. Graphics tutorials and handtools workshop continure this week. Refer to your timetable for specific times. Refer to course schedule on Moodle for up-to date details.
	Assessment	Materials Online test
Week 6 : 1 April - 5 April	Lecture	• Tuesday: Materials (JP) • Wednesday: Materials (JP) • Thursday: Guest lecture • Friday: Materials (JP) Handtools workshop continure this week. Refer to your timetable for specific times. Refer to course schedule on Moodle for up-to date details.
Week 7 : 22 April - 26 April	Lecture	• Tuesday: Materials (Materials) • Wednesday: OFF - military day • Thursday: OFF-ANZAC day • Friday: Materials (JP) Refer to course schedule on Moodle for up-to date details.
	Assessment	Materials Test
Week 8 : 29 April - 3 May	Lecture	• Tuesday: CATIA (Olga) • Wednesday: Engineering Profession (Jong-Leng) • Thursday: Guest lecture (JP, TBD) • Friday: Engineering Profession (Jong-Leng) Refer to course schedule on Moodle for up-to date details.
Week 9 : 6 May - 10 May	Lecture	• Tuesday: CATIA • Wednesday: Engineering Profession • Thursday: Guest lecture • Friday: OFF-Military training CATIA tutorials start this week. Refer to your timetable for specific times. Refer to course schedule on Moodle for up-to date details.
Week 10 : 13 May - 17 May	Lecture	• Tuesday: CATIA (Olga) • Wednesday: Engineering Profession (Jong-Leng) • Thursday: Guest lecture (JP, TBD)

		• Friday: Engineering Profession (Jong-Leng) CATIA tutorials continue this week. Refer to your timetable for specific times. Refer to course schedule on Moodle for up-to date details.
Week 11 : 20 May - 24 May	Lecture	• Tuesday: CATIA (Olga) • Wednesday: Engineering Profession (Jong-Leng) • Thursday: Guest lecture (JP, TBD) • Friday: Engineering Profession (Jong-Leng) Engineering Profession tutorials start this week. A detailed timetable on the split between class and aviation studio for each tutorial group will be provided on Moodle. CATIA tutorials continue this week. Refer to your timetable for specific times and the course schedule on Moodle for up-to date details.
	Assessment	CATIA Test
Week 12 : 27 May - 31 May	Lecture	• Tuesday: OFF - Monday timetable • Wednesday: Engineering Profession (Jong-Leng) • Thursday: Guest lecture (JP, TDB) • Friday: Engineering Profession (Jong-Leng) Engineering Profession tutoerials continue this week. Refer to your timetable for specific times. Refer to course schedule on Moodle for up-to date details.
	Assessment	Engineering Profession Report
Week 13 : 3 June - 7 June	Lecture	Reviews. • Tuesday: Engineering Profession (Jong-Leng) • Wednesday: Materials (JP) • Thursday: Graphics (Yan Kei) • Friday: Self study - study! Engineering Profession tutoerials continue this week. Refer to your timetable for specific times. Refer to course schedule on Moodle for up-to date details.

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

General Schedule Information

Lectures (attend all)

- Tuesday 1100-1200 (Lect Nth LT6)
- Wednesdays 1000-1100 (Lect Nth LT6)
- Thursdays 1100-1200 (Lect Nth LT6)
- Fridays 1100-1200 (Lect Nth LT6)

Lectures and tutorials will be delivered by: JP: Dr. Juan Pablo Escobedo Diaz, Yan Kei: Dr. Yan Kei Chiang, Jong-Leng: Dr. Jong-Leng Liow, Olga: Dr. Olga Zinovieva

Studio/Tutorial Sessions (attend all sessions with your group). See schedule Moodle and your timetable

- Graphics, weeks 2-4/5 (CS152 or B21-241)
- CATIA, weeks 9-11 (B13 -TR1)
- Eng. Prof, weeks 11-11 (SEM101)

Hand tools training:

Attend 3*4 hr sessions according to your group. Refer to your timetable

Course Resources

Prescribed Resources

Required Resources for this course (text books and equipment):

- A4 Sketch Pad
- Hard to soft grade pencils (at least one of each category): a 2H or 3H (harder grade), an HB or F (middle grade) and a 2B or 3B (softer grade)
- Personal Protective Equipment for work in the workshops and laboratories including steel-capped footwear and appropriate clothing with majority cotton and long pants and sleeves.

All students SHALL acquire and have available during the studio/tutorial sessions: Sketch Book, Pencils, Pencil eraser, Pencil sharpener and a Ruler.

Students SHOULD bring a laptop or tablet and the Drawing Handbook to the studio/tutorial sessions. The emphasis will be on freehand drawing.

Lecture notes and other relevant materials will be available through Moodle. It is recommended that some time is spent engaging the engineering literature in the library.

Hand tools will be available in the student workshop areas in accordance with the School policies and procedures.

Compulsory Texts

- Standards Australia, Australian Engineering Drawing Handbook SAA HB7 – 1993
- Callister Jr, W.D. et al (2021) Materials Science and Engineering: An Introduction, First Australian And New Zealand Edition (1st ed.), John Wiley and Sons Australia, ISBN 9780730382843.

Recommended Resources

Provided lecture notes, lab standards and instructions.

Additional Costs

N/A

Course Evaluation and Development

One of the key priorities in the 2025 Strategy for UNSW is a drive for academic excellence in

education. One of the ways of determining how well UNSW is progressing towards this goal is by listening to our own students. Students will be asked to complete the myExperience survey towards the end of this course.

Students can also provide feedback during the semester via: direct contact with the lecturer, the "On-going Student Feedback" link in Moodle, Student-Staff Liaison Committee meetings in schools, informal feedback conducted by staff, and focus groups. Student opinions really do make a difference. Refer to the Moodle site for this course to see how the feedback from previous students has contributed to the course development.

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the Student Code of Conduct Policy https://www.unsw.edu.au/planning-assurance/conduct-integrity/conduct-unsw/student-conduct-integrity/student-code-conduct

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Jong-Leng Liow		B20-R104	02 5114 5174	Available for consultation during normal working hours; please phone or e-mail to make an appointment.	No	No
	Yan Kei Chiang		B16-R226	02 5114 5335	Available for consultation during normal working hours; please phone or e-mail to make an appointment.	No	No
	Olga Zinovieva		B17-R131	02 5114 2501	Available for consultation during normal working hours; please phone or e-mail to make an appointment.	No	No
Convenor	Juan Pablo Escobedo-Diaz		B26 G04	02 5114 5145	Available for consultation during normal working hours; please phone or e-mail to make an appointment	Yes	Yes

Other Useful Information

Academic Information

Course Evaluation and Development

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towards the end of each course.

Students can also provide feedback during the semester via: direct contact with the lecturer, the “On-going Student Feedback” link in Moodle, Student-Staff Liaison Committee meetings in schools, informal feedback conducted by staff, and focus groups (where applicable). Student opinions really do make a difference. Refer to the Moodle site for your course to see how the feedback from previous students has contributed to the course development.

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the Student Code of Conduct.

https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf

Equitable Learning Services (ELS)

Students living with neurodivergent, physical and/or mental health conditions or caring for someone with these conditions may be eligible for support through the Equitible Learning Services team. Equitable Learning Services is a free and confidential service that provides practical support to ensure your mental or physical health conditions do not adversely affect your studies.

Our team of dedicated **Equitable Learning Facilitators** (ELFs) are here to assist you through this process. We offer a number of services to make your education at UNSW easier and more equitable.

Further information about ELS for currently enrolled students can be found at: https://www.student.unsw.edu.au/equitable-learning

Academic Honesty and Plagarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to this principle of academic integrity. All students are expected to adhere to UNSW’s Student Code of Conduct. Find relevant information at: Student Code of Conduct (unsw.edu.au)

Plagiarism undermines academic integrity and is not tolerated at UNSW. It is defined as using the words or ideas of others and passing them off as your own, and can take many forms, from deliberate cheating to accidental copying from a source without acknowledgement.

For more information, please refer to the following:

https://student.unsw.edu.au/plagiarism

Submission of Assessment Tasks

Special Consideration

Special Consideration is the process for assessing and addressing the impact on students of short-term events, that are beyond the control of the student, and that affect performance in a specific assessment task or tasks.

Applications for Special Consideration will be accepted in the following circumstances only:

- Where academic work has been hampered to a substantial degree by illness or other cause;
- The circumstances are unexpected and beyond the student's control;
- The circumstances could not have reasonably been anticipated, avoided or guarded against by the student; and either:

(i) they occurred during a critical study period and was 3 consecutive days or more duration, or a total of 5 days within the critical study period; or

(ii) they prevented the ability to complete, attend or submit an assessment task for a specific date (e.g. final exam, in class test/quiz, in class presentation)

Applications for Special Consideration must be made as soon as practicable after the problem occurs and at the latest within three working days of the assessment or the period covered by the supporting documentation.

By sitting or submitting the assessment task the student is declaring that they are fit to do so and cannot later apply for Special Consideration (UNSW 'fit to sit or submit' requirement).

Sitting, accessing or submitting an assessment task on the scheduled assessment date, after applying for special consideration, renders the special consideration application void.

Find more information about special consideration at: https://www.student.unsw.edu.au/special/consideration/guide

Or apply for special consideration through your MyUNSW portal.

Late Submission of assessment tasks (other than examinations)

UNSW has a standard late submission penalty of:

- 5% per day,
- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

Electronic submission of assessment

Except where the nature of an assessment task precludes its electronic submission, all assessments must be submitted to an electronic repository, approved by UNSW or the Faculty, for archiving and subsequent marking and analysis.

Release of final mark

All marks obtained for assessment items during the session are provisional. The final mark as published by the university following the assessment review group meeting is the only official mark.