



## UNSW Course Outline

# ANAT3121 Visceral Anatomy - 2024

Published on the 28 Jan 2024

## General Course Information

**Course Code :** ANAT3121

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

**Is a multi-term course? :** No

**Faculty :** Faculty of Medicine and Health

**Academic Unit :** School of Biomedical Sciences

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

Are you preparing for a career in medicine, allied health, biomedical research? Are you keen understand the structure of the human organ (viscera) systems through an exploration of cadaveric human donor material and medical imaging technology? This course will provide you with a comprehensive understanding of the functional and clinical anatomy of the viscera

(organs) in the human body from both a topographical and systems perspective. The primary focus is on the organ systems of the trunk (respiratory, cardiovascular, gastrointestinal, urinary, reproductive, lymphatic and autonomic nervous systems) and their functional integration with each other. The course will enable you to build a 3-dimensional understanding of the human body and to apply this to cross-sectional and medical imaging, and to clinical anatomy. This course will prepare you for a career in medicine, allied health, biomedical research.

## Course Aims

This course aims to provide you with a comprehensive understanding of the functional anatomy of the viscera (organs) in the human trunk from both a topographical and systems perspective, and to apply this knowledge to interpret medical imaging, cross-sectional and clinical anatomy.

## Relationship to Other Courses

**Assistance with progression checking:**

If you are unsure how this course fits within your program, you can seek guidance on optimising your program structure from staff at the [Nucleus Student Hub](#).

- Progression plans for UNSW Medicine and Health programs can be found on the [UNSW Medicine & Health website](#).
- Progression plans for UNSW Science programs can be found on the [UNSW Science website](#).

# Course Learning Outcomes

Course Learning Outcomes
CLO1 : Describe the anatomy of the organ systems of the body, including the musculoskeletal framework, the autonomic nervous system and the lymphatic system
CLO2 : Apply knowledge of the anatomy of the organ systems to construct a 3-dimensional perspective of the human body and apply this to interpreting cross-sectional anatomy and radiological images
CLO3 : Relate clinical problems and potential treatments to the anatomy that underpins those conditions
CLO4 : Critically evaluate literature and media related to visceral anatomy through self-directed learning and teamwork

Course Learning Outcomes	Assessment Item
CLO1 : Describe the anatomy of the organ systems of the body, including the musculoskeletal framework, the autonomic nervous system and the lymphatic system	<ul style="list-style-type: none"><li>Laboratory Quizzes</li><li>Final Exam</li><li>Mid-Term Integrated Practical Assessment</li><li>Assignment Task</li></ul>
CLO2 : Apply knowledge of the anatomy of the organ systems to construct a 3-dimensional perspective of the human body and apply this to interpreting cross-sectional anatomy and radiological images	<ul style="list-style-type: none"><li>Laboratory Quizzes</li><li>Final Exam</li><li>Mid-Term Integrated Practical Assessment</li><li>Assignment Task</li></ul>
CLO3 : Relate clinical problems and potential treatments to the anatomy that underpins those conditions	<ul style="list-style-type: none"><li>Laboratory Quizzes</li><li>Final Exam</li><li>Mid-Term Integrated Practical Assessment</li><li>Assignment Task</li></ul>
CLO4 : Critically evaluate literature and media related to visceral anatomy through self-directed learning and teamwork	<ul style="list-style-type: none"><li>Final Exam</li><li>Assignment Task</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams | Echo 360

## Learning and Teaching in this course

All course materials and course announcements are provided on the course learning management system, Moodle (or Open Access).

By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the ['Acceptable Use of UNSW ICT Resources'](#) policy particularly on respect for intellectual property

and copyright, legal and ethical use of ICT resources and security and privacy.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Laboratory Quizzes Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: Week 1: 12 February - 18 February, Week 2: 19 February - 25 February, Week 3: 26 February - 03 March, Week 4: 04 March - 10 March, Week 5: 11 March - 17 March, Week 7: 25 March - 31 March, Week 8: 01 April - 07 April, Week 9: 08 April - 14 April, Week 10: 15 April - 21 April
Final Exam Assessment Format: Individual	40%	Start Date: Not Applicable Due Date: Week 12: 29 April - 05 May
Mid-Term Integrated Practical Assessment Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: 25/03/2024 02:00 PM
Assignment Task Assessment Format: Group	20%	Start Date: Not Applicable Due Date: Week 8: 01 April - 07 April

## Assessment Details

### Laboratory Quizzes

#### Assessment Overview

#### Continuous Assessment:

Online quizzes at the end of each week are based on the week's learning activities and aim to encourage self management and mastery of the course learning outcomes. These assessments include multiple choice questions (MCQs) and are not more than 10 minutes in duration. The five best quiz marks contribute to the final course mark.

Feedback process: Automated and individualised feedback provided at the end of the assessment period as well as generalised cohort feedback regarding performance in assessment via the learning management system.

#### Course Learning Outcomes

- CLO1 : Describe the anatomy of the organ systems of the body, including the musculoskeletal framework, the autonomic nervous system and the lymphatic system
- CLO2 : Apply knowledge of the anatomy of the organ systems to construct a 3-dimensional

- perspective of the human body and apply this to interpreting cross-sectional anatomy and radiological images
- CLO3 : Relate clinical problems and potential treatments to the anatomy that underpins those conditions

#### **Detailed Assessment Description**

Online quizzes at the end of each week are based on the week's learning activities and aim to encourage self management and mastery of the course learning outcomes. Detailed information about this assessment will be provided on the course Moodle page.

#### **Assessment Length**

8 minutes

#### **Submission notes**

No short extension is available for this assessment task.

#### **Assessment information**

It is prohibited to use any software or service to search for or generate information or answers. If such use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

#### **Assignment submission Turnitin type**

This is not a Turnitin assignment

### **Final Exam**

#### **Assessment Overview**

The final examination consists of two parts, and is during the term exam period.

Part 1 is an integrated practical assessment, similar to the mid-term integrated practical assessment format, and contributes to 15% of the course mark.

Part 2 is a comprehensive written examination that integrates the content of the organ systems covered in this course, and contributes to 25% of the course mark.

Feedback process for both Parts I and II: Individual performance outcome will serve as feedback.

General cohort feedback is provided via the course learning management system.

#### **Course Learning Outcomes**

- CLO1 : Describe the anatomy of the organ systems of the body, including the musculoskeletal framework, the autonomic nervous system and the lymphatic system
- CLO2 : Apply knowledge of the anatomy of the organ systems to construct a 3-dimensional perspective of the human body and apply this to interpreting cross-sectional anatomy and radiological images

- CLO3 : Relate clinical problems and potential treatments to the anatomy that underpins those conditions
- CLO4 : Critically evaluate literature and media related to visceral anatomy through self-directed learning and teamwork

#### **Detailed Assessment Description**

The final examination consists of two parts, and is during the term exam period.

Part 1 is an integrated practical assessment, similar to the mid-term integrated practical assessment format, and contributes to 15% of the course mark.

Part 2 is a comprehensive written examination that integrates the content of the organ systems covered in this course, and contributes to 25% of the course mark.

Detailed information about this assessment will be provided on the course Moodle page.

#### **Assessment Length**

2 hours

#### **Submission notes**

No short extension is available for this assessment task.

#### **Assessment information**

It is prohibited to use any software or service to search for or generate information or answers. If such use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

#### **Assignment submission Turnitin type**

Not Applicable

### **Mid-Term Integrated Practical Assessment**

#### **Assessment Overview**

The integrated practical assessment focuses on assessing mastery of the practical content and skills in the course. The assessment includes identifying structures on specimens and medical images as well as relating practical concepts to theoretical and clinical contexts.

Feedback process: Individual performance outcomes as well as generalised cohort feedback regarding performance in assessment items is provided when the marks are released via the learning management system.

#### **Course Learning Outcomes**

- CLO1 : Describe the anatomy of the organ systems of the body, including the musculoskeletal framework, the autonomic nervous system and the lymphatic system

- CLO2 : Apply knowledge of the anatomy of the organ systems to construct a 3-dimensional perspective of the human body and apply this to interpreting cross-sectional anatomy and radiological images
- CLO3 : Relate clinical problems and potential treatments to the anatomy that underpins those conditions

#### Detailed Assessment Description

Detailed information about this assessment will be provided on the course Moodle page.

#### Assessment Length

1 hour

#### Submission notes

No short extension is available for this assessment task.

#### Assessment information

It is prohibited to use any software or service to search for or generate information or answers. If such use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

#### Assignment submission Turnitin type

This is not a Turnitin assignment

### **Assignment Task**

#### Assessment Overview

Students work in collaborative teams to research a clinical or health topic related to the concepts covered in the course. As part of the assessment, each group is required to negotiate their topic with the course convenors. Some topic suggestions are provided as a guide.

The format of the final submission includes a team-produced information resource (past examples and marking rubric are provided) and an individual reflection (500 words) on the development of individual teamwork skills during the course.

At several points during the term, team members will receive formative feedback on the development of their teamwork skills from their peers and the academic facilitator using the rubric provided. From each feedback round, students identify a personal teamwork learning goal for discussion with their team members at the subsequent meeting.

Feedback process on the final submission: You will receive feedback on your team's submission from a peer-group and the academic facilitators. You will receive feedback on the teamwork skills reflection from the academic facilitators via the learning management system.

## Course Learning Outcomes

- CLO1 : Describe the anatomy of the organ systems of the body, including the musculoskeletal framework, the autonomic nervous system and the lymphatic system
- CLO2 : Apply knowledge of the anatomy of the organ systems to construct a 3-dimensional perspective of the human body and apply this to interpreting cross-sectional anatomy and radiological images
- CLO3 : Relate clinical problems and potential treatments to the anatomy that underpins those conditions
- CLO4 : Critically evaluate literature and media related to visceral anatomy through self-directed learning and teamwork

## Detailed Assessment Description

Detailed information about this assessment will be provided on the course Moodle page.

### Assessment Length

10 min presentation

### Submission notes

No short extension is available for this assessment task.

### Assessment information

As this assessment task involves some planning or creative processes, you are permitted to use software to generate initial drafts and planning of presentations. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the software should not be a part of your final submission. It is a good idea to keep copies of your initial drafts to show your lecturer if there is any uncertainty about the originality of your work. Please note that your submission will be passed through an AI-text detection tool. If your marker has concerns that your answer contains passages of AI-generated text that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

### Assignment submission Turnitin type

This is not a Turnitin assignment

## **General Assessment Information**

Detailed instructions regarding assessments for this course are provided on the course Moodle page (or Open Learning).

For student information on results, grades, and guides to assessment see: <https://student.unsw.edu.au/assessment>

### Grading Basis

Standard

### Requirements to pass course

In order to pass this course students must:

- Achieve a composite grade of at least 50 out of 100
- Meet any additional requirements specified in the assessment details section and on Moodle.

## Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Module	Module 1 - THORAX - Thoracic wall and diaphragm - Thoracic Cavity: Pleura and Lungs
Week 2 : 19 February - 25 February	Module	MODULE 1: THORAX - Superior mediastinum - Anterior and Posterior Mediastinum - Breast
Week 3 : 26 February - 3 March	Module	MODULE 1 - THORAX - Middle Mediastinum - Heart - Autonomic Innervation of Thorax
Week 4 : 4 March - 10 March	Module	MODULE 2 - ABDOMEN - Abdominal aorta and braches - Anterior abdominal wall and Inguinal Canal - Abdominal cavity and peritoneum - Posterior abdominal wall
Week 5 : 11 March - 17 March	Module	MODULE 2: ABDOMEN - Abdominal Venous Drainage and Portal Venous anastomosis - Foregut and associated organs - Autonomic Innervation of Abdomen and Pelvis
Week 7 : 25 March - 31 March	Module	MODULE 2/3: ABDOMEN AND PELVIS - Bony pelvis and pelvic walls - Small and large intestine, rectum and anal canal - Kidneys, Ureter, and, Urinary Bladder
Week 8 : 1 April - 7 April	Module	PUBLIC HOLIDAY Only practicals in week 8
Week 9 : 8 April - 14 April	Module	Module MODULE 3: PELVIS AND PERINEUM - Male reproductive system - Female reproductive system - Urethra, spermatic cord, and testes
Week 10 : 15 April - 21 April	Module	MODULE 3: PELVIS AND PERINUEM - Lymphatic drainage of trunk - Perineum - Pelvic neurovascularature

# **Attendance Requirements**

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

## **General Schedule Information**

The times and locations of classes can be found on [myUNSW](#) under Class Timetable.

The expected engagement for all UNSW 6UOC courses is 150 hours per term. This includes lectures, tutorials, readings, and completion of assessments and exam preparation (if relevant).

# **Course Resources**

## **Prescribed Resources**

Recommended Textbooks (any one) Sinntamby C, Last RJ. 2011. Last's Anatomy, Regional and Applied, 12th edition. Elsevier (available online via UNSW library) or Moore KL, Dalley AF, Agur AM.

Clinically Oriented Anatomy, 8th edition, Lippincott Williams & Wilkins (available in UNSW library on Level 6) or Drake RL, Vogl W, Mitchell AWM,

Gray's Anatomy for Students, 4th edition, Elsevier Churchill Livingstone (available online via in UNSW library) Recommended Atlas (any one) Rohen JW, Yokochi C, Lutjen-Drecoll. Color Atlas of Anatomy, Lippincott Williams & Wilkins, 8th edition

Netter FH. Atlas of Human Anatomy, Novartis, 7th edition Agur AMR, Lee MJ.

Grant's Atlas of Anatomy, Lippincott Williams & Wilkins, 13th edition Abrahams PH, Boon JM, Spratt JD.

McMinn's Clinical Atlas of Human Anatomy, Mosby Elsevier, 7th edition Reference Books Susan Standring (Editor).

Gray's Anatomy. The anatomical basis of clinical practice. Elsevier. 42nd Edition

Dean D and Herbener TE, "Cross Sectional Human Anatomy: Including images from the National Library of Medicine's Visible Human Project", 2007, Lippincott Williams & Wilkins. Robert D. Acland, Acland's Cross-Sectional Navigator, Lippincott Williams And Wilkins.

Software Resources A list of resources available through the UNSW Library and/or the

Department of Anatomy is found on the course Moodle Page.

These include: ANAT3121 Leganto Guide Primal Pictures: 3D interactive anatomy database  
Acland's Video Atlas Complete Anatomy UNSW Library holds a variety

## Recommended Resources

Recommended Textbooks (any one) Sinntamby C, Last RJ. 2011. Last's Anatomy, Regional and Applied, 12th edition. Elsevier (available online via UNSW library) or Moore KL, Dalley AF, Agur AM.

Clinically Oriented Anatomy, 8th edition, Lippincott Williams & Wilkins (available in UNSW library on Level 6) or Drake RL, Vogl W, Mitchell AWM,

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These include: ANAT3121 Leganto Guide Primal Pictures: 3D interactive anatomy database  
Acland's Video Atlas Complete Anatomy UNSW Library holds a variety

## Additional Costs

There are no additional costs associated with this course.

# Course Evaluation and Development

Student feedback is taken seriously, and continual improvements are made to the course based, in part, on such feedback.

We use student feedback from myExperience surveys to develop and make improvements to the course each year. We do this by identifying areas of the course that require development from both the rating responses and written comments. Please spare a few minutes to complete the myExperience surveys for this course posted at the top of the Moodle page at the end of term.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Head lecturer	Joyce El-Haddad					Yes	Yes
Lecturer	Patrick Chau					No	No

## Other Useful Information

### Academic Information

As a student of UNSW Medicine & Health you are expected to familiarise yourself with the contents of this course outline and the UNSW Student Code and policies and procedures related to your studies.

### Student Code of Conduct

Throughout your time studying at UNSW Medicine & Health, you share a responsibility with us for maintaining a safe, harmonious and tolerant University environment. This includes within the courses you undertake during your degree and your interactions with the UNSW community, both on campus and online.

The [UNSW Student Code of Conduct](#) website provides a framework for the standard of conduct expected of UNSW students with respect to both academic integrity and your responsibility as a UNSW citizen.

Where the University believes a student may have breached the code, the University may take disciplinary action in accordance with the [Student Misconduct Procedure](#).

The [Student Conduct and Integrity Office](#) provides further resources to assist you to understand your conduct obligations as a student at UNSW.

## Academic Honesty and Plagiarism

### Academic integrity

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 the principle of academic integrity, and ethical scholarship of learning is fundamental to your success at UNSW Medicine & Health.

Plagiarism, contract cheating, and inappropriate use of generative AI undermine academic integrity and are not tolerated at UNSW. For more information see the [Academic Integrity and Plagiarism toolkit](#).

In addition to the information you are required to review in your [ELISE training](#), UNSW Medicine & Health strongly recommends that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task.

### Referencing

Referencing is a way of acknowledging the sources of information that you use to research your assignments. Preferred referencing styles vary among UNSW Medicine & Health disciplines, so check your course Learning Management System (e.g. Moodle or Open Learning) page for information on preferred referencing styles.

For further information on referencing support and styles, see the Current Student [Referencing page](#).

### Academic misconduct and plagiarism

At UNSW, academic misconduct is managed in accordance with the [Student Misconduct Procedure](#). Allegations of plagiarism are generally handled according to the [UNSW Plagiarism Management Procedure](#). Plagiarism is defined in the [UNSW Plagiarism Policy](#) and is not tolerated at UNSW.

### Use of Generative AI and other tools in your assessment

UNSW has provided guiding statements for the [use of Generative AI in assessments](#). This will differ, depending on the individual assessment task, your course requirements, and the course stage within your program.

Your course convenor will outline if and how you can use Generative AI in each your assessment tasks. Options for the use of generative AI include: (1) no assistance; (2) simple editing assistance; (3) planning assistance; and (4) full assistance with attribution.

You may be required to submit the original generative AI responses, or drafts of your original work. Inappropriate use of generative AI is considered academic misconduct.

See your course Moodle (or Open Learning) page for the full instructions for individual assessment tasks for your course.

## Submission of Assessment Tasks

### Short extensions and special consideration

#### *Short extension*

Commencing in Term 1, 2024, UNSW has introduced a short extension procedure for submission of assessment tasks. Not all tasks are eligible, and eligible tasks have a predetermined extension length. UNSW Medicine and Health have set School-level extension lengths for eligible assessment tasks. See your course assessment descriptions for more information.

Students must check the availability of a short extension in the individual assessment task information for their courses.

Short extensions do not require supporting documentation. They must be submitted before the assessment task deadline. No late applications will be accepted.

Late penalties apply to submission of assessment tasks without approved extension.

#### *Special consideration*

In cases where short term events beyond your control affect your performance in a specific assessment task you may formally apply for [Special Consideration](#) through myUNSW.

UNSW has a **Fit to Sit rule**, which means that by sitting an examination on the scheduled date, you are declaring that you are fit to do so and cannot later apply for Special Consideration.

Examinations include centrally timetabled examinations and scheduled, timed examinations and tests managed by your School.

Important information relating to Short Extension and Special Consideration is available [here](#), including eligibility for Special Consideration, circumstances where students with Equitable Learning Plans can apply for Short Extensions and Special Consideration, and the appeals process.

## Examinations

Information about the conduct of examinations in your course is provided on your course Moodle page.

### Timed online assessment tasks

If you experience a technical or connection problem during a timed online assessment, such as a timed quiz, you can apply for Special Consideration. To be eligible to apply you need to contact the Course Convenor and advise them of the issue immediately. You will need to submit an application for Special Consideration immediately, and upload screenshots, error messages or other evidence of the technical issue as supporting documentation. Additional information can be found on: <https://student.unsw.edu.au/special-consideration>

### Other assessment tasks

#### *Late submission of assessment tasks*

UNSW has standard late submission penalties as outlined in the [UNSW Assessment Implementation Procedure](#), with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per calendar day (including Saturday, Sunday and public holidays).

Late submissions penalties are capped at five calendar days (120 hours). This means that a student is not permitted to submit an assessment more than 5 calendar days (120 hours) after the due date for that assessment (unless extension or exemption previously agreed).

#### *Failure to complete an assessment task*

You are expected to complete all assessment tasks for your courses. In some courses, there will be a minimum pass mark required on a specific assessment task (a “hurdle task”) due to the

need to assure clinical competency.

Where a hurdle task is applicable, additional information is provided in the assessment information on your course Moodle page.

## Feedback on assessments

Feedback on your performance in assessment tasks will be provided to you in a timely manner. For assessment tasks completed within the teaching period of a course, other than a final assessment, feedback will be provided within 10 working days of submission, under normal circumstances.

Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

**Any variation from the above information that is specific to an assessment task will be clearly indicated in the course and assessment information provided to you on your course Moodle (or Open Learning) page.**

## Faculty-specific Information

### Additional support for students

The university offers a wide range of support services that are available for students. Here are some links for you to explore.

- The Current Students Gateway:<https://student.unsw.edu.au>
- Academic Skills and Support:<https://student.unsw.edu.au/academic-skills>
- Student support:<https://www.student.unsw.edu.au/support>
- Student Wellbeing, Health and Safety:<https://student.unsw.edu.au/wellbeing>

Mind Smart Guides are a series of mental health self-help resources designed to give you the psychological flexibility, resilience and self-management skills you need to thrive at university and at work.

- Mind Smart Guides: <https://student.unsw.edu.au/mindsmart>

- Equitable Learning Services: <https://student.unsw.edu.au/els>
- Guide to studying online: <https://www.student.unsw.edu.au/online-study>

Most courses in UNSW Medicine & Health use Moodle as your Learning Management System. Guidance for using UNSW Moodle can be found on the Current Student page. Difficulties with Moodle should be logged with the IT Service Centre.

- Moodle Support: <https://student.unsw.edu.au/moodle-support>

The IT Service Desk is your central point of contact for assistance and support with remote and on-campus study.

- UNSW IT Service Centre: <https://www.myit.unsw.edu.au/services/students>

## **Course evaluation and development**

At UNSW Medicine & Health, students take an active role in designing their courses and their overall student experience. We regularly seek feedback from students, and continuous improvements are made based on your input. Towards the end of the term, you will be asked to participate in the [myExperience survey](#), which serves as a source of evaluative feedback from students. Your input to this quality enhancement process is valuable in helping us meet your learning needs and deliver an effective and enriching learning experience. Student responses are carefully considered, and the action taken to enhance educational quality is documented in the myFeedback Matters section of your Moodle (or Open Learning) course page.

## **School-specific Information**

### **Laboratory or practical class safety.**

For courses where there is a laboratory or practical-based component, students are required to wear the specified personal protective equipment (e.g., laboratory coat, covered shoes, safety glasses) indicated in the associated student risk assessments. The student risk assessments will be provided on the course Moodle page and must be read and acknowledged prior to the class.

### **Master of Science in Health Data Science courses**

Courses in the Master of Science in Health Data Science are hosted through [Open Learning](#).

Additional resources are available on the [Health Data Science Student Hub](#).

## School Contact Information

School guidelines on contacting staff:

### Course questions

All questions related to course content should be posted on Moodle (or Open Learning) or as directed by your Course Convenor.

In cases where email communication with course convenors is necessary, we kindly request the following:

- Use your official email address for any correspondence with teaching staff.
- We expect a high standard of communication. All communication should avoid using short-hand or texting language.
- Include your full name, student ID, and your course code and name in all communication.

Our course convenors are expected to respond to emails during standard working hours of Monday to Friday, 9am-5pm.

### Administrative questions

If you have an administrative question about your program of study at the School please submit your enquiry online at [UNSW Ask Us](#).

### Complaints and appeals

Student complaints and appeals: <https://student.unsw.edu.au/complaints>

If you have any grievances about your studies, we invite you to address these initially to the Course Convenor. If the response does not meet your expectations, you may then contact the School Grievance Officer, Prof Nick Di Girolamo ([n.digirolamo@unsw.edu.au](mailto:n.digirolamo@unsw.edu.au)).

For MSc. HDS students: School Grievance Officer, Dr Sanja Lujic ([s.lujic@unsw.edu.au](mailto:s.lujic@unsw.edu.au)), Centre

