



## UNSW Course Outline

# ANAT2451 Functional Anatomy for Health and Exercise Science - 2024

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## General Course Information

**Course Code :** ANAT2451

**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

This course covers the musculoskeletal anatomy of the human trunk, lower limb and upper limb in relation to its function in movement. You will study anatomical principles in relation to the analysis and description of movement, the functional aspects of muscles and joints, and also

consider the mechanical properties of body tissues. Your practical classes will involve the study of prospected specimens, bones, models and X-rays and are designed to deepen your understanding of the theoretical content.

## Course Aims

1. To develop your knowledge of the musculoskeletal anatomy of the trunk, upper limb and lower limb.
2. To develop your understanding of the functional principles underlying joint movements and muscle actions in the trunk, upper limb and lower limb.
3. To develop your understanding of the ways in which the structure and function of muscles and joints relate to human movement.

## 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 : Identify musculoskeletal anatomical structures of the back, upper and lower limbs
CLO2 : Explain the relationship between the structure and function of the anatomical structures and neurovasculature of the back, upper limb, and lower limbs
CLO3 : Analyse the factors that contribute to mobility, stability and/or dislocations, and limit movement of each of the joints of the back, upper and lower limbs
CLO4 : Apply anatomical knowledge to evaluate functional movement of the limbs, muscle testing and to understand the effect of peripheral nerve lesions
CLO5 : Demonstrate an ability to work in teams and assume accountability for learning

Course Learning Outcomes	Assessment Item
CLO1 : Identify musculoskeletal anatomical structures of the back, upper and lower limbs	<ul style="list-style-type: none"> <li>• Team-based learning assessment</li> <li>• Final Theory Exam</li> <li>• Spot Tests</li> </ul>
CLO2 : Explain the relationship between the structure and function of the anatomical structures and neurovasculature of the back, upper limb, and lower limbs	<ul style="list-style-type: none"> <li>• Continuous Assessment</li> <li>• Team-based learning assessment</li> <li>• Final Theory Exam</li> <li>• Spot Tests</li> </ul>
CLO3 : Analyse the factors that contribute to mobility, stability and/or dislocations, and limit movement of each of the joints of the back, upper and lower limbs	<ul style="list-style-type: none"> <li>• Continuous Assessment</li> <li>• Team-based learning assessment</li> <li>• Final Theory Exam</li> </ul>
CLO4 : Apply anatomical knowledge to evaluate functional movement of the limbs, muscle testing and to understand the effect of peripheral nerve lesions	<ul style="list-style-type: none"> <li>• Continuous Assessment</li> <li>• Team-based learning assessment</li> <li>• Final Theory Exam</li> </ul>
CLO5 : Demonstrate an ability to work in teams and assume accountability for learning	<ul style="list-style-type: none"> <li>• Team-based learning assessment</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System

### Learning and Teaching in this course

This course delivers its content through lectures, tutorials, laboratories and assessment tasks. The lectures present essential concepts and theoretical details on specific topics throughout the course.

Tutorials provide a more informal learning environment than a lecture. During tutorials you are encouraged to participate in activities and discussions that allow you to apply your knowledge to answer and work through clinical-type questions and cases with your peers. Online activities and resources will be made available to you, providing opportunities for learning outside of scheduled classes.

Laboratory classes involve the study of prosected specimens, bones, models and X-rays and provide an essential practical experience. During practical classes you are required to identify anatomical structures and apply your understanding of the function of these structures in human movement. You will also develop an appreciation of important ethical considerations when working with human remains.

All course materials and course announcements are provided on the course learning

management system, Moodle.

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.

## Additional Course Information

A central form of learning in this course is to study dissected (i.e., professionally dissected) human anatomical specimens. These are prepared from the remains of people who have donated their bodies to UNSW so that students and their peers can study the human body. This is an extraordinarily generous act by these donors and their families and is a special and wonderful privilege. Treating these remains with the utmost care and respect is mandatory, and it is our responsibility to these donors and their families – it is also good ethical practice and is mandated by law.

The Department of Anatomy is part of the School of Biomedical Science, UNSW Medicine & Health, and is located in the Wallace Wurth Building. Professor Pascal Carrive is Head of Department and appointments to see him may be made via email ([P.Carrive@unsw.edu.au](mailto:P.Carrive@unsw.edu.au)).

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Team-based learning assessment Assessment Format: Group	25%	Start Date: Not Applicable Due Date: 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 8: 01 April - 07 April, Week 9: 08 April - 14 April, Week 10: 15 April - 21 April
Final Theory Exam Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: Exam Period
Continuous Assessment Assessment Format: Individual	10%	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
Spot Tests Assessment Format: Individual	35%	Start Date: Not Applicable Due Date: Week 5 and Exam Period

# **Assessment Details**

## **Team-based learning assessment**

### **Assessment Overview**

This assessment item consists of a series of team tasks and a peer evaluation. For the team tasks you will be placed into a small group and work with your team during tutorials. Your team will complete questions that focus on clarification of the content and your ability to apply your anatomical knowledge to solve clinical problems. You are required to demonstrate analytical and problem-solving skills as well as effective teamwork skills. It also provides you with the opportunity to identify gaps in your knowledge and participate in peer learning.

Your team will complete tasks (worth 1% each) during tutorial classes that contribute 5% towards your total course mark. Your team will also complete two assignments contributing 15% (7.5% each) of the total marks for the course. Some components of the assignments are completed outside of class and require you and your team to demonstrate effective communication and negotiation skills to organise meetings and distribute tasks among members of the group. Feedback for the team-based activities is provided in-class via a class discussion, and through your overall mark for each task.

Peer evaluation assesses effective teamwork and critical thinking, and requires you to reflect on the contribution of your team members to the overall success of the team. To assess effective teamwork and contribution, you will be provided with a series of statements and are required to rate how well your team members have complied with the standards of teamwork outlined in the statements. This task contributes 5% towards your final grade and is completed online in week 10 of the course. Feedback is provided via the mark given to you by your team members, which will be distributed via the learning management system.

### **Course Learning Outcomes**

- CLO1 : Identify musculoskeletal anatomical structures of the back, upper and lower limbs
- CLO2 : Explain the relationship between the structure and function of the anatomical structures and neurovasculature of the back, upper limb, and lower limbs
- CLO3 : Analyse the factors that contribute to mobility, stability and/or dislocations, and limit movement of each of the joints of the back, upper and lower limbs
- CLO4 : Apply anatomical knowledge to evaluate functional movement of the limbs, muscle testing and to understand the effect of peripheral nerve lesions
- CLO5 : Demonstrate an ability to work in teams and assume accountability for learning

### **Detailed Assessment Description**

The format, structure and timing of all assessment items will be discussed at length during the

first tutorial session. More detailed information about this particular assessment will be provided on the course Moodle page.

### **Submission notes**

No short extension is available for this assessment task

### **Assessment information**

#### **Use of Generative Artificial Intelligence (AI) in this assessment:**

Simple editing assistance is permitted.

UNSW Pro-Vice Chancellor Education and Student Experience (PVCESE) provides guidance on the [use of generative Artificial Intelligence](#) in assessments.

### **Assignment submission Turnitin type**

Not Applicable

## **Final Theory Exam**

### **Assessment Overview**

This written assessment will be scheduled during the official exam period. It is designed to assess your practical and theoretical knowledge of course content and ability to apply concepts studied in the course to solve problems related to anatomy. The examination contains a combination of multiple choice and short answer questions that test your anatomical knowledge and its application. Individual marks and generalised cohort feedback will be provided through the learning management system.

### **Course Learning Outcomes**

- CLO1 : Identify musculoskeletal anatomical structures of the back, upper and lower limbs
- CLO2 : Explain the relationship between the structure and function of the anatomical structures and neurovasculature of the back, upper limb, and lower limbs
- CLO3 : Analyse the factors that contribute to mobility, stability and/or dislocations, and limit movement of each of the joints of the back, upper and lower limbs
- CLO4 : Apply anatomical knowledge to evaluate functional movement of the limbs, muscle testing and to understand the effect of peripheral nerve lesions

### **Detailed Assessment Description**

The format, structure and timing of all assessment items will be discussed at length during the first tutorial session. More detailed information about this particular assessment will be provided on the course Moodle page.

## Submission notes

No short extension is available for this assessment task.

## Assessment information

### **Use of Generative Artificial Intelligence (AI) in this assessment:**

No assistance is permitted.

UNSW Pro-Vice Chancellor Education and Student Experience (PVCESE) provides guidance on the [use of generative Artificial Intelligence](#) in assessments.

## Assignment submission Turnitin type

Not Applicable

## **Continuous Assessment**

### Assessment Overview

This assessment task contains weekly quizzes that cumulatively are worth 10% of the course mark. These quizzes are administered online on a weekly basis and test your understanding of practical and theoretical knowledge acquired in the course. Feedback will be provided immediately, with the quiz allowing you to review your correct/incorrect responses.

### Course Learning Outcomes

- CLO2 : Explain the relationship between the structure and function of the anatomical structures and neurovasculature of the back, upper limb, and lower limbs
- CLO3 : Analyse the factors that contribute to mobility, stability and/or dislocations, and limit movement of each of the joints of the back, upper and lower limbs
- CLO4 : Apply anatomical knowledge to evaluate functional movement of the limbs, muscle testing and to understand the effect of peripheral nerve lesions

### Detailed Assessment Description

The format, structure and timing of all assessment items will be discussed at length during the first tutorial session. More detailed information about this particular assessment will be provided on the course Moodle page.

## Submission notes

No short extension is available for this assessment task.

## Assessment information

### **Use of Generative Artificial Intelligence (AI) in this assessment:**

No assistance is permitted.

UNSW Pro-Vice Chancellor Education and Student Experience (PVCESE) provides guidance on the [use of generative Artificial Intelligence](#) in assessments.

#### Assignment submission Turnitin type

Not Applicable

## Spot Tests

#### Assessment Overview

This assessment task has a mid-term and end-of-term component. These are worth 17.5% each. The assessment is a practical spot test that assesses the knowledge and skills you have acquired during practical classes. You are required to identify flagged anatomical structures on cadaveric specimens, anatomical models, radiographic images and surface anatomy images. You may also be asked to answer questions based on the flagged structures. Individual marks and generalised cohort feedback will be provided.

#### Course Learning Outcomes

- CLO1 : Identify musculoskeletal anatomical structures of the back, upper and lower limbs
- CLO2 : Explain the relationship between the structure and function of the anatomical structures and neurovasculature of the back, upper limb, and lower limbs

#### Detailed Assessment Description

The format, structure and timing of all assessment items will be discussed at length during the first tutorial session. More detailed information about this particular assessment will be provided on the course Moodle page.

#### Submission notes

No short extension is available for this assessment task.

#### Assessment information

##### **Use of Generative Artificial Intelligence (AI) in this assessment:**

No assistance is permitted.

UNSW Pro-Vice Chancellor Education and Student Experience (PVCESE) provides guidance on the [use of generative Artificial Intelligence](#) in assessments.

#### Assignment submission Turnitin type

Not Applicable

# General Assessment Information

Detailed instructions regarding assessments for this course are provided on the course Moodle page. The format, structure, and timing of all assessment items will also be discussed at length during the first tutorial session.

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	Topic	Pectoral Girdle and Shoulder
Week 2 : 19 February - 25 February	Topic	Brachial Plexus and Arm
Week 3 : 26 February - 3 March	Topic	Elbow and Forearm
Week 4 : 4 March - 10 March	Topic	Wrist and Hand
Week 5 : 11 March - 17 March	Topic	Upper Limb Revision
Week 6 : 18 March - 24 March	Other	Flexiweek
Week 7 : 25 March - 31 March	Topic	Pelvis, Hip Joint, and Gluteal Region
Week 8 : 1 April - 7 April	Topic	Thigh and Knee
Week 9 : 8 April - 14 April	Topic	Leg, Ankle, and Foot
Week 10 : 15 April - 21 April	Topic	Vertebral Column, and Muscles of the Back and Abdomen

## 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

In addition to the **Course Manual** (*available online via the course Moodle page*), you will need a textbook **AND** an atlas of human anatomy for this course.

*One of the following textbooks:*

- Moore K.L., & Agur A. M. R., Dalley A.F. (2018) **Clinically Oriented Anatomy**. 8<sup>th</sup> ed. Lippincott Williams & Wilkins: Baltimore; OR
- Drake, R.L., Vogl, W. & Mitchell, A.W.M. (2019). **Gray's Anatomy for Students**. 4<sup>th</sup> ed. Philadelphia. London: Elsevier/Churchill Livingstone (available through the library).

*One of the following anatomical atlases:*

- Gest T.R. (2020) **Atlas of Anatomy**. 2<sup>nd</sup> ed. Lippincott, Williams and Wilkins OR
- Abrahams, PH, Spratt, JD, Loukas M, and van Schoor A-N (2018) **McMinns & Abrahams' Clinical Atlas of Human Anatomy**. 8<sup>th</sup> ed. Philadelphia.

## Recommended Resources

### *Textbooks*

- Hamill, J., Knutzen, K.M., Derrick, T.R. (2022). **Biomechanical Basis of Human Movement**, 5th Edition, Lippincott, Williams & Wilkins.
- Neumann, D. A. (2017) **Kinesiology of the Musculoskeletal System: Foundation for Rehabilitation**. 3<sup>rd</sup> ed. Philadelphia.

### *Online Resources*

- Virtual Anatomy Adaptive Tutorials – accessed via the course Moodle page (**strongly recommended**)
- Anatomy videos – accessed via the course Moodle page
- Acland's anatomy videos – accessed via the UNSW Library (**strongly recommended**)
- Arnold's Glossary of Anatomical Terms - available via the course Moodle page

## 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.

Details of how previous myExpereience feedback has been used to enhance the current course is detailed on the course Moodle page.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Dr Rachel Berry			02 9065 4401	Please email to request an appointment	Yes	Yes
	Stanley Serafin				Please email to request an appointment	No	No
Lecturer	Varun Sahni				Please email to request an appointment	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 for Big Data Research in Health