



UNSW

UNSW Course Outline

OPTM8513 Clinical Ocular Therapy 5A - 2024

Published on the 05 Jan 2024

General Course Information

Course Code : OPTM8513

Year : 2024

Term : Term 2

Teaching Period : T2

Is a multi-term course? : No

Faculty : Faculty of Medicine and Health

Academic Unit : School of Optometry and Vision Science

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate, Postgraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

Objectives: Students will develop the ability to competently undertake safe and autonomous therapeutic management of patients, including the ability to design, implement and monitor appropriate management programmes. The course aims also to equip students with the skills to

incorporate ocular therapeutics into their professional practice and to work in an integrated way with other health professionals.

Brief Curriculum: This supervised clinical course is designed to provide guided practical experience in the therapeutic management of ocular disease. The course comprises clinical training in a range of settings, including primary, secondary and tertiary centres.

Students may be required to attend compulsory external clinical placements which require additional costs to cover travel and accommodation.

Course Aims

This supervised clinical course is designed to provide guided practical experience in the therapeutic management of ocular disease. Students will develop the ability to competently undertake safe and autonomous therapeutic management of patients, including the ability to design, implement and monitor appropriate management programmes. The course aims also to equip students with the skills to incorporate ocular therapeutics into their professional practice and to work in an integrated way with other health professionals.

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](#).

Course Learning Outcomes

Course Learning Outcomes	Optometry Australia competency standards
CLO1 : Formulate appropriate differential diagnoses of ocular disease	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner
CLO2 : Demonstrate competence in designing, developing and revising a management plan for selected ocular diseases (allergic, infectious, toxic and traumatic conditions of the anterior eye) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for conditions which may require either pharmacological or non-pharmacological treatment or intervention.	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner
CLO3 : Explain the circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with anterior eye disease, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control.	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator
CLO4 : Formulate and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers.	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator
CLO5 : Demonstrate competency to diagnose, treat and or monitor glaucoma.	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner
CLO6 : Communicate relevant advice and information to patients and others.	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator
CLO7 : Demonstrate confidence in their ability to diagnose and appropriately manage ocular disease.	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
CLO8 : Appreciate the importance of ongoing skills training, for any practitioner working in this area.	<ul style="list-style-type: none"> • OPT4 : Scholar and Lifelong Learner

Course Learning Outcomes	Assessment Item
CLO1 : Formulate appropriate differential diagnoses of ocular disease	<ul style="list-style-type: none"> Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment Case presentations Oral examination Supervisor evaluations
CLO2 : Demonstrate competence in designing, developing and revising a management plan for selected ocular diseases (allergic, infectious, toxic and traumatic conditions of the anterior eye) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for conditions which may require either pharmacological or non-pharmacological treatment or intervention.	<ul style="list-style-type: none"> Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment Case presentations Oral examination Supervisor evaluations
CLO3 : Explain the circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with anterior eye disease, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control.	<ul style="list-style-type: none"> Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment Case presentations Oral examination Supervisor evaluations
CLO4 : Formulate and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers.	<ul style="list-style-type: none"> Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment Case presentations Oral examination Supervisor evaluations
CLO5 : Demonstrate competency to diagnose, treat and or monitor glaucoma.	<ul style="list-style-type: none"> Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment Case presentations Oral examination Supervisor evaluations
CLO6 : Communicate relevant advice and information to patients and others.	<ul style="list-style-type: none"> Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment Case presentations Oral examination Supervisor evaluations
CLO7 : Demonstrate confidence in their ability to diagnose and appropriately manage ocular disease.	<ul style="list-style-type: none"> Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment Case presentations Oral examination Supervisor evaluations

<p>CLO8 : Appreciate the importance of ongoing skills training, for any practitioner working in this area.</p>	<ul style="list-style-type: none"> • Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment • Case presentations • Oral examination • Supervisor evaluations
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Learning and Teaching Technologies

Moodle - Learning Management System

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.

Additional Course Information

SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2024

SPECIAL CONSIDERATION

On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. UNSW operates under a **Fit to Sit/ Submit rule for all assessments**. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.

CHRONIC ISSUES AND PRE-EXISTING CONDITIONS

If you have chronic issues and pre-existing conditions, we recommend you apply for Educational

adjustments for disability support through Disability Services.

Register for Disability Services at <https://student.unsw.edu.au/disability-registration>

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639,

email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed on the UNSW website: <https://student.unsw.edu.au/special-consideration>.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at <http://www.optometry.unsw.edu.au> (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2024 WILL BE HELD AS FOLLOWS: FOR TERM 1:

- **STAGE 1-4* COURSES: WEDNESDAY, 15 MAY 2024 – FRIDAY, 17 MAY 2024**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2024**

FOR TERM 2:

- **STAGE 1-4 COURSES: WEDNESDAY, 28 AUGUST 2024 - FRIDAY, 30 AUGUST 2024**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2024**

FOR TERM 3:

- **STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 9 DECEMBER 2024 – FRIDAY, 13 DECEMBER 2024**
- **STAGE 1-4* COURSES: WEDNESDAY, 11 DECEMBER 2024 - FRIDAY, 13 DECEMBER 2024**

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether**

or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration still applies.

If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.

Please note the above applies to OPTM and VISN courses only. Any information on supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.

* Stage 4 includes courses in the first year of the MClinOptom program.

School of Optometry and Vision Science, UNSW, 3 August 2023

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Optometry Australia competency standards
Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment Assessment Format: Individual	35%	Start Date: Not Applicable	<ul style="list-style-type: none">• OPT1 : Clinical Care Provider• OPT2 : Professional and Ethical Practitioner• OPT3 : Communicator and Collaborator• OPT4 : Scholar and Lifelong Learner• OPT5 : Quality and Risk Manager
Case presentations Assessment Format: Individual	15%	Start Date: Not Applicable	<ul style="list-style-type: none">• OPT1 : Clinical Care Provider• OPT2 : Professional and Ethical Practitioner• OPT3 : Communicator and Collaborator
Oral examination Assessment Format: Individual	35%		<ul style="list-style-type: none">• OPT1 : Clinical Care Provider• OPT2 : Professional and Ethical Practitioner• OPT3 : Communicator and Collaborator• OPT4 : Scholar and Lifelong Learner• OPT5 : Quality and Risk Manager
Supervisor evaluations Assessment Format: Individual	15%		<ul style="list-style-type: none">• OPT1 : Clinical Care Provider• OPT2 : Professional and Ethical Practitioner• OPT3 : Communicator and Collaborator• OPT4 : Scholar and Lifelong Learner• OPT5 : Quality and Risk Manager

Assessment Details

Written Assignments - 2 case reports, Perimetry assignment and Referral letter assignment

Assessment Overview

Case reports will be assessed on:

1. Diagnosis (Signs, symptoms, pathophysiology and epidemiology)

2. Differential (Clear reasons for including and excluding all important differentials)
3. Management (Non-medical; medical with frequency, concentration, duration, instructions, pharmacology, side effects and contraindications; surgical)
4. Prognosis (Natural history, expected outcome of interventions, long term monitoring, review periods, advice to patient)
5. Literature (Statements referenced, major clinical trials and established guidelines)

Perimetry Assignment: Perimetry assignment quality is assessed with respect to relevant critical competencies.

Referral letter quality is assessed with respect to relevant critical competencies.

Course Learning Outcomes

- CLO1 : Formulate appropriate differential diagnoses of ocular disease
- CLO2 : Demonstrate competence in designing, developing and revising a management plan for selected ocular diseases (allergic, infectious, toxic and traumatic conditions of the anterior eye) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for conditions which may require either pharmacological or non-pharmacological treatment or intervention.
- CLO3 : Explain the circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with anterior eye disease, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control.
- CLO4 : Formulate and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers.
- CLO5 : Demonstrate competency to diagnose, treat and or monitor glaucoma.
- CLO6 : Communicate relevant advice and information to patients and others.
- CLO7 : Demonstrate confidence in their ability to diagnose and appropriately manage ocular disease.
- CLO8 : Appreciate the importance of ongoing skills training, for any practitioner working in this area.

Detailed Assessment Description

The **written assignments** are comprised of two case reports and a perimetry assignment (35%)

1. **Two (2) written case reports** are required. Case reports may be submitted earlier than the published deadline. Failure to timely submit a case report in Term 2 will prevent progression to

Term 3. Case reports are to be submitted electronically to Turnitin via Moodle, and feedback will be provided electronically via Turnitin and feedback will be available through Moodle

1. **Case reports** should include the initial evaluation and at least one follow up visit where possible, and comprise of a detailed case history, differential diagnosis, management strategies, patient counselling and follow up schedule. Imaging, diagnostic tests and photographs should be included where possible. The marking scheme and example case reports are provided via Moodle prior to submission.
1.
 1. One report will describe a therapeutically managed case of glaucoma.
 2. One report will describe a therapeutically managed case of ocular infection, inflammation or acute red eye.
 3. The cases may be submitted in any order.
 4. Selected cases must have been directly observed by the student at any stage/site during clinical training (including Stage 4) and must be amenable to optometric therapeutic management.
 5. Case reports have an 1800 word limit, excluding abstract, tables and references. Students are encouraged to summarise information in tables where appropriate. 5% will be deducted for being over the word limit. An additional 5% will be deducted for every 100 words over the limit. Please also note the School policy on late submission of assignments.

2. **Perimetry and referral letter assessment tasks** will be assigned during the Ocular Pathology clinic.

Submission notes

Please see Moodle for details

Assignment submission Turnitin type

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

Case presentations

Assessment Overview

These will occur during clinical rotations. Performance will be judged against

competencies. Feedback will be given following the presentation.

Course Learning Outcomes

- CLO1 : Formulate appropriate differential diagnoses of ocular disease
- CLO2 : Demonstrate competence in designing, developing and revising a management plan for selected ocular diseases (allergic, infectious, toxic and traumatic conditions of the anterior eye) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for conditions which may require either pharmacological or non-pharmacological treatment or intervention.
- CLO3 : Explain the circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with anterior eye disease, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control.
- CLO4 : Formulate and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers.
- CLO5 : Demonstrate competency to diagnose, treat and or monitor glaucoma.
- CLO6 : Communicate relevant advice and information to patients and others.
- CLO7 : Demonstrate confidence in their ability to diagnose and appropriately manage ocular disease.
- CLO8 : Appreciate the importance of ongoing skills training, for any practitioner working in this area.

Detailed Assessment Description

Assessable case presentations/critical case evaluation presentations and discussions will take place during the Red Eye Clinic and Ocular Pathology Clinic.

Submission notes

Case presentations will be scheduled throughout the year.

Oral examination

Assessment Overview

Students are required to achieve a grade of 50% or more in the oral examination component to pass the course. Feedback will be given following the Examinations meeting.

Course Learning Outcomes

- CLO1 : Formulate appropriate differential diagnoses of ocular disease
- CLO2 : Demonstrate competence in designing, developing and revising a management plan for selected ocular diseases (allergic, infectious, toxic and traumatic conditions of the anterior eye) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for

conditions which may require either pharmacological or non-pharmacological treatment or intervention.

- CLO3 : Explain the circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with anterior eye disease, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control.
- CLO4 : Formulate and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers.
- CLO5 : Demonstrate competency to diagnose, treat and or monitor glaucoma.
- CLO6 : Communicate relevant advice and information to patients and others.
- CLO7 : Demonstrate confidence in their ability to diagnose and appropriately manage ocular disease.
- CLO8 : Appreciate the importance of ongoing skills training, for any practitioner working in this area.

Detailed Assessment Description

A 20-minute **oral examination** based on the written case reports, legislative issues and other issues of therapeutic management will be conducted by 2 examiners and scheduled during the exam period of T3.

Submission notes

This exam will run during the exam period for T3.

Assessment information

Students must have submitted their placement log prior to attending the oral examination.

Hurdle rules

Passing this task is a requirement of the Optometry Council of Australia and New Zealand (OCANZ) to demonstrate competency in this area.

Supervisor evaluations

Assessment Overview

Supervisor assessments occur during clinical rotations. Students are required to achieve a 50% or higher grade in the Supervisor Evaluation section to pass the course. Performance will be judged against competencies. Feedback will be given during and following placements.

Course Learning Outcomes

- CLO1 : Formulate appropriate differential diagnoses of ocular disease
- CLO2 : Demonstrate competence in designing, developing and revising a management plan for selected ocular diseases (allergic, infectious, toxic and traumatic conditions of the

anterior eye) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for conditions which may require either pharmacological or non-pharmacological treatment or intervention.

- CLO3 : Explain the circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with anterior eye disease, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control.
- CLO4 : Formulate and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers.
- CLO5 : Demonstrate competency to diagnose, treat and or monitor glaucoma.
- CLO6 : Communicate relevant advice and information to patients and others.
- CLO7 : Demonstrate confidence in their ability to diagnose and appropriately manage ocular disease.
- CLO8 : Appreciate the importance of ongoing skills training, for any practitioner working in this area.

Detailed Assessment Description

Internal supervisors will provide assessment of student performance using a structured performance evaluation. This will be used for the provision of feedback to the students during the debrief or tutorial sessions.

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
- Submission of placement log
- Achieve a mark of at least 50 out of 100 in the oral examination (Assessment 3)

- Meet any additional requirements specified in the assessment details section and on Moodle.

Clinical preparedness assessment (Prerequisite)

1. Prior to commencing clinical rotations, students will be required to undertake a one-hour multiple choice exam available on Moodle.
 1. The pass mark for the hurdle requirement is 70%.
 2. For those students who fail to achieve a pass mark of 70% a subsequent written task will be assigned with a satisfactory/unsatisfactory mark provided (satisfactory is again set at 70%).

Centre for Eye Health Quiz (Prerequisite)

1. This online quiz will be administered during the rotation through the Centre for Eye Health
 1. a pass grade for the hurdle set at 65%.
 2. For those students who fail to achieve a mark of 65% a subsequent task will be assigned.

Course Schedule

Attendance Requirements

Students are expected to attend all scheduled clinical, laboratory and tutorial classes. An Unsatisfactory Fail (UF) may be recorded as the final grade for the course if students fail to meet the minimum requirement of 80% attendance for clinical, laboratory and tutorial classes (unless otherwise specified on Moodle). Course attendance expectations are determined by the requirements of the program accrediting body, OCANZ. Where a student is unable to attend, they are advised to inform the course convenor as soon as possible but no later than 3 days after the scheduled class and, where possible, provide written documentation (e.g. medical certificate) to support their absence. Students may submit a request for special consideration in the case of prolonged or multiple absences. Please note that there are severe consequences for submitting fraudulent documents such as false medical certificates. Such cases will be referred to the Student Conduct and Integrity Unit (SCIU) for investigation.

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).

Swapping practicals

Swapping between practical groups, including practicals that involve cycloplegia or dilation, is not permitted.

Additional attendance requirements for practical classes

All practical classes are compulsory because they act to reinforce theoretical components of the course, while teaching critical practical clinical skills prior to use in the clinic in the final years of the program and are linked to clinical competencies.

Attendance will be monitored by taking the roll. Any absences due to illness must be accounted for by a medical certificate presented to your Course Convenor. Submission to Special Consideration may be required pending the number of absences.

Punctuality is expected. Lateness for practical classes may be recorded as an absence.

Contact the Laboratory Supervisor Dale Larden d.larden@unsw.edu.au if you are running late so your partner can be allocated to alternate work.

Course Resources

Recommended Resources

Recommended resources for this course are provided on the course Moodle page.

Additional Costs

Some SOVS courses have additional costs. Please check the course Moodle page for information about additional costs for 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
Convenor	Fiona Stapleton		3.054		email only	No	Yes
Facilitator	Sophia Zhang		email only	email only	email only	No	No
	Wilson Luu				email only	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

Special Consideration

In cases where illness, misadventure or other circumstances beyond your control will prevent you from submitting your assessment by the due date and you require an extension, you need to formally apply for [Special Consideration](#) through myUNSW.

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

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>

Examinations

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

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 Contact Information

School guidelines on contacting staff:

Course questions

All questions related to course content should be posted on Moodle 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, A/Prof Sieu Khuu (s.khuu@unsw.edu.au).