



UNSW Course Outline

OPTM2233 Optical Dispensing - 2024

Published on the 12 May 2024

General Course Information

Course Code : OPTM2233

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

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course will build upon knowledge of geometric and physical optics and extend that knowledge to the practical application of optical dispensing. This course will be delivered by lectures, practical classes and self-directed learning. Brief curriculum: Focimetry, inter-pupillary

distance, lens types and categorization, lens materials and coatings, lens measurements, interpreting a prescription, transposition, prism, frame types, frame selection and adjustment, lens grinding and mounting to frames, and optical considerations of lens prescribing.

Course Aims

This course aims to produce a student who is capable of spectacle glazing and capable of selecting, dispensing, verifying appropriate frames and lenses for a variety of visual task and safety needs.

Relationship to Other Courses

Pre-requisite: VISN1111 and VISN1221

While OPTM2233 is not a pre-requisite to any other courses, it is a core course within Programs 3181/3182. Satisfactory completion is required for completing the Program.

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 : Integrate ophthalmic optics knowledge to the decision-making process for selecting ophthalmic lenses and frames in accordance with the patient's optical and vocational/ avocational needs as well as regulatory requirements	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator
CLO2 : Utilise dispensing instruments for measuring lens and frame parameters to verify an ophthalmic appliance meets relevant clinical specifications/requirements and National/International Standards for its intended application	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT5 : Quality and Risk Manager
CLO3 : Explain the optical considerations and their relevance in the manufacturing and dispensing of ophthalmic appliances (includes ophthalmic lenses and frames)	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider
CLO4 : Apply dispensing skills to glaze and adjust spectacles to ensure the patient can achieve a comfortable and functional vision with them	<ul style="list-style-type: none"> • OPT1 : Clinical Care Provider • OPT5 : Quality and Risk Manager
CLO5 : Identify factors critical for the effective written and spoken communication of ophthalmic and dispensing information to both patients and peers	<ul style="list-style-type: none"> • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator

Course Learning Outcomes	Assessment Item
CLO1 : Integrate ophthalmic optics knowledge to the decision-making process for selecting ophthalmic lenses and frames in accordance with the patient's optical and vocational/ avocational needs as well as regulatory requirements	<ul style="list-style-type: none"> • In-class Activities • Optical Dispensing Portfolio • Mid-Term Exam • Final Exam
CLO2 : Utilise dispensing instruments for measuring lens and frame parameters to verify an ophthalmic appliance meets relevant clinical specifications/requirements and National/International Standards for its intended application	<ul style="list-style-type: none"> • Optical Dispensing Portfolio • Mid-Term Exam • Final Exam
CLO3 : Explain the optical considerations and their relevance in the manufacturing and dispensing of ophthalmic appliances (includes ophthalmic lenses and frames)	<ul style="list-style-type: none"> • In-class Activities
CLO4 : Apply dispensing skills to glaze and adjust spectacles to ensure the patient can achieve a comfortable and functional vision with them	<ul style="list-style-type: none"> • Optical Dispensing Portfolio • Mid-Term Exam • Final Exam
CLO5 : Identify factors critical for the effective written and spoken communication of ophthalmic and dispensing information to both patients and peers	<ul style="list-style-type: none"> • In-class Activities

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.

OPTM2233 adopts a contemporary "flipped classroom" approach, where self-directed learning ("homework") precedes practical and collaborative learning within the classroom. Thus, it is the expectation of students to **view lecture recordings and other material from the previous week before attending the laboratory classes.**

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 term 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 website 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
In-class Activities Assessment Format: Individual	15%	Start Date: In-class during Thurs/Fri lab classes, weeks 3, 5, 8, 10. Due Date: Not Applicable	• OPT1 : Clinical Care Provider • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner
Optical Dispensing Portfolio Assessment Format: Individual Short Extension: Yes (3 days)	15%	Start Date: 27/05/2024 12:00 AM Due Date: Week 7: 08 July - 14 July, Week 10: 29 July - 04 August	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT5 : Quality and Risk Manager
Mid-Term Exam Assessment Format: Individual	20%	Start Date: Scheduled during normal lab hour in Week 4. Due Date: Not Applicable	• OPT1 : Clinical Care Provider • OPT5 : Quality and Risk Manager
Final Exam Assessment Format: Individual	50%	Start Date: Please refer to Moodle Due Date: Please refer to Moodle	• OPT1 : Clinical Care Provider • OPT5 : Quality and Risk Manager

Assessment Details

In-class Activities

Assessment Overview

Problem-based learning activities will be conducted in small groups during tutorial classes scheduled regularly throughout the term (four times during the term). Students will discuss patient cases and ophthalmic problems and formulate a management plans for patient cases or solve ophthalmic optics problems. Students will be assessed on the quality of their responses and feedback will be provided immediately during the tutorial class from both instructors and other students.

Course Learning Outcomes

- CLO1 : Integrate ophthalmic optics knowledge to the decision-making process for selecting ophthalmic lenses and frames in accordance with the patient's optical and vocational/ avocational needs as well as regulatory requirements
- CLO3 : Explain the optical considerations and their relevance in the manufacturing and dispensing of ophthalmic appliances (includes ophthalmic lenses and frames)

- CLO5 : Identify factors critical for the effective written and spoken communication of ophthalmic and dispensing information to both patients and peers

Detailed Assessment Description

The In-class Activities assessment is designed as a series of (roughly) bi-weekly, small group, face-to-face tutorial sessions that includes interactive formative activities, such as in-class quizzes, case study analyses and oral presentations to deepen students' understanding of ophthalmic optics. These activities, conducted face-to-face, encourage active participation and critical engagement with theoretical knowledge and its application to clinical dispensing and lens design scenarios. This format not only promotes the development of communication and collaboration skills among students but also reinforces their problem-solving capabilities in real-world contexts.

Assessment Length

In-class

Submission notes

Marked during class

Assignment submission Turnitin type

Not Applicable

Optical Dispensing Portfolio

Assessment Overview

During the term, students will engage in various in-class learning activities which will provide the information required for the completion of a portfolio outlining the processes required for glazing a pair of spectacles. In-class activities include:

- Measurement of frame and lenses
- Adjustment of frames
- Spectacle glazing and associated calculation
- Appraisal and reflection of completed spectacle
- Multimedia documentation of above steps to evidence the steps and student's learning

Ongoing feedback on the conduct of in-class activities will be provided by instructors during class throughout the term. Part 1 of the portfolio will be due in week 7 and feedback will be provided within 2 weeks of the assessment via online communication. Part 2 of the portfolio will be due in week 10 and feedback will be provided as a final mark.

Course Learning Outcomes

- CL01 : Integrate ophthalmic optics knowledge to the decision-making process for selecting ophthalmic lenses and frames in accordance with the patient's optical and vocational/ avocational needs as well as regulatory requirements
- CL02 : Utilise dispensing instruments for measuring lens and frame parameters to verify an ophthalmic appliance meets relevant clinical specifications/requirements and National/ International Standards for its intended application
- CL04 : Apply dispensing skills to glaze and adjust spectacles to ensure the patient can achieve a comfortable and functional vision with them

Detailed Assessment Description

Based on AfL (Assessment for Learning) principle, the Optical Dispensing Portfolio Assignment is designed to guide students through the laboratory class activities. Most laboratory activities throughout the Term are directly linked to the relevant components within this assessment. Working in pairs, students will record and reflect upon various stages of glazing and dispensing spectacles. By the end of the assessment, student will have completed and submitted two pairs of spectacles (progressive addition lenses (PAL) and single vision (SV) lenses with prism).

This continuous, incremental approach ensures that students engage actively with the course material, fostering a deep understanding of practical skills and theoretical knowledge required in the field.

Assessment Length

Mixed text and image file- equivalent to 10-15 slides of Powerpoint for each Part.

Submission notes

Portfolio Parts 1 & 2 submitted online on Moodle Weeks 7 & 10 respectively. Completed spectacles are to be submitted at the end of Week 10 lab.

Assignment submission Turnitin type

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

Mid-Term Exam

Assessment Overview

A mid-term practical examination will be conducted in week 4 to assess practical skills and theoretical knowledge taught in the course until the end of week 3. Feedback will be provided within 2 weeks of the assessment via online communication and optional classes scheduled within those 2 weeks.

Course Learning Outcomes

- CL01 : Integrate ophthalmic optics knowledge to the decision-making process for selecting ophthalmic lenses and frames in accordance with the patient's optical and vocational/ avocational needs as well as regulatory requirements
- CL02 : Utilise dispensing instruments for measuring lens and frame parameters to verify an ophthalmic appliance meets relevant clinical specifications/requirements and National/ International Standards for its intended application
- CL04 : Apply dispensing skills to glaze and adjust spectacles to ensure the patient can achieve a comfortable and functional vision with them

Detailed Assessment Description

The Mid-term Practical Examination is a comprehensive practical examination designed to test students on essential technical skills and application of theoretical knowledge to practical/ clinical scenarios. It may include topics such as focimetry of single vision spectacles, frame and facial measurement, and ophthalmic optics questions.

The intention of this assessment is to encourage continuous student engagement with the course material and to better prepare them for their final practical exam. Further, it provides an opportunity to receive feedback on critical technical skills.

Assessment Length

50 minutes

Submission notes

In-class examination

Assignment submission Turnitin type

Not Applicable

Final Exam

Assessment Overview

A summative practical examination will be conducted during exam week, assessing all practical optical dispensing skills and theoretical skills taught in the course. Feedback will be provided as a part of the final course mark.

Course Learning Outcomes

- CL01 : Integrate ophthalmic optics knowledge to the decision-making process for selecting ophthalmic lenses and frames in accordance with the patient's optical and vocational/ avocational needs as well as regulatory requirements
- CL02 : Utilise dispensing instruments for measuring lens and frame parameters to verify an ophthalmic appliance meets relevant clinical specifications/requirements and National/

International Standards for its intended application

- CLO4 : Apply dispensing skills to glaze and adjust spectacles to ensure the patient can achieve a comfortable and functional vision with them

Detailed Assessment Description

The Optical Dispensing Final Practical Examination is a comprehensive practical examination designed to evaluate advanced technical skills and application of theoretical knowledge to practical/clinical scenarios. The exam might cover a variety of topics such as focimetry of different types of spectacles, frame and facial measurements, case studies, and complex ophthalmic calculations, although the specific content can vary.

This assessment is designed to prepare students for professional practice by providing authentic tasks, requiring them to demonstrate precision and application of knowledge in line with industry standards.

Assessment Length

1.5 hour

Submission notes

Examination will run during Exam Week- submission at end of the exam

Assessment information

Further information will be provided during the Term through official course channel.

Assignment submission Turnitin type

Not Applicable

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.
- Note: Hurdles no longer exist for this course

While the following are not requirements, please note:

- Alignment with industry standard: to obtain satisfactory grades, students need to demonstrate competency in skills and knowledge that align with industry standards, as reflected in the CLO and practical examination requirements. Acquisition of industry level of clinical and practical competencies require sustained engagement over time, with last-minute approach being less effective- the assessment tasks and course schedule are designed with this in mind.
- Consistently attend and actively participate in class sessions: while rolls will not be taken, as many assessments are designed to be completed in-class and are critical for developing necessary technical skills, students are expected to attend all laboratory classes.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Lecture	Pre-recorded Lectures (~3.5 hrs) Course Induction Revision: Lens and Refractive Error Lens type, Rx & transposition Lens neutralisation Focimeter Preparation for focimetry
	Laboratory	Laboratory 1 (2hours) Induction Lens type, prescription, and neutralisation Presbyopic correction
Week 2 : 3 June - 9 June	Lecture	Pre-recorded Lectures (~3hrs) Frame Material & Adjustment Facial Measurement Frame measurement and selection
	Laboratory	Laboratory 1 (2hours) Frame selection Focimetry (SV)
Week 3 : 10 June - 16 June	Lecture	Pre-recorded Lectures (~2.25 hrs) Segmented Multifocal Lenses and depth of field PAL (Progressive Addition Lenses) EFL (Extended Focus Lenses)
	Tutorial	PBL Class 1 (2 hours) Introduction, prism
	Laboratory	Laboratory 1 (2hours) Facial and frame measurement Frame adjustment Practice time
	Assessment	PBL1 (in-class)
Week 4 : 17 June - 23 June	Lecture	Pre-recorded Lectures (~2.25 hrs) Focimetry of PAL (+ basic prism) Preparation for Focimetry (MF, PAL) Edging Process & Repair
	Laboratory	Mid-term practical exam
	Assessment	Mid-term Practical (in-class)
Week 5 : 24 June - 30 June	Lecture	Pre-recorded Lectures (3.25 hrs) Lens Properties Lens Material Coatings & Tint Eye protection
	Tutorial	PBL Class 2 (2 hours) Depth of field, lens/frame tier list)
	Laboratory	Laboratory 1 (2hours) Edging and repair (and safety induction) Focimetry (MFs, PALs)
	Assessment	PBL 2 (in-class)
Week 6 : 1 July - 7 July	Other	FLEXIBILITY WEEK *Free/catch-up lab time may be organised according to demand and availability
Week 7 : 8 July - 14 July	Lecture	Pre-recorded Lectures (~3.75 hrs) Focimetry of Prism (advanced) Keeping Lenses Thin Australian Standard
	Laboratory	Laboratory 1 (2hours) Lens properties, tint & coating ORLAB visit
	Assessment	Submit Optical Dispensing Portfolio Part 1
Week 8 : 15 July - 21 July	Lecture	Pre-recorded Lectures (~3 hrs) Anisometropia and implication Prism decentration Inducing Prism via Decentration

	Tutorial	PBL Class 3 (2 hours) Basic case studies
	Laboratory	Laboratory 1 (2hours) Australian Standard Advanced Focimetry of Prism
	Assessment	PBL 3 (in-class)
Week 9 : 22 July - 28 July	Lecture	Pre-recorded Lectures (~2 hrs) Custom PAL New technologies for facial measurements
	Laboratory	Laboratory 1 (2hours) Induced Prism Practice time
Week 10 : 29 July - 4 August	Lecture	No lecture for Week 10
	Tutorial	PBL Class 4 (2 hours) Advanced case studies
	Assessment	PBL 4 (in-class) Submit Optical Dispensing Portfolio Part 2

Attendance Requirements

Students are expected to attend all scheduled clinic, 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, OCA NZ. 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 fraudulent medical certificates.

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 crucial for all practical classes. Classes often involve pair or group work, and lateness can disrupt not only your learning but also that of your peers. Lateness for practical classes may be recorded as an absence. Repeated lateness may impact your ability to complete class activities effectively and can be considered during assessment of class participation. 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.

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).

Flipped Classroom & Lab Preparation

- OPTM2233 aims to support flexible and interactive learning by adopting a "Flipped Classroom" model.
- Lectures for this course are pre-recorded and released at the start of each week. Students are expected to **view the lectures before** attending the corresponding lab classes scheduled for **the following week**.
- This ensures that students have the opportunity to absorb lecture material at their own pace, come to class prepared, and maximise lab time for completing assessment-relevant tasks and practicing critical skills.

Swapping practicals

Swapping between practical groups is not permitted.

Additional attendance requirements for practical classes

All practical classes are essential for reinforcing theoretical knowledge and developing critical practical clinical skills. These skills are vital for clinical competencies required in the final years of the program.

Attendance is inherently necessary to complete in-class tasks and assessments, and to practice skills that cannot be replicated outside the laboratory environment. Therefore, while formal roll calls will not be conducted, students are expected to adequately prepare, attend, and participate in these classes to ensure their success in the course.

Punctuality is crucial for all practical classes. Classes often involve pair or group work, and lateness can disrupt not only your learning but also that of your peers. Repeated lateness may impact your ability to complete class activities effectively and can be considered during assessment of class participation.

Course Resources

Prescribed Resources

Prescribed Textbook:

1. Brooks, C. W., & Borish, I. M. (2007). System for ophthalmic dispensing (3rd ed.). St. Louis, Mo.: Butterworth Heinemann.

Digital version available via UNSW Library (<https://www.library.unsw.edu.au/>, link available on Moodle)

To acquire your own copy:

Print:

<https://www.bookshop.unsw.edu.au/details.cgi?ITEMNO=9780750674805>

Digital:

<https://unswbookshop.vitalsource.com/products/-v9780702038914>

Recommended Resources

Optional Material:

1. EyeTalk Consultants (www.eyetalk.com.au)
2. Optical Distributors and Manufacturers Association (www.odma.com.au)
3. Essilor Academy (<http://www.essiloracademy.eu/en/articles-of-reference/dispensing>)
4. Mivision (www.mivision.com.au)
5. Insight Ophthalmic Newspaper (www.insightnews.com.au)
6. Wilson, D. A. (1999). Practical optical dispensing. Strathfield, N.S.W.: OTEN-DE. (out of print)

Additional Costs

Students enrolled in OPTM2233 are required to purchase the **Stage 2 student kit** plus the **Stage 2 frame and lens set**. These kits contain essential equipment needed not only for completing the hands-on components of the OPTM2233's face-to-face lab sessions but also for their future clinical practice in Stage 3 and beyond. Cost will be available on Moodle.

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	Nayuta Yoshioka		Rupert Myers Building North, Room 3.055		M-F, 9am-5pm. Not available Sat and Sun.	Yes	Yes
Lab supervisor	Grant Hannaford					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).