



UNSW Course Outline

PHCM9331 Ethics and Law in Public Health - 2024

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General Course Information

Course Code : PHCM9331

Year : 2024

Term : Term 3

Teaching Period : T3

Is a multi-term course? : No

Faculty : Faculty of Medicine and Health

Academic Unit : School of Population Health

Delivery Mode : Multimodal

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Postgraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

The aim of this course is to develop students' knowledge and skills in identifying ethical and legal issues in health care policy development by reference to some recurring tensions: balancing individual rights with the goal of achieving healthy populations; the challenges of

health care rationing; and addressing the needs of particular population groups. We will bring these issues to life by applying them to issues such as tobacco and alcohol policy, obesity, pandemics, disaster response, vaccination policy and research ethics. These topics form the basis of online and class discussions, and provide a practical anchor for developing students' understanding of the relevant ethical and legal dilemmas arising from public health policy and health management. The course includes an introduction to some key theoretical frameworks and concepts for public health ethics and explores ways of applying these to a variety of cases and contexts. An introductory briefing on public health law is provided. Students are given opportunities to apply their learning to aspects of healthcare, public health and health management that they are particularly interested in or that are relevant to their professional development.

Perhaps more than any other discipline, discussion and collaboration are key to ethical decision making, hence active participation in online forums/class tutorials is a critical aspect of this course.

Ethics & Law in Public Health satisfies the compulsory requirement for an ethics and law component in tertiary studies for accreditation by the Royal Australasian College of Healthcare Administrators.

Course Aims

The overall aim of this course is to provide an overview of key ethical issues in relation to public health, health policy and health care management, the legal environment in which these institutional mandates operate, and emerging ethical frameworks for public health policy and health management.

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 | Health Management (ACHSM) |
|--|---|
| CLO1 : Demonstrate knowledge of ethical theories, principles and concepts relevant to public health and health management. | • ACHSM12 : Risk Management and Clinical Governance |
| CLO2 : Identify ethical issues and tensions in the field of public health, public health policy and health management. | • ACHSM1 : Health leadership and ethical behaviour |
| CLO3 : Critically examine and apply ethical analysis and reasoning to ethical challenges in developing public health and health management policy. | • ACHSM12 : Risk Management and Clinical Governance |
| CLO4 : Identify ethical frameworks and apply to a variety of substantive areas in public health. | • ACHSM1 : Health leadership and ethical behaviour |
| CLO5 : Describe the relationship between ethics and the law. | • ACHSM3 : Health Systems |
| CLO6 : Describe the scope of Australian law governing the areas of public health and health management. | • ACHSM3 : Health Systems |
| CLO7 : Describe of the basic principles of Australian law governing public health. | • ACHSM12 : Risk Management and Clinical Governance |

| Course Learning Outcomes | Assessment Item |
|--|---|
| CLO1 : Demonstrate knowledge of ethical theories, principles and concepts relevant to public health and health management. | <ul style="list-style-type: none"> • Short essay • Online participation • Long essay |
| CLO2 : Identify ethical issues and tensions in the field of public health, public health policy and health management. | <ul style="list-style-type: none"> • Short essay • Online participation • Long essay |
| CLO3 : Critically examine and apply ethical analysis and reasoning to ethical challenges in developing public health and health management policy. | <ul style="list-style-type: none"> • Short essay • Online participation • Long essay |
| CLO4 : Identify ethical frameworks and apply to a variety of substantive areas in public health. | <ul style="list-style-type: none"> • Short essay • Online participation • Long essay |
| CLO5 : Describe the relationship between ethics and the law. | <ul style="list-style-type: none"> • Quiz • Short essay • Online participation • Long essay |
| CLO6 : Describe the scope of Australian law governing the areas of public health and health management. | <ul style="list-style-type: none"> • Quiz • Short essay • Online participation • Long essay |
| CLO7 : Describe of the basic principles of Australian law governing public health. | <ul style="list-style-type: none"> • Quiz • Short essay • Online participation • Long essay |

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.

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

All the School of Population Health all courses use Moodle to some extent. Moodle is an open-source learning management system that is used to deliver blended and online courses

throughout UNSW. The Moodle component of your course is like a mini-website that holds the key resources for your course, provides online discussion areas and a place for you to submit assignments online. If you are unfamiliar with Moodle please visit: <https://student.unsw.edu.au/moodle-support>

Assessments

Assessment Structure

| Assessment Item | Weight | Relevant Dates |
|--|--------|--|
| Quiz Assessment Format: Individual | 5% | Start Date: 30/09/2024 12:00 AM Due Date: 07/10/2024 11:55 PM |
| Short essay Assessment Format: Individual Short Extension: Yes (2 days) | 25% | Start Date: 16/09/2024 09:00 AM Due Date: 21/10/2024 11:55 PM Post Date: 04/11/2024 12:00 PM |
| Online participation Assessment Format: Individual Short Extension: Yes (2 days) | 20% | Start Date: 09/09/2024 09:00 AM Due Date: 18/11/2024 11:55 PM Post Date: 02/12/2024 12:00 PM |
| Long essay Assessment Format: Individual Short Extension: Yes (2 days) | 50% | Start Date: 16/09/2024 12:00 AM Due Date: 25/11/2024 11:55 PM Post Date: 09/12/2024 12:00 PM |

Assessment Details

Quiz

Assessment Overview

This is a individual assessment task due before census. You will complete a quiz which covers topics from the Health Law Modules.

Individual feedback will be provided at the end of the quiz.

Course Learning Outcomes

- CL05 : Describe the relationship between ethics and the law.
- CL06 : Describe the scope of Australian law governing the areas of public health and health management.
- CL07 : Describe of the basic principles of Australian law governing public health.

Detailed Assessment Description

Detailed information is available on Moodle

Submission notes

Refer to Moodle for submission information.

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

Not Applicable

Generative AI is not considered to be of assistance to you in completing this assessment. If you do use generative AI in completing this assessment, you should attribute its use.

For more information on Generative AI and permitted use please see [here](#).

This is a multiple choice quiz, so generative AI will not be of assistance.

Short essay

Assessment Overview

This is an individual assessment task due in mid term. You will choose a topic and investigate the current status of the issue. You should draw on ethical theoretical frameworks and concepts covered in this course, and any applicable legal principles or requirements, and critically assess the ethical tensions and challenges pertinent to the topic or case.

Individual feedback will be provided within 10 working days.

Course Learning Outcomes

- CL01 : Demonstrate knowledge of ethical theories, principles and concepts relevant to public health and health management.
- CL02 : Identify ethical issues and tensions in the field of public health, public health policy and health management.
- CL03 : Critically examine and apply ethical analysis and reasoning to ethical challenges in developing public health and health management policy.
- CL04 : Identify ethical frameworks and apply to a variety of substantive areas in public health.
- CL05 : Describe the relationship between ethics and the law.
- CL06 : Describe the scope of Australian law governing the areas of public health and health management.
- CL07 : Describe of the basic principles of Australian law governing public health.

Detailed Assessment Description

Detailed information is available on Moodle.

Assessment Length

1,000-1,500 words (excluding references)

Submission notes

Refer to Moodle for submission information.

Assignment submission Turnitin type

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

Generative AI Permission Level

Planning/Design Assistance

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show your Course Authority if there is any uncertainty about the originality of your work.

If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

Ensure that you keep copies of all AI generated work as these may be requested to compare the generated text with the final submitted text.

Online participation

Assessment Overview

This is an individual assessment task due at the end of term. You are required to create a log of online participation and select your best post. Your log and the summary will be used to assess participation.

Individual written feedback will be provided within 10 working days.

Course Learning Outcomes

- CL01 : Demonstrate knowledge of ethical theories, principles and concepts relevant to public health and health management.
- CL02 : Identify ethical issues and tensions in the field of public health, public health policy and health management.

- CLO3 : Critically examine and apply ethical analysis and reasoning to ethical challenges in developing public health and health management policy.
- CLO4 : Identify ethical frameworks and apply to a variety of substantive areas in public health.
- CLO5 : Describe the relationship between ethics and the law.
- CLO6 : Describe the scope of Australian law governing the areas of public health and health management.
- CLO7 : Describe of the basic principles of Australian law governing public health.

Detailed Assessment Description

Detailed information is available on Moodle.

Assessment Length

200-300 words per week

Submission notes

Refer to Moodle for submission information.

Assignment submission Turnitin type

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

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.

If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

Long essay

Assessment Overview

This is an individual assessment task due at the end of term. You will write a long essay on public health ethics issue of your choice.

Individual feedback will be provided within 10 working days.

Course Learning Outcomes

- CL01 : Demonstrate knowledge of ethical theories, principles and concepts relevant to public health and health management.
- CL02 : Identify ethical issues and tensions in the field of public health, public health policy and health management.
- CL03 : Critically examine and apply ethical analysis and reasoning to ethical challenges in developing public health and health management policy.
- CL04 : Identify ethical frameworks and apply to a variety of substantive areas in public health.
- CL05 : Describe the relationship between ethics and the law.
- CL06 : Describe the scope of Australian law governing the areas of public health and health management.
- CL07 : Describe of the basic principles of Australian law governing public health.

Detailed Assessment Description

Detailed information is available on Moodle.

Assessment Length

2,000-2,500 words (excluding references)

Submission notes

Refer to Moodle for submission information.

Assignment submission Turnitin type

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

Generative AI Permission Level

Planning/Design Assistance

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show your Course Authority if there is any uncertainty about the originality of your work.

If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

Ensure that you keep copies of all AI generated work as these may be requested to compare the generated text with the final submitted text.

General Assessment Information

IMPORTANT: Group discussion is an assessable component of this course. *See information on the Moodle page under Assessment 3 for explanation and examples of what is meant by 'active participation' and contribution to discussion.*

Detailed instructions regarding assessments for this course are provided on the course Moodle page.

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

Adopting a critical approach to your assignments

It is important that you adopt a critical approach to the material that you source for assignments, to the required readings, and to other resources you are presented with during the course. Think about and evaluate the material which you are reading and which you are presenting in assignments. Attempt to cast aside your assumptions and biases and attempt to assess the logic and consistency of the material in light of the supporting evidence. Wide reading on a topic facilitates this.

Referencing

School of Population Health requires students to use either APA or Vancouver referencing styles for all assignments for this course.

It is your responsibility to learn either APA or Vancouver referencing and use it consistently to acknowledge sources of information (citing references). Failure to reference correctly may limit marks to PS or below. Guidelines for acknowledging sources of information can be found on the following websites:

- UNSW Library: <http://subjectguides.library.unsw.edu.au/elise> ⓘ
- UNSW Academic Skills and Support: <https://student.unsw.edu.au/skills>

Word limits

All word limits are to be strictly adhered to (i.e. there is no 10% leeway). Word limits include all text (e.g. headings, title, main text) and exclude tables and figures, in-text citations (if you are using APA) and reference lists.

Turnitin

All written assessment tasks in courses in the School of Population Health use Turnitin. Turnitin is a similarity and generative AI detection software that enables assignments to be checked against the submitted assignments of other students using Turnitin, as well as the internet. If you are unfamiliar with the Turnitin software, a demonstration can be found at: <https://student.unsw.edu.au/turnitin>

Originality and Generative AI reports

In School of Population Health courses, access to the originality report of your submission through Turnitin is available to you. Students do not have access to the Generative AI report.

In School of Population Health course, you are permitted to resubmit until the assignment due date (each file uploaded overwrites the previous version). This will help you in self-reviewing and revising your submission until the due date. No resubmissions will be allowed after the due date and time of the assignment. Therefore, draft assignments submitted in this way will be regarded as the final version at the due date if you have not uploaded a subsequent, finalised version.

IMPORTANT: there are delays in the availability of subsequent Originality reports. For more details, see <https://www.student.unsw.edu.au/turnitin>

Grading and feedback

You will be provided with individualised feedback on your assignment via Moodle. You will be marked according to the marking assessment criteria listed for that specific assessment task. The aim of any academic feedback for an assessment task is not only to grade your work. Importantly, it is also to help you to identify your strengths and weaknesses, and how you can improve and progress in your studies and professional abilities.

In addition to feedback, you will receive a mark that reflects the overall quality of the work you have submitted across the marking criteria. The marking criteria for assessments in this course are provided on Moodle.

Please note these grading criteria are:

- Not intended to be a rigid formula for interpreting your result. The descriptive criteria for each grade provides the basis for consistent standards within and across our courses while still embracing academic judgement on how well you have achieved the standard required.
- Applied to each assessment task within a course. That is, the grading policy is used with each assessment task specified for a course. Your final grade for a course is dependent on the combined sum of the grades across the number of specified assessment tasks.
- Based on a criterion-referenced assessment. That is grades are awarded on how well a student meets the standard required for a particular assessment task, not on how well they do compared to other students in the course.

Feedback on assessment and review of results

If you who believe the mark you've received for an assessment task doesn't reflect your performance you should first check you have grounds to seek a review: <https://student.unsw.edu.au/results>

In the first instance, you should discuss your performance with your Course Convenor. In your communication, you should clearly outline the reasons you are seeking clarification and do so against the marking criteria for the assessment.

Students may also formally apply to have their results reviewed. An application, which includes a justification for the review must be submitted through The Nucleus (<https://student.unsw.edu.au/results>) within 5 days of receiving the result. A review of results may result in an increase or decrease in marks.

Grading Basis

Standard

Requirements to pass course

A mark of at least 50% is required to pass the course

Course Schedule

| Teaching Week/Module | Activity Type | Content |
|--------------------------------------|---------------|---|
| Week 1 : 9 September - 15 September | Blended | Ethics in healthcare: public health ethics <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required |
| Week 2 : 16 September - 22 September | Blended | |
| | Blended | Public health ethics: Frameworks <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required |
| Week 3 : 23 September - 29 September | Blended | Key concepts in public health law <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required |
| Week 4 : 30 September - 6 October | Blended | Public health Acts and other public health legislation <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required COMPLETE QUIZ (assessment 1) |
| | Assessment | Quiz, due Monday 7 October 11.55 pm (23.55) |
| Week 5 : 7 October - 13 October | Blended | Utility <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required |
| Week 6 : 14 October - 20 October | Blended | Liberty <ul style="list-style-type: none"> • Listen to panel discussion on lockdown ethics • Watch the online lecture or attend in real time • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required COMPLETE SHORT ESSAY (A2) |
| | Assessment | Short essay, A2 due Monday 21 October 11.55 pm (23.55) |
| Week 7 : 21 October - 27 October | Blended | Social determinants, justice and vulnerability <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required |
| Week 8 : 28 October - 3 November | Blended | Rule of rescue and harm reduction <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Listen to the podcast • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required |
| Week 9 : 4 November - 10 November | Blended | Public health research ethics <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Read required readings and module notes • Attend tutorial or watch/listen online • Posting on online discussion board required |
| Week 10 : 11 November - 17 November | Assessment | Assessment 3 is due Monday 18 November 11.55 pm (23.55) |
| | Blended | Guidelines and frameworks for research ethics <ul style="list-style-type: none"> • Watch the online lecture or attend in real time • Read required readings and module notes COMPLETE DISCUSSION BOARD ASSESSMENT (A3) |
| Week 11 : 18 November - 24 November | Assessment | Assessment 3 (best-of discussion posts) is due Monday 18 November 11.55 pm (23.55) |
| Week 12 : 25 November - 1 December | Assessment | Assessment 4 (final assessment) is due Monday 25 November 11.55 pm (23.55) |

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.

Students enrolled in online courses should also refer to Moodle as some classes are not centrally timetabled (e.g., workshops) and will not appear on the timetable website.

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 (of relevant).

Course Resources

Prescribed Resources

Please see Moodle page for readings

Recommended Resources

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

ENDNOTE: As a UNSW student Endnote is freely available to you. If you don't already use Endnote you are recommended to download it and learn it now: <https://www.myit.unsw.edu.au/software-students>

You can find details about Endnote training here: <https://www.library.unsw.edu.au/research/support-for-your-research/managing-references>

Additional Costs

There are no additional costs associated with this course.

Course Evaluation and Development

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

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

myExperience surveys for this course posted at the top of the Moodle page at the end of term.

Staff Details

| Position | Name | Email | Location | Phone | Availability | Equitable Learning Services Contact | Primary Contact |
|----------|------------------|-------|-----------------------------------|--------------|-----------------------|-------------------------------------|-----------------|
| Convenor | Bridget Haire | | Kirby Institute, level 6 room 617 | 02 9385 9227 | email for appointment | Yes | Yes |
| Tutor | Jessica Pace | | | | by appointment | No | No |
| | Madeleine Heenan | | | | by 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 of your assessment tasks. Inappropriate use of generative AI is considered academic misconduct.

Options for the use of generative AI include: (1) no assistance (for invigilated assessments); (2) simple editing assistance; (3) drafting assistance; and (4) full assistance with attribution; and (5) Generative AI software-based assessments. See your individual assessment descriptions for the level of permitted use of generative AI for each task and see your course Moodle (or Open Learning) page for the full instructions on permitted use of generative AI in your assessment tasks for this course.

Instructions may include a requirement to submit the original generative AI responses, or drafts of your original work, or provide on request.

Submission of Assessment Tasks

Short extensions and special consideration

Short extension

UNSW has 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 through [Special Consideration](#) 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 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. 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

Additional Resources

Additional resources are available on the SPH website: <https://sph.med.unsw.edu.au/current-students/student-resources>

Subject guides

Use these guides as a quick and easy pathway to locating resources in your subject area. These excellent guides bring together the core web and print resources in one place and provide a one click portal into the online resources.

UNSW Library Subject Guides: <http://subjectguides.library.unsw.edu.au/subjectguides>

Public Health Subject Guide: <http://subjectguides.library.unsw.edu.au/publichealth>

Recording of lectures, tutorials and other teaching activities

Lectures, tutorials and other teaching activities *may* be recorded. Students should be advised that they are consenting to the recording by their enrolment in the course or participation in the activity. The purpose of audio and video recordings is to enhance the student experience by supporting engaged learning in an online teaching environment and ensure equitable access to all course resources for our students. If you have concerns about accessing course recordings, or being recorded, please contact the Course Convenor.

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 shorthand 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 Timothy Dobbins (t.dobbins@unsw.edu.au).