



UNSW Course Outline

ZEIT4600 Civil Design Practice - 2024

Published on the 11 Feb 2024

General Course Information

Course Code : ZEIT4600

Year : 2024

Term : Semester 1

Teaching Period : Z1

Is a multi-term course? : No

Faculty : UNSW Canberra

Academic Unit : School of Engineering and Technology

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : UNSW Canberra at ADFA

Campus : UNSW Canberra

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

Scrutiny of the Bachelor of Civil Engineering (Hons) reveals that it is currently highly focused on engineering science and technical courses with limited integration of topics compared to real-world practice. Engineers today must constantly deal with regulatory uncertainty, data

limitations, evolving methodologies, and a range of conflicting demands and opinions from clients, governments, public authorities and the community. Consequently, they need to understand (and be able to apply) sound engineering principles to the projects they undertake.

These principles involve technical competence, ethical practice, appropriate management, professionalism, courtesy, safety awareness, and thorough task execution. Relevant skills include (but are not limited to) problem-solving expertise, proficiency in liaison and negotiation (with both professional bodies and individuals), research and report preparation competence, and good communication ability. In addition, engineers must cope with continual technological and organisational change in the workplace and the commercial realities of industry practice. They should also be generally aware of the legal and environmental consequences of their professional actions and commit to ongoing learning and contributions to their organisation, profession, and the community.

Therefore, to facilitate the transition of the final-year students and prepare them for the tasks they will likely face once they join their respective services, the course aims to enhance the learning process through authentic problem-solving. Students pursuing this course must work in teams and attend supplementary lectures, demonstration sessions and other regular meetings. These may include both team meetings and other project-related activities.

The course has been developed as a “project-based” assessment scheme, focusing on students taking the leadership in project activities under minimum supervision. Students must understand that the outcomes of the course will not only consider the learnings from this unit but will recapture the whole learning experience in a four-year degree period. Therefore, the intention of the lecture series is to provide additional knowledge in broader areas of civil engineering, not just focus on the project itself.

The scheduled regular teaching session is 6 hours weekly. Extra consultation can be arranged with teaching staff at the agreed time and in various forms. Students are anticipated to work 7 additional hours on average each week on the project, conducting weekly project meetings and project-related activities.

Course Aims

The aim of this course is to give the best opportunity for the students to familiarize with the design procedure of a typical civil engineering project, and to acquire the knowledge and experience required to work in a team on the design of a civil engineering project under minimal

supervision after graduation.

Relationship to Other Courses

This project-based set of courses (ZEIT4600 and ZEIT4601) extends over two semesters.

The knowledge gained throughout the Civil Engineering Degree will be useful in conducting the assessment tasks of this course.

Course Learning Outcomes

Course Learning Outcomes	Australian Institute of Project Management (AIPM), Engineers Australia - Professional Engineer (Stage 1)
CLO1 : Apply concepts and principles of Construction management in the practice.	<ul style="list-style-type: none"> • PM1 : The program aims, and program-level learning outcomes are to be aligned to the PMBOK® Guide 7th Edition (2021) OR relevant alternative standard or professional reference
CLO2 : Apply and analyse a complex civil engineering project to determine design requirements and constraints	<ul style="list-style-type: none"> • PEE2.1 : Application of established engineering methods to complex engineering problem solving
CLO3 : Practice effective and persuasive communication to technical and nontechnical audiences	<ul style="list-style-type: none"> • PEE3.2 : Effective oral and written communication in professional and lay domains
CLO4 : Formulate a possible solution to a complex problem, question or issue relevant to civil engineering	<ul style="list-style-type: none"> • PEE1.1 : Comprehensive, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline • PEE1.5 : Knowledge of engineering design practice and contextual factors impacting the engineering discipline • PEE2.1 : Application of established engineering methods to complex engineering problem solving • PEE2.2 : Fluent application of engineering techniques, tools and resources • PEE2.3 : Application of systematic engineering synthesis and design processes • PEE2.4 : Application of systematic approaches to the conduct and management of projects within the technology domain • PEE3.4 : Professional use and management of information
CLO5 : Show ability to demonstrate leadership in Civil Engineering projects making decisions independently, executing them and achieving outcomes.	<ul style="list-style-type: none"> • PEE2.4 : Application of systematic approaches to the conduct and management of projects within the technology domain • PEE3.5 : Orderly management of self, and professional conduct
CLO6 : Show ability to work in diversified groups and collaboratively in project activities, as well as effective communication in a team environment.	<ul style="list-style-type: none"> • PEE3.1 : Ethical conduct and professional accountability • PEE3.2 : Effective oral and written communication in professional and lay domains • PEE3.3 : Creative, innovative and pro-active demeanour • PEE3.4 : Professional use and management of information • PEE3.5 : Orderly management of self, and professional conduct

	<ul style="list-style-type: none"> • PEE3.6 : Effective team membership and team leadership
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Course Learning Outcomes	Assessment Item
CLO1 : Apply concepts and principles of Construction management in the practice.	
CLO2 : Apply and analyse a complex civil engineering project to determine design requirements and constraints	
CLO3 : Practice effective and persuasive communication to technical and nontechnical audiences	
CLO4 : Formulate a possible solution to a complex problem, question or issue relevant to civil engineering	
CLO5 : Show ability to demonstrate leadership in Civil Engineering projects making decisions independently, executing them and achieving outcomes.	
CLO6 : Show ability to work in diversified groups and collaboratively in project activities, as well as effective communication in a team environment.	

Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360

Learning and Teaching in this course

- Design integration on Civil Engineering projects
- Introduction to Construction Management
- Teamwork in Civil Engineering Design Projects
- Leadership and technical presentation ability
- Application of concepts in solving practical problems

The Learning Management System

Moodle is the Learning Management System used at UNSW Canberra. All courses have a Moodle site which will become available to students at least one week before the start of semester.

Please find all help and documentation (including Blackboard Collaborate) at the [Moodle Support page](#).

UNSW Moodle supports the following web browsers:

- » Google Chrome 50+

» Safari 10+

** Internet Explorer is not recommended

** Addons and Toolbars can affect any browser's performance.

Operating systems recommended are:

Windows 7, 10, Mac OSX Sierra, iPad IOS10

For further details about system requirements click [here](#).

Log in to Moodle [here](#).

If you need further assistance with Moodle:

For enrolment and login issues please contact:

IT Service Centre

Email: itservicecentre@unsw.edu.au

Phone: (02) 9385-1333

International: +61 2 9385 1333

For all other Moodle issues please contact:

External TELT Support

Email: externalteltsupport@unsw.edu.au

Phone: (02) 9385-3331

International: +61 2 938 53331

Opening hours:

Monday – Friday 7:30am – 9:30 pm

Saturday & Sunday 8:30 am – 4:30pm

Other Professional Outcomes

This course will give the best opportunity for the students to familiarize with the design procedure of a typical civil engineering project, and to acquire the knowledge and experience required to work in a team on the design of a civil engineering project under minimal supervision after graduation.

Additional Course Information

The course may involve a certain amount of sensitive information provided by the Department of Defence on a “commercial in confidence” basis which must not be passed on to anyone who is not entitled to receive it. If site visits are undertaken, these will require stringent safety procedures to be followed.

The intensity of this course is such that good time management will be essential. Students will need to make use of both session breaks to complete the work. Detailed requirements for the project will be advised progressively throughout the course. Oral presentations are an integral part of the programme and liaison with external organisations will often be necessary.

All students are required to wear appropriate footwear and other PPE whilst attending the field visits. Students who do not have appropriate footwear and PPE will not be allowed to take part in the field visits.

Referencing

In this course, students are required to reference following the APA 7 / Chicago NB referencing style. Information about referencing styles is available at:

<https://guides.lib.unsw.adfa.edu.au/c.php?g=472948&p=3246720>

Academic Integrity and Plagiarism

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 this principle of academic integrity. All students are expected to adhere to UNSW's Student Code of Conduct

<https://www.unsw.edu.au/content/dam/pdfs/governance/policy/accessible/studentcode.pdf>

Plagiarism undermines academic integrity and is not tolerated at UNSW. *It is defined as using the words or ideas of others and passing them off as your own, and can take many forms, from deliberate cheating to accidental copying from a source without acknowledgement.*

For more information, please refer to the following:

<https://student.unsw.edu.au/plagiarism>

Study at UNSW Canberra

<https://www.unsw.adfa.edu.au/study>

Study at UNSW Canberra has lots of useful information regarding:

- *Where to get help*
- *Administrative matters*
- *Getting your passwords set up*
- *How to log on to Moodle*
- *Accessing the Library and other areas.*

Additional Information as required

CRICOS Provider no. 00098G

The University of New South Wales Canberra.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Australian Institute of Project Management (AIPM), Engineers Australia - Professional Engineer (Stage 1)
Stage 2 Report Assessment Format: Individual	35%	Start Date: Will be notified in Semester 2 Due Date: Will be notified in Semester 2	<ul style="list-style-type: none">• PM4 : A clear explanation must be provided in the program handbook entailing the breadth and depth of coverage of the nominated PMBOK® Guide elements and how they relate to the overall management of the project• PEE2.1 : Application of established engineering methods to complex engineering problem solving• PEE2.2 : Fluent application of engineering techniques, tools and resources• PEE2.3 : Application of systematic engineering synthesis and design processes• PEE2.4 : Application of systematic approaches to the conduct and management of projects within the technology domain• PEE3.1 : Ethical conduct and professional accountability• PEE3.2 : Effective oral and written communication in professional and lay domains• PEE3.3 : Creative, innovative and pro-active demeanour• PEE3.4 : Professional use and management of information• PEE3.5 : Orderly management of self, and professional conduct• PEE3.6 : Effective team membership and team leadership• PEE1.3 : In-depth understanding of specialist bodies of knowledge within

			<p>the engineering discipline</p> <ul style="list-style-type: none"> • PEE1.5 : Knowledge of engineering design practice and contextual factors impacting the engineering discipline
Test Assessment Format: Individual	20%	<p>Start Date: 02/05/2024 10:00 AM Due Date: 02/05/2024 12:00 PM Post Date: 02/05/2024 12:00 PM</p>	<ul style="list-style-type: none"> • PM1 : The program aims, and program-level learning outcomes are to be aligned to the PMBOK® Guide 7th Edition (2021) OR relevant alternative standard or professional reference • PM3 : The program demonstrates alignment with the respective AQF level, i.e. AQF 9: Specialized coverage of project management knowledge and skills • PEE3.4 : Professional use and management of information • PEE3.5 : Orderly management of self, and professional conduct • PEE3.6 : Effective team membership and team leadership
Stage 1 Report Assessment Format: Individual	25%	<p>Start Date: 28/02/2024 09:00 AM Due Date: 17/06/2024 05:00 PM</p>	<ul style="list-style-type: none"> • PM1 : The program aims, and program-level learning outcomes are to be aligned to the PMBOK® Guide 7th Edition (2021) OR relevant alternative standard or professional reference • PEE1.1 : Comprehensive, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline • PEE1.2 : Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline • PEE1.3 : In-depth understanding of specialist bodies of knowledge within

			<p>the engineering discipline</p> <ul style="list-style-type: none"> • PEE1.5 : Knowledge of engineering design practice and contextual factors impacting the engineering discipline • PEE1.6 : Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline • PEE2.1 : Application of established engineering methods to complex engineering problem solving • PEE2.4 : Application of systematic approaches to the conduct and management of projects within the technology domain • PEE3.1 : Ethical conduct and professional accountability • PEE3.2 : Effective oral and written communication in professional and lay domains • PEE3.3 : Creative, innovative and pro-active demeanour • PEE3.5 : Orderly management of self, and professional conduct • PEE3.6 : Effective team membership and team leadership
Log Book Assessment Format: Individual	10%	<p>Start Date: Fortnight submission, submission starting from the 3rd week of the semester</p> <p>Due Date: Fortnight submission, submission starting from the 3rd week of the semester</p> <p>Post Date: 13/03/2024 12:00 AM</p>	<ul style="list-style-type: none"> • PM1 : The program aims, and program-level learning outcomes are to be aligned to the PMBOK® Guide 7th Edition (2021) OR relevant alternative standard or professional reference • PEE3.2 : Effective oral and written communication in professional and lay domains • PEE3.5 : Orderly management of self, and professional conduct
Presentation Assessment Format: Individual	10%	<p>Start Date: 06/06/2024 10:00 AM</p> <p>Due Date: 06/06/2024 12:00 PM</p> <p>Post Date: 06/06/2024 12:00</p>	<ul style="list-style-type: none"> • PM2 : The program must collectively covers all 47 project processes across the ten PMBOK® Guide knowledge areas; and/or the

		PM	<p>five PMBOK® Guide process groups</p> <ul style="list-style-type: none"> • PEE3.2 : Effective oral and written communication in professional and lay domains • PEE3.6 : Effective team membership and team leadership • PEE3.3 : Creative, innovative and pro-active demeanour
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Assessment Details

Stage 2 Report

Assessment Overview

n/a

Detailed Assessment Description

This assessment belongs to the second semester under ZEIT 4601, the continuation of this unit.

A comprehensive design report submitted based on the project activities conducted by the groups in Semester 2 (ZEIT 4601).

This is a group submission identifying individual contributions and based on this the final marks will be adjusted.

Learning outcomes - CLO 1, 2,3,4,5,6

Assignment submission Turnitin type

Not Applicable

Hurdle rules

To be assured of receiving a pass grade each student must achieve at least 40% of the maximum mark in all assessable components (group and individual components) and an overall score of at least 50% of the maximum total mark.

Test

Assessment Overview

n/a

Detailed Assessment Description

Individual course assessment as an exam, conducted in the class based on the Construction Management Lectures

Learning outcomes - CLO1

Assessment Length

2 hours

Submission notes

Submission via Moodle

Assessment information

Additional information about the format of the questions etc will be discussed in the class.

Assignment submission Turnitin type

Not Applicable

Hurdle rules

To be assured of receiving a pass grade each student must achieve at least 40% of the maximum mark in all assessable components (group and individual components) and an overall score of at least 50% of the maximum total mark.

Stage 1 Report

Assessment Overview

n/a

Detailed Assessment Description

A comprehensive design report submitted based on the project activities conducted by the groups in Semester 1.

This is a group submission identifying individual contributions and based on this the final marks will be adjusted.

Learning outcomes - CLO 1, 2,3,4,5,6

Assessment Length

4 months

Submission notes

Online submission via Moodle

Assessment information

Additional report requirements will be provided according to the project requirements.

Assignment submission Turnitin type

Not Applicable

Hurdle rules

To be assured of receiving a pass grade each student must achieve at least 40% of the maximum mark in all assessable components (group and individual components) and an overall score of at least 50% of the maximum total mark.

Log Book

Assessment Overview

n/a

Detailed Assessment Description

Students to report what they have learned from the lectures, project activities within the period (submitting via Moodle fortnight basis)

Log book submisison for Semester 1 carries 5% of the total marks and 5% for the Semester 2 (ZEIT 4601).

Learning outcomes - CLO 2,3,4,5,6

Assessment Length

20-30 minutes / fortnight

Submission notes

Submission via Moodle

Assessment information

Additional informations are given in Moodle with the templates

Assignment submission Turnitin type

Not Applicable

Hurdle rules

To be assured of receiving a pass grade each student must achieve at least 40% of the maximum mark in all assessable components (group and individual components) and an overall score of at least 50% of the maximum total mark.

Presentation

Assessment Overview

n/a

Detailed Assessment Description

End of semester progress presentations (Semester 1 = 5%, Semester 2 = 5%)

The summary of the project activities done and presented in Stage 1 report will be presented.

All students must present the contributions they made to the project

Learning outcomes- CLO3

Assessment Length

20 minutes per group

Submission notes

face to face meeting with UNSW staff and industry guests.

Assessment information

Presentation format will be discussed in the class according to the project requirement.

Assignment submission Turnitin type

Not Applicable

Hurdle rules

To be assured of receiving a pass grade each student must achieve at least 40% of the maximum mark in all assessable components (group and individual components) and an overall score of at least 50% of the maximum total mark.

General Assessment Information

A detail description of project report, diary requirements and the format including the templates will be available in Moodle.

Students will get the feedback of progress of the project and week 1-2 Diary/
Logbook assessment by the census date (24 March 2024)

Late Submission of Assessment

Unless prior arrangement is made with the lecturer or a formal application for special consideration is submitted, a penalty of 5% of the total available mark for the assessment will apply for each day that an assessment item is late up to a maximum of 5 days (120 hours) after which an assessment can no longer be submitted and a grade of 0 will be applied.

Use of Generative AI in Assessments

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

Grading Basis

Standard

Requirements to pass course

To be assured of receiving a pass grade each student must achieve at least 40% of the maximum mark in all assessable components (group and individual components) and an overall score of at least 50% of the maximum total mark.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 26 February - 1 March	Lecture	<p>Wed 28th Feb - Course introduction and group establishment (Staff UNSW- Damith Mohotti, Chi King lee and Kasun Wijesooriya)</p> <p>Thurs 29th Feb - Guest lecture 1: Architectural Design 1 (Staff coordination - Damith Mohotti, Chi King lee) Cara Doherty – ACT Gov.</p>
Week 2 : 4 March - 8 March	Lecture	<p>Wed 6th March CM lecture 1: Introduction to Construction Management Dr. Damith Mohotti – UNSW</p> <p>Thurs 7th March Guest lecture 2: Architectural Design 2 (Staff coordination - Chi King lee) Dave Tordoff – Hayball</p>
Week 3 : 11 March - 15 March	Lecture	<p>Wed 13th March CM lecture 2: Scope Management + Team Meeting 1 Dr. Damith Mohotti – UNSW</p> <p>Thurs 14th March Structural Design Concepts 1 Dr. Damith Mohotti – UNSW</p>
	Assessment	Log book submission starting from week 3.
Week 4 : 18 March - 22 March	Lecture	<p>Wed 20th March CM lecture 3: Schedule Management Dr. Damith Mohotti – UNSW</p> <p>Thurs 21st March Structural Design Concepts 2 Dr. Damith Mohotti – UNSW</p>
Week 5 : 25 March - 29 March	Lecture	<p>Wed 27th March CM lecture 4: Cost Management Dr. Damith Mohotti – UNSW</p> <p>Thurs 28th March CM lecture 5: Project Risk Management Dr. Damith Mohotti – UNSW</p>
	Laboratory	Thurs 28th March Computer Lab: MS Projects Dr. Kasun - UNSW
Week 6 : 1 April - 5 April	Lecture	<p>Wed 3rd April CM Lecture 6: Quality Management Dr. Damith Mohotti – UNSW</p> <p>Thurs 4th April Contingency Day for CM</p>
	Laboratory	Thurs 4th April Computer Lab: MS Projects Dr. Kasun - UNSW
Week 7 : 22 April - 26 April	Lecture	<p>Wed 24th April Military Training Day</p> <p>Thurs 25th April ANZAC day</p>
	Laboratory	Computer Lab: MS Projects Dr. Kasun - UNSW
Week 8 : 29 April - 3 May	Lecture	<p>Wed 1st May Civil Design lecture 1 and 2 (Staff coordination - Chi King Lee) Ben Strang & Chris Oak – Beca</p>
	Assessment	Thurs 2nd May (Staff coordination - Damith Mohotti and Chi King Lee) CM Quiz

Week 9 : 6 May - 10 May	Lecture	Wed 8th May (Staff coordination - Chi King Lee) Civil Design lecture 3 Ben Strang & Chris Oak – Beca Thurs 9th May (Staff coordination - Chi King Lee) Civil Design lecture 4 Ben Strang & Chris Oak – Beca
	Laboratory	Computer Lab: Introduction to Civil 3D pt 1 Dr. Kasun - UNSW
Week 10 : 13 May - 17 May	Lecture	Wed 15th May (Staff coordination - Chi King lee) Structural Design Detail Alan Schmierer - AECOM Thurs 16th May (Staff coordination - Chi King lee) Design of M&E services Daniel Ng, AECOM team
	Laboratory	Computer Lab: Introduction to Civil 3D pt 2 Dr. Kasun - UNSW
	Lecture	Wed 22nd May (Staff coordination - Chi King lee) Structural Design Detail Alan Schmierer – AECOM Thurs 23rd May (Staff coordination - Chi King lee) Design of M&E services Daniel Ng, AECOM team
Week 11 : 20 May - 24 May	Laboratory	Computer Lab: Introduction to Civil 3D pt 3 Dr. Kasun - UNSW
	Lecture	Wed 29th May (Staff coordination - Chi King lee) Master Planning TBD Thurs. 30th May (Staff coordination - Chi King lee) Project Approvals Process TBD
Week 12 : 27 May - 31 May	Project	Wed 5th June (Damith Mohotti, Chi King lee , Kasun Wijesooriya) Preparation Day and rehearsal
	Assessment	Thurs 6th of June (Damith Mohotti, Chi King lee , Kasun Wijesooriya) End of semester progress update presentations UNSW staff
	Assessment	Stage 1 Report due on 17th June (Monday)

Attendance Requirements

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

General Schedule Information

Regular lectures on Wednesday 9am to 12 pm and Thursday 10am to 1pm.

Addtional computer software help via demostration sessions as per the schedule.

A detailed schedule is avaiable in Moodle.

Course Resources

Prescribed Resources

Construction Extension of PMBOK Guide (PMI)

Rawlinsons Australian Construction Handbook

Gorenc, Tinyou and Syam "Steel Designers Handbook", 8th edition. and (2) Trahair and Bradford, The Behaviour and Design of Steel Structures to AS 4100, 3rd Edition

Reinforced Concrete Basics: Analysis and Design of Reinforced Concrete Structures, Pearson Original Edition

Ball J, Babister M, Nathan R, Weeks W, Weinmann E, Retallick M, Testoni I, (Editors) Australian Rainfall and Runoff: A Guide to Flood Estimation

Recommended Resources

Structural/Building

AS3600: Concrete structures

AS4600: Steel Structure

AS1170: Structural design actions

AS1288: Glass in buildings

AS1428: Design for access and mobility

AS1668: The use of ventilation and air conditioning in buildings

AS1680: Interior and workplace lighting

National Construction Code 2016, The Australian Building Codes Board

Civil Design

•AS2890: Parking facilities

•AS350: Part3: Plumbing and drainage

•AS3798: Guidelines on earthworks for commercial and residential developments

Geotechnical and Env Standards

Environmental Planning and Assessment Regulation 2000 (NSW)

AS2159: Piling

AS2870: Residential slabs and footing

AS3798: Guidelines on earthworks for commercial and residential developments

Construction Management

An Introduction to project management – 6th Edition (2017). Kathy Schwalbe.

PMI Project Management Body of Knowledge (PMBOK) – 6th Edition (2018).

AS ISO 21500:2016

Software

ETABS
RAPT
SPACEGAS
REVIT
Civil3D
Drains
MS Project

Additional Costs

No additional cost is involved

Course Evaluation and Development

One of the key priorities in the 2025 Strategy for UNSW is a drive for academic excellence in education. One of the ways of determining how well UNSW is progressing towards this goal is by listening to our own students. Students will be asked to complete the myExperience survey towards the end of this course.

Students can also provide feedback during the semester via: direct contact with the lecturer, the “On-going Student Feedback” link in Moodle, Student-Staff Liaison Committee meetings in schools, informal feedback conducted by staff, and focus groups. Student opinions really do make a difference. Refer to the Moodle site for this course to see how the feedback from previous students has contributed to the course development.

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the Student Code of Conduct Policy

<https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf>

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Head lecturer	Damith Mohotti		Room 106, Building 20	+61 2 5114 5160	Online with a prior email (Monday to Friday)	No	Yes
Lecturer	Chi King Lee		Room 106, Building 20	+61 2 5114 5160	Online with a prior email (Monday to Friday)	No	No
	Kasun Wijesooriya		Room 106, Building 20	+61 2 5114 5160	Online with a prior email (Monday to Friday)	No	No

Other Useful Information

Academic Information

Course Evaluation and Development

One of the key priorities in the 2025 Strategy for UNSW is a drive for academic excellence in education. One of the ways of determining how well UNSW is progressing towards this goal is by listening to our own students. Students will be asked to complete the myExperience survey towards the end of each course.

Students can also provide feedback during the semester via: direct contact with the lecturer, the “On-going Student Feedback” link in Moodle, Student-Staff Liaison Committee meetings in schools, informal feedback conducted by staff, and focus groups (where applicable). Student opinions really do make a difference. Refer to the Moodle site for your course to see how the feedback from previous students has contributed to the course development.

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the Student Code of Conduct.

<https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf>

Equitable Learning Services (ELS)

Students living with neurodivergent, physical and/or mental health conditions or caring for someone with these conditions may be eligible for support through the Equitable Learning Services team. Equitable Learning Services is a free and confidential service that provides practical support to ensure your mental or physical health conditions do not adversely affect your studies.

Our team of dedicated **Equitable Learning Facilitators (ELFs)** are here to assist you through this process. We offer a number of services to make your education at UNSW easier and more equitable.

Further information about ELS for currently enrolled students can be found at: <https://www.student.unsw.edu.au/equitable-learning>

Academic Honesty and Plagiarism

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 this principle of academic integrity. All students are expected to adhere to UNSW's Student Code of Conduct.

Find relevant information at: [Student Code of Conduct \(unsw.edu.au\)](https://student.unsw.edu.au/student-code-of-conduct)

Plagiarism undermines academic integrity and is not tolerated at UNSW. It is defined as using the words or ideas of others and passing them off as your own, and can take many forms, from deliberate cheating to accidental copying from a source without acknowledgement.

For more information, please refer to the following:

<https://student.unsw.edu.au/plagiarism>

Submission of Assessment Tasks

Special Consideration

Special Consideration is the process for assessing and addressing the impact on students of short-term events, that are beyond the control of the student, and that affect performance in a specific assessment task or tasks.

Applications for Special Consideration will be accepted in the following circumstances only:

- Where academic work has been hampered to a substantial degree by illness or other cause;
- The circumstances are unexpected and beyond the student's control;
- The circumstances could not have reasonably been anticipated, avoided or guarded against by the student; and either:
 - (i) they occurred during a critical study period and was 3 consecutive days or more duration, or a total of 5 days within the critical study period; or
 - (ii) they prevented the ability to complete, attend or submit an assessment task for a specific date (e.g. final exam, in class test/quiz, in class presentation)

Applications for Special Consideration must be made as soon as practicable after the problem occurs and at the latest within three working days of the assessment or the period covered by the supporting documentation.

By sitting or submitting the assessment task the student is declaring that they are fit to do so and cannot later apply for Special Consideration (UNSW 'fit to sit or submit' requirement).

Sitting, accessing or submitting an assessment task on the scheduled assessment date, after applying for special consideration, renders the special consideration application void.

Find more information about special consideration at: <https://www.student.unsw.edu.au/special/consideration/guide>

Or apply for special consideration through your [MyUNSW portal](#).

Late Submission of assessment tasks (other than examinations)

UNSW has a standard late submission penalty of:

- 5% per day,
- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

Electronic submission of assessment

Except where the nature of an assessment task precludes its electronic submission, all assessments must be submitted to an electronic repository, approved by UNSW or the Faculty, for archiving and subsequent marking and analysis.

Release of final mark

All marks obtained for assessment items during the session are provisional. The final mark as published by the university following the assessment review group meeting is the only official mark.