



UNSW

UNSW Course Outline

SWCH9011 Reproductive, Perinatal Epidemiology and Biostatistics - 2024

Published on the 25 Aug 2024

General Course Information

Course Code : SWCH9011

Year : 2024

Term : Term 3

Teaching Period : T3

Is a multi-term course? : No

Faculty : Faculty of Medicine and Health

Academic Unit : School of Clinical Medicine

Delivery Mode : Online

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate, Postgraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course aims to provide an understanding of statistics methodology and clinical appraisal

for students undertaking study in a reproductive and perinatal-health related program. This course is a core subject for the Programs 9014 Masters of Women's Health Medicine and can be undertaken as an elective course in the Reproductive Medicine programs (7379, 5508 and 9065). This course aims to introduce students to research methodology and statistical analysis. Using examples drawn specifically from the field of reproductive and perinatal medicine this course will also develop in students the ability to critically analyse/appraise literature pertinent to that area. It is likely to be most relevant to those working primarily in a reproductive and perinatal health setting-in particular gynaecologists in training, sexual health physicians, primary care physicians and family planning practitioners as well as nurses, counsellors and scientists with a special interest in this field.

Course Aims

This course aims to provide a basic grounding in research methods, critical analysis of epidemiological studies and statistical analysis. It seeks to provide the student with the skills required to critically analyse relevant literature, both primary research and reviews. Since this course sits within a Program which focuses on reproductive and perinatal health, examples cited in the course are drawn from that field of study so as to make them relevant to course participants and applicable to their specific work context.

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
CLO1 : Distinguish between common study designs that can be used to address descriptive and analytic epidemiology research questions about health status, determinants of health and effectiveness of health services with particular reference to reproductive and perinatal medicine.
CLO2 : Describe key statistical concepts used in common epidemiological studies (including hypothesis testing, confidence intervals, study power and significance levels).
CLO3 : Describe the concept 'study validity' and explain how factors could affect study validity, including selection bias, measurement error and confounding.
CLO4 : Perform statistical data analyses using SPSS software including calculating measures of disease occurrence and association, statistical significance tests in hypothesis testing, correlation and simple linear regression and proportion differences.
CLO5 : Critically appraise the quality of published studies in reproductive and perinatal health, demonstrating the ability to assess study design and methods of data analysis, as well as interpret study methods, results and conclusions.
CLO6 : Describe key epidemiological issues related to reproductive and perinatal health (including infant and maternal mortality rates, perinatal terms and definitions)

Course Learning Outcomes	Assessment Item
CLO1 : Distinguish between common study designs that can be used to address descriptive and analytic epidemiology research questions about health status, determinants of health and effectiveness of health services with particular reference to reproductive and perinatal medicine.	<ul style="list-style-type: none"> • Minor Assignment • End of Module Quiz • Major Assignment
CLO2 : Describe key statistical concepts used in common epidemiological studies (including hypothesis testing, confidence intervals, study power and significance levels).	<ul style="list-style-type: none"> • Minor Assignment • End of Module Quiz • Major Assignment
CLO3 : Describe the concept 'study validity' and explain how factors could affect study validity, including selection bias, measurement error and confounding.	<ul style="list-style-type: none"> • Minor Assignment • End of Module Quiz • Major Assignment
CLO4 : Perform statistical data analyses using SPSS software including calculating measures of disease occurrence and association, statistical significance tests in hypothesis testing, correlation and simple linear regression and proportion differences.	<ul style="list-style-type: none"> • Minor Assignment • Major Assignment
CLO5 : Critically appraise the quality of published studies in reproductive and perinatal health, demonstrating the ability to assess study design and methods of data analysis, as well as interpret study methods, results and conclusions.	<ul style="list-style-type: none"> • End of Module Quiz • Minor Assignment • Major Assignment
CLO6 : Describe key epidemiological issues related to reproductive and perinatal health (including infant and maternal mortality rates, perinatal terms and definitions)	<ul style="list-style-type: none"> • End of Module Quiz • Minor Assignment • Major Assignment

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.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Minor Assignment Assessment Format: Individual Short Extension: Yes (2 days)	25%	Due Date: 11/10/2024 11:59 PM
End of Module Quiz Assessment Format: Individual	25%	Due Date: Week 2: 16 September - 22 September, Week 4: 30 September - 06 October, Week 6: 14 October - 20 October, Week 8: 28 October - 03 November, Week 10: 11 November - 17 November
Major Assignment Assessment Format: Individual Short Extension: Yes (2 days)	50%	Due Date: 15/11/2024 11:59 PM

Assessment Details

Minor Assignment

Assessment Overview

This assignment requires you to use the knowledge and skills acquired during the first two modules of the course. You are to analyse a given dataset using SPSS and provide answers to statistical questions and to critically appraise selected literature. Specific marking criteria/ performance descriptors, and individual written feedback and an overall grade for this assignment will be provided within 10 days after the deadline.

Course Learning Outcomes

- CLO1 : Distinguish between common study designs that can be used to address descriptive and analytic epidemiology research questions about health status, determinants of health and effectiveness of health services with particular reference to reproductive and perinatal medicine.
- CLO2 : Describe key statistical concepts used in common epidemiological studies (including hypothesis testing, confidence intervals, study power and significance levels).
- CLO3 : Describe the concept 'study validity' and explain how factors could affect study validity, including selection bias, measurement error and confounding.
- CLO4 : Perform statistical data analyses using SPSS software including calculating measures of disease occurrence and association, statistical significance tests in hypothesis testing, correlation and simple linear regression and proportion differences.
- CLO5 : Critically appraise the quality of published studies in reproductive and perinatal health, demonstrating the ability to assess study design and methods of data analysis, as well as interpret study methods, results and conclusions.

- CLO6 : Describe key epidemiological issues related to reproductive and perinatal health (including infant and maternal mortality rates, perinatal terms and definitions)

Detailed Assessment Description

The Minor Assignment aims to consolidate the knowledge and skills that you have acquired during the first two Modules of the course. It also draws on your prior knowledge and experience, and discussions with course instructors and peers. It provides a platform for you to reflect and synthesize what you have achieved in a structured and wholistic context.

There are two parts in the Minor Assignment. In the first part, you will be asked to analyse a given dataset using SPSS and provide answers to statistical questions. In the second part, you will watch a short video clip from a documentary which mentioned some epidemiological studies. The full papers or abstracts of these studies will be provided to you. You will be asked to provide a critique on several aspects of the studies (not a full critical appraisal).

Detailed information about this assessment will be provided on the course Moodle page

Submission notes

Refer to Moodle for submission information. Submissions are to be made through Moodle (Turnitin) by the due date and time and should be saved as a Word or PDF document.

Assessment information

Please refer to Moodle for further 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](#).

Allowed functions include grammar-checking in Word and reference management (e.g., Endnote) only. Rephrasing, promoting ideas, or analysing data/articles using generative AI must not be used.

End of Module Quiz

Assessment Overview

A series of MCQs specifically designed to cover the content within the module will be examined within a timed interval on module completion. The MCQs will be automatically marked and a total mark will be provided on completion of the assessment.

Course Learning Outcomes

- CLO1 : Distinguish between common study designs that can be used to address descriptive and analytic epidemiology research questions about health status, determinants of health and effectiveness of health services with particular reference to reproductive and perinatal medicine.
- CLO2 : Describe key statistical concepts used in common epidemiological studies (including hypothesis testing, confidence intervals, study power and significance levels).
- CLO3 : Describe the concept 'study validity' and explain how factors could affect study validity, including selection bias, measurement error and confounding.
- CLO5 : Critically appraise the quality of published studies in reproductive and perinatal health, demonstrating the ability to assess study design and methods of data analysis, as well as interpret study methods, results and conclusions.
- CLO6 : Describe key epidemiological issues related to reproductive and perinatal health (including infant and maternal mortality rates, perinatal terms and definitions)

Detailed Assessment Description

The end-of-module quiz assists you to consolidate the content of the Module. You are to complete the quiz via the Moodle site after the end of each Module. Module notes and the quizzes will be up-loaded according to the above-listed schedule. There will be 5 quizzes during the whole course. In each quiz, there are 10 multiple-choice questions. Only one attempt of completion is allowed. Since the start of the attempt, you will be given one hour to complete the quiz. Please note that quizzes will be closed after their due date. If you haven't done the quiz by the deadline, the score for the missed quiz will be a zero.

Detailed information about this assessment will be provided on the course Moodle page.

Submission notes

This task does have a short extension option. Refer to Moodle for submission information. This assignment consists of 5 end-of-module MCQ quizzes, due on Sunday 11.59 PM of week 2,4,6,8, and 10.

Assignment submission Turnitin type

Not Applicable

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](#).

Allowed functions include grammar-checking only. Analysing quiz questions using generative AI must not be used.

Major Assignment

Assessment Overview

Similar to the Minor Assignment, this task requires you to analyse one or more datasets using SPSS and interpret the outputs and results and provide a full critical appraisal and comparison of two selected research papers. Specific marking criteria/performance descriptors, and individual written feedback and an overall grade for this assignment will be provided within 10 days after the deadline.

Course Learning Outcomes

- CLO1 : Distinguish between common study designs that can be used to address descriptive and analytic epidemiology research questions about health status, determinants of health and effectiveness of health services with particular reference to reproductive and perinatal medicine.
- CLO2 : Describe key statistical concepts used in common epidemiological studies (including hypothesis testing, confidence intervals, study power and significance levels).
- CLO3 : Describe the concept 'study validity' and explain how factors could affect study validity, including selection bias, measurement error and confounding.
- CLO4 : Perform statistical data analyses using SPSS software including calculating measures of disease occurrence and association, statistical significance tests in hypothesis testing, correlation and simple linear regression and proportion differences.

- CLO5 : Critically appraise the quality of published studies in reproductive and perinatal health, demonstrating the ability to assess study design and methods of data analysis, as well as interpret study methods, results and conclusions.
- CLO6 : Describe key epidemiological issues related to reproductive and perinatal health (including infant and maternal mortality rates, perinatal terms and definitions)

Detailed Assessment Description

The final assessment activity enables you to delve further into the issues taught and learnt in this course and gain a deeper understanding of fundamental epidemiological principles and statistical techniques. Completing the final assessment will fulfil the learning outcomes set out for the course. Similar to the Minor Assignment, in the first part of the Major Assignment you will be given one or more datasets to analyse in SPSS and interpret the outputs and results. In the second part, you will be required to provide a full critical appraisal and comparison of two research papers.

Detailed information about this assessment will be provided on the course Moodle page.

Submission notes

Refer to Moodle for submission information. Submissions are to be made through Moodle (Turnitin) by the due date and time and should be saved as a Word or PDF document.

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](#).

Allowed functions include grammar-checking in Word and reference management (e.g., Endnote) only. Rephrasing, promoting ideas, or analysing data/articles using generative AI must not be

used.

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.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Lecture	Listen to the online lecture for Module 1; Read course notes for Module 1; SPSS setup
Week 2 : 16 September - 22 September	Blended	Formative assessment online forum; Quiz- Module 1; Listen to the online lecture for Module 1; Read course notes for Module 1 and answer Test Yourself Questions
Week 3 : 23 September - 29 September	Lecture	Listen to the online lecture for Module 2; Read course notes for Module 2; Critique formative assessment/ online forum
Week 4 : 30 September - 6 October	Blended	Quiz- Module 2; Minor assessment available; Listen to the online lecture for Module 2; Read course notes for Module 2 and answer Test Yourself Questions
Week 5 : 7 October - 13 October	Blended	Minor assessment Due; Listen to the online lecture for module 3; Read course notes for Module 3
Week 6 : 14 October - 20 October	Blended	Quiz- Module 3; Listen to online lecture for Module 3; Read course notes for Module 3 and answer Test Yourself Questions
Week 7 : 21 October - 27 October	Lecture	Listen to the online lecture for Module 4; Read course notes for Module 4
Week 8 : 28 October - 3 November	Blended	Quiz- Module 4; Major assessment available; Listen to the online lecture for Module 4; Read course notes for Module 4 and answer Test Yourself Questions
Week 9 : 4 November - 10 November	Blended	Major assessment available; Listen to the online lecture for Module 5; Read course notes for Module 5
Week 10 : 11 November - 17 November	Blended	Major assessment due; Quiz- Module 5; Listen to the online lecture for Module 5; Read course notes for Module 5 and answer Test Yourself Questions

Attendance Requirements

Not Applicable - as no class attendance is required

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 (if relevant).

Course Resources

Recommended Resources

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

Additional Costs

There are no additional costs associated with this course.

Course Evaluation and Development

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

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

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Wentao Li				Send an email to set up a consultation time.	Yes	No
Lecturer	Repon Paul					No	Yes

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

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 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 Sean Kennedy (sean.kennedy@unsw.edu.au)