



UNSW Course Outline

PHCM9132 Applied Research Methods for Public Health - 2024

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General Course Information

Course Code : PHCM9132

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

This course introduces the student to methods used in applied public health research. It is designed to support student preparation for future research studies. This is done through an examination of principles of research, followed by topics such as research problems or

questions, literature reviews and specification of hypotheses, principles of quantitative and qualitative research, ethics, time management and planning.

Course Aims

This course aims to introduce you to research in public health contexts and to provide you with an understanding of how to set up a research project in this area and develop the skills to formulate a research proposal. Particular emphasis will be given to identifying research questions, and designing projects, and identifying practical and ethical issues which are likely to emerge in the planning of research.

This course is not intended to train you to carry out empirical research studies, but it will develop your skills in ascertaining what kind of research can answer what kind of question. You will build on skills learned in other courses and/or your first degree, and learn how to use published research critically to write well-structured and well-referenced reports in public health (e.g. policy development, health service management, disease outbreak investigation, program evaluation, health promotion), using different forms and different media.

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
CL01 : Describe the value and importance of public health research
CL02 : Evaluate the usefulness of particular research methods for carrying out public health research
CL03 : Write a simple literature review that identifies a research gap that can be filled by a new study
CL04 : Devise and refine a research question and develop a research statement
CL05 : Determine appropriate methods for the research proposal
CL06 : Develop and write a simple research proposal
CL07 : Examine and apply the ethical issues involved in research
CL08 : Assess the motivation and rationale for research design

Course Learning Outcomes	Assessment Item
CLO1 : Describe the value and importance of public health research	<ul style="list-style-type: none"> • Peer-led online discussion forum • Research question and scoping review • Research methods
CLO2 : Evaluate the usefulness of particular research methods for carrying out public health research	<ul style="list-style-type: none"> • Peer-led online discussion forum • Research methods
CLO3 : Write a simple literature review that identifies a research gap that can be filled by a new study	<ul style="list-style-type: none"> • Research question and scoping review
CLO4 : Devise and refine a research question and develop a research statement	<ul style="list-style-type: none"> • Peer-led online discussion forum • Research question and scoping review
CLO5 : Determine appropriate methods for the research proposal	<ul style="list-style-type: none"> • Research methods
CLO6 : Develop and write a simple research proposal	<ul style="list-style-type: none"> • Research methods
CLO7 : Examine and apply the ethical issues involved in research	<ul style="list-style-type: none"> • Peer-led online discussion forum • Research methods
CLO8 : Assess the motivation and rationale for research design	<ul style="list-style-type: none"> • Research methods

Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

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
Peer-led online discussion forum Assessment Format: Individual Short Extension: Yes (2 days)	30%	Start Date: 30/09/2024 08:00 AM Due Date: 14/11/2024 12:00 PM Post Date: 28/11/2024 12:00 AM
Research question and scoping review Assessment Format: Individual Short Extension: Yes (2 days)	30%	Start Date: Not Applicable Due Date: 10/10/2024 12:00 PM Post Date: 24/10/2024 12:00 AM
Research methods Assessment Format: Individual Short Extension: Yes (2 days)	40%	Start Date: Not Applicable Due Date: 21/11/2024 12:00 PM Post Date: 05/12/2024 12:00 AM

Assessment Details

Peer-led online discussion forum

Assessment Overview

This is a continuous assessment task requiring you to contribute to online discussion forums throughout the term. In this task, you will lead (moderate) one discussion forum and contribute to all others.

You will be required to submit a summary of key issues discussed in the week you led the discussion and select 3 of your posts as contributor that best meet the assessment criteria.

Individual feedback is provided within 10 working days.

Course Learning Outcomes

- CL01 : Describe the value and importance of public health research
- CL02 : Evaluate the usefulness of particular research methods for carrying out public health research
- CL04 : Devise and refine a research question and develop a research statement
- CL07 : Examine and apply the ethical issues involved in research

Detailed Assessment Description

Further details are available on the Moodle regarding moderating and participating in the forum groups.

Assessment Length

1200 words

Submission notes

Use the submission template provided on Moodle.

Assessment information

This assessment task will be marked on the basis of your contributions to the development of the group discussion both as a moderator and as a contributor. You should consider the following when contributing to this assessment:

- Does your participation contribute to addressing the key questions for the week's topic?
- Does your participation contribute to the group's development of new understandings?
- Do you contribute respectfully and meaningfully to debates and ideas?
- Do you contribute to discussion by identifying possible strengths and weaknesses in the material/reading being discussed and by explaining your reasons for identifying those strengths/weaknesses?
- Do you relate your own ideas to those being articulated by others?
- Do you facilitate the articulation of other people's ideas, by engaging with their contribution, by asking them to explain what you cannot follow, and by making connections between others' ideas and the course material?
- Do you bring in new sources and resources and share these with the group?

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](#).

Research question and scoping review

Assessment Overview

This is an individual assessment task due mid-term. You will select a health issue, an exposure or topic and a target population, formulate a research question and summarise the literature, including the major findings, critical reflection on the limitations and a description of the identified research gap relevant to the proposed research question.

Individual feedback is provided within 10 working days.

Course Learning Outcomes

- CL01 : Describe the value and importance of public health research
- CL03 : Write a simple literature review that identifies a research gap that can be filled by a new study
- CL04 : Devise and refine a research question and develop a research statement

Detailed Assessment Description

This assignment requires you to:

Select a focus population (eg children, adolescents, young adults, adults or seniors) and explore a health condition and issue. Then generate a research question. The research question you derive will be the focus for this Assessment and also for the Research Methods Assessment.

Once you have formulated your research question you will need to:

1. Search the UNSW library website for relevant literature. Select and read 10 refereed international journal articles/reports/policy documents/book chapters etc.. These can be downloaded from the library website using Search or similar. At least six of the abstracts must be refereed journal articles. Pre-prints are, by definition, not yet peer reviewed and as such, will not be considered in the six. The abstracts for each article (or the first page of any reports etc.) must be attached to your assignment, and all the sources referenced correctly.
2. Identify the major themes in this literature in a narrative of approximately 650 words. The assignment requires the following structure:
 - Description of how the 10 refereed international journal articles/reports/policy documents/book chapters were selected and some key details on their composition.
 - What are the major findings of the literature reviewed (3-4 paragraphs).
 - Reflect critically on the limitations of the literature reviewed (1-2 paragraphs).
 - Generate your hypothesis based on the literature

3. In 3-4 sentences (approx. 150 words), identify a relevant gap in the literature reviewed that warrants further research, then specify your research question and justify why you have chosen it.

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

Assessment Length

800 words

Submission notes

Word limit includes in-text citations but does not include the reference list (APA style). Refer to Moodle for submission information.

Assessment information

You will be assessed on your ability to:

- Select an appropriate research question
- Provide a coherent and accurate thematic account of relevant research (i.e. not just an annotated bibliography)
- Demonstrate your comprehension of the research reported and its limitations
- Identify your research gap in the literature

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](#).

Research methods

Assessment Overview

The aim of this assignment is for you to discuss a range of potential methods that might be applied to address the research question and research gap outlined in Assessment 2.

You will select two methods, define the methods and compare the suitability of the two selected methods to answer the research question outlined in A2. This includes contrasting their relative merits, drawbacks, and ethical implications, considering participation of the proposed target population, reflection on practical challenges and communication of findings to relevant end-users.

This assessment is due at the end of term, and individual feedback will be provided within 10 working days.

Course Learning Outcomes

- CL01 : Describe the value and importance of public health research
- CL02 : Evaluate the usefulness of particular research methods for carrying out public health research
- CL05 : Determine appropriate methods for the research proposal
- CL06 : Develop and write a simple research proposal
- CL07 : Examine and apply the ethical issues involved in research
- CL08 : Assess the motivation and rationale for research design

Detailed Assessment Description

The aim of this assignment is for you to discuss a range of potential methods that might be applied to address your research question and research gap. This assignment will build on the research question, brief literature review and research gap identified in the Research Question and Scoping Review Assessment.

You are required to select two methods from the list below:

Research methods

- Interviews
- Focus groups
- Randomised controlled trial
- Analysis of secondary data
- Survey

The nature of the assignment is an essay. As before, give the essay the title "A3: ". The essay

should be structured using the subheadings below.

- Introduction (approx. 200 words)
- Method 1 (approx. 300 words)
- Method 2 (approx. 300 words)
- Discussion (approx. 900 words)
- Conclusion (approx. 100 words)
- Reference list (no word limit, in APA or Vancouver reference style)

In the sections headed Methods 1-2 you will need to provide a concise definition of the method and how it might be applied to answer your research question and research gap.

In the Discussion section, this is your opportunity to compare the suitability of the two selected methods by (1) contrasting their relative merits, drawbacks, and ethical implications which are relevant to your research question, (2) considering whether participation by specific communities and stakeholders would be needed, (3) reflecting on practical challenges such as timelines, feasibility and economic costs, and (5) how the findings might be communicated to relevant end-users.

The conclusion should provide a clear statement of which method would, on balance, be most suitable to apply to your research question and research gap, with a brief justification.

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

Assessment Length

1800 words

Submission notes

Word limit includes in-text citations but does not include the reference list (APA style). Refer to Moodle for submission information.

Assessment information

You will be assessed on your ability to:

- Select an appropriate research question
- Provide a coherent and accurate thematic account of relevant research (i.e. not just an annotated bibliography)
- Demonstrate your comprehension of the research reported and its limitations
- Identify your research gap in the literature

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](#).

General Assessment Information

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

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	Online Activity	Introduction to Applied Research Methods in Public Health Online tutorial Friday 13 September from 12-2pm via Teams
Week 2 : 16 September - 22 September	Tutorial	Building strong and ethical foundations for research worth doing Hybrid tutorial Friday 20 September from 12-2pm in MAT 310 and online via Teams
Week 3 : 23 September - 29 September	Online Activity	Qualitative research methods 1 Online tutorial Friday 27 September from 12-2pm in MAT 310 and online via Teams
Week 4 : 30 September - 6 October	Tutorial	Qualitative research methods 2 Hybrid tutorial Friday 4 October from 12-2pm in MAT 310 and online via Teams
Week 5 : 7 October - 13 October	Tutorial	Quantitative Methods – Sample surveys Hybrid tutorial Friday 11 October from 12-2pm in MAT 310 and online via Teams
Week 6 : 14 October - 20 October	Online Activity	Quantitative research methods – Analysis of sample surveys Online tutorial Friday 18 October from 12-2pm via Teams
Week 7 : 21 October - 27 October	Online Activity	Consolidation Part 1: Randomised Trials Online tutorial Friday 25 October from 12-2pm in MAT 310 and online via Teams
Week 8 : 28 October - 3 November	Online Activity	Consolidation Part 2: Interviews and Secondary Data Analysis Online tutorial Friday 1 November from 12-2pm in MAT 310 and online via Teams
Week 9 : 4 November - 10 November	Online Activity	Visualising Health Data Online tutorial Friday 8 November from 12-2pm via Teams
Week 10 : 11 November - 17 November	Online Activity	Communicating Results Online tutorial Friday 15 November from 12-2pm via Teams

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

This year's textbook is: [Eyer, Amy A.](#) *'Research Methods for Public Health'*, Springer, 2020.

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	Margo Barr		CPHCE, UNSW, Level 3 AGSM Building			No	No
	Rona Macniven		School of Population Health, UNSW			Yes	Yes
Administrator	Katherine Meikle		CPHCE, UNSW, Level 3 AGSM Building			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 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, Katrina Blazek (k.blazek@unsw.edu.au).