



## UNSW Course Outline

# PHCM9517 Regression Methods in Biostatistics - 2024

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## General Course Information

Course Code : PHCM9517

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

We have access to more data than ever before, but how do we find the signal in the noise? And how much trust should we put in the answers we find? We can answer these types of questions with statistical models. This course will introduce you to a family of statistical models called

regression models, powerful tools for answering real-world health questions. For example, we can use clinical data to investigate how body composition correlates with lung function in children with cystic fibrosis. Or calculate a person's likelihood of developing disease from their risk factors. If your doctor has ever calculated your cardiovascular disease risk, that was based on a regression equation.

In this course you will learn that different types of data require different types of models. You will also learn how to critically assess the models you build and how to interpret and communicate the results. We will introduce how code can be used to create reproducible analysis. The course will cover some theory, with a strong focus on practical application of the methods using statistical software.

## Course Aims

This course aims to enable you to apply regression methods to answer research questions in population health.

## Relationship to Other Courses

This course is an elective course of the Master of Public Health, Master of Global Public Health, Master of Infectious Diseases Intelligence, and Master of Health Leadership and Management programs, comprising six units of credit towards the total required for completion of the program. The prerequisite for this course is PHCM9498 or PHCM9795.

### 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 : Identify an appropriate regression model for your research study
CL02 : Implement statistical analysis using regression models on complex datasets with different types of variables
CL03 : Identify and account for confounding and effect modification in epidemiological studies
CL04 : Interpret research findings and draw valid conclusions addressing the research question
CL05 : Critically evaluate statistical analyses and present findings at a standard that is sufficient for submission to scientific journals
CL06 : Produce analysis scripts using statistical software to foster reproducible and transparent research

Course Learning Outcomes	Assessment Item
CL01 : Identify an appropriate regression model for your research study	<ul style="list-style-type: none"><li>• Short Report</li><li>• Report</li><li>• Report</li></ul>
CL02 : Implement statistical analysis using regression models on complex datasets with different types of variables	<ul style="list-style-type: none"><li>• Short Report</li><li>• Report</li><li>• Report</li></ul>
CL03 : Identify and account for confounding and effect modification in epidemiological studies	<ul style="list-style-type: none"><li>• Report</li><li>• Report</li></ul>
CL04 : Interpret research findings and draw valid conclusions addressing the research question	<ul style="list-style-type: none"><li>• Short Report</li><li>• Report</li><li>• Report</li></ul>
CL05 : Critically evaluate statistical analyses and present findings at a standard that is sufficient for submission to scientific journals	<ul style="list-style-type: none"><li>• Report</li><li>• Report</li></ul>
CL06 : Produce analysis scripts using statistical software to foster reproducible and transparent research	<ul style="list-style-type: none"><li>• Short Report</li><li>• Report</li><li>• Report</li></ul>

## 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
Short Report Assessment Format: Individual Short Extension: Yes (2 days)	20%	Due Date: 23/09/2024 10:00 AM
Report Assessment Format: Individual Short Extension: Yes (2 days)	40%	Due Date: 28/10/2024 10:00 AM
	40%	Due Date: 25/11/2024 10:00 AM

## Assessment Details

### Short Report

#### Assessment Overview

This is an individual assessment task due early in the term. You will be asked to analyse a set of data using statistical software and summarise your results in a brief report.

Individual feedback is provided within 10 working days.

#### Course Learning Outcomes

- CL01 : Identify an appropriate regression model for your research study
- CL02 : Implement statistical analysis using regression models on complex datasets with different types of variables
- CL04 : Interpret research findings and draw valid conclusions addressing the research question
- CL06 : Produce analysis scripts using statistical software to foster reproducible and transparent research

#### Detailed Assessment Description

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

#### Submission notes

Refer to Moodle for submission information

### **Assignment submission Turnitin type**

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

### **Generative AI Permission Level**

#### **Planning/Design Assistance**

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

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

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

## **Report**

### **Assessment Overview**

This is an individual assessment task due mid-term. You will be required to analyse a dataset using statistical software and write a report of your findings.

Individual feedback is provided within 10 working days.

### **Course Learning Outcomes**

- CL01 : Identify an appropriate regression model for your research study
- CL02 : Implement statistical analysis using regression models on complex datasets with different types of variables
- CL03 : Identify and account for confounding and effect modification in epidemiological studies
- CL04 : Interpret research findings and draw valid conclusions addressing the research question
- CL05 : Critically evaluate statistical analyses and present findings at a standard that is sufficient for submission to scientific journals
- CL06 : Produce analysis scripts using statistical software to foster reproducible and transparent research

### Detailed Assessment Description

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

### Submission notes

Refer to Moodle for submission information

### Assignment submission Turnitin type

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

### Generative AI Permission Level

#### **Assistance with Attribution**

This assessment requires you to write/create a first iteration of your submission yourself. You are then permitted to use generative AI tools, software or services to improve your submission in the ways set out below.

Any output of generative AI tools, software or services that is used within your assessment must be attributed with full referencing.

If outputs of generative AI tools, software or services form part of your submission and are not appropriately attributed, your Convenor will determine whether the omission is significant. If so, you may be asked to explain your submission. 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](#).

Generative AI tools can generate incorrect, biased or misleading information or content. You should critically evaluate the outputs from these tools before using them. You may be asked to demonstrate your own thought process and the steps taken, therefore you should retain drafts of your work to demonstrate the process you used to complete your assessment.

## **Report**

### Assessment Overview

This is an individual assessment task due at the end of term. You will be required to analyse a dataset using statistical software and write a report of your findings.

Individual feedback is provided within 10 working days.

### Course Learning Outcomes

- CL01 : Identify an appropriate regression model for your research study

- CLO2 : Implement statistical analysis using regression models on complex datasets with different types of variables
- CLO3 : Identify and account for confounding and effect modification in epidemiological studies
- CLO4 : Interpret research findings and draw valid conclusions addressing the research question
- CLO5 : Critically evaluate statistical analyses and present findings at a standard that is sufficient for submission to scientific journals
- CLO6 : Produce analysis scripts using statistical software to foster reproducible and transparent research

### **Detailed Assessment Description**

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

### **Submission notes**

Refer to Moodle for submission information

### **Assignment submission Turnitin type**

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

### **Generative AI Permission Level**

#### **Assistance with Attribution**

This assessment requires you to write/create a first iteration of your submission yourself. You are then permitted to use generative AI tools, software or services to improve your submission in the ways set out below.

Any output of generative AI tools, software or services that is used within your assessment must be attributed with full referencing.

If outputs of generative AI tools, software or services form part of your submission and are not appropriately attributed, your Convenor will determine whether the omission is significant. If so, you may be asked to explain your submission. 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](#).

Generative AI tools can generate incorrect, biased or misleading information or content. You should critically evaluate the outputs from these tools before using them. You may be asked to demonstrate your own thought process and the steps taken, therefore you should retain drafts of your work to demonstrate the process you used to complete your assessment.

# 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. Exceptions may apply. Please refer to your individual task description for exceptions..

## 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 courses, 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 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 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	Module	Simple and multiple linear regression
Week 2 : 16 September - 22 September	Module	Estimation and inference in linear regression
Week 3 : 23 September - 29 September	Module	Model diagnostics in linear regression
	Workshop	Workshop 1: Friday 27 September, 2-5pm. Session will be recorded. Students are strongly encouraged to join live online or in-person. Details provided on Moodle.
Week 4 : 30 September - 6 October	Module	Effect Modification
Week 5 : 7 October - 13 October	Module	Model building
	Workshop	Workshop 2: Friday 11 October, 2-5pm. Session will be recorded. Students are strongly encouraged to join live online or in-person. Details provided on Moodle
Week 6 : 14 October - 20 October	Module	Simple and multiple logistic regression
Week 7 : 21 October - 27 October	Module	Model diagnostics in logistic regression
Week 8 : 28 October - 3 November	Module	Introduction to survival analysis
	Workshop	Workshop 3: Friday 1 November, 2-5pm. Session will be recorded. Students are strongly encouraged to join live online or in-person. Details provided on Moodle
Week 9 : 4 November - 10 November	Module	The Cox proportional hazards model
Week 10 : 11 November - 17 November	Module	The proportional hazards assumption and strategies to deal with deviation

## 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 (if relevant).

## Course Resources

### Prescribed Resources

In this course you will have the choice to use one of two statistical software packages: Stata or R (and R Studio). You can access Stata remotely via <https://www.myaccess.unsw.edu.au/> or you can purchase your own license from <https://www.stata-au.com/>. R (and R Studio) are available to download at no cost. More information will be provided on Moodle.

### 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	Katrina Blazek				By appointment, requests via email	Yes	Yes
	Timothy Dobbins				By appointment, requests via email	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](mailto:k.blazek@unsw.edu.au)).