



UNSW Course Outline

PHCM9100 Academic Practice - 2024

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General Course Information

Course Code : PHCM9100

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 : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Postgraduate

Units of Credit : 0

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

These are student based workshops designed to provide support in academic skills needed to successfully complete the assignments in postgraduate studies in the School. Students will be expected to bring reading and writing material that pertain to their studies in other courses. Each

week, skills topics will be presented and they will be linked with the materials that students deal with in their other courses. Participants will engage in critical activities on materials used in their studies ie reviewing articles, assignments etc. There will be opportunity to discuss issues and field questions from colleagues to develop skills in defending a particular viewpoint or position.

All new International students must complete Academic Practice in their first term of study. The course is worth 0 units of credit. The course is not counted in your study load and there are no tuition fees to be paid. Any International students who would like to be exempt from the course should contact [The Nucleus: Student Hub](#) in the first instance. All Local students are also invited to enrol in the course.

Course Aims

This course is about helping you fit together the process of knowing what you want to say and writing it clearly. This is important whether it is about your own thoughts or the thoughts of others. This involves both the reflective and critical process.

This course will also explore a variety of strategies and skills for managing information, effective reading, note making, writing annotated bibliographies, research essays and reports, and refining oral communication skills.

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 : Apply critical thinking skills when reading academic literature and developing your own perspective
CLO2 : Use evidence-based academic research practices to evaluate and support scholarly claims
CLO3 : Demonstrate academic writing skills to articulate complex ideas and concepts
CLO4 : Demonstrate proficient oral communication skills to convey ideas
CLO5 : Use a reflective learning approach to assess and adapt your own academic development

Course Learning Outcomes	Assessment Item
CLO1 : Apply critical thinking skills when reading academic literature and developing your own perspective	<ul style="list-style-type: none">• Data Extraction Table and Reasoning• Discussion Section of a Literature Review
CLO2 : Use evidence-based academic research practices to evaluate and support scholarly claims	<ul style="list-style-type: none">• Data Extraction Table and Reasoning• Discussion Section of a Literature Review
CLO3 : Demonstrate academic writing skills to articulate complex ideas and concepts	<ul style="list-style-type: none">• Data Extraction Table and Reasoning• Discussion Section of a Literature Review
CLO4 : Demonstrate proficient oral communication skills to convey ideas	<ul style="list-style-type: none">• Learning Portfolio: Reflective Tasks
CLO5 : Use a reflective learning approach to assess and adapt your own academic development	<ul style="list-style-type: none">• Learning Portfolio: Reflective Tasks

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 (or Open Access).

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
Learning Portfolio: Reflective Tasks Assessment Format: Individual Short Extension: Yes (2 days)	15%	Start Date: Week 1 Due Date: 14/11/2024 11:59 PM
Data Extraction Table and Reasoning Assessment Format: Individual Short Extension: Yes (2 days)	40%	Start Date: Week 2 Due Date: 18/10/2024 11:59 PM
Discussion Section of a Literature Review Assessment Format: Individual Short Extension: Yes (2 days)	45%	Start Date: Week 4 Due Date: 08/11/2024 11:59 PM

Assessment Details

Learning Portfolio: Reflective Tasks

Assessment Overview

This is an individual assessment task that has 3 components: (2 written reflections and a video reflection).

First Written Reflection Due early term

Second Written Reflection Due at the end of term

Video Reflection Due at the end of term

Individual feedback on the written tasks will be provided by the nominated web application.

Individual feedback on the video reflection will be provided to you following presentation during the allocated workshop.

Course Learning Outcomes

- CLO4 : Demonstrate proficient oral communication skills to convey ideas
- CLO5 : Use a reflective learning approach to assess and adapt your own academic development

Detailed Assessment Description

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

There are THREE components to this assessment task and each is due at different times:

Written Reflective Account 1 is due Week 1

Written Reflective Account 2 is due Week 10

Video Reflection is due Week 10.

Assessment Length

500 words for each Written Reflection and 2-minutes for the Video Reflection Task

Submission notes

Refer to Moodle for submission information.

Assessment information

AcaWriter, a web application will be available to use for this task. It will provide you with immediate formative feedback on your written reflections. You will have the opportunity during the workshops to work on your reflective tasks using AcaWriter.

Reflective prompts will be provided to you for both written and video reflective tasks. Further information will be provided via Moodle.

The first written reflection needs to be uploaded to Moodle in Week 1

The second written reflection needs to be uploaded to Moodle in Week 10

The Video Reflection needs to be completed before Week 10 workshop and will be showcased during the workshop.

Criteria with marking rubric

Criteria: Submission of 2 x written reflections and 1 x 2-minute video reflection tasks

Fail -

Pass -

Credit -

Distinction -

High Distinction -

Assignment submission Turnitin type

This is not a Turnitin assignment

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](#).

Data Extraction Table and Reasoning

Assessment Overview

This is an individual assessment task due mid-term. You will be requested to produce a data extraction table aligned to 5 research papers. This task aims to build your skills in literature review research and involves 2 components: a data extraction table and a written component outlining your reasons for nominating those research papers.

Global Group Feedback will be provided to you during a workshop that follows submission date.

Individual feedback will be addressed via the rubric at the time of grading.

Course Learning Outcomes

- CLO1 : Apply critical thinking skills when reading academic literature and developing your own perspective
- CLO2 : Use evidence-based academic research practices to evaluate and support scholarly claims
- CLO3 : Demonstrate academic writing skills to articulate complex ideas and concepts

Detailed Assessment Description

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

You will be required to research an assigned Sustainable Development Goal (SDG), choose 5 research papers that align with that SDG, document on a data extraction table the details for those 5 resources (research papers) and provide reasoning for your choice of research papers.

This Assessment Task is Due Week 6

Assessment Length

250 words plus Data Extraction Table

Submission notes

A short extension option of 2 days is available for this task. Refer to Moodle for submission information.

Assessment information

Rubric- Data Extraction / Results Table Assessment Task – Academic Practice (40% of overall grade)

CLO1: Apply critical thinking skills when reading academic literature and developing your own perspective

CLO2: Use evidence-based academic research practices to evaluate and support scholarly claims

CLO3: Demonstrate academic writing skills to articulate complex ideas and concepts

Criteria	High Distinction (HD) 85-100%	Distinction (D) 75-84%	Credit © 65-74%	Pass (P) 50-64%	Fail (F) <50%
Data Extraction Table	Creates a comprehensive and well-organised data extraction table with all relevant components.	Creates a data extraction table with most relevant components, but minor omissions.	Includes a basic data extraction table, but lacks some relevant components.	Presents an incomplete or poorly organised data extraction table.	Fails to provide a data extraction table.
Citations	Accurately incorporates 5 relevant citations from reputable sources.	Includes 5 citations, but some may not be directly relevant or lack credibility.	Includes fewer than 5 citations, with limited relevance.	Includes minimal citations or uses unreliable sources.	No citations provided.
Reasoning and Academic Language	Provides clear and insightful reasoning for each citation choice, using appropriate academic language.	Offers reasoning for most citation choices, but may lack depth or clarity. Adequate use of academic language skills	Provides basic reasoning, but lacks depth or academic language.	Offers minimal or unclear reasoning.	No reasoning provided.

Acknowledgement Ethical Use of Gen-AI: This Rubric has been Codesigned using Microsoft AI CoPilot (UNSW Licence)

The rubric has been peer reviewed by: Dr Cherie Lucas, Neda Chepinchikj and Lucy Neville.

Criteria with marking rubric

Criteria: Refer to Rubric below

Fail -

Pass -

Credit -

Distinction -

High Distinction -

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

Planning/Design Assistance

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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](#).

Discussion Section of a Literature Review

Assessment Overview

This is an individual assessment task due late term. This assessment task involves writing a

discussion section of a literature review related to the SDG assigned.

Global Group Feedback will be provided to you during a workshop that follows submission date.

Individual feedback will be addressed via the rubric at the time of grading.

Course Learning Outcomes

- CLO1 : Apply critical thinking skills when reading academic literature and developing your own perspective
- CLO2 : Use evidence-based academic research practices to evaluate and support scholarly claims
- CLO3 : Demonstrate academic writing skills to articulate complex ideas and concepts

Detailed Assessment Description

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

This assignment is a written discussion section of a literature review paper. You are required to research an assigned Sustainable Development Goal (SDG), research relevant papers in the literature, critical analyse the papers and provide a discussion that synthesises these papers and has appropriate paraphrasing for in text citations.

This Assessment Task is due Week 9

Assessment Length

1000 words

Submission notes

Refer to Moodle for submission information.

Assessment information

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

Rubric for the Discussion Section of your Literature Review: Assignment 3 (45%)

Criteria	High Distinction (HD) (85-100%)	Distinction (D) (75-84%)	Credit © (65-74%)	Pass (P) (50-64%)	Fail (F) (<50%)
Critical appraisal of the content	Content demonstrates excellent understanding of current and previous literature and studies and includes a high-level evidence based on critical appraisal to support the statements	Content demonstrates an adequate understanding of current and previous literature and studies and includes evidence based critical appraisal to support the statements	Content includes some relevant exploration of the current literature and previous studies, with some evidence-based critical appraisal of the content that relates to the current study and supports the statements.	Content includes some basic level awareness of the current literature and previous studies with limited critical appraisal on how it relates to the current study, and lacks specificity or depth	Content lacks clear connection with current and/or previous studies in relationship to the current study, with minimal critical appraisal.
Quality and clarity of academic writing	Exceptional clarity, coherence, and organisation. Demonstrates advanced writing skills.	Clear and well-organised writing. Few minor issues.	Adequate clarity and organisation. Some noticeable issues.	Basic clarity but lacks coherence. Several issues.	Poorly organised and unclear. Significant issues.
Grammar and Spelling	No significant grammatical or spelling errors.	Minor grammatical or spelling errors.	Some noticeable issues.	Several grammatical or spelling errors.	Numerous grammatical or spelling errors.
Paraphrasing Skills	Appropriately paraphrased information.	Appropriate paraphrasing with minor issues.	Adequate paraphrasing with noticeable issues.	Basic paraphrasing but lacks precision.	Poor paraphrasing; significant issues.
In-text Citations (APA Style)	Correct use of in-text citations following APA referencing guidelines.	Mostly correct in-text citations with minor errors.	Some noticeable issues with in-text citations.	Basic understanding of APA style but lacks consistency.	Incorrect or missing in-text citations.
Legitimacy of Citations	Credible and relevant sources cited.	Mostly credible sources with minor exceptions.	Some noticeable issues with source credibility.	Basic use of sources but lacks relevance.	Inadequate or irrelevant sources cited.
Use of	Relevant and	Mostly	Some	Basic use of	Inadequate or

Appropriate, Current References/ Citations	current references used.	relevant references with minor exceptions.	noticeable issues with relevance or currency.	references but lacks relevance.	outdated references.
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Acknowledgement Ethical Use of Gen-AI: This Rubric has been Codesigned using Microsoft AI CoPilot (UNSW Licence)

The rubric has been peer reviewed by: Dr Cherie Lucas, Dr Neda Chepinchikj and Lucy Neville.

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. 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	Topic	Thinking and reflection (Introduction to the course)
Week 2 : 16 September - 22 September	Topic	Academic Integrity, SDGs and Types of Literature Reviews
Week 3 : 23 September - 29 September	Topic	Academic Writing and paraphrasing processes (preparation for Assessment 2 and Assessment 3)
Week 4 : 30 September - 6 October	Topic	Academic Writing and Editing Processes
Week 5 : 7 October - 13 October	Topic	Ethical and Responsible Use of Artificial Intelligence
Week 6 : 14 October - 20 October	Topic	This is flexibility week and there are no classes. Students will use this time to start preparing for their assessment tasks and keep completing their Learning Portfolios (Reflective accounts and Video Reflective account). Your Data Extraction Table Assessment #2 Task is due this week, along with the reasonings choosing your 5 research papers.
Week 7 : 21 October - 27 October	Topic	Engagement with the School of Population Health Course Convenors - Panel session
Week 8 : 28 October - 3 November	Topic	Disseminating your research - platforms to consider
Week 9 : 4 November - 10 November	Topic	Recap on Skills for Academic Writing
Week 10 : 11 November - 17 November	Topic	Reflections and Learnings from the Course

Attendance Requirements

Please note that lecture recordings are not available for this course. Students are strongly encouraged to attend all classes and contact the Course Authority to make alternative

arrangements for classes missed.

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

Learning resources for students consist of the following and are available on Moodle:

1. Workshop/ lecturer Power Point Slides
2. Course readings

There are no set text books for this course

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
	Lucy Neville				By appointment, requests via email	No	No
	Neda Chepinc hikj				By appointment, requests via email	No	No
	Cherie Lucas					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

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).