UNSW Course Outline

PHCM9788 Outbreak Investigation and Intelligence - 2024

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General Course Information

Course Code : PHCM9788
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 is a PLuS Alliance course offered through UNSW. Students at UNSW, Arizona State University and Kings College London who are in a PLuS Alliance program can enrol into this course.

Outbreak investigation is a central aspect of field epidemiology and infectious diseases intelligence and surveillance underpins outbreak identification, response and control. The focus of this course is on understanding routine and unusual disease outbreaks and the application of methods for their detection and investigation and control in resource limited and developed settings. The course uses case studies to teach epidemiologic disease pattern recognition, identification of aberrant patterns, and interpretation of epidemic and surveillance data to inform outbreak investigation and disease control. The course explores a number of outbreaks from around the world in case studies, lectures, discussion forums, webinars and readings to teach principles of outbreak detection, verification, investigation, communication and control. You will learn about outbreak data analysis and interpretation, outbreaks in vulnerable populations as well as the role of the laboratory. An overview of field epidemiology methods and mathematical modeling of infectious diseases will also be provided. Case studies include salmonella, E. coli, enterovirus, hepatitis, avian influenza, MERS coronavirus, Ebola outbreaks and COVID-19.

Course Aims

This course aims to give you the skills to interpret surveillance and outbreak data, analyse epidemiological patterns, identify expected and aberrant patterns, and understand the principles of disease modeling in the context of field epidemiology, outbreak investigation and control.

Relationship to Other Courses

This course is a core course of the Master of Infectious Diseases Intelligence program and is an elective course of the Master of Master of Public Health, Master of Global Health and Master of Health Leadership and Management programs. The course comprises six units of credit towards the total required for completion of the program. There are no prerequisites for this course. This course has been designed to complement and enhance the breadth of courses focused on public health aspects of infectious disease prevention and control being offered to School of Population Health postgraduate coursework students.

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.

Pre-course offering: Essentials of Public Health

If you do not have a background in health or medicine, we offer a short online pre-course that will introduce you to the principles of public health, measuring health in populations, probability, epidemiology, and statistics for public health. This short pre-course is targeted at those with no or little health experience. It is not compulsory but will provide a grounding in public health for those new to the field.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Explain the role of disease surveillance and other intelligence in outbreak detection and investigation.
CLO2 : Describe best practice principles of outbreak investigations in diverse global settings.
CLO3 : Analyse outbreak data and interpret diverse and aberrant epidemiological patterns of infectious disease outbreaks.
CLO4 : Demonstrate understanding of appropriate prevention and control measures for an outbreak response.
CLO5 : Demonstrate understanding of modelling and forecasting of infectious diseases based on known transmission dynamics.

Course Learning Outcomes	Assessment Item
CLO1 : Explain the role of disease surveillance and other intelligence in outbreak detection and investigation.	• First Quiz • Outbreak Investigation Scenario • Second Quiz • Multi-component Written Report
CLO2 : Describe best practice principles of outbreak investigations in diverse global settings.	• First Quiz • Outbreak Investigation Scenario • Second Quiz • Multi-component Written Report
CLO3 : Analyse outbreak data and interpret diverse and aberrant epidemiological patterns of infectious disease outbreaks.	• Outbreak Investigation Scenario • Multi-component Written Report
CLO4 : Demonstrate understanding of appropriate prevention and control measures for an outbreak response.	• Multi-component Written Report
CLO5 : Demonstrate understanding of modelling and forecasting of infectious diseases based on known transmission dynamics.	• Multi-component Written Report

Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

Learning and Teaching in this course

This course uses UNSW Moodle as the learning management system for the facilitation and communication between faculty and students, submission of assignments, course material, and posting of grades. Online students can access live/ recorded tutorials via MS Teams.

All students have access to the course material, readings and additional resources online via UNSW Moodle. There are discussion areas on the site where students can ask questions relating to the weekly learning activities and the course assessments. Students also have the opportunity to participate in scheduled online discussions. It is essential that all students check the course website at least weekly for announcements and new materials. For further information on the Moodle site and its features and ways of using it see https://student.unsw.edu.au/moodle-support.

This course uses learning activities and assessment tasks that reflect the learning outcomes of the course and are drawn from real studies in order to support your learning of new concepts and the application of epidemiological techniques through practice, lectures, online discussions and scheduled face to face/ online sessions.

This course uses the online learning environment to provide access to:

- The course outline and weekly modules with web links to required pre-readings and key resources
- Recorded lectures and PowerPoint slides
- Online version of case studies for external students
- Assessment tasks and submission of assessments.

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.

Additional Course Information

The course is offered in two modes – fully online or in a 'flipped classroom' format.

Internal students

A 'flipped classroom' approach is used in this course. This means you will (independently) watch

a series of online lectures before participating in synchronous weekly tutorials. Lectures will be provided by members of the Infectious Disease Group at UNSW and by experts from the field who draw on their particular areas of expertise to introduce students to core theoretical approaches and applications. Then, you will complete some real life case studies and other activities during the tutorials to supplement the content covered in the lectures. These case studies will help you consolidate and strengthen your understanding of the key learning concepts and aim to marry themes from the essential readings and lectures and enable you to meet the course objectives. Each case study includes several checkpoint questions that assess your comprehension of the content.

All internal students should attend face-to-face tutorial on campus every Tuesday 2-4 pm, during teaching weeks 1 to 10. *For location, please see timetable on SPH website https://www.unsw.edu.au/medicine-health/our-schools/population-health/student-life/student-resources/postgraduate/timetables*. Internal students unable to attend face to face tutorials due to illness or any other reasons may videoconference in and participate remotely via Microsoft Teams. Recordings will also be made available.

Fully online mode

This course is presented fully online for external students. Students enrolled in this mode will work through the 10 modules (one each week) of the course independently. Each module contains a mixture of recorded lecture/s and interactive case studies, which you are expected to complete at your own pace. There will be a discussion forum available for each module. You can use this forum to post questions about the course, engage with your peers, and reflect on the learning. The forum is a place for learning; you are welcome to share interesting content you find with others in the forum. The discussion forums will be supported by academic staff on weekdays.

The course has been structured in the following way for external students:

- Each week is composed of one learning module. Weekly lectures will introduce key concepts that you are required to understand and apply by the end of the module.
- After each lecture, you will complete a case study vis Moodle, which will help you consolidate your understanding. Case studies are interactive and include checkpoint questions that either assess your comprehension of the content or allow you to reflect on the content.
- Each week you are expected to read the assigned readings. Additional optional extra readings are provided. While these are not compulsory, they will aid your learning in this course.

Students taking the course in the fully online mode are welcome to attend the weekly tutorials

(face-to-face on campus or by video conferencing via Microsoft Teams); however, this is not compulsory. If you choose to attend the weekly tutorials, you do not need to complete the online self-paced activities as an equivalent learning activity will be undertaken as part of the tutorial.

All students

Postcard – So we can get to know each other at the beginning of the course, please introduce yourself on the Postcards forum in Moodle. You can post a photo of yourself doing something you enjoy, or a photo of the activity itself, if you prefer.

Pre-readings – You must read the essential pre-readings listed in Moodle before attending the class tutorial. Non-essential readings are there if you wish to extend yourself, but they will not be used for assessment purposes.

Q&A forum– For both internal and fully online students, there will be a Q&A forum available on Moodle. You can use this forum to post questions you have about the course. Students can also raise questions during tutorials.

Discussion forums: There will be a weekly discussion forum to engage students in the course. The forum is a tool for two-way dialogue between lecture-and-students, and between students. Administrative queries can also be posted here.

Drop-in sessions: In addition to the online discussion forums, drop-in sessions may be organised for students if needed. These sessions may provide an informal and unstructured forum for online students to come together with the convenor and their peers to discuss course content. These drop-in sessions will be student-driven (i.e., there will not be an agenda or structured activities, rather students should come with questions and be prepared to engage in facilitated discussions with their colleagues).

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
First Quiz Assessment Format: Individual	10%	Start Date: 29/09/2024 11:00 AM Due Date: 01/10/2024 11:00 AM Post Date: 11/10/2024 11:00 AM
Outbreak Investigation Scenario Assessment Format: Individual Short Extension: Yes (2 days)	40%	Start Date: Not Applicable Due Date: 14/10/2024 11:00 AM Post Date: 28/10/2024 11:00 AM
Second Quiz Assessment Format: Individual	10%	Start Date: 27/10/2024 11:00 AM Due Date: 29/10/2024 11:00 AM Post Date: 09/11/2024 11:00 AM
Multi-component Written Report Assessment Format: Individual Short Extension: Yes (2 days)	40%	Start Date: Not Applicable Due Date: 18/11/2024 11:00 AM Post Date: 02/12/2024 11:00 AM

Assessment Details

First Quiz

Assessment Overview

This task aims to assess your understanding of the concepts in each topic and to identify any concepts for immediate remediation. There will be 10 questions based on the material covered in online lessons, the readings, and activities from the first 3 weeks of the course.You have 1-hour to complete the quiz and are only allowed 1 attempt per quiz. Any open (i.e., unsubmitted) attempts at the end of 1 hour or the stipulated closing time for the quiz will be automatically submitted.

Individual feedback will be provided at the end of the quiz.

Course Learning Outcomes

- CLO1 : Explain the role of disease surveillance and other intelligence in outbreak detection and investigation.
- CLO2 : Describe best practice principles of outbreak investigations in diverse global settings.

Detailed Assessment Description

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

Assessment Length

10 multiple choice questions

Submission notes

You have 1-hour to complete the quiz and are only allowed 1 attempt per quiz. Refer to Moodle for submission information

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.
For more information on Generative AI and permitted use please see here.

Outbreak Investigation Scenario

Assessment Overview

This is an individual assessment task due in the mid-term. You will be provided with an evolving outbreak scenario and required to respond to questions posed at various points as the event plays out. You will draw on your understanding of the steps of an outbreak investigation and of strategies for controlling disease outbreaks to answer the questions.

Individual feedback will be provided within 10 working days.

Course Learning Outcomes

- CLO1 : Explain the role of disease surveillance and other intelligence in outbreak detection and investigation.
- CLO2 : Describe best practice principles of outbreak investigations in diverse global settings.
- CLO3 : Analyse outbreak data and interpret diverse and aberrant epidemiological patterns of infectious disease outbreaks.

Detailed Assessment Description

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

Assessment Length

2000 words

Submission notes

Please mention word count on the first page of your assessment. Refer to Moodle for further submission information.

Assessment information

Marking rubric will be provided with the assessment task. Please see the assessment section on the course Moodle page.

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.

Second Quiz

Assessment Overview

This task aims to assess your understanding of the concepts in each topic and to identify any concepts for immediate remediation. There will be 10 questions based on the material covered in online lessons, the readings, and activities from the first 7 weeks of the course.You have 1-hour to complete the quiz and are only allowed 1 attempt per quiz. Any open (i.e., unsubmitted) attempts at the end of 1 hour or the stipulated closing time for the quiz will be automatically submitted.

Individual feedback will be provided at the end of the quiz.

Course Learning Outcomes

- CLO1 : Explain the role of disease surveillance and other intelligence in outbreak detection and investigation.
- CLO2 : Describe best practice principles of outbreak investigations in diverse global settings.

Detailed Assessment Description

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

Assessment Length

10 multiple choice questions

Submission notes

You have 1-hour to complete the quiz and are only allowed 1 attempt per quiz. Refer to Moodle for submission information

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.
For more information on Generative AI and permitted use please see here.

Multi-component Written Report

Assessment Overview

This individual assessment task is due at the end of term and requires you to compare important epidemiological elements and surveillance and response consideration for two prominent diseases of your choosing (from a list) and prepare a report/ media brief. The assignment is structured around a series of questions, each examining a different element.

Individual feedback will be provided within 10 working days.

Course Learning Outcomes

- CLO1 : Explain the role of disease surveillance and other intelligence in outbreak detection and investigation.
- CLO2 : Describe best practice principles of outbreak investigations in diverse global settings.
- CLO3 : Analyse outbreak data and interpret diverse and aberrant epidemiological patterns of infectious disease outbreaks.
- CLO4 : Demonstrate understanding of appropriate prevention and control measures for an outbreak response.
- CLO5 : Demonstrate understanding of modelling and forecasting of infectious diseases based on known transmission dynamics.

Detailed Assessment Description

Detailed information about this assessment, including marking rubric, will be provided on the course Moodle page.

Assessment Length

2000 words

Submission notes

Please mention word count on the first page of your assessment. Refer to Moodle for further submission information.

Assessment information

Marking rubric will be provided with the assessment task. Please see the assessment section on the course Moodle page.

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 mark.

Grading Basis

Standard

Requirements to pass course

In order to pass this course students must:

- Achieve a composite grade of at least 50 out of 100
- Meet any additional requirements specified in the assessment details section and on Moodle.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Lecture	Introduction to outbreaks and outbreak investigation Overview of epi curves
	Tutorial	Hepatitis E in New South Wales How to make an epicurve
Week 2 : 16 September - 22 September	Lecture	Introduction to surveillance during outbreaks Surveillance of notifiable and non-notifiable communicable diseases Syndromic surveillance: a strategy for early warning outbreak detection
	Tutorial	Severe acute respiratory infection (SARI) surveillance
Week 3 : 23 September - 29 September	Lecture	Digital technology to support outbreak detection and response Digital revolution and its impact on disease surveillance & intelligence (Optional)
	Tutorial	Using AI and opens source database for epidemic intelligence Disease surveillance using social media
Week 4 : 30 September - 6 October	Lecture	Epidemiological analytical studies in outbreaks
	Tutorial	Salmonella outbreak at a convention Hep E Global (Optional)
Week 5 : 7 October - 13 October	Lecture	Outbreaks in high income settings – Europe's response to Monkey pox
	Tutorial	Mystery outbreak in Germany
Week 6 : 14 October - 20 October	Lecture	Infectious diseases risk assessment
	Tutorial	Ebola Timeline and risk assessment Risk assessment short case studies (optional)
Week 7 : 21 October - 27 October	Lecture	Emerging infectious diseases
	Tutorial	Coronavirus Disease (COVID-19) pandemic
Week 8 : 28 October - 3 November	Lecture	Outbreaks investigation in international settings Use of phylogenetic in outbreak investigation
	Activity	A [fictitious] outbreak of MERS-CoV-3 in country X
Week 9 : 4 November - 10 November	Lecture	Role of laboratories in outbreak investigation Outbreak communication
	Tutorial	Outbreak investigation in displaced person settings (Mystery disease)
Week 10 : 11 November - 17 November	Lecture	An introduction to infectious disease modelling
	Activity	Infectious disease modelling

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

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

- Course readings (available on Leganto)
- Lectures slides
- Lecture recordings
- Case studies material
- Tutorial recordings

There are no set text books for this course. However, there are many excellent textbooks on communicable diseases wich you may use as reference. The following are some suggestions.

Rasmussen SA and Goodman RA. *The CDC Field Epidemiology Manual*. New York: Oxford University Press, 2019. https://www.cdc.gov/eis/field-epi-manual/chapters.html

Centers for Disease Control and Prevention (CDC). Principles of Epidemiology in Public Health Practice, Third Edition. Lesson Six: Investigating an Outbreak. https://archive.cdc.gov/#/details?q=https://www.cdc.gov/csels/dsepd/ss1978/index.html&start=0&rows=10&url=https://www.cdc.gov/csels/dsepd/ss1978/index.html

David L. Heymann. Control of Communicable Diseases Manual. 21st edition. Edition Number: 21. Available: 30th June 2022. ISBN: 9780875533230

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	Abrar Chughtai		Level 2 Samuel Building UNSW	+61 (2) 93851009	Yes	Yes	Yes
Lecturer	Md Saiful Islam		Level 2 Samuel Building UNSW		Yes	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 Plagarism

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, A/Prof Timothy Dobbins (t.dobbins@unsw.edu.au).