



## UNSW Course Outline

# MICR3621 Microbial Genetics (Advanced) - 2024

Published on the 30 Aug 2024

## General Course Information

**Course Code :** MICR3621

**Year :** 2024

**Term :** Term 3

**Teaching Period :** T3

**Is a multi-term course? :** No

**Faculty :** Faculty of Science

**Academic Unit :** School of Biotechnology and Biomolecular Sciences

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

This course is available to Advanced Science students, or as an advanced option for students in other UNSW programs. It aims to extend fundamental concepts and principles of microbial genetics to an advanced level primarily through alternative laboratory discussion sessions, and is

intended for students who have a strong interest in microbial genetics. The course covers fundamentally important and well-established concepts in microbial genetics, while emphasising the latest discoveries that have emerged from contemporary research efforts in the field (presented by senior researchers). Topics may include genetics of bacteriophages, bacteria, archaea and yeast, mutation and evolution, mechanisms of gene transfer, gene regulation and adaptive responses, and genomics and functional genomics of individual microorganisms and whole microbial communities. The practical component includes contemporary wet-lab microbial genetics experiments that complement lecture material. The practical component also emphasises interaction between demonstrators and students, facilitated through a rich variety of concept tutorials that cover diverse topics. These topics typically include transposon mutagenesis, gene library construction, gene complementation using recombinant plasmids, gene expression and regulation studies, UV mutagenesis and DNA repair, restriction/modification systems, promoter rescue experiments, and a variety of gene exchange techniques. The socioeconomic impact of microbial genetics is also discussed in student presentations. This course differs from BABS3021 Microbial Genetics by providing an alternative and more advanced practical programme within a laboratory group dedicated to the course, and through an alternative report assessment task that includes constructing creative solutions to contemporary problems in microbial genetics.

## Course Aims

The lecture and practical components of this course aims to present students with the background to microbial genetics and technologies currently used to address microbial genetics. The course is designed to provide opportunities for students to gain knowledge and insight into the scientific developments of today's front-line research.

## Relationship to Other Courses

This course differs from BABS3021 Microbial Genetics by providing an alternative and more advanced practical programme within a laboratory group dedicated to the course, and through an alternative report assessment task that includes constructing creative solutions to contemporary problems in microbial genetics.

# Course Learning Outcomes

Course Learning Outcomes
CLO1 : Describe fundamental facts, principles and procedures in microbial genetics.
CLO2 : Perform microbial genetics experiments to generate data in the context of a study.
CLO3 : Analyse and interpret data from microbial genetics experiments.
CLO4 : Integrate knowledge from a variety of sources to produce written reports and oral presentations that precisely and effectively communicate microbial genetics principles.
CLO5 : Critically evaluate and discuss statements about microbial genetics in the scientific literature and the mainstream media, with particular focus on ethical, social and professional considerations.
CLO6 : Demonstrate ability to think critically and operate at an advanced level by evaluating experimental design and scientific findings and by potentially creating new research questions or designing new experiments.

Course Learning Outcomes	Assessment Item
CLO1 : Describe fundamental facts, principles and procedures in microbial genetics.	<ul style="list-style-type: none"><li>• Practical Assessments</li><li>• Midterm Test</li><li>• Presentation</li><li>• Final Exam</li></ul>
CLO2 : Perform microbial genetics experiments to generate data in the context of a study.	<ul style="list-style-type: none"><li>• Practical Assessments</li></ul>
CLO3 : Analyse and interpret data from microbial genetics experiments.	<ul style="list-style-type: none"><li>• Midterm Test</li><li>• Final Exam</li><li>• Practical Assessments</li></ul>
CLO4 : Integrate knowledge from a variety of sources to produce written reports and oral presentations that precisely and effectively communicate microbial genetics principles.	<ul style="list-style-type: none"><li>• Presentation</li><li>• Practical Assessments</li></ul>
CLO5 : Critically evaluate and discuss statements about microbial genetics in the scientific literature and the mainstream media, with particular focus on ethical, social and professional considerations.	<ul style="list-style-type: none"><li>• Presentation</li></ul>
CLO6 : Demonstrate ability to think critically and operate at an advanced level by evaluating experimental design and scientific findings and by potentially creating new research questions or designing new experiments.	<ul style="list-style-type: none"><li>• Practical Assessments</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

## Learning and Teaching in this course

All lecture learning resources will be disseminated through Moodle, all laboratory learning resources will be disseminated through Class Teams - Class notebook.

Microsoft Teams: online communication will occur primarily through Teams. The Q&A sessions will be conducted through video calls in Teams. Any other online discussion will take place in Teams. General information about the course will also be provided in Teams.

Moodle: Information about the course will also be posted on Moodle, which will also be used for the practical quizzes, the exams, and for the submission of reports.

For information on how to use these resources see <https://teaching.unsw.edu.au/moodle-login> and <https://student.unsw.edu.au/teams-students>.

We may occasionally use other electronic resources in this course.

To log on to UNSW services you will need to set up Multi-Factor Authentication (MFA). If you have not done this yet please consult this website:

<https://www.myit.unsw.edu.au/cyber-security/multi-factor-authentication-mfa>

## Additional Course Information

Not applicable

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Practical Assessments Assessment Format: Individual	35%	Start Date: Not Applicable Due Date: Not Applicable Post Date: 30/11/2024 12:00 AM
Midterm Test Assessment Format: Individual	25%	Start Date: 23/10/2024 09:00 AM Due Date: 23/10/2024 10:45 AM Post Date: 23/10/2024 01:00 PM
Presentation Assessment Format: Group	15%	Start Date: Not Applicable Due Date: Not Applicable Post Date: 28/11/2024 12:00 AM
Final Exam Assessment Format: Individual	25%	Start Date: Not Applicable Due Date: Not Applicable Post Date: 12/12/2024 12:00 PM

# **Assessment Details**

## **Practical Assessments**

### **Assessment Overview**

The practical assessments evaluate your understanding of the laboratory component of the course. You will be assessed via a practical quiz (worth 10%) in Week 3, covering materials from Week 1 to 3. The test will run for 45 minutes during practical time and feedback will be provided by your demonstrator within 10 working days after the due date.

You will also write a scientific report on one of the experiments performed. You will write up the draft report (worth 8%) as a group of 3 to 4 within your laboratory group, due in Week 5 where it will be marked by your demonstrator and feedback will be provided within 10 working days after the due date. You will peer-review the group submission of your peers by Week 7 (worth 2%). A final individual report will be submitted in Week 10 (worth 15%), which will be assessed on the quality of the content and presentation in each section of the report (Aim, Introduction, Methods, Results, Discussion, Future Experiment Design, References). Feedback will be given electronically by instructors using a marking rubric on Moodle within 10 working days after the due date.

### **Course Learning Outcomes**

- CLO1 : Describe fundamental facts, principles and procedures in microbial genetics.
- CLO2 : Perform microbial genetics experiments to generate data in the context of a study.
- CLO3 : Analyse and interpret data from microbial genetics experiments.
- CLO4 : Integrate knowledge from a variety of sources to produce written reports and oral presentations that precisely and effectively communicate microbial genetics principles.
- CLO6 : Demonstrate ability to think critically and operate at an advanced level by evaluating experimental design and scientific findings and by potentially creating new research questions or designing new experiments.

### **Detailed Assessment Description**

#### **Practical Assessment (35%)**

- A quiz covering the practical material (Investigation 1) will take place in the practical sessions in week 3 (10%).
- Practical report is to be submitted in two stages: in week 5 (10%) and week 10 (15%).

### **Assessment Length**

3000 words for the report

## Submission notes

Through Turnitin

## Assessment information

Not Applicable

### Assignment submission Turnitin type

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

## Hurdle rules

### Practical Quiz (10%)

Practical Quiz 1 – Week 3 (10%)

The quiz will take place during the scheduled practical time. It covers:

- Investigation 1 ONLY for BABS3021;
- Investigation 1 AND Concept Discussion 1 for MICR3621.

The practical quiz consists of questions with a range of question types including multiple choice and short answer questions.

The questions were developed based on the practical materials surrounding the core practical skills of:

- Experimental Design
- Data analysis and calculation
- Interpretation
- Troubleshooting

### Practical Report (25%)

Report Draft – Week 5 (10%) IDENTICAL for BABS3021 and MICR3621

- Due at the beginning of the lab time in Week 5
- You will work in groups of 3 or 4, with the grouping set up on the first week of the term.

- As a group, you will submit a draft report on Investigation 2 (Transposon mutagenesis and generation of auxotrophic mutant).
- Submission - you will be submitting to the Workshop tool on Moodle as a group for Peer Review. Within the workshop tool, you will peer review three other submissions individually (2%).
- Submission – you will also submit to Turnitin (only one submission per group) for marking by your demonstrator (8%).
- This report will include an Introduction, Materials and Methods and Expected Outcomes of the investigation.
- This group assessment is an initial step towards the final report based on individual work.

### **Final Report – Week 10 (15%)**

- Due Week 10 Friday 2359 AEST
- You will complete the final report individually, incorporating or adapting feedback from your demonstrator and peers in the submitted draft report
- This final report will be complete with Abstract, Introduction, Materials and Method, Result, Discussion, References and Reflection.
- Submission – you will submit to Turnitin individually for marking.

Note: MICR3621 final report will include specific instruction covering Investigation 3, information to be provided through Moodle.

### **Submitting the report**

Submit the reports in Turnitin in Moodle by 11:59pm on the due date (if not mentioned specifically above). A penalty of 5% of the total value of the assignment per day for up to 5 days will be applied to late assignments. It is strongly recommended that you start working on the practical report early in the term.

### **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](#).

Not applicable

## Midterm Test

### Assessment Overview

The midterm test will assess lecture materials delivered in the first half of the term from Week 1 to Week 5. The test will evaluate your understanding of the materials in the form of multiple-choice questions and short-answer questions. The test will run in Week 7 of the term for 90 minutes. The test will be in-person, invigilated, and conducted through an online safe exam browser. Marks and feedback will be given to you within 10 working days.

### Course Learning Outcomes

- CLO1 : Describe fundamental facts, principles and procedures in microbial genetics.
- CLO3 : Analyse and interpret data from microbial genetics experiments.

### Detailed Assessment Description

The midterm exam will be held in week 7 during the scheduled practical. It will cover material delivered in weeks 1-5. This is worth 25%.

### Assessment Length

90 minutes

### Submission notes

Through Inspera

### Assessment information

More information will be disseminated on Moodle during term.

### 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](#).

Not applicable

## Presentation

### Assessment Overview

You will be given the opportunity to evaluate and critically analyse a topic relating to the context of microbial genetics, delivering a short presentation (7 to 10 minutes) to your practical discussion group. You will be expected to integrate knowledge from different sources in microbial genetics, linking ethical, social or professional issues pertaining to the field. Your presentation will be assessed on the appropriateness and quality of the content and on your ability to communicate effectively. You will have one checkpoint on your draft presentation plan (worth 2%) in Week 7 where feedback will be provided by your demonstrator before you deliver your final presentation in Week 9 (worth 10%). You are expected to peer review your peers during the live presentation in Week 9 (worth 3%). Feedback will be given online by instructors and fellow students using a marking rubric on Moodle within 10 working days of the due date.

### Course Learning Outcomes

- CLO1 : Describe fundamental facts, principles and procedures in microbial genetics.
- CLO4 : Integrate knowledge from a variety of sources to produce written reports and oral presentations that precisely and effectively communicate microbial genetics principles.
- CLO5 : Critically evaluate and discuss statements about microbial genetics in the scientific literature and the mainstream media, with particular focus on ethical, social and professional considerations.

### Detailed Assessment Description

You will deliver a presentation INDIVIDUALLY on a current social and/or ethical issue involving microbial genetics.

This learning activity consists of 2 parts including 1 checkpoint which is an opportunity to

receive feedback in Week 7 to enable progressive development on the activity. You will present in class during lab time in Week 9.

-Presentation Checkpoint 1 – Week 7 Lab time (2%)

-Presentation (in-person) (10%) and peer review (3%)

#### **Assessment Length**

7 mins in person presentation

#### **Submission notes**

Not applicable

#### **Assessment information**

Not applicable

#### **Assignment submission Turnitin type**

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

#### **Hurdle rules**

#### **Presentation Checkpoint 1 – Week 7 Lab time (2%)**

By week 7 you have prepared a draft presentation with around 3 slides addressing the questions mentioned above.

-Submission - Submit your slides to Turnitin using the link provided on Moodle

-Discuss any issues with your demonstrator.

#### **Presentation (in-person) – Week 9 Lab time (10%) & Peer Review (3%)**

Submission – you will need to submit your presentation slides BEFORE THE START of the lab time to TWO locations:

1. Turnitin using a link provided on Moodle where demonstrator mark will be recorded
2. Teams channel folder (For easy access during in-class presentations)
3. Peer Review – you will need to complete the peer review by Wednesday 11.59PM (SAME DAY AS PRESENTATION).

## 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](#).

Students can use AI to plan, design and develop their presentation, use of AI must be attributed and student is expected to reflect on the information generated by AI and how it impacts on the development of the presentation.

## **Final Exam**

### Assessment Overview

The end-of-term exam will be undertaken during the University's formal examination period and will cover lecture material delivered in the second half of the course (weeks 6-10). The exam, containing multiple choice and short answer questions, will run for 90 minutes. The exam will be in-person, invigilated, and conducted through an online safe exam browser. Feedback is available through inquiry with the course convenor.

### Course Learning Outcomes

- CLO1 : Describe fundamental facts, principles and procedures in microbial genetics.
- CLO3 : Analyse and interpret data from microbial genetics experiments.

### Detailed Assessment Description

Invigilated Exam with Safe Exam Browser, no AI use is permitted.

### Assessment Length

90 minutes

## Submission notes

Inspera

## Assessment information

More details will be released on the course Moodle site.

### 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](#).

Not applicable

## **General Assessment Information**

The four major assessment items are

### Practical Assessment (35%)

- Quiz covering the practical material will take place in the practical sessions in week 3.
- Practical report to be submitted in two stages: in week 5 and week 10.

### Presentation (15%)

- Checkpoint in week 7 to help your progress towards the final presentation
- Final presentation in week 9 along with peer review.

### Midterm exam (25%)

- The exam will take place during the week 7 practical. It covers lecture material in weeks 1 – 5.

## Final exam (25%)

- The exam will take place during the exam period. It covers lecture material in weeks 7 –10.

### Grading Basis

Standard

### Requirements to pass course

To pass this course, you must submit all written assessments and achieve a composite mark of at least 50 out of 100.

- See also "Attendance Requirements" in the Course Schedule section of this Course Outline.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 0 : 2 September - 8 September	Reading	Practical manual for the course
Week 1 : 9 September - 15 September	Lecture	Lecture 00 Course introduction - Jai Tree & Gee Chong Ling Lecture 01 Microbes, genes and genomes - Mark Tanaka Lecture 02 Mobile genes and transposition - Mark Tanaka
	Laboratory	Practical Investigation 1 Genetic transfer of antibiotic resistance from <i>Pseudomonas aeruginosa</i> to <i>Escherichia coli</i> Day 1
Week 2 : 16 September - 22 September	Lecture	Lecture 03 Mobile elements: Plasmids - Jai Tree Lecture 04 Mobile elements: Bacteriophages - Jai Tree Lecture 05 Gene regulation: Epigenetics - Jai Tree
	Laboratory	Practical Investigation 1 Genetic transfer of antibiotic resistance from <i>Pseudomonas aeruginosa</i> to <i>Escherichia coli</i> Day 2 Investigation 2 Transposon mutagenesis and isolation of auxotrophic mutant Day 1
Week 3 : 23 September - 29 September	Lecture	Lecture 06 Gene regulation: Post-transcriptional control - Jai Tree Lecture 07 Cyanobacterial genetics - Brendan Burns Lecture 08 Eukaryotic microbes - Yeast molecular genetics 1 - Megan Lenardon
	Laboratory	Practical Investigation 1 Genetic transfer of antibiotic resistance from <i>Pseudomonas aeruginosa</i> to <i>Escherichia coli</i> Day 3 Investigation 2 Transposon mutagenesis and isolation of auxotrophic mutant Day 2
	Assessment	Practical Test - 10%
Week 4 : 30 September - 6 October	Lecture	Lecture 09 Eukaryotic microbes - Yeast molecular genetics 2 - Megan Lenardon Lecture 10 Eukaryotic microbes - Yeast molecular genetics 3 - Megan Lenardon Lecture 11 Eukaryotic microbes - Fungal molecular genetics 1 - Megan Lenardon
	Laboratory	Practical Investigation 2 Transposon mutagenesis and isolation of auxotrophic mutant Day 3
Week 5 : 7 October - 13 October	Lecture	Lecture 12 Eukaryotic microbes - Fungal molecular genetics 2 - Megan Lenardon Lecture 00 Pre-midterm test Q&A - Jai Tree & Gee Chong Ling
	Laboratory	Practical Investigation 2 Transposon mutagenesis and isolation of auxotrophic mutant Day 4 Investigation 3 High throughput gene fitness study using Transposon-directed insertion sequencing (TraDIS) Day 1
	Assessment	Draft Report Submission - 10%
Week 6 : 14 October - 20 October	Other	Flexibility Week
Week 7 : 21 October - 27 October	Lecture	Lecture 13 DNA sequencing and genomics - Torsten Thomas Lecture 14 Genomics of Environmental Microbiology (Terrestrial) - Angelique Ray Lecture 15 Gut microbiomes - Josie van Dorst
	Laboratory	Practical Investigation 2 Transposon mutagenesis and isolation of auxotrophic mutant Day 5 Investigation 3 High throughput gene fitness study using Transposon-directed insertion sequencing (TraDIS) Day 2
	Assessment	Presentation Checkpoint - 2% Midterm test 25%
Week 8 : 28 October - 3 November	Lecture	Lecture 16 Gene regulation: Cell-to-cell communication - Gee Chong Ling Lecture 17 Mobile elements: Genome defense, CRISPR and beyond - Jai Tree Lecture 00 Presentation Q&A - Jai Tree
	Laboratory	Practical Investigation 2 Transposon mutagenesis and isolation of auxotrophic mutant Day 6 Investigation 3 High throughput gene fitness study using Transposon-

		directed insertion sequencing (TraDIS) Day 3
Week 9 : 4 November - 10 November	Lecture	Lecture 18 Molecular epidemiology - Mark Tanaka Lecture 19 Mutation, recombination and evolution - Mark Tanaka Lecture 20 Microbial molecular evolution - Mark Tanaka
	Laboratory	In-Person Presentation
	Assessment	Presentation - 10% and Peer review - 3%
Week 10 : 11 November - 17 November	Lecture	Lecture 21 Ancestral reconstruction and phylogenetics - Matthew Baker Lecture 22 Microbial Genetics in Industry - Jai Tree Lecture 00 Course Wrap Up - Jai Tree & Gee Chong Ling
	Laboratory	Practical Concept Discussion
	Assessment	Final Report - 15%

## Attendance Requirements

You are strongly encouraged to attend ALL live lectures

You are required to achieve a minimum of 80% attendance requirement for the practical component of this course.

## General Schedule Information

There will be weekly lectures (3 x 1 hour) and a laboratory component (4 hour) for this course.

## Course Resources

### Prescribed Resources

Not applicable

### Recommended Resources

Snyder and Champness Molecular Genetics of Bacteria, 5th Edition

[Tina M. Henkin, Joseph E. Peters](#)

ISBN: 978-1-555-81975-0

October 2020

ASM Press

<https://www.wiley.com/en-us/>

[Snyder+and+Champness+Molecular+Genetics+of+Bacteria%2C+5th+Edition-p-9781555819750](https://www.wiley.com/en-us/Snyder-and-Champness-Molecular-Genetics-of-Bacteria%2C+5th+Edition-p-9781555819750)

## Additional Costs

Not applicable

## Course Evaluation and Development

Student Ambassador Program will be conducted to deliver in term course redesign and update to monitor and support student learning.

Demonstrator teaching will be evaluated in Week 04-05 as a midterm evaluation and an end of term evaluation in Week 09-10.

Course evaluation will be conducted through myExperience survey, opened from Week 09 of the term for teaching quality assurance.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Jai Tree		Rm 3113 Biosciences South E26	+612 9065 2366	Email appointment	Yes	Yes
	Gee Chong Ling		Rm 220C Biosciences North D26	+612 9065 6206	Email appointment	Yes	No
Lecturer	Mark Tanaka		Rm 2111 Biological Sciences E26	+612 9065 9570	Email appointment	No	No
	Brendan Burns		Rm 4101 Biosciences South E26	N/A	Email appointment	No	No
	Josie van Dorst		N/A	N/A	Email appointment	No	No
	Megan Lenardon		Rm 4103 Biosciences South E26	N/A	Email appointment	No	No
	Matthew Baker		Rm 301A Biosciences North D26	N/A	Email appointment	No	No
	Angelique Ray		N/A	N/A	Email appointment	No	No
	Torsten Thomas		N/A	N/A	Email appointment	No	No

## Other Useful Information

### Academic Information

Upon your enrolment at UNSW, you share responsibility with us for maintaining a safe, harmonious and tolerant University environment.

You are required to:

- Comply with the University's conditions of enrolment.
- Act responsibly, ethically, safely and with integrity.
- Observe standards of equity and respect in dealing with every member of the UNSW community.
- Engage in lawful behaviour.
- Use and care for University resources in a responsible and appropriate manner.
- Maintain the University's reputation and good standing.

For more information, visit the [UNSW Student Code of Conduct Website](#).

## Academic Honesty and Plagiarism

**Referencing** is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

**Academic integrity** is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage. At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity, plagiarism and the use of AI in assessments can be located at:

- The [Current Students site](#),
- The [ELISE training site](#), and
- The [Use of AI for assessments](#) site.

The Student Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>

## Submission of Assessment Tasks

### Penalty for Late Submissions

UNSW has a standard late submission penalty of:

- 5% per day,

- for all assessments where a penalty applies,
- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

***Any variations to the above will be explicitly stated in the Course Outline for a given course or assessment task.***

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

### **Special Consideration**

If circumstances prevent you from attending/completing an assessment task, you must officially apply for special consideration, usually within 3 days of the sitting date/due date. You can apply by logging onto myUNSW and following the link in the My Student Profile Tab. Medical documentation or other documentation explaining your absence must be submitted with your application. Once your application has been assessed, you will be contacted via your student email address to be advised of the official outcome and any actions that need to be taken from there. For more information about special consideration, please visit: <https://student.unsw.edu.au/special-consideration>

**Important note:** UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

### **Faculty-specific Information**

#### **Additional support for students**

- [The Current Students Gateway](#)
- [Student Support](#)
- [Academic Skills and Support](#)
- [Student Wellbeing, Health and Safety](#)
- [Equitable Learning Services](#)
- [UNSW IT Service Centre](#)
- [Science EDI Student Initiatives, Offerings and Guidelines](#)