UNSW Course Outline

OPTM3105 Disease Processes of the Eye 1 - 2024

Published on the 28 Jan 2024

General Course Information

Course Code : OPTM3105
Year : 2024
Term : Term 1
Teaching Period : T1
Is a multi-term course? : No
Faculty : Faculty of Medicine and Health
Academic Unit : School of Optometry and Vision Science
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 provides an introduction to the underlying processes that lead to the development of disease in the ocular system. The role of microorganisms in the development of infection, of the immune system in the development of inflammation and autoimmunity, and of genetic

predispositions leading the inherited diseases will be discussed to provide a foundation in disease pathophysiology. This course will also present diseases which affect the eye and associated structures with regards to their underlying pathophysiology leading to the clinical presentation. Students will become versed with appropriate medical terminology to accurately describe the signs and symptoms of diseases, and develop their ability to conduct differential diagnosis by integrating case presentations with epidemiological knowledge.

Course Aims

For students to have knowledge of disease processes and diseases of the eye.

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	Optometry Australia competency standards
CLO1 : Knowledge of the pathophysiology of disease processes	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT4 : Scholar and Lifelong Learner
CLO2 : Differentiate and describe normal from abnormal eye and adnexa appearance	• OPT1 : Clinical Care Provider • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
CLO3 : Differentially diagnose eye and adnexa disease on the basis of the symptoms and signs of the condition	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator • OPT5 : Quality and Risk Manager
CLO4 : Describe the epidemiology (incidence, prevalence, risk factors) of eye and adnexa diseases	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
CLO5 : Describe diagnostic tools commonly used in eye examination including indications for use and interpretation of results	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
CLO6 : Locate and critically evaluate high quality current information on eye and adnexa disease and its management	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
CLO7 : Communicate orally and in a written fashion to patients and allied health professionals in a precise and informative way	• OPT1 : Clinical Care Provider • OPT3 : Communicator and Collaborator • OPT5 : Quality and Risk Manager

Course Learning Outcomes	Assessment Item
CLO1 : Knowledge of the pathophysiology of disease processes	• Practical Assignment A • Practical Assignment B • Mid Term • Final Examination
CLO2 : Differentiate and describe normal from abnormal eye and adnexa appearance	• Practical Assignment A • Practical Assignment B • Mid Term • Final Examination
CLO3 : Differentially diagnose eye and adnexa disease on the basis of the symptoms and signs of the condition	• Practical Assignment A • Practical Assignment B • Mid Term • Final Examination
CLO4 : Describe the epidemiology (incidence, prevalence, risk factors) of eye and adnexa diseases	• Practical Assignment A • Practical Assignment B • Mid Term • Final Examination
CLO5 : Describe diagnostic tools commonly used in eye examination including indications for use and interpretation of results	• Practical Assignment A • Practical Assignment B • Mid Term • Final Examination
CLO6 : Locate and critically evaluate high quality current information on eye and adnexa disease and its management	• Practical Assignment A
CLO7 : Communicate orally and in a written fashion to patients and allied health professionals in a precise and informative way	• Practical Assignment B • Mid Term • Final Examination • Practical Assignment A

Learning and Teaching Technologies

Moodle - Learning Management System | Blackboard Collaborate | Echo 360 | 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.

Other Professional Outcomes

N/A

Additional Course Information

SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2024

SPECIAL CONSIDERATION

On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. **UNSW operates under a Fit to Sit/ Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so**. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.

CHRONIC ISSUES AND PRE-EXISTING CONDITIONS

If you have chronic issues and pre-existing conditions, we recommend you apply for Educational adjustments for disability support through Disability Services.

Register for Disability Services at https://student.unsw.edu.au/disability-registration

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639,

email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed on the UNSW website: https://student.unsw.edu.au/special-consideration.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at http://www.optometry.unsw.edu.au (do not confuse the School website with the myUNSW website) and posted on the notice board

on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2024 WILL BE HELD AS FOLLOWS: FOR TERM 1:

- STAGE 1-4* COURSES: WEDNESDAY, 15 MAY 2024 – FRIDAY, 17 MAY 2024
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2024

FOR TERM 2:

- STAGE 1-4 COURSES: WEDNESDAY, 28 AUGUST 2024 - FRIDAY, 30 AUGUST 2024
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2024

FOR TERM 3:

- STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 9 DECEMBER 2024 – FRIDAY, 13 DECEMBER 2024
- STAGE 1-4* COURSES: WEDNESDAY, 11 DECEMBER 2024 - FRIDAY, 13 DECEMBER 2024

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration still applies.**

If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.

Please note the above applies to OPTM and VISN courses only. Any information on supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.

* Stage 4 includes courses in the first year of the MClinOptom program.

School of Optometry and Vision Science, UNSW, 3 August 2023

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Optometry Australia competency standards
Practical Assignment A Assessment Format: Group	10%	Start Date: Not Applicable Due Date: Week 2: 19 February - 25 February, Week 4: 04 March - 10 March, Week 8: 01 April - 07 April Post Date: 12/02/2024 12:00 AM	• OPT1 : Clinical Care Provider • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner • OPT2 : Professional and Ethical Practitioner • OPT5 : Quality and Risk Manager
Practical Assignment B Assessment Format: Group	10%	Start Date: Not Applicable Due Date: Week 2: 19 February - 25 February, Week 4: 04 March - 10 March, Week 8: 01 April - 07 April Post Date: 26/02/2024 12:00 AM	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager • OPT3 : Communicator and Collaborator
Mid Term Assessment Format: Individual	25%	Start Date: 15/03/2024 02:00 PM Due Date: 15/03/2024 03:30 PM Post Date: 15/03/2024 02:00 PM	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager
Final Examination Assessment Format: Individual	55%	Start Date: Exam period Due Date: Exam period	• OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT3 : Communicator and Collaborator • OPT4 : Scholar and Lifelong Learner • OPT5 : Quality and Risk Manager

Assessment Details

Practical Assignment A

Assessment Overview

The purpose of the practicals are to familiarise students in the identification of pathological

versus non-pathological features in different case presentations of ocular disease. Students will be required to submit descriptions of cases encountered during the practicals using appropriate medical terminology and participate in discussions of potential causes for the case presentation (differential diagnosis) and determine the most likely diagnosis utilizing the description of the signs and symptoms as well as epidemiological evidence. Students will also discuss the underlying pathophysiology of the disease which leads to the observed case presentation.

Course Learning Outcomes

- CLO1 : Knowledge of the pathophysiology of disease processes
- CLO2 : Differentiate and describe normal from abnormal eye and adnexa appearance
- CLO3 : Differentially diagnose eye and adnexa disease on the basis of the symptoms and signs of the condition
- CLO4 : Describe the epidemiology (incidence, prevalence, risk factors) of eye and adnexa diseases
- CLO5 : Describe diagnostic tools commonly used in eye examination including indications for use and interpretation of results
- CLO6 : Locate and critically evaluate high quality current information on eye and adnexa disease and its management
- CLO7 : Communicate orally and in a written fashion to patients and allied health professionals in a precise and informative way

Detailed Assessment Description

Practical Assessment A is worth 10%. In groups students will be allocated anterior segment eye diseases to work on. They will prepare a disease fact sheet that will contain details on the signs, symptoms, pathogenesis, epidemiology, differential diagnoses, a multiple choice question and references related to the assigned disease. Assessment criteria is based on ability to source literature, clarity, succinctness, appropriateness and accuracy of answers (verbal or written).

Assessment Length

1-2 pages

Submission notes

On Moodle

Assessment information

See Moodle

Assignment submission Turnitin type

This is not a Turnitin assignment

Practical Assignment B

Assessment Overview

Knowledge-specific questions and clinical cases (including images) may be included in this assignment. Information regarding cases may also be presented including patient history, signs and symptoms; clinical and histopathologic appearance can also be included as appropriate. This assessment will help you continue to further develop in-depth course knowledge and a capacity for analytical and critical thinking and for creative problem solving.

Course Learning Outcomes

- CLO1 : Knowledge of the pathophysiology of disease processes
- CLO2 : Differentiate and describe normal from abnormal eye and adnexa appearance
- CLO3 : Differentially diagnose eye and adnexa disease on the basis of the symptoms and signs of the condition
- CLO4 : Describe the epidemiology (incidence, prevalence, risk factors) of eye and adnexa diseases
- CLO5 : Describe diagnostic tools commonly used in eye examination including indications for use and interpretation of results
- CLO7 : Communicate orally and in a written fashion to patients and allied health professionals in a precise and informative way

Detailed Assessment Description

Practical Assessment B is worth 10%. In groups, students will be allocated anterior segment eye diseases to work on. During the practical the groups will present cases and answer questions from their peers and lecturers. Assessment criteria is based on ability to source literature, clarity, succinctness, appropriateness and accuracy of answers (verbal or written).

Assessment Length

1-2 pages

Submission notes

See Moodle

Assessment information

See Moodle

Assignment submission Turnitin type

This is not a Turnitin assignment

Mid Term

Assessment Overview

Knowledge-specific questions and clinical cases (including images) may be included in this assessment. Information regarding cases may also be presented including patient history, signs and symptoms; clinical and histopathologic appearance can also be included as appropriate. Several options will be presented for each question and you will be required to select the most ACCURATE response; there will NOT be negative marking. This assessment will help you continue to further develop in-depth course knowledge and a capacity for analytical and critical thinking and for creative problem solving.

Course Learning Outcomes

- CLO1 : Knowledge of the pathophysiology of disease processes
- CLO2 : Differentiate and describe normal from abnormal eye and adnexa appearance
- CLO3 : Differentially diagnose eye and adnexa disease on the basis of the symptoms and signs of the condition
- CLO4 : Describe the epidemiology (incidence, prevalence, risk factors) of eye and adnexa diseases
- CLO5 : Describe diagnostic tools commonly used in eye examination including indications for use and interpretation of results
- CLO7 : Communicate orally and in a written fashion to patients and allied health professionals in a precise and informative way

Detailed Assessment Description

There will be 1 Midterm test worth 25% of your Final Mark. Knowledge-specific questions and clinical cases (including images) may be included in this assessment. Information regarding cases may also be presented including patient history, signs and symptoms; clinical and histopathologic appearance can also be included as appropriate. This assessment will help you continue to further develop in-depth course knowledge and a capacity for analytical and critical thinking and for creative problem solving.

Assessment Length

1.5 hrs

Submission notes

Online INSPERA

Assessment information

See Moodle.

Assignment submission Turnitin type

Not Applicable

Final Examination

Assessment Overview

Written exam including MCQs and short answers. Feedback via Exams Unit. The final examination will allow candidates to demonstrate their knowledge and ability to describe using appropriate terminology pathological and non-pathological features of case presentations for all diseases covered during the course, discuss appropriate potential differential diagnoses and determine the most likely diagnosis based on the assessment of the case as a whole. Students will be expected to be able to describe the pathophysiology of the diseases which lead to the observed signs and symptoms in ocular diseases. Students will also discuss further testing and investigations as part of the workup of particular diseases to ensure correct diagnosis and appropriate management.

Course Learning Outcomes

- CLO1 : Knowledge of the pathophysiology of disease processes
- CLO2 : Differentiate and describe normal from abnormal eye and adnexa appearance
- CLO3 : Differentially diagnose eye and adnexa disease on the basis of the symptoms and signs of the condition
- CLO4 : Describe the epidemiology (incidence, prevalence, risk factors) of eye and adnexa diseases
- CLO5 : Describe diagnostic tools commonly used in eye examination including indications for use and interpretation of results
- CLO7 : Communicate orally and in a written fashion to patients and allied health professionals in a precise and informative way

Detailed Assessment Description

The final exam will be a comprehensive review of **ALL** material covered in this term and prior assumed knowledge. The exam may be a combination of multiple choice and extended matching. The final exam is worth 55% of your overall mark for the course. This assessment will help you develop an ability to engage in independent and reflective learning, an ability to integrate the range of ocular diseases information into a useful clinical practice tool and help ensure that you are competent to proceed into in future courses in the Vision Science and Optometry program.

Assessment Length

2 hours

Submission notes

See Moodle

Assessment information

See Moodle

Assignment submission Turnitin type

This is not a Turnitin assignment

General Assessment Information

Detailed instructions regarding assessments for this course are provided on the course Moodle page (or Open Learning).

For student information on results, grades, and guides to assessment see: https://student.unsw.edu.au/assessment

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 : 12 February - 18 February	Fieldwork	TUTORIAL PREWORK TASK RELEASED
	Lecture	ON CAMPUS INTERACTIVE LECTURE
	Online Activity	ONLINE LECTURES (as per Moodle)
Week 2 : 19 February - 25 February	Online Activity	ONLINE LECTURES (as per Moodle)
	Lecture	ON CAMPUS INTERACTIVE LECTURE
	Tutorial	ON CAMPUS TUTORIAL
Week 3 : 26 February - 3 March	Online Activity	ONLINE LECTURES (as per Moodle)
	Fieldwork	TUTORIAL PREWORK TASK RELEASED
	Lecture	ON CAMPUS INTERACTIVE LECTURE
Week 4 : 4 March - 10 March	Online Activity	ONLINE LECTURES (as per Moodle)
	Lecture	ON CAMPUS INTERACTIVE LECTURE
	Tutorial	ON CAMPUS TUTORIAL
Week 5 : 11 March - 17 March	Assessment	MID TERM ONLINE INSPERA ASSESSMENT
	Online Activity	ONLINE LECTURES (as per Moodle)
	Lecture	ON CAMPUS INTERACTIVE LECTURE
Week 7 : 25 March - 31 March	Online Activity	ONLINE LECTURES (SEE MOODLE)
	Fieldwork	TUTORIAL PREWORK TASK RELEASED
	Lecture	ON CAMPUS INTERACTIVE LECTURE
Week 8 : 1 April - 7 April	Online Activity	ONLINE LECTURES (SEE MOODLE)
	Lecture	ON CAMPUS INTERACTIVE LECTURE
	Tutorial	ON CAMPUS TUTORIAL
Week 9 : 8 April - 14 April	Online Activity	ONLINE LECTURES (SEE MOODLE)
	Lecture	ON CAMPUS INTERACTIVE LECTURE
Week 10 : 15 April - 21 April	Lecture	ON CAMPUS INTERACTIVE LECTURE
	Online Activity	ONLINE LECTURES (SEE MOODLE)

Attendance Requirements

Students are expected to attend all scheduled clinical, laboratory and tutorial classes. An Unsatisfactory Fail (UF) may be recorded as the final grade for the course if students fail to meet the minimum requirement of 80% attendance for clinical, laboratory and tutorial classes (unless otherwise specified on Moodle). Course attendance expectations are determined by the requirements of the program accrediting body, OCANZ. Where a student is unable to attend, they are advised to inform the course convenor as soon as possible but no later than 3 days after the scheduled class and, where possible, provide written documentation (e.g. medical certificate) to support their absence. Students may submit a request for special consideration in the case of prolonged or multiple absences. Please note that there are severe consequences for submitting

fraudulent documents such as false medical certificates. Such cases will be referred to the Student Conduct and Integrity Unit (SCIU) for investigation.

General Schedule Information

The times and locations of classes can be found on myUNSW under Class Timetable.

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).

Swapping practicals

Swapping between practical groups is not permitted.

Additional attendance requirements for practical classes

All practical classes are compulsory because they act to reinforce theoretical components of the course, while teaching critical practical clinical skills prior to use in the clinic in the final years of the program and are linked to clinical competencies.

Attendance will be monitored by taking the roll. Any absences due to illness must be accounted for by a medical certificate presented to your Course Convenor. Submission to Special Consideration may be required pending the number of absences.

Punctuality is expected. Lateness for practical classes may be recorded as an absence.

Course Resources

Prescribed Resources

Salmon, John F. *Kanski's Clinical Ophthalmology: A Systematic Approach*. 9th ed. New York: Elsevier/Saunders, 2020.

This textbook is a comprehensive Ocular Disease Atlas that later becomes an excellent everyday resource in your clinical practice. You can purchase this book through the UNSW bookshop. A copy is held at the UNSW library.

Bagheri, Nika, Brynn N. Wajda, Charles M. Calvo, Alia K. Durrani, Mark A. Friedberg, Christopher J. Rapuano, Wills Eye Hospital, and Ovid Technologies, Inc. *The Wills Eye Manual: Office and Emergency Room Diagnosis and Treatment of Eye Disease*, 2017.

This textbook is a critical reference to aid in the diagnosis, differential diagnosis and management of ocular diseases.

Recommended Resources

The following are recommended textbooks rather than prescribed:

Bruce, Adrian S., and Michael S. Loughnan. *Anterior Eye Disease and Therapeutics A-Z*, 2011.

Forrester, John V., Andrew D. Dick, Paul G. McMenamin, Fiona Roberts, and Eric Pearlman. *The Eye: Basic Sciences in Practice*. 4th ed. 2016.

Stapleton, Fiona., and British Contact Lens Association. *The Anterior Eye and Therapeutics: Diagnosis and Management*, 2003.

Yanoff, Myron, and Joseph W. Sassani. *Ocular Pathology*. Seventh ed. 2015.

Additional Costs

Some SOVS courses have additional costs. Please check the course Moodle page for information about additional costs for 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.

In 2022, in response to myExperience feedback, we streamlined the course content and reduced the number of assessments.

In 2023, we have reduced the peer marking component and are instigating more active learning excercises.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Nicole Carnt		RMB North Wing L3 Room 3.010	9065 0387	Via Email	Yes	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 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 your assessment tasks. Options for the use of generative AI include: (1) no assistance; (2) simple editing assistance; (3) planning assistance; and (4) full assistance with attribution.

You may be required to submit the original generative AI responses, or drafts of your original work. Inappropriate use of generative AI is considered academic misconduct.

See your course Moodle (or Open Learning) page for the full instructions for individual assessment tasks for your course.

Submission of Assessment Tasks

Short extensions and special consideration

Short extension

Commencing in Term 1, 2024, UNSW has introduced 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 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 short term events beyond your control affect your performance in a specific assessment task you may formally apply for Special Consideration through myUNSW.

UNSW has a **Fit to Sit rule**, which means that by sitting an examination on the scheduled 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 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 Sean Kennedy (sean.kennedy@unsw.edu.au).