



UNSW

UNSW Course Outline

PHCM9441 Healthcare Economics and Financial Management - 2024

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General Course Information

Course Code : PHCM9441

Year : 2024

Term : Term 1

Teaching Period : T1

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 course is offered in two modes: either face to face (on-campus) and fully online.

This course combines health economics and healthcare financial management. The first module

of this course **Introduction to Health Economics** will cover key economic concepts which will explain the mechanisms driving above policies/ behaviour. The main objective of this module is to introduce you to several economic concepts relevant to health care management and demonstrate how they are applied to actual situations in the health care industry. The second module of this course **Financial Management** will introduce you to many accounting principles, processes and procedures and their general application to the health care system. This module will help you develop a sound working knowledge of basic financial statements as well as an understanding of budgeting for decision-making and managerial control in health management. Together these modules will assist you to understand economic principles and techniques that influence decision making and government policy in the healthcare industry. They will also provide you with core capabilities for making health management decisions related to budgets and resources. In both modules the emphasis is on understanding how finance and economics can be used in day-to-day decision making – so a practical scenario-based approach will be taken. Similarly, the assessments will also focus on practical applications of the concepts.

Course Aims

The aim of this course is to provide you with core capabilities in understanding and applying financial concepts and techniques as well as the principles and tools of healthcare economics to inform your decision making as a health care manager.

The aim is to introduce you to issues and theoretical perspectives of health economics and to enable you to relate these concepts and approaches to your own personal and work experiences so that you have a better perspective on how the overall Australian health system functions. In the second part of the course, the aim is to introduce you to fundamental accounting methods that you can apply to a health service context and equip you with practical skills that will help you become a better healthcare manager.

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	Health Management (ACHSM), Health Management (RACMA) - Domains
CLO1 : Critically analyse the unique features of the healthcare market in the decision making process relating to equity and efficiency incorporating concepts and principles of health economics.	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • RACMA4 : Manager
CLO2 : Explain the reasons why governments intervene in the healthcare industry and the impact this has on the demand, supply and overall regulation of health services sector.	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • RACMA4 : Manager
CLO3 : Critically analyse the usefulness and limitations of economics and economic analysis when applied to health care management.	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • RACMA4 : Manager
CLO4 : Discuss the advantages and disadvantages of activity-based funding as a means of financing the provision of health services.	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • ACHSM13 : Digital management • RACMA4 : Manager
CLO5 : Explain the purpose and key features of the three main financial statements – i.e. the balance sheet, profit and loss statement and cash flow statement.	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • RACMA4 : Manager
CLO6 : Demonstrate a working knowledge of the doctrines and conventions of accounting - such as relevance, reliability, materiality and timeliness.	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • RACMA4 : Manager
CLO7 : Explain the difference between cash and accrual accounting and calculate a break-even point for a health service.	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • RACMA4 : Manager
CLO8 : Construct a budget using the cost and revenue structures of the organisation in which you work, and analyse the difference between budgeted and actual outcomes.	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • RACMA4 : Manager
CLO9 : Outline the importance of a business plan and the type of accounting information required to assist in health management decision making processes	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • ACHSM11 : Project management • RACMA4 : Manager

Course Learning Outcomes	Assessment Item
CLO1 : Critically analyse the unique features of the healthcare market in the decision making process relating to equity and efficiency incorporating concepts and principles of health economics.	<ul style="list-style-type: none"> • Online Quiz • Module 1 - Health Economics • Participation in online Discussion
CLO2 : Explain the reasons why governments intervene in the healthcare industry and the impact this has on the demand, supply and overall regulation of health services sector.	<ul style="list-style-type: none"> • Module 1 - Health Economics • Participation in online Discussion
CLO3 : Critically analyse the usefulness and limitations of economics and economic analysis when applied to health care management.	<ul style="list-style-type: none"> • Online Quiz • Module 1 - Health Economics • Participation in online Discussion
CLO4 : Discuss the advantages and disadvantages of activity-based funding as a means of financing the provision of health services.	<ul style="list-style-type: none"> • Module 1 - Health Economics • Participation in online Discussion
CLO5 : Explain the purpose and key features of the three main financial statements – i.e. the balance sheet, profit and loss statement and cash flow statement.	<ul style="list-style-type: none"> • Module 2 - Financial Management
CLO6 : Demonstrate a working knowledge of the doctrines and conventions of accounting - such as relevance, reliability, materiality and timeliness.	<ul style="list-style-type: none"> • Module 2 - Financial Management
CLO7 : Explain the difference between cash and accrual accounting and calculate a break-even point for a health service.	<ul style="list-style-type: none"> • Module 2 - Financial Management
CLO8 : Construct a budget using the cost and revenue structures of the organisation in which you work, and analyse the difference between budgeted and actual outcomes.	<ul style="list-style-type: none"> • Module 2 - Financial Management
CLO9 : Outline the importance of a business plan and the type of accounting information required to assist in health management decision making processes	<ul style="list-style-type: none"> • Module 2 - Financial Management

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

All course materials and course announcements are provided on the course learning management system, Moodle (or Open Access).

By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the '[Acceptable Use of UNSW ICT Resources](#)' policy particularly on respect for intellectual property and copyright, legal and ethical use of ICT resources and security and privacy.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Health Management (ACHSM), Health Management (RACMA) - Domains
Online Quiz Assessment Format: Individual	5%	Start Date: 08/03/2024 11:59 PM Due Date: 10/03/2024 11:59 PM	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • RACMA4 : Manager
Module 1 - Health Economics Assessment Format: Individual	40%	Start Date: 01/03/2024 11:59 PM Due Date: 01/04/2024 11:59 PM	<ul style="list-style-type: none"> • ACHSM3 : Health Systems • ACHSM10 : Business Literacy – financial and resource management
Module 2 - Financial Management Assessment Format: Individual	45%	Start Date: 29/03/2024 11:59 PM Due Date: 29/04/2024 11:59 PM	<ul style="list-style-type: none"> • ACHSM10 : Business Literacy – financial and resource management • RACMA4 : Manager
Participation in online Discussion Assessment Format: Group	10%	Start Date: 22/02/2024 12:00 AM Due Date: Week 2: 19 February - 25 February, Week 3: 26 February - 03 March, Week 4: 04 March - 10 March, Week 5: 11 March - 17 March, Week 6: 18 March - 24 March, Week 7: 25 March - 31 March, Week 8: 01 April - 07 April, Week 9: 08 April - 14 April, Week 10: 15 April - 21 April, Week 11: 22 April - 28 April	<ul style="list-style-type: none"> • ACHSM3 : Health Systems • ACHSM1 : Health leadership and ethical behaviour • ACHSM10 : Business Literacy – financial and resource management • RACMA4 : Manager • RACMA5 : Health Advocate

Assessment Details

Online Quiz

Assessment Overview

This is an individual task (10 MCQs) due before census. You will be expected to critically examine policy based scenarios that will test your understanding of health economics concepts covered in first three weeks of the course.

General feedback and solutions are provided once quiz is closed.

Course Learning Outcomes

- CLO1 : Critically analyse the unique features of the healthcare market in the decision making process relating to equity and efficiency incorporating concepts and principles of health economics.
- CLO3 : Critically analyse the usefulness and limitations of economics and economic analysis when applied to health care management.

Detailed Assessment Description

This is an assignment with:

- ten Multiple Choice Questions (MCQs), worth 0.5 mark each.

Sample question

Q. Example(s) of efficient resource allocation:

1. DRG based funding in hospitals
2. Triage patients by urgency categories
3. Setting waiting time targets for hospitals.
4. All of the above.

This question tests your knowledge of efficient resource allocation by providing you three real life policy scenarios. Correct answer is (d).

Assessment criteria

- MCQs will have just one correct answer and specifying the correct option will secure 1 mark and zero otherwise.
- Questions will be based on topics covered in the first three lectures of the course.

Assessment information

- No short extension is available for this assessment task. Please apply for special consideration for supplementary assessment.
- **Use of artificial intelligence:** It is prohibited to use any software or service to search for or generate information or answers

Assignment submission Turnitin type

This is not a Turnitin assignment

Module 1 - Health Economics

Assessment Overview

This is an individual task that will include short answer and essay type questions to test economic concepts covered in Module 1 of the course.

General feedback will be provided by releasing the marking criteria, solutions and sample answers from students that attained maximum marks. Individual feedback (if required) will be provided through comments in the grading form attached to the assignment in Turnitin within 10 working days.

Course Learning Outcomes

- CLO1 : Critically analyse the unique features of the healthcare market in the decision making process relating to equity and efficiency incorporating concepts and principles of health economics.
- CLO2 : Explain the reasons why governments intervene in the healthcare industry and the impact this has on the demand, supply and overall regulation of health services sector.
- CLO3 : Critically analyse the usefulness and limitations of economics and economic analysis when applied to health care management.
- CLO4 : Discuss the advantages and disadvantages of activity-based funding as a means of financing the provision of health services.

Detailed Assessment Description

This is an assignment with:

- five questions that will be descriptive in nature, and will require a short answer, worth 4 marks each.
- an essay type question (with 2 or 3 specific questions), where you have to give your opinion on a policy relevant topic, worth 20 marks.

The assignment questions will be posted in the Assessment section, on Moodle in Week 3.

Sample questions

5 x Short answer questions

(worth 4 marks each)

Q. Provide examples of following out-of-pocket costs faced by consumers (answer all parts):

1. Co-insurance
2. Deductible
3. Exclusions

4. Flat rate benefit

1 x essay type question, with 2 to 3 specific questions
(worth 20 marks)

Define 'moral hazard' and 'adverse selection' in health insurance context. (4 marks)

Explain why moral hazard and adverse selection are considered to be problems in health insurance markets. (5 marks)

Discuss how health insurance companies can protect themselves from adverse selection and moral hazard. (6 marks)

Discuss various methods by which governments might intervene in the markets for private health insurance with the objective of achieving efficiency and equity. (10 marks)

Assessment criteria

- Short answer questions will require a one or two sentence description. Specifying just correct answer will get you 50% of mark and rest will be for explanation of correct answer. For example in the sample question above, one example of exclusions is "Medicare payment". Mentioning just this gives you half mark whereas explaining that payments for some services such as "hair transplant" are not covered by Medicare and hence result in out-of-pocket costs due to exclusion restriction even for a Medicare card holder will secure you full one mark.
- The last essay type questions will have two or three specific questions. They will ask for your opinion and if you do not provide that you lose marks. Your assessment will be done on the basis of how you have answered the specific questions and the data used to support your arguments. It is essential that you use data where possible to back up your statements. For example, do not say 'the number of aged people in Australia is increasing'. You need to be specific – e.g. 'by the year 2030 it is estimated that X% of the Australian population will be over 65 years of age'. In some scenarios there is no right or wrong response and whatever the argument, it has to be backed up by evidence, concept or references. Do not just drop references in at end of sentences or paragraphs - integrate author and year or report title and year into sentences.

Assessment information

- A short extension of two days is available for this assessment task
- **Use of artificial intelligence:** For essay type question, you may use AI-based software to research and prepare prior to completing [or writing/creating] your assessment. You are permitted to use standard editing and referencing functions in word processing software - this includes spelling and grammar checking and reference citation generation in the creation of your submission. You must not use any functions that generate or paraphrase [or translate]

passages of text, whether based on your own work or not. Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. 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.

Assignment submission Turnitin type

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

Module 2 - Financial Management

Assessment Overview

This is an individual task and will include questions on preparing balance sheet, cash flow statements, profit and loss statements, break even analysis and essay type questions to test basic accounting skills covered in Module 2 of the course.

General feedback will be provided by releasing the marking criteria, solutions and general feedback on each question. Individual feedback will be provided (if necessary) through comments in the grading form attached to the assignment in Turnitin within 10 working days.

Course Learning Outcomes

- CLO5 : Explain the purpose and key features of the three main financial statements – i.e. the balance sheet, profit and loss statement and cash flow statement.
- CLO6 : Demonstrate a working knowledge of the doctrines and conventions of accounting - such as relevance, reliability, materiality and timeliness.
- CLO7 : Explain the difference between cash and accrual accounting and calculate a break-even point for a health service.
- CLO8 : Construct a budget using the cost and revenue structures of the organisation in which you work, and analyse the difference between budgeted and actual outcomes.
- CLO9 : Outline the importance of a business plan and the type of accounting information required to assist in health management decision making processes

Detailed Assessment Description

For detailed description - refer to the moodle page.

Assessment information

- A short extension of two days is available for this assessment task
- **Use of artificial intelligence:** For essay type question, you may use AI-based software to research and prepare prior to completing [or writing/creating] your assessment. You are permitted to use standard editing and referencing functions in word processing software - this includes spelling and grammar checking and reference citation generation in the creation of your submission. You must not use any functions that generate or paraphrase [or translate]

passages of text, whether based on your own work or not. Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. 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.

Assignment submission Turnitin type

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

Participation in online Discussion

Assessment Overview

This is an individual assessment task. You are expected to critically analyse a policy relevant question posted every week and comment on responses from your peers in the group by engaging in a constructive discussion.

The discussion will be moderated by online moderator and group feedback will be provided every week. Marking will be done on an objective criteria at the end of Week 10 with marks released within 10 working days from the last date of submission.

Course Learning Outcomes

- CLO1 : Critically analyse the unique features of the healthcare market in the decision making process relating to equity and efficiency incorporating concepts and principles of health economics.
- CLO2 : Explain the reasons why governments intervene in the healthcare industry and the impact this has on the demand, supply and overall regulation of health services sector.
- CLO3 : Critically analyse the usefulness and limitations of economics and economic analysis when applied to health care management.
- CLO4 : Discuss the advantages and disadvantages of activity-based funding as a means of financing the provision of health services.

Detailed Assessment Description

Submissions are due at midnight on Thursdays every week. For weekly submission deadlines - refer to the Moodle website.

Assessment Length

N/A

Assessment information

- No extension is available for this assessment task
- **Use of artificial intelligence:** You may use AI-based software to research and prepare prior to completing [or writing/creating] your response. You are permitted to use standard editing and

referencing functions in word processing software - this includes spelling and grammar checking and reference citation generation in the creation of your submission. You must not use any functions that generate or paraphrase [or translate] passages of text, whether based on your own work or not. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. 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.

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.

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

Adopting a critical approach to your assignments

It is important that you adopt a critical approach to the material that you source for assignments, to the required readings, and to other resources you are presented with during the course. Think about and evaluate the material which you are reading and which you are presenting in assignments. Attempt to cast aside your assumptions and biases and attempt to assess the logic and consistency of the material in light of the supporting evidence. Wide reading on a topic facilitates this.

Referencing

School of Population Health requires students to use either APA or Vancouver referencing styles for all assignments for this course.

It is your responsibility to learn either APA or Vancouver referencing and use it consistently to acknowledge sources of information (citing references). Failure to reference correctly may limit marks to PS or below. Guidelines for acknowledging sources of information can be found on the following websites:

- UNSW Library: <http://subjectguides.library.unsw.edu.au/elise> ☺
- UNSW Academic Skills and Support: <https://student.unsw.edu.au/skills>

Word limits

All word limits are to be strictly adhered to (i.e. there is no 10% leeway). Word limits include all text (e.g. headings, title, main text) and exclude tables and figures, in-text citations (if you are using APA) and reference lists. Exceptions may apply. Please refer to your individual task description for exceptions..

Turnitin

All written assessment tasks in courses in the School of Population Health use Turnitin. Turnitin is a similarity and generative AI detection software that enables assignments to be checked against the submitted assignments of other students using Turnitin, as well as the internet. If you are unfamiliar with the Turnitin software, a demonstration can be found at: <https://student.unsw.edu.au/turnitin>

Originality and Generative AI reports

In School of Population Health courses, access to the originality report of your submission through Turnitin is available to you. Students do not have access to the Generative AI report.

In School of Population Health courses, you are permitted to resubmit until the assignment due date (each file uploaded overwrites the previous version). This will help you in self-reviewing and revising your submission until the due date. **No resubmissions will be allowed after the due date and time of the assignment.** Therefore, draft assignments submitted in this way will be regarded as the final version at the due date if you have not uploaded a subsequent, finalised version.
IMPORTANT: there are delays in the availability of subsequent Originality reports. For more details, see <https://www.student.unsw.edu.au/turnitin>

Grading and feedback

You will be provided with feedback on your assignment via Moodle. You will be marked according to the marking assessment criteria listed for that specific assessment task. The aim of any academic feedback for an assessment task is not only to grade your work. Importantly, it is also to help you to identify your strengths and weaknesses, and how you can improve and progress in your studies and professional abilities.

In addition to feedback, you will receive a mark that reflects the overall quality of the work you have submitted across the marking criteria. The marking criteria for assessments in this course

are provided on Moodle.

Please note these grading criteria are:

- Not intended to be a **rigid formula** for interpreting your result. The descriptive criteria for each grade provides the basis for consistent standards within and across our courses while still embracing academic judgement on how well you have achieved the standard required.
- Applied to **each assessment task** within a course. That is, the grading policy is used with each assessment task specified for a course. Your final grade for a course is dependent on the combined sum of the grades across the number of specified assessment tasks.
- Based on a **criterion-referenced assessment**. That is grades are awarded on how well a student meets the standard required for a particular assessment task, not on how well they do compared to other students in the course.

Feedback on assessment and review of results

If you believe the mark you've received for an assessment task doesn't reflect your performance you should first check you have grounds to seek a review: <https://student.unsw.edu.au/results>

In the first instance, you should discuss your performance with your Course Convenor. In your communication, you should clearly outline the reasons you are seeking clarification and do so against the marking criteria for the assessment.

Students may also formally apply to have their results reviewed. An application, which includes a justification for the review must be submitted through The Nucleus (<https://student.unsw.edu.au/results>) **within 5 days** of receiving the result. A review of results may result in an increase or decrease in marks.

Grading Basis

Standard

Requirements to pass course

In order to pass this course students must:

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

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Lecture	Module 1: Economic Concepts
Week 2 : 19 February - 25 February	Lecture	Module 1: Market System
Week 3 : 26 February - 3 March	Lecture	Module 1: Demand and Supply of Health Services
Week 4 : 4 March - 10 March	Lecture	Module 1: Distinctive Economic Characteristics of Health
Week 5 : 11 March - 17 March	Lecture	Module 1: Health Care Financing
Week 6 : 18 March - 24 March	Lecture	Module 1: Activity Based Funding
Week 7 : 25 March - 31 March	Lecture	Module 2: Nature and Purpose of Accounting and Basic Accounting Statements
Week 8 : 1 April - 7 April	Lecture	Module 2: Cash Accounting vs. Accrual Accounting
Week 9 : 8 April - 14 April	Lecture	Module 2: Accounting and Economic Costs
Week 10 : 15 April - 21 April	Lecture	Module 2: Budgets and Budgeting

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

General Schedule Information

The times and locations of classes can be found on [myUNSW](#) under Class Timetable.

Students enrolled in online courses should also refer to Moodle as some classes are not centrally timetabled (e.g., workshops) and will not appear on the timetable website.

The expected engagement for all UNSW 6UOC courses is 150 hours per term. This includes lectures, tutorials, readings, and completion of assessments and exam preparation (if relevant).

Course Resources

Prescribed Resources

Module 1 - Health Economics

Text Book:

Folland S, Goodman A & Stano M, *The Economics of Health and Health Care*, 8th edition, International edition, New York: Routledge, 2018, ISBN: 9781351595216 (earlier editions are also fine).

E-book of 7th edition available from UNSW Library:

<http://ebookcentral.proquest.com/lib/unsw/detail.action?docID=4531953>

Module 2: Financial Management

Text Book:

J Birt, K Chalmers, D Beal, A Brooks, S Byrne and J Oliver, *Accounting: Business Reporting for Decision Making*, 6th edition, John Wiley & Sons, 2016, ISBN: 9780730335603 (earlier editions are also fine).

E-book available from UNSW Library:

<http://ebookcentral.proquest.com/lib/unsw/detail.action?docID=4742139>

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	Anurag Sharma		314E, Level 3, Samuels Bld		Monday to Friday 09:00 to 17:00 (Sydney time) By appointment, requests via email	No	Yes

Other Useful Information

Academic Information

As a student of UNSW Medicine & Health you are expected to familiarise yourself with the contents of this course outline and the UNSW Student Code and policies and procedures related to your studies.

Student Code of Conduct

Throughout your time studying at UNSW Medicine & Health, you share a responsibility with us for maintaining a safe, harmonious and tolerant University environment. This includes within the courses you undertake during your degree and your interactions with the UNSW community, both on campus and online.

The [UNSW Student Code of Conduct](#) website provides a framework for the standard of conduct expected of UNSW students with respect to both academic integrity and your responsibility as a UNSW citizen.

Where the University believes a student may have breached the code, the University may take disciplinary action in accordance with the [Student Misconduct Procedure](#).

The [Student Conduct and Integrity Office](#) provides further resources to assist you to understand your conduct obligations as a student at UNSW.

Academic Honesty and Plagiarism

Academic integrity

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to the principle of

academic integrity, and ethical scholarship of learning is fundamental to your success at UNSW Medicine & Health.

Plagiarism, contract cheating, and inappropriate use of generative AI undermine academic integrity and are not tolerated at UNSW. For more information see the [Academic Integrity and Plagiarism toolkit](#).

In addition to the information you are required to review in your [ELISE training](#), UNSW Medicine & Health strongly recommends that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task.

Referencing

Referencing is a way of acknowledging the sources of information that you use to research your assignments. Preferred referencing styles vary among UNSW Medicine & Health disciplines, so check your course Learning Management System (e.g. Moodle or Open Learning) page for information on preferred referencing styles.

For further information on referencing support and styles, see the Current Student [Referencing page](#).

Academic misconduct and plagiarism

At UNSW, academic misconduct is managed in accordance with the [Student Misconduct Procedure](#). Allegations of plagiarism are generally handled according to the [UNSW Plagiarism Management Procedure](#). Plagiarism is defined in the [UNSW Plagiarism Policy](#) and is not tolerated at UNSW.

Use of Generative AI and other tools in your assessment

UNSW has provided guiding statements for the [use of Generative AI in assessments](#). This will differ, depending on the individual assessment task, your course requirements, and the course stage within your program.

Your course convenor will outline if and how you can use Generative AI in each 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-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 Open Learning) 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).