



**UNSW**

## UNSW Course Outline

# ANAT1521 Anatomy for Medical Science - 2024

Published on the 12 May 2024

## General Course Information

**Course Code :** ANAT1521

**Year :** 2024

**Term :** Term 2

**Teaching Period :** T2

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

**Faculty :** Faculty of Medicine and Health

**Academic Unit :** School of Biomedical 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 provides an introduction to the topographical anatomy of the whole human body, based on the study of prospected human specimens. Topics for study include: general topographical and descriptive anatomy, and musculoskeletal, nervous, cardiovascular, special

sensory organ, respiratory, digestive, urinary, and reproductive systems.

This course is designed for students who require the broad study of human anatomy, as well as those who wish to proceed to further studies or a major in Anatomy.

## Course Aims

The aim of this course is to provide you with an understanding of the structure and organisation of the human body as it relates to function.

## 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](#).
- Progression plans for UNSW Science programs can be found on the [UNSW Science website](#).

# Course Learning Outcomes

Course Learning Outcomes
CLO1 : Identify the ethical considerations of working with human cadaveric tissue
CLO2 : Apply anatomical terminology of body planes, regions, cavities, relations and movements appropriately
CLO3 : Relate and integrate the following body systems and their components: musculoskeletal, nervous, cardiovascular, special sensory organ, respiratory, digestive, urinary, and reproductive systems.
CLO4 : Examine and explain the interdependence of body systems.

Course Learning Outcomes	Assessment Item
CLO1 : Identify the ethical considerations of working with human cadaveric tissue	<ul style="list-style-type: none"><li>• Continuous Assessment</li></ul>
CLO2 : Apply anatomical terminology of body planes, regions, cavities, relations and movements appropriately	<ul style="list-style-type: none"><li>• Mid-Term Spot test</li><li>• End-Term Spot Test</li><li>• Final Theory Exam</li><li>• Continuous Assessment</li></ul>
CLO3 : Relate and integrate the following body systems and their components: musculoskeletal, nervous, cardiovascular, special sensory organ, respiratory, digestive, urinary, and reproductive systems.	<ul style="list-style-type: none"><li>• Mid-Term Spot test</li><li>• End-Term Spot Test</li><li>• Final Theory Exam</li><li>• Continuous Assessment</li></ul>
CLO4 : Examine and explain the interdependence of body systems.	<ul style="list-style-type: none"><li>• Mid-Term Spot test</li><li>• End-Term Spot Test</li><li>• Final Theory Exam</li><li>• Continuous Assessment</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams | Echo 360

## Learning and Teaching in this course

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

Microsoft Teams will be used for online lectures, tutorials and lecture recordings. Details of this will be communicated via Moodle.

By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the

'[Acceptable Use of UNSW ICT Resources](#)' policy particularly on respect for intellectual property and copyright, legal and ethical use of ICT resources and security and privacy.

## Additional Course Information

### Ethical behaviour and human remains

In this course, you will be required to study human anatomical specimens. Each year, people donate their bodies to UNSW via a Bequeathal Program so that you and your colleagues can learn about the human body. The donations are provided through the extraordinary generosity of the donors and their families and is a special privilege. Treating these remains with the utmost care and respect is mandatory, and our responsibility. This is mandated by NSW Law, and a good ethical practice. The University operates the Bequeathal Program under the Code of Practice noted below, which all students are required to adhere to.

*Code of Practice: The University recognises the magnitude of the contribution made by those who donate their bodies for the teaching of anatomy, and it is committed to treating the human remains entrusted to its care with the utmost respect and professionalism. In keeping with this commitment, the University requires its employees and students to uphold all legal, public health, and ethical standards associated with the handling of bodies and human tissue samples. Any activity which undermines its ability to meet UNSW's legislative obligations, or which devalues the contribution made by those who donate their bodies for the purposes of the teaching of anatomy to students will be in breach of this policy and subject to further action.*

For those engaging in the online space (learning and teaching), the University considers that the Code of Practice remains relevant. The use of images of anatomical specimens should follow principles consistent with the *Anatomy Act 1977* and/or *Human Tissue Act 1983*. When images are used online, these should never be identifiable, caricatured and shared for any purpose other than educational; and should not be published on social media platforms.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Mid-Term Spot test Assessment Format: Individual	20%	Start Date: Week 5 Due Date: Week 5: 24 June - 30 June
End-Term Spot Test Assessment Format: Individual	20%	Start Date: Week 10 Due Date: Week 10: 29 July - 04 August
Final Theory Exam Assessment Format: Individual	30%	Start Date: During Exam period Due Date: During Exam period
Continuous Assessment Assessment Format: Individual	30%	Start Date: Weeks 1-5, Weeks 7-9 Due Date: Weeks 1-5, Weeks 7-9

## Assessment Details

### Mid-Term Spot test

#### Assessment Overview

The test assesses knowledge learned in the first half of the term. Components of the test are conducted online and in-person during class in Week 5. Individual marks and generalised cohort feedback will be provided via the learning management system.

#### Course Learning Outcomes

- CLO2 : Apply anatomical terminology of body planes, regions, cavities, relations and movements appropriately
- CLO3 : Relate and integrate the following body systems and their components: musculoskeletal, nervous, cardiovascular, special sensory organ, respiratory, digestive, urinary, and reproductive systems.
- CLO4 : Examine and explain the interdependence of body systems.

#### Detailed Assessment Description

This assessment covers the topics of Skeletal, muscular, cardiovascular, respiratory and digestive systems.

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

#### Assessment Length

50 minutes

#### Submission notes

Refer to Moodle for submission information.

### Assessment information

This assessment is in person and invigilated. Use of Generative Artificial Intelligence (AI) in the assessment: NO ASSISTANCE.

It is prohibited to use any software or service to search for or generate information or answers. If such use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

### Assignment submission Turnitin type

Not Applicable

## **End-Term Spot Test**

### Assessment Overview

The test assesses knowledge learned in the second half of the term. Components of the test are conducted online and in-person during class in Week 10. Individual marks and generalised cohort feedback will be provided via the learning management system.

### Course Learning Outcomes

- CLO2 : Apply anatomical terminology of body planes, regions, cavities, relations and movements appropriately
- CLO3 : Relate and integrate the following body systems and their components: musculoskeletal, nervous, cardiovascular, special sensory organ, respiratory, digestive, urinary, and reproductive systems.
- CLO4 : Examine and explain the interdependence of body systems.

### Detailed Assessment Description

This assessment covers the topics of urinary and reproductive system, central and peripheral nervous systems, and special senses.

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

### Assessment Length

50 minutes

### Submission notes

Refer to Moodle for submission information.

### Assessment information

This assessment is in person and invigilated. Use of Generative Artificial Intelligence (AI) in the assessment: NO ASSISTANCE.

It is prohibited to use any software or service to search for or generate information or answers. If such use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

#### Assignment submission Turnitin type

Not Applicable

## Final Theory Exam

#### Assessment Overview

The exam will be held during the formal examination period. It assesses your knowledge of the course content and deeper understanding (such as the ability to make connections between ideas or to assess capacity for problem-solving). The exam comprises of multiple-choice and short/long answer questions and will test knowledge obtained from seminars, laboratory practicals and tutorials. Individual marks and generalised cohort feedback will be provided via the learning management system.

#### Course Learning Outcomes

- CLO2 : Apply anatomical terminology of body planes, regions, cavities, relations and movements appropriately
- CLO3 : Relate and integrate the following body systems and their components: musculoskeletal, nervous, cardiovascular, special sensory organ, respiratory, digestive, urinary, and reproductive systems.
- CLO4 : Examine and explain the interdependence of body systems.

#### Detailed Assessment Description

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

#### Assessment Length

2 hours with 10 minutes reading

#### Submission notes

Refer to Moodle for submission information.

#### Assessment information

This assessment is online and non-invigilated in Inspera. Students should use safe browser during exam.

Use of Generative Artificial Intelligence (AI) in the assessment: NO ASSISTANCE.

It is prohibited to use any software or service to search for or generate information or answers. If such use is detected, it will be regarded as serious academic misconduct and subject to the

standard penalties, which may include 00FL, suspension and exclusion.

#### Assignment submission Turnitin type

Not Applicable

## Continuous Assessment

#### Assessment Overview

The assessment encompasses both the identification of structures as well as theoretical concepts. In weeks 1-5 and 7-9, the assessment will be released on the learning management system towards the end of the laboratory practical, in the lab, as a single attempt. The 6 (of 8) highest scoring assessment marks will be used to calculate the final grade with each assessment weighted equally. No supplementary continuous assessments will be provided. Answers, and individual marks, will be provided immediately after each quiz. Generalised cohort feedback will also be provided via the learning management system.

#### Course Learning Outcomes

- CLO1 : Identify the ethical considerations of working with human cadaveric tissue
- CLO2 : Apply anatomical terminology of body planes, regions, cavities, relations and movements appropriately
- CLO3 : Relate and integrate the following body systems and their components: musculoskeletal, nervous, cardiovascular, special sensory organ, respiratory, digestive, urinary, and reproductive systems.
- CLO4 : Examine and explain the interdependence of body systems.

#### Detailed Assessment Description

This assessment covers each week lecture and practical contents and includes three MCQs with 5 options. It is online in Moodle, in person and invigilated.

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

#### Assessment Length

6 minutes

#### Submission notes

Refer to Moodle for submission information.

#### Assessment information

This assessment is in person and invigilated. Use of Generative Artificial Intelligence (AI) in the assessment: NO ASSISTANCE.

It is prohibited to use any software or service to search for or generate information or answers. If

such use is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

**Assignment submission Turnitin type**

Not Applicable

## 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 0 : 20 May - 26 May	Online Activity	Watch the welcome video Online "Ethic, Health and safety Module
Week 1 : 27 May - 2 June	Lecture	Lecture 1: Introducion to the course and Skeletal System Time: Tuesday, 28 May, 4:00pm-6:00 pm Delivery type: online in Teams
	Laboratory	Lab 1: Skeletal System Time: Thursday, 30 May, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 1 Walluce Wurth building, Anatomy Lab 07
	Tutorial	Title: Skeletal System Time: Friday, 31 May, 9:00am-10.30am Delivery type: Online in Teams
	Assessment	Continous assessment Title of assessment: Skeletal System Time: Thursday, 30 May, 11:45am for first slot/ 2:45pm for second slot/ 5:45 pm for third slot Delivery type: In person and invigilated/ online through Moodle
	Online Activity	Self-Directed activities Title: Skeletal System Time: Available in Moodle Delivery time: Online through Moodle
Week 2 : 3 June - 9 June	Lecture	Lecture 2: Muscular System Time: Tuesday, 4 June, 4:00pm-6:00 pm Delivery type: online in Teams
	Laboratory	Lab 2: Muscular System Time: Thursday 6 June, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 1 Walluce Wurth building, Anatomy Lab 07
	Tutorial	Title: Muscular System Time: Friday, 7 JUne, 9:00am-10.30am Delivery type: Online in Teams
	Assessment	Continous assessment Title of assessment: Muscular System Time: Thursday, 6 June, 11:45am for first slot/ 2:45pm for second slot/ 5:45 pm for third slot Delivery type: In person and invigilated/ online through Moodle
	Online Activity	Self-Directed activities Title: Muscular System Time: Available in Moodle Delivery time: Online through Moodle
Week 3 : 10 June - 16 June	Lecture	Lecture 3: Cardiovascular System Time: Tuesday 11 June, 4:00pm-6:00 pm Delivery type: online in Teams
	Laboratory	Lab 3: Cardiovascular System Time: Thursday 13 June, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 1 Walluce Wurth building, Anatomy Lab 07
	Tutorial	Title: Cardiovascular System Time: Friday 14 June, 9:00am-10.30am Delivery type: Online in Teams
	Assessment	Continous assessment Title of assessment: Cardiovascular System Time: Thursday 13 June, 11:45am for first slot/ 2:45pm for second slot/ 5:45 pm for third slot Delivery type: In person and invigilated/ online through Moodle
	Online Activity	Self-Directed activities Title: Cardiovascular System Time: Available in Moodle Delivery time: Online through Moodle

Week 4 : 17 June - 23 June	Lecture	Lecture 4: Respiratory System Time: Tuesday 18 June, 4:00pm-6:00 pm Delivery type: online in Teams
	Laboratory	Lab 4: Respiratory System Time: Thursday 20 June, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 1 Walluce Wurth building, Anatomy Lab 07
	Tutorial	Title: Respiratory System Time: Friday 21 June, 9:00am-10.30am Delivery type: Online in Teams
	Assessment	Continuous assessment Title of assessment: Respiratory System Time: Thursday 20 June, 11:45am for first slot/ 2:45pm for second slot/ 5:45 pm for third slot Delivery type: In person and invigilated/ online through Moodle
	Online Activity	Self-Directed activities Title: Respiratory System Time: Available in Moodle Delivery time: Online through Moodle
Week 5 : 24 June - 30 June	Lecture	Lecture 5: Digestive System Time: Tuesday 25 June, 4:00pm-6:00 pm Delivery type: online in Teams
	Laboratory	Lab 5: Digestive System Time: Thursday 27 June, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 1 Walluce Wurth building, Anatomy Lab 07
	Tutorial	Title: Digestive System Time: Friday 28 June, 9:00am-10.30am Delivery type: Online in Teams
	Assessment	Continuous assessment Title of assessment: Digestive System Time: Thursday, 27 June, 11:45am for first slot/ 2:45pm for second slot/ 5:45 pm for third slot Delivery type: In person and invigilated/ online through Moodle
	Online Activity	Self-Directed activities Title: Digestive System Time: Available in Moodle Delivery time: Online through Moodle
	Assessment	Title: Mid term spot test Time: Friday, 28 June, 12:00pm-5:pm Location: Level 1, Waluce Wurth building, Anat Lab 08A, 08B. Delivery type: In person, invigilated, Online through Moodle
Week 6 : 1 July - 7 July	Other	Flexible week
Week 7 : 8 July - 14 July	Lecture	Lecture 6: Urinary and Reproductive System Time: Tuesday 9 July, 4:00pm-6:00 pm Delivery type: online in Teams
	Laboratory	Lab 6: Urinary and Reproductive System Time: Thursday 11 July, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 1 Walluce Wurth building, Anatomy Lab 07
	Tutorial	Title: Urinary and Reproductive System Time: Friday 12 July, 9:00am-10.30am Delivery type: Online in Teams
	Assessment	Continuous assessment Title of assessment: Urinary and Reproductive System Time: Thursday 11 July, 11:45am for first slot/ 2:45pm for second slot/ 5:45 pm for third slot Delivery type: In person and invigilated/ online through Moodle
	Online Activity	Self-Directed activities Title: Urinary and Reproductive System Time: Available in Moodle Delivery time: Online through Moodle
Week 8 : 15 July - 21 July	Lecture	Lecture 7: Central nervous System Time: Tuesday 16 July, 4:00pm-6:00 pm

		Delivery type: online in Teams
Laboratory		Lab 7: Central nervous System Time: Thursday 18 July, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 1 Walluce Wurth building, Anatomy Lab 07
Tutorial		Title: Central nervous System Time: Friday 19 July, 9:00am-10.30am Delivery type: Online in Teams
Assessment		Continous assessment Title of assessment: Central nervous System Time: Thursday 18 July, 11:45am for first slot/ 2:45pm for second slot/ 5:45 pm for third slot Delivery type: In person and invigilated/ online through Moodle
Online Activity		Self-Directed activities Title: Central nervous System Time: Available in Moodle Delivery time: Online through Moodle
Week 9 : 22 July - 28 July	Lecture	Lecture 8: Peripheral Nervous System Time: Tuesday 23 July, 4:00pm-6:00 pm Delivery type: online in Teams
	Laboratory	Lab 8: Peripheral Nervous System Time: Thursday 25 July, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 1 Walluce Wurth building, Anatomy Lab 07
	Tutorial	Title: Peripheral Nervous System Time: Friday 26 July, 9:00am-10.30am Delivery type: Online in Teams
	Assessment	Continous assessment Title of assessment: Peripheral Nervous System Time: Thursday 25 July, 11:45am for first slot/ 2:45pm for second slot/ 5:45 pm for third slot Delivery type: In person and invigilated/ online through Moodle
	Online Activity	Self-Directed activities Title: Peripheral Nervous System Time: Available in Moodle Delivery time: Online through Moodle
Week 10 : 29 July - 4 August	Lecture	Lecture 9: Special senses Time: Tuesday 30 July, 4:00pm-6:00 pm Delivery type: online in Teams
	Laboratory	Lab 9: Special senses Time: Thursday 1 August, 9:00am-12:pm/ 12:00pm-3:00pm/3:00pm-6:00pm Location: Level 2 Walluce Wurth building, Anatomy Lab 07
	Tutorial	Title: Special senses Time: Friday 2 August, 9:00am-10.30am Delivery type: Online in Teams
	Assessment	End Term spot test Time: Friday 2 August, 12:00pm-5:00 pm Delivery type: In person and invigilated/ online through Moodle Location: Level 1, Waluce Wurth building, Anat Lab 08A, 08B.
	Online Activity	Self-Directed activities Title: Special senses Time: Available in Moodle Delivery time: Online through Moodle

## 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.

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

The all information regarding the resources available in Moodle.

### Recommended Resources

Recommended resources for this course are provided on the course Moodle page.

### 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	Amaneh MO HAMMADIRO USHANDEH				Monday to Friday at 9:00am till 5:00 pm, • By appointment, requests via email.	Yes	Yes
Lecturer	Kosta Kotsidis					No	No
	Patrick Chau					No	No

# Other Useful Information

## Academic Information

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

### Student Code of Conduct

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

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

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

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

### Academic Honesty and 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

### Special Consideration

In cases where illness, misadventure or other circumstances beyond your control will prevent you from submitting your assessment by the due date and you require an extension, you need to formally apply for [Special Consideration](#) through myUNSW.

UNSW has a **Fit to Sit/Submit rule**, which means that by sitting or submitting an assessment on the scheduled assessment date, you are declaring that you are fit to do so and cannot later apply for Special Consideration.

### 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>

### Examinations

Information about the conduct of examinations in your course is provided on your course Moodle page.

### 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

### Laboratory or practical class safety.

For courses where there is a laboratory or practical-based component, students are required to wear the specified personal protective equipment (e.g., laboratory coat, covered shoes, safety glasses) indicated in the associated student risk assessments. The student risk assessments will be provided on the course Moodle page and must be read and acknowledged prior to the class.

## **Master of Science in Health Data Science courses**

Courses in the Master of Science in Health Data Science are hosted through [Open Learning](#).

Additional resources are available on the [Health Data Science Student Hub](#).

### **Recording of lectures, tutorials and other teaching activities (MSc. HDS only)**

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:

School Grievance Officer, Prof Nick Di Girolamo ([n.digirolamo@unsw.edu.au](mailto:n.digirolamo@unsw.edu.au))

Health Data Science programs: School Grievance Officer, Dr Sanja Lujic ([s.lujic@unsw.edu.au](mailto:s.lujic@unsw.edu.au))