



UNSW Course Outline

FOOD9103 Advanced Food Microbiology - 2024

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General Course Information

Course Code : FOOD9103

Year : 2024

Term : Term 2

Teaching Period : T2

Is a multi-term course? : No

Faculty : Faculty of Engineering

Academic Unit : School of Chemical Engineering

Delivery Mode : In Person

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

In this course you will elevate the study of food microbiology from its basic concepts to advanced consideration. The course will cover contemporary issues in microbial ecology of foods, food spoilage, foodborne microbial disease (including viruses), food and beverage

fermentations, probiotic microorganisms, and the use of microorganisms as processing aids and sources of food ingredients and additives at an advanced level.

Using selected microbial groups and commodities, you will examine the biochemical, physiological and molecular mechanisms of microbial growth, survival and significance in food and beverage ecosystems as they evolve from raw material through processing to the consumer. These issues are directly related to the quality, safety, and production efficiency of food products. Through this course, you will gain an advantaged knowledge in these areas, and become more competent in managing microbiological issues in the food industry

Course Aims

This course aims to impart contemporary knowledge of food microbiology to students at a specialist level. Students will gain specialised knowledge in crucial areas of food microbiology including microbial ecology of foods, food spoilage, foodborne microbial disease, food and beverage fermentations, probiotic microorganisms, and their impact on food quality, safety and production efficiency. The course further aims to develop student skills in self-learning, scientific communication, teamwork and leadership.

Relationship to Other Courses

This course is taught within the framework of Program 8033 Master by Coursework (Food Science and Technology). It is assumed that students will have an understanding of general microbiology and food microbiology, such as that gained through completion of courses MICR2201 and Food2320 or FOOD8320. Students who do not have a background in general microbiology and food microbiology are advised not to take this course.

Course Learning Outcomes

Course Learning Outcomes
CL01 : Analyse the relationship between microorganisms and the production, quality and safety of foods and beverages at an advanced level.
CL02 : Evaluate the most recent advancement in key areas of food microbiology.
CL03 : Apply skills in information processing, summarisation and presentation to solve practical issues in food microbiology.
CL04 : Demonstrate skills in analytical and critical thinking, self-learning and working in a team environment

Course Learning Outcomes	Assessment Item
CLO1 : Analyse the relationship between microorganisms and the production, quality and safety of foods and beverages at an advanced level.	<ul style="list-style-type: none"> • Journal Club • Quizzes • Literature review • Presentation
CLO2 : Evaluate the most recent advancement in key areas of food microbiology.	<ul style="list-style-type: none"> • Journal Club • Quizzes • Literature review • Presentation
CLO3 : Apply skills in information processing, summarisation and presentation to solve practical issues in food microbiology.	<ul style="list-style-type: none"> • Journal Club • Quizzes • Literature review • Presentation
CLO4 : Demonstrate skills in analytical and critical thinking, self-learning and working in a team environment	<ul style="list-style-type: none"> • Journal Club • Quizzes • Literature review • Presentation

Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams | Blackboard Collaborate | Moodle - Learning Management System | Blackboard Collaborate | Microsoft Teams | Review - Assessment/Feedback Tool

Other Professional Outcomes

This course is taught within the framework of Program 8033 Master by Coursework (Food Science and Technology). Students enrolled in this program is eligible to join Australian Institute of Food Science and Technology.

Additional Course Information

This course is taught within the framework of Program 8033 Master by Coursework (Food Science and Technology). It is assumed that students will have an understanding of general microbiology and food microbiology, such as that gained through completion of courses MICR2201 and FOOD2320 or FOOD8320. Students who do not have a background in general microbiology and food microbiology are advised not to take this course.

This is a 6 UOC (units of credit) course, consisting of lectures, workshops, online learning sessions and industry visits. Students are expected to work a minimum of 6 hours on this course per week, including 3 hours of lectures, and 3 hours of guided self-learning.

The following students would find this course of most value: postgraduate students in the areas

of food science and technology, microbiology, biotechnology, as well as professionals in the food or allied industries and government agencies, who are concerned with the microbiological quality and safety of foods, and fermented foods and beverages. Students in other areas of science may also find the course of interest. Food companies, consulting analytical laboratories and various government agencies at state, national and international levels employ food microbiologists. Food safety is a major concern to the food and beverage industries and food microbiology plays a key role, here.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Journal Club Assessment Format: Group	30%	Start Date: Not Applicable Due Date: Midnight on Sunday's in Week 3, Week 5, Week 7, Week 9 and Week 11
Quizzes Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: Week 4, Week 9
Literature review Assessment Format: Individual Short Extension: Yes (3 days)	20%	Start Date: Not Applicable Due Date: 11/08/2024 11:59 PM
Presentation Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: Week 10

Assessment Details

Journal Club

Assessment Overview

Students are required to form a journal club at the start of the term. Each club is required to review five research articles published in the last 12 months and write a summary for each article. Work will be marked against assessment criteria and individual written feedback provided online.

Course Learning Outcomes

- CL01 : Analyse the relationship between microorganisms and the production, quality and safety of foods and beverages at an advanced level.
- CL02 : Evaluate the most recent advancement in key areas of food microbiology.
- CL03 : Apply skills in information processing, summarisation and presentation to solve practical issues in food microbiology.
- CL04 : Demonstrate skills in analytical and critical thinking, self-learning and working in a team environment

Detailed Assessment Description

Details of the assessment will be given on Moodle page in week 1.

Assessment information

Note: This assessment will consist of five tasks, each weighing equally (20%, or 6 marks for the overall course mark). There will also be team evaluations where the performance of each member in the journal club will be assessed individually by their peers.

Assignment submission Turnitin type

This is not a Turnitin assignment

Quizzes

Assessment Overview

There will be two quizzes of equal weight during term. The quizzes will consist of short answer questions that cover topics in the lectures and reading materials. Verbal feedback will be provided during class time.

Course Learning Outcomes

- CLO1 : Analyse the relationship between microorganisms and the production, quality and safety of foods and beverages at an advanced level.
- CLO2 : Evaluate the most recent advancement in key areas of food microbiology.
- CLO3 : Apply skills in information processing, summarisation and presentation to solve practical issues in food microbiology.
- CLO4 : Demonstrate skills in analytical and critical thinking, self-learning and working in a team environment

Detailed Assessment Description

There will be two quizzes, in weeks 4 and 9, each contributing 15% to the total course mark. The quizzes

will consist of short answer questions that cover topics in the lectures and reading materials.

Verbal

feedback will be provided to class within 7 days after each quiz.

Assessment Length

1 hour

Assignment submission Turnitin type

Not Applicable

Literature review

Assessment Overview

Students will write an approximately 3,000 word mini-review on outbreaks of foodborne microbial diseases in Australia and worldwide associated with particular foodstuff or pathogen specified during term. This task is designed to develop and assess student's knowledge of foodborne microbial diseases and their skills in information retrieval, processing, interpretation and summarisation. Work will be marked against assessment criteria, and individual written feedback will be provided online.

Course Learning Outcomes

- CL01 : Analyse the relationship between microorganisms and the production, quality and safety of foods and beverages at an advanced level.
- CL02 : Evaluate the most recent advancement in key areas of food microbiology.
- CL03 : Apply skills in information processing, summarisation and presentation to solve practical issues in food microbiology.
- CL04 : Demonstrate skills in analytical and critical thinking, self-learning and working in a team environment

Detailed Assessment Description

Detailed assignment description and assessment criteria will be provided before week 5.

Assessment Length

3,000 words (approximately)

Assignment submission Turnitin type

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

Presentation

Assessment Overview

You will be allocated a topic on food microbiology, and are required to study the topic and present a seminar to the class on that topic. The seminar presentation is expected to be about 10 minutes long, followed by up to 3 minutes of question time. The seminar presentation will be held in the normal lecture time in week 10. You can choose to make a face-to-face presentation in the lecture room, or post a video posted on Moodle or Teams. The seminar presentation will be assessed against assessment criteria, and written feedback will be provided online.

Course Learning Outcomes

- CL01 : Analyse the relationship between microorganisms and the production, quality and safety of foods and beverages at an advanced level.

- CL02 : Evaluate the most recent advancement in key areas of food microbiology.
- CL03 : Apply skills in information processing, summarisation and presentation to solve practical issues in food microbiology.
- CL04 : Demonstrate skills in analytical and critical thinking, self-learning and working in a team environment

Detailed Assessment Description

Detailed description of the assessment including topic allocation and assessment criteria will be given on Moodle page before week 5.

Assignment submission Turnitin type

This is not a Turnitin assignment

General Assessment Information

Grading Basis

Standard

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Lecture	Introduction to the course Review of general concepts in food microbiology
Week 2 : 3 June - 9 June	Lecture	Molecular microbial ecology of foods Microbial spoilage of food – an in-depth examination of fish spoilage
Week 3 : 10 June - 16 June	Workshop	How to write a good literature review and make a good seminar presentation
	Assessment	Journal club report 1
Week 4 : 17 June - 23 June	Lecture	Foodborne microbial illnesses: an update on key pathogens (Salmonella)
	Assessment	Quiz 1
Week 5 : 24 June - 30 June	Lecture	Cocoa fermentation – an in-depth examination of a complex fermentation process
	Assessment	Journal club report 2
Week 6 : 1 July - 7 July	Other	No lecture this week. Students are encouraged to use the time to work on their assignments
Week 7 : 8 July - 14 July	Lecture	Probiotics and prebiotics
	Assessment	Journal club report 3
Week 8 : 15 July - 21 July	Lecture	Molecular methods for microbiological analysis of foods
Week 9 : 22 July - 28 July	Lecture	Predictive microbiology and microbial food risk assessment
	Assessment	Journal club report 4
	Assessment	Quiz 2
Week 10 : 29 July - 4 August	Seminar	Student seminars
Week 11 : 5 August - 11 August	Assessment	Journal club report 5
	Assessment	Literature review

Attendance Requirements

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

Course Resources

Prescribed Resources

Reading materials for each week will be posted on the Course Moodle page at least 5 days before the lecture.

Recommended Resources

There is no single text book that covers all the materials given in this course. Course content will be taken from a range of review and research type articles in journals, book chapters and other documents. These articles will be posted, over the coming weeks of the semester, either in full text on the Moodle page for the course, or by providing their online links if copyright regulations do not permit direct upload of the full text. Some useful books in food microbiology, for which students should consult, are listed below.

- Food Microbiology - Fundamentals and Frontiers, M.P. Doyle, et al., 4th ed, American Society for Microbiology (ASM), 2013. Online version available at <http://app.knovel.com/hotlink/toc/id:kpFMFFE001/food-microbiology-fundamentals/food-microbiology-fundamentals>
- Molecular Techniques in the Microbial Ecology of Fermented Foods, L. Coccolin and D. Ercolini, ed. Springer-Verlag, New York, 2010.
- [Microorganisms in Foods, Volume 6, Microbial Ecology of Food Commodities, International Commission on Microbiological Specifications of Foods, 2nd ed, Springer, 2005.](#)
- Foodborne Pathogens: Hazards, Risk Analysis and Control, D. Blackburn and P. McClure., 2nd ed, Woodhead Publishers, Cambridge, 2009.
- Foodborne Microorganisms of Public Health Significance, A.D. Hocking et al., eds, 6th ed, AIFST Inc. (NSW Branch) Food Microbiology Group, Sydney, 2003.
- Yeasts in Food and Beverages, A. Querol and G.H. Fleet, Springer, Berlin, 2006.
- The Yeasts-A Taxonomic Study, CP Kurtzman, J.W. Fell and T. Boekhout, 5th ed, Elsevier, 2010.
- Fungi and Food Spoilage, J.I. Pitt and A. Hocking, 3rd ed, Springer, 2010.
- Microbiology and Technology of Fermented Foods, R.W. Hutkins, IFT Press, Blackwell Publishing, 2006.

Students are also strongly encouraged to consult key journals in the field such as

¥ International Journal of Food Microbiology

¥ Food Microbiology

Both journals can be accessed electronically through the UNSW Library

Course Evaluation and Development

It is very important to gather feedback on courses, so whenever practicable to do so, courses can be modified to improve them. To that end, there will be the normal on-line Mysurvey for this course, but also discussions of the course content and delivery with students throughout the semester.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Jian Zhao		Hilmer Building, room 421	02 93854304	By email or appointment	No	Yes

Other Useful Information

Academic Information

I. Special consideration and supplementary assessment

If you have experienced an illness or misadventure beyond your control that will interfere with your assessment performance, you are eligible to apply for Special Consideration prior to, or within 3 working days of, submitting an assessment or sitting an exam.

Please note that UNSW has a Fit to Sit rule, which means that if you sit an exam, you are declaring yourself fit enough to do so and cannot later apply for Special Consideration.

For details of applying for Special Consideration and conditions for the award of supplementary assessment, please see the information on UNSW's [Special Consideration page](#).

II. Administrative matters and links

All students are expected to read and be familiar with UNSW guidelines and policies. In particular, students should be familiar with the following:

- [Attendance](#)
- [UNSW Email Address](#)
- [Special Consideration](#)
- [Exams](#)
- [Approved Calculators](#)
- [Academic Honesty and Plagiarism](#)

- [Equitable Learning Services](#)

III. Equity and diversity

Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course convener prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equitable Learning Services. Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

IV. Professional Outcomes and Program Design

Students are able to review the relevant professional outcomes and program designs for their streams by going to the following link: <https://www.unsw.edu.au/engineering/student-life/student-resources/program-design>.

Note: This course outline sets out the description of classes at the date the Course Outline is published. The nature of classes may change during the Term after the Course Outline is published. Moodle or your primary learning management system (LMS) should be consulted for the up-to-date class descriptions. If there is any inconsistency in the description of activities between the University timetable and the Course Outline/Moodle/LMS, the description in the Course Outline/Moodle/LMS applies.

Academic Honesty and Plagiarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW students have a responsibility to adhere to this principle of academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW. *Plagiarism at UNSW is defined as using the words or ideas of others and passing them off as your own.*

Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. UNSW has produced a website with a wealth of resources to support students to understand and avoid plagiarism, visit: student.unsw.edu.au/plagiarism. The Learning Centre assists students with understanding academic integrity and how not to plagiarise. They also hold workshops and can help students one-on-one.

You are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and the proper referencing of sources in preparing all assessment tasks.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an honours thesis or contract cheating) even suspension from the university. The Student Misconduct Procedures are available here:

www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

Submission of Assessment Tasks

Work submitted late without an approved extension by the course coordinator or delegated authority is subject to a late penalty of five percent (5%) of the maximum mark possible for that assessment item, per calendar day.

The late penalty is applied per calendar day (including weekends and public holidays) that the assessment is overdue. There is no pro-rata of the late penalty for submissions made part way through a day. This is for all assessments where a penalty applies.

Work submitted after five days (120 hours) will not be accepted and a mark of zero will be awarded for that assessment item.

For some assessment items, a late penalty may not be appropriate. These will be clearly indicated in the course outline, and such assessments will receive a mark of zero if not completed by the specified date. Examples include:

- Weekly online tests or laboratory work worth a small proportion of the subject mark;
- Exams, peer feedback and team evaluation surveys;
- Online quizzes where answers are released to students on completion;
- Professional assessment tasks, where the intention is to create an authentic assessment that has an absolute submission date; and,
- Pass/Fail assessment tasks.

Faculty-specific Information

[Engineering Student Support Services](#) – The Nucleus - enrolment, progression checks, clash

requests, course issues or program-related queries

[Engineering Industrial Training](#) – Industrial training questions

[UNSW Study Abroad](#) – study abroad student enquiries (for inbound students)

[UNSW Exchange](#) – student exchange enquiries (for inbound students)

[UNSW Future Students](#) – potential student enquiries e.g. admissions, fees, programs, credit transfer

Phone

(+61 2) 9385 8500 – Nucleus Student Hub

(+61 2) 9385 7661 – Engineering Industrial Training

(+61 2) 9385 3179 – UNSW Study Abroad and UNSW Exchange (for inbound students)

School-specific Information

Course Workload

Course workload is calculated using the Units-Of-Credit (UOC). The normal workload expectation for one UOC is approximately 25 hours per term. This includes class contact hours, private study, other learning activities, preparation and time spent on all assessable work.

Most coursework courses at UNSW are 6 UOC and involve an estimated 150 hours to complete, for both regular and intensive terms. Each course includes a prescribed number of hours per week (h/w) of scheduled face-to-face and/or online contact. Any additional time beyond the prescribed contact hours should be spent in making sure that you understand the lecture material, completing the set assignments, further reading, and revising for any examinations. Most 6 UoC courses will involve approximately 10-12 hours per week of work on your part. If you're not sure what to do in these hours of independent study, the resources on the [UNSW Academic Skills](#) pages offer some suggestions including: making summaries of lectures, read/summarise sections from the textbook, attempt workshop problems, reattempting workshop problems with some hints from the solutions, looking for additional problems in the textbook.

Full-time enrolment at university means that it is a *full-time* occupation for you and so you would

typically need to devote 35 hours per week to your studies to succeed. Full-time enrolment at university is definitely incompatible with full-time employment. Part-time/casual employment can certainly fit into your study schedule but you will have to carefully balance your study obligations with that work and decide how much time for leisure, family, and sleep you want left after fulfilling your commitments to study and work. Everyone only gets 168 hours per week; overloading yourself with both study commitments and work commitments leads to poor outcomes and dissatisfaction with both, overtiredness, mental health issues, and general poor quality of life.

On-campus Class Attendance

Most classes at UNSW are "In Person" and run in a face-to-face mode only. Attendance and participation in the classes is expected. As an evidence-driven engineer or scientist, you'll be interested to know that education research has shown students learn more effectively when they come to class, and less effectively from lecture catch-up recordings. If you have to miss a class due to illness, for example, we expect you to catch up in your time, and within the coming couple of days.

For most courses that are running in an "in person" mode:

- Lectures are normally recorded to provide an opportunity to review material after the lecture; lecture recordings are not a substitute for attending and engaging with the live class.
- Workshops/tutorials are not normally recorded as the activities that are run within those sessions normally cannot be captured by a recording. These activities may also include assessable activities in some or all weeks of the term.
- Laboratories are not recorded and require in-person attendance. Missing laboratory sessions may require you to do a make-up session later in the term; if you miss too many laboratory sessions, it may be necessary to seek a Permitted Withdrawal from the course and reattempt it next year, or end up with an Unsatisfactory Fail for the course.
- Assessments will often require in-person attendance in a timetabled class or a scheduled examination.

Submission of Assessment Tasks

In the School of Chemical Engineering, all written work will be submitted for assessment via Moodle unless otherwise specified. Attaching cover sheets to uploaded work is *not* required unless specifically requested for an individual assessment task; when you submit work through Moodle for assessment you are agreeing to uphold the Student Code.

Some assessments will require you to complete the work online and it may be difficult for the

course coordinator to intervene in the system after the due date. You should ensure that you are familiar with assessment systems well before the due date. If you do this, you will have time to get assistance before the assessment closes.

All submissions are expected to be neat and clearly set out. Your results are the pinnacle of all your hard work and should be treated with respect. Presenting results clearly gives the marker the best chance of understanding your method; even if the numerical results are incorrect. Please make it easy for the markers who are looking at your work to see your achievement and give you due credit.

Marking guidelines for assignment submissions will be provided at the same time as assignment details to assist with meeting assessable requirements. Submissions will be marked according to the marking guidelines provided.

Academic Integrity

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage (International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013). At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and plagiarism can be located at:

- The [Current Students site](#)
- The [ELISE training site](#)

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

To help describe what we are looking for, here are some things that we consider to be quite acceptable (even desirable!) actions for many assessments, and some that we consider to be unacceptable in most circumstances. Please check with the instructions for your assessments and your course coordinator if you're unsure. As a rule of thumb, if you don't think you could look the lecturer in the eye and say "this is my own work", then it's not acceptable.

Acceptable actions

- ☒ reading/searching through material we have given you, including lecture slides, course notes, sample problems, workshop problem solutions
- ☒ reading/searching lecture transcripts
- ☒ reading/searching resources that we have pointed you to as part of this course, including textbooks, journal articles, websites
- ☒ reading/searching through your own notes for this course
- ☒ all of the above, for any previous courses
- ☒ using spell checkers, grammar checkers etc to improve the quality of your writing
- ☒ studying course material with other students

Unacceptable actions

- ☒ asking for help completing an assessment from other students, friends, family
- ☒ asking for help on Q&A or homework help websites
- ☒ searching for answers to the specific assessment questions online or in shared documents
- ☒ copying material from any source into your answers
- ☒ using generative AI tools to complete or substantially complete an assessment for you
- ☒ paying someone else to do the assessment for you

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism. Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>.

For assessments in the School of Chemical Engineering, we recommend the use of referencing software such as [Mendeley](#) or [EndNote](#) for managing references and citations. Unless required otherwise specified (i.e. in the assignment instructions) students in the School of Chemical Engineering should use either the APA 7th edition, or the American Chemical Society (ACS) referencing style as canonical author-date and numbered styles respectively.

Artificial intelligence tools such as ChatGPT, CodePilot, and built-in tools within Word are modern tools that are useful in some circumstances. In your degree at UNSW, we're teaching you skills that are needed for your professional life, which will include how to use AI tools responsibly plus lots of things that AI tools cannot do for you. AI tools already are (or will soon be) part of professional practice for all of us. However, if we were only teaching you things that AI could do, your degree would be worthless, and you wouldn't have a job in 5 years.

Whether the use of AI tools in an assessment is appropriate will depend on the goals of that assessment. As ever, you should discuss this with your lecturers – there will certainly be assessments where the use of AI tools is encouraged, as well as others where it would interfere with your learning and place you at a disadvantage later. Our goal is to help you learn how to ethically and professionally use the tools available to you. To learn more about the use of AI, [see this discussion we have written](#) where we analyse the strengths and weaknesses of generative AI tools and discuss when it is professionally and ethically appropriate to use them.

While AI may might provide useful tools to help with some assessments, UNSW's policy is quite clear that taking the output of generative AI and submitting it as your own work will never be appropriate, just as paying someone else to complete an assessment for you is serious misconduct.

Asking Questions

Asking questions is an important part of learning. Learning to ask good questions and building the confidence to do so in front of others is an important professional skill that you need to develop. The best place to ask questions is during the scheduled classes for this course, with the obvious exception being questions that are private in nature such as special consideration or equitable learning plans. Between classes, you might also think of questions – some of those you might save up for the next class (write them down!), and some of them you might ask in a Q&A channel on Teams or a Q&A forum on Moodle. Please understand that staff won't be able to answer questions on Teams/Moodle immediately but will endeavour to do so during their regular working hours (i.e. probably not at midnight!) and when they are next working on this particular course (i.e. it might be a day or two). Please respect that staff are juggling multiple work responsibilities (teaching more than one course, supervising research students, doing experiments, writing grants, ...) and also need to have balance between work and the rest of their life.

School Contact Information

For assistance with enrolment, class registration, progression checks and other administrative matters, please see [the Nucleus: Student Hub](#). They are located inside the Library – first right as you enter the main library entrance. You can also contact them via <http://unsw.to/webforms> or reserve a place in the face-to-face queue using the UniVerse app.

For course administration matters, please contact the Course Coordinator.

Questions about the this course should normally be asked during the scheduled class so that everyone can benefit from the answer and discussion.