UNSW Course Outline

SOMS4884 School of Biomedical Sciences Honours Part-Time (For students commencing in T3 2024, studying part-time.) - 2024

Published on the 13 Sep 2024

General Course Information

Course Code : SOMS4884
Year : 2024
Term : Term 3
Teaching Period : T3
Is a multi-term course? : Yes
Additional Term(s) : 2025, Term 12025, Term 2
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 : 8

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

The School of Biomedical Sciences Honours course is run part-time over six terms. It provides advanced research training in medical science research, including the disciplines of Anatomy, Physiology, Pathology, and Pharmacology. You will undertake a supervised research project that places emphasis on advanced disciplinary knowledge, the use of specialised techniques relevant to your chosen research area, critical thinking, and scientific communication. You will also gain experience in scientific writing and oral presentation via the submission of two written assessments - a literature review and a research manuscript based on substantial independent research activity - and two seminars. The course is also comprised of compulsory online Research Skills modules (via Moodle), School of Biomedical Sciences (SBMS) seminars (UNSW-based students) and Departmental/Research Institute/Lab Group seminars throughout the course.

The School does not routinely offer part-time enrolment, and this course is reserved for enrolled students who have to switch enrolment status.

Course Aims

The overall aim of the course is to introduce undergraduate students to biomedical science research. The specific aims of the course are to provide you with:

- a deep understanding of your chosen research area
- training in specialised research techniques and methodologies relevant to your research
- skills in scientific writing and presentations
- Skill in critically evaluating existing literature, synthesising information, and analysis of research data

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 : Apply relevant research methodologies to conduct a research project.
CLO2 : Plan, collect, analyse and interpret qualitative or quantitative data, and reach appropriate conclusions that are supported by evidence.
CLO3 : Communicate effectively in oral and written forms in a clear and concise manner to an informed scientific audience.
CLO4 : Interpret and critically evaluate the research literature, ideas and practices in biomedical science research relevant to the research project.

Course Learning Outcomes	Assessment Item
CLO1 : Apply relevant research methodologies to conduct a research project.	• Project Manuscript • Final Seminar
CLO2 : Plan, collect, analyse and interpret qualitative or quantitative data, and reach appropriate conclusions that are supported by evidence.	• Project Manuscript • Final Seminar
CLO3 : Communicate effectively in oral and written forms in a clear and concise manner to an informed scientific audience.	• Literature Review • Introductory Seminar • Project Manuscript • Final Seminar
CLO4 : Interpret and critically evaluate the research literature, ideas and practices in biomedical science research relevant to the research project.	• Literature Review • Introductory Seminar • Project Manuscript • Final Seminar

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. Students are to make all assessment submissions, milestones and progress report submissions on the Moodle site for the term in which you commenced.

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

Course information

Students need to complete six terms of study in SOMS4884 (8 units of credit per term; a total of 48 units of credit).

Students must have qualified for or be a graduate with a Bachelor of Science or Bachelor of Medical Science, or completed 144 units of credit (UOC) in a degree program with an embedded honours (e.g. Bachelor of Advanced Science (Honours) at UNSW). Students should have a major or specialisation in Anatomy, Physiology, Pathology, Pharmacology, Exercise Physiology or other relevant biomedical science disciplines. Students must have a minimum overall weighted average mark (WAM) of 65 for level 1 to 3 courses, or if the overall WAM is between 60 and 65 then a level 3 WAM of at least 65 is required and acceptance by the proposed supervisor. Students in the Bachelor of Advanced Science (Honours) program must meet the progression requirements of the program.

Attendance

It is expected that part-time students will contribute 17.5 hours per week, from the start of the commencing term until the end of the final term of the Honours year. The periods between terms are not designated breaks from Honours. However, it is expected that supervisors will permit students to take a break or breaks during the Honours 'year' of up to 4 weeks in total (equivalent to the periods between the terms) at times that do not impact assessment tasks or planned experiments. Students and supervisors should discuss suitable times for breaks at the commencement of Honours and document these in the Negotiated Expectations & Milestones document (see below).

Specific attendance requirements will be dictated by the nature of the work in relation to preparing and writing a literature review and subsequently a manuscript, preparing and delivering two seminars, and by the nature of the research project. Attendance requirements will be agreed mutually between student and supervisor. As with academic staff, students are expected to work between the normal working hours of 8:00 am and 6:00 pm on weekdays. Work outside these hours can only be undertaken once appropriate training, supervision and approval for working out of normal hours has been completed.

The University acknowledges that students are involved in many extra-curricular activities throughout their studies. The School of Biomedical Sciences is generally supportive of students'

activities but must be confident that these do not significantly impact on research activities or completion of assessment requirements.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Literature Review Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: 07/04/2025 04:00 PM
Introductory Seminar Assessment Format: Individual	10%	Start Date: Not Applicable Due Date: 28/04-02/05/2025
Project Manuscript Assessment Format: Individual	50%	Start Date: Not Applicable Due Date: 02/11/2026 04:00 PM
Final Seminar Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: 23-27/11/2026

Assessment Details

Literature Review

Assessment Overview

The literature review is submitted approximately mid-way through the second term of the course. The literature review should give a detailed account of published scientific investigations which are relevant to the project being undertaken. It should contain an introduction, and aims, hypotheses and methods sections. The introduction should identify the limitations of the literature and/or areas of controversy and assess them critically. It should be adequately referenced with recent and appropriate studies and have clear and logical flow. The stated aims should clearly relate to the areas outlined in the introduction and the hypotheses should also be clear and valid. Methods are to be summarised clearly and concisely and be appropriate and valid for the stated aims.

The Honours course employs standards-based assessment and the rubrics for all assessment tasks are provided, which describe the expected standard of performance for each grade band. You are provided with feedback from the examiners on the completed assessment rubric and specific comments on the strengths and weaknesses of the literature review. You are also encouraged to meet with their mentor to discuss the feedback given by the two independent examiners.

Course Learning Outcomes

- CLO3 : Communicate effectively in oral and written forms in a clear and concise manner to an

informed scientific audience.
- CLO4 : Interpret and critically evaluate the research literature, ideas and practices in biomedical science research relevant to the research project.

Detailed Assessment Description

The literature review should give a detailed account of published scientific investigations that are relevant to the project being undertaken. It should contain an introduction, aims and hypotheses, and methods sections. The introduction should identify the limitations of the literature and/or areas of controversy and assess them critically. It should be appropriately referenced with recent and appropriate studies and have clear and logical flow. The aims, hypotheses and methods sections should together be a maximum of 450 words (i.e., only 15% of the literature review). The stated aims should clearly relate to the areas outlined in the introduction and the hypotheses should also be clear and valid. Methods are to be summarised clearly and concisely and be appropriate and valid for the stated aims. Absolutely no results from the student's honours project are to be included in the literature review.

The literature review is to be formatted according the the "School of Biomedical Sciences Honours Manuscript - Instructions to Authors", available on the course Moodle site. The assessment rubric is available on the course Moodle site.

Assessment Length

3000 words (±10%)

Submission notes

One PDF must be submitted via Turnitin, using the naming convention described on Moodle.

Assessment information

Literature Review submissions that are either under 2700 words or over 3300 words will negatively impact the overall assessment of the work. Examiners will stop reading after 3300 words, and any content beyond this limit will not be considered in the evaluation.

You will be required to complete a declaration of originality (online via Moodle) which will then give you access to the submission link for the literature review. The declaration states:

This assessment item is entirely my own original work, except where I have acknowledged use of source material such as books, journal articles, other published material, the Internet, and the work of other student/s or any other person/s. The contents in this assessment item have not been submitted or are in process of being submitted for assessment for academic credit in this, or any other course, at UNSW or elsewhere.

Assignment submission Turnitin type

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

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.
If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for 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.
For more information on Generative AI and permitted use please see here.

For this assessment task, you may use AI-based software to research and prepare prior to writing your Literature Review. You are permitted to use standard editing and referencing functions in word processing software, for example spelling and grammar checking and reference citation generation, when writing 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.

Introductory Seminar

Assessment Overview

The introductory seminar is presented a few weeks after the literature review has been submitted. The introductory seminar should cover the background and methods of the project, but should not contain any preliminary results. The introduction of the talk should include a critical analysis of strengths and limitations of the literature. The hypotheses and aims should be clearly stated and relate to the strengths and limitations of the literature identified. The methods should be explained clearly and concisely. The seminar should have clear and logical flow, good pace and should use good visual quality slides. You should demonstrate an understanding of the

questions raised during question time by giving appropriate answers.

The Honours course employs standards-based assessment and the rubrics for all assessment tasks are provided, which describe the expected standard of performance for each grade band. You are provided with feedback from the examiners on the completed assessment rubric and specific comments on the strengths and weaknesses of the introductory seminar.

Course Learning Outcomes

- CLO3 : Communicate effectively in oral and written forms in a clear and concise manner to an informed scientific audience.
- CLO4 : Interpret and critically evaluate the research literature, ideas and practices in biomedical science research relevant to the research project.

Detailed Assessment Description

Each student's seminar presentation will be assessed by academics from the audience and the dedicated Examiners 1 and 2. A schedule of the seminar presentations will be communicated to students, supervisors and examiners. The assessment rubric for the introductory seminar is available on the course Moodle site.

Assessment Length

The introductory seminar is a 10-minute presentation with 5 minutes of questions.

Submission notes

Short extensions are not available for this assessment task. This is an in-person seminar presentation. Refer to Moodle for submission information.

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.
If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for 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.

For more information on Generative AI and permitted use please see here.

For this assessment task, you may use AI-based software to research and prepare prior to creating your seminar presentation for Introductory Seminar. You are permitted to use standard editing and referencing functions in word processing software, for example spelling and grammar checking and reference citation generation, when writing 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.

Project Manuscript

Assessment Overview

The project manuscript is submitted towards the end of the concluding term of the course. The project manuscript should present the findings of the research project. It should include an abstract, statement of contribution and acknowledgments, a brief introduction with aims and hypotheses, materials and methods, results, discussion and references sections. The results should reflect a significant body of work including sufficient controls and replicates and analysis of data using appropriate statistical tests. Presentation of the results should be clear and logical and should use figures, tables, etc. The significance of any important findings should be addressed and appropriate conclusions made. The results of the study should be placed within a broader context and suggestions should be made for future experiments. A one-page reflective summary should also be submitted with the project manuscript.

The Honours course employs standards-based assessment and the rubrics for all assessment tasks are provided, which describe the expected standard of performance for each grade band. You are provided with feedback from the examiners on the completed assessment rubric and specific comments on the strengths and weaknesses of the project manuscript. You are also encouraged to meet with your mentor to discuss the feedback given by the two independent examiners.

Course Learning Outcomes

- CLO1 : Apply relevant research methodologies to conduct a research project.
- CLO2 : Plan, collect, analyse and interpret qualitative or quantitative data, and reach appropriate conclusions that are supported by evidence.
- CLO3 : Communicate effectively in oral and written forms in a clear and concise manner to an informed scientific audience.
- CLO4 : Interpret and critically evaluate the research literature, ideas and practices in biomedical science research relevant to the research project.

Detailed Assessment Description

The project manuscript is written up in the style of a submission to a scientific journal. The format of the project manuscript is to comply with the guidelines set out in the "School of Biomedical Sciences Honours Manuscript - Instructions to Authors" and should contain an abstract, statement of contribution and acknowledgments, brief introduction with aims and hypotheses (approximately 1000 words), materials and methods, results, discussion, one-page reflective summary and a reference list. Supplementary material may be included at the end of the manuscript, if required.

The "School of Biomedical Sciences Honours Manuscript - Instructions to Authors" and the assessment rubric are available on the course Moodle site.

Assessment Length

5000 words (±10%)

Submission notes

One PDF must be submitted via Turnitin, using the naming convention described on Moodle.

Assessment information

Project Manuscript submissions that are either under 4500 words or over 5500 words will negatively impact the overall assessment of the work. Examiners will stop reading after 5500 words, and any content beyond this limit will not be considered in the evaluation.

You will be required to complete a declaration of originality (online via Moodle) which will then give you access to the submission link for the project manuscript. The declaration states:

This assessment item is entirely my own original work, except where I have acknowledged use of source material such as books, journal articles, other published material, the Internet, and the work of other student/s or any other person/s. The contents in this assessment item have not been submitted or are in process of being submitted for assessment for academic credit in this, or any other course, at UNSW or elsewhere.

Assignment submission Turnitin type

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

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing

functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.
If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for 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.
For more information on Generative AI and permitted use please see here.

For this assessment task, you may use AI-based software to research and prepare prior to writing your Project Manuscript. You are permitted to use standard editing and referencing functions in word processing software, for example spelling and grammar checking and reference citation generation, when writing 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.

Final Seminar

Assessment Overview

The final seminar is presented towards the end of the concluding term of the course, after the project manuscript has been submitted. The final seminar should cover the results of the research project and provide a clear, concise and appropriate introduction which identifies the limitations of the literature and areas of controversy. Clear and valid aims and hypotheses should also be stated. The results should reflect a significant body of work including sufficient controls and replicates and analysis of data using appropriate statistical tests. Presentation of the results should be clear and logical and should use figures, tables, etc. The significance of any important findings should be addressed and appropriate conclusions made. The results of the study should be placed within a broader context and suggestions should be made for future experiments. The seminar should have clear and logical flow, good pace and use good visual quality slides. You should demonstrate understanding of the questions raised during question time by giving appropriate answers.

The Honours course employs standards-based assessment and the rubrics for all assessment

tasks are provided, which describe the expected standard of performance for each grade band. You are provided with feedback from the examiners on the completed assessment rubric and specific comments on the strengths and weaknesses of the presentation.

Course Learning Outcomes

- CLO1 : Apply relevant research methodologies to conduct a research project.
- CLO2 : Plan, collect, analyse and interpret qualitative or quantitative data, and reach appropriate conclusions that are supported by evidence.
- CLO3 : Communicate effectively in oral and written forms in a clear and concise manner to an informed scientific audience.
- CLO4 : Interpret and critically evaluate the research literature, ideas and practices in biomedical science research relevant to the research project.

Detailed Assessment Description

Each student's seminar presentation will be assessed by academics from the audience and the dedicated Examiners 1 and 2. A schedule of the seminar presentations will be communicated to students, supervisors and examiners. The assessment rubric for the introductory seminar is available on the course Moodle site.

Assessment Length

The final seminar is a 12-minute presentation with 8 minutes of questions.

Submission notes

Short extensions are not available for this assessment task. This is an in-person seminar presentation. Refer to Moodle for submission information.

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.
If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for 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.

For more information on Generative AI and permitted use please see here.

For this assessment task, you may use AI-based software to research and prepare prior to creating your seminar presentation for Final Seminar. You are permitted to use standard editing and referencing functions in word processing software, for example spelling and grammar checking and reference citation generation. You must not use any functions that generate or paraphrase or translate passages of text, whether based on your own work or not.

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

Honours grades

H1, Honours Class 1, 85 or greater.

Work of superior quality in all aspects of research, scientific writing, and oral presentation, demonstrating the ability to organise information in a clear and concise manner, the integration of information from a wide range of sources and containing clear examples of excellent critical evaluation.

H2:1, Honours Class 2 Division 1, 75-84.

Work of very good quality in all aspects of research, scientific writing, and oral presentation, but showing lesser ability to organise information in a clear and concise manner, integrate information from range of sources and critically evaluate the literature and research data.

H2:2, Honours Class 2 Division 2, 65-74.

Good quality in all aspects of research, scientific writing, and oral presentation but with inadequacies in understanding, critical skills, organisation and presentation.

H3, Honours Class 3, 50-64.

Adequate quality work with significant deficiencies in understanding, critical skills, organisation and presentation.

Course Schedule

Attendance Requirements

Not Applicable - as no class attendance is required

General Schedule Information

This course is a research focused course. The schedule for conducting the planned research is determined by the student and their supervisor within the first three weeks of the first term of the course.

Course Resources

Prescribed Resources

N/A

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 surveys specifically created for the SBMS Honours Program 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 SBMS Honours Feedback Survey form for this course at the end of

the course.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Lu Liu		Wallace Wurth Building	90655578	By appointment	Yes	Yes
	Daina Sturnieks		Wallace Wurth Building	90650367	By appointment	Yes	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 Plagarism

Academic integrity

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to the principle of academic integrity, and ethical scholarship of learning is fundamental to your success at UNSW Medicine & Health.

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

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

Referencing

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

For further information on referencing support and styles, see the Current Student Referencing page.

Academic misconduct and plagiarism

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

Use of Generative AI and other tools in your assessment

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

Your course convenor will outline if and how you can use Generative AI in each of your assessment tasks. Inappropriate use of generative AI is considered academic misconduct.

Options for the use of generative AI include: (1) no assistance (for invigilated assessments); (2) simple editing assistance; (3) drafting assistance; and (4) full assistance with attribution; and (5) Generative AI software-based assessments. See your individual assessment descriptions for the level of permitted use of generative AI for each task and see your course Moodle (or Open Learning) page for the full instructions on permitted use of generative AI in your assessment tasks for this course.

Instructions may include a requirement to submit the original generative AI responses, or drafts of your original work, or provide on request.

Submission of Assessment Tasks

Short extensions and special consideration

Short extension

UNSW has 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 through Special Consideration 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 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. 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

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.

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)

Master of Science in Health Data Science programs: School Grievance Officer, Dr Sanja Lujic

(s.lujic@unsw.edu.au)