



UNSW

UNSW Course Outline

REST0007 Asset and Facilities Management - 2024

Published on the 24 Sep 2024

General Course Information

Course Code : REST0007

Year : 2024

Term : Term 3

Teaching Period : T3

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of Built Environment

Delivery Mode : Multimodal

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Postgraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

In this course, you will learn about strategic facilities management, focusing on building assets, along with the consideration of operational facilities management.

Material covered in the course will include strategic facilities review, planning and alignment, facilities utilisation, asset maintenance, facilities management support and organisation, integration of facilities and property and asset management.

Relationship to Other Courses

This course will enable students to explore and gain understanding of the roles of facilities managers through investigation of issues and functions of facilities management, with a direct emphasis of their application to real-world situations in the field of 'real estate and business management'. It aims to enable students:

- To explore the key issues and challenges in managing facilities for supporting core business: meeting the demand for efficient and functional working space, optimising the asset value in terms of rental income and capital growth, minimising risks and ensuring business continuity, and compliance with statutory requirements.
- To assess, plan and implement a range of strategic and operational FM functions: (a) facilities provision – functions for providing the appropriate facilities assets (buildings) required to carry out the core business activities; (b) facilities support services – functions for providing ongoing operation and maintenance of facilities assets for supporting a working environment.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Evaluate the capacity of facilities to support business operational needs, organisational direction and goals.
CLO2 : Apply facilities management principles and concepts to support and enhance the value of assets and operational functions.
CLO3 : Design an organisational framework for facilities management by integrating structure, processes and in-house/outsourced expertise.
CLO4 : Integrate facilities management knowledge with property and asset management to achieve strategic and operational business needs.

Course Learning Outcomes	Assessment Item
CLO1 : Evaluate the capacity of facilities to support business operational needs, organisational direction and goals.	<ul style="list-style-type: none">• Preliminary Report
CLO2 : Apply facilities management principles and concepts to support and enhance the value of assets and operational functions.	<ul style="list-style-type: none">• Specialist Study Report• Facilities Management Audit Report
CLO3 : Design an organisational framework for facilities management by integrating structure, processes and in-house/outsourced expertise.	<ul style="list-style-type: none">• Specialist Study Report• Facilities Management Audit Report
CLO4 : Integrate facilities management knowledge with property and asset management to achieve strategic and operational business needs.	<ul style="list-style-type: none">• Specialist Study Report• Facilities Management Audit Report

Learning and Teaching Technologies

Moodle - Learning Management System | Blackboard Collaborate | Microsoft Teams | Echo 360

Learning and Teaching in this course

In addition to lectures and tutorials, teaching is supplemented by weekly online learning activities based on reviews of case study videos, best industry practice, and research papers.

Additional Course Information

Blended learning strategy is adopted for this course. The course generally consists of weekly formal and guest lectures followed by discussions in tutorial sessions to encourage dialogue and collaborative learning. Real-life case studies are provided by formal and guest lectures to bring in

current best practices in the industry, and students are encouraged to share their work experiences during the lessons. Students should read nominated reference materials in this course outline and further materials recommended for each topic. Teaching will be supplemented by weekly online learning activities posted on moodle. Student-centre learning is adopted to nurture problem-solving skills and teamwork through in-depth research for individual and group assignments, whilst presentation and communication skills are developed through assignment report writing. To support students to prepare their assignments, dedicated tutorial sessions are scheduled for assignment briefings and guidance. All these learning activities will lead students to achieve the intended learning outcomes relating to property development practice.

The unique feature of this course is that teaching materials are closely linked together across most lectures. Students should study progressively on a week-to-week basis by reading the lecture materials and prescribed references. Students are minded that they should take control of their own learning by attending lectures, contributing to in-class discussions, and most importantly studying progressively.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Preliminary Report Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: 07/10/2024 06:00 PM
Specialist Study Report Assessment Format: Individual	50%	Start Date: Not Applicable Due Date: 28/10/2024 06:00 PM
Facilities Management Audit Report Assessment Format: Group	30%	Start Date: Not Applicable Due Date: 25/11/2024 06:00 PM

Assessment Details

Preliminary Report

Assessment Overview

In small teams, you will select your own business and facilities for preparing a Facilities Management Audit report. Individually, you will write 500-1,000 words report which will form part of a preliminary business report. Grading will be done against assessment criteria, accompanied by written feedback.

Course Learning Outcomes

- CLO1 : Evaluate the capacity of facilities to support business operational needs, organisational direction and goals.

Detailed Assessment Description

Assignment 1 is an individual report which will form part of a 3-part Preliminary Report which covers 1. business organisation and objectives, 2. Existing FM organisation, and 3. existing FM infrastructure and support services, forming the basis for FM audit. Each student should be responsible for one part and each part will be assessed separately. All three parts should be combined as one preliminary report for submission.

Assessment Length

1,000 words

Submission notes

PDF only

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not 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](#).

Specialist Study Report

Assessment Overview

Working individually you will prepare a Specialist Study Report on two aspects of the selected property or facilities management organisation. This reports from the basis for the third

assessment task and will be assessed individually. Grading will be done against assessment criteria, accompanied by written feedback.

Course Learning Outcomes

- CLO2 : Apply facilities management principles and concepts to support and enhance the value of assets and operational functions.
- CLO3 : Design an organisational framework for facilities management by integrating structure, processes and in-house/outsourced expertise.
- CLO4 : Integrate facilities management knowledge with property and asset management to achieve strategic and operational business needs.

Detailed Assessment Description

For Assignment 2, individuals are each to produce a **Specialist Study Report** upon TWO aspects of the selected property and/or facilities management organisation. These individual reports are separately submitted and assessed.

Assessment Length

2,300 words

Submission notes

PDF only

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not 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.

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Facilities Management Audit Report

Assessment Overview

Your team will prepare a facilities management audit report based on the individual specialist study reports, and propose an overall remedy plan for achieving the client's business operation and organisational needs.

Marking and feedback for the assignment will be provided online.

Course Learning Outcomes

- CLO2 : Apply facilities management principles and concepts to support and enhance the value of assets and operational functions.
- CLO3 : Design an organisational framework for facilities management by integrating structure, processes and in-house/outsourced expertise.
- CLO4 : Integrate facilities management knowledge with property and asset management to achieve strategic and operational business needs.

Detailed Assessment Description

Assignment 3 is a continuation of Assignments 1 and 2. Based on the previous findings, your team will produce a **Final FM Audit Report** for examining the current facilities management arrangements, noting both strengths and weaknesses, and identifying recommendations for improvement of facilities assets, facilities support services and FM organisation to enhance the core business. A group mark will be awarded.

Assessment Length

3,600 words

Submission notes

PDF only (submit ONE report for the whole group)

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not 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](#).

General Assessment Information

Students will form teams of 3 and select their own business and facilities for preparing a Facilities Management (FM) Audit Report, which involves an examination of the facilities asset, facilities support services and FM organisation in order to produce a remedial plan for the client's business needs and benefits. Students will work as if they are professional consultants appointed to scrutinise their chosen case study. The assignments are built upon this case study scenario. Assignments 1 and 2 are individual reports, which form the inputs for the group report in Assignment 3.

Grading Basis

Standard

Requirements to pass course

Achieve a composite mark of at least 50 out of 100.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Lecture	Course Introduction Introduction to Facilities Asset Management: Facilities as a business resource for supporting core business and as an investment asset, FM challenges, typical facilities assets, FM functions, generic FM framework, facilities – business relationship
	Tutorial	Assignment Briefing
Week 2 : 16 September - 22 September	Lecture	Strategic facilities review and POE Portfolio analysis: Capability analysis, performance improvement, scenario projections, post-occupancy evaluation POE
	Tutorial	Assignment 1 Briefing
Week 3 : 23 September - 29 September	Lecture	Strategic facilities planning and functional brief: Business direction and goals, demand and supply gap, facilities options analysis, facilities alignment plans (capital projects and asset management plans), taking a functional brief
	Tutorial	BBC Relocation & Assignment 2 Briefing
Week 4 : 30 September - 6 October	Lecture	Strategic facilities alignment and procurement of services: Facilities portfolio rationalization, facilities construction and refurbishment, program management, facilities management support, procurement process for facilities support services
	Tutorial	Outsourcing
Week 5 : 7 October - 13 October	Lecture	Facilities utilisation and asset maintenance: Operational management, space planning, workplace management; asset maintenance framework, capital replacement planning
	Tutorial	Hospital Facilities
	Assessment	Assignment 1 due
Week 6 : 14 October - 20 October	Lecture	Planned asset maintenance: Queensland government's planned maintenance management model; case study of Hong Kong Housing Authority
	Tutorial	Campus Facilities Maintenance Plan
Week 7 : 21 October - 27 October	Lecture	Facilities management organisation: Emerging scope of facilities management, FM organisational structure, outsourcing, service delivery options and evaluation criteria Procurement of FM consultants
	Tutorial	Assignment 2 (Q&A)
Week 8 : 28 October - 3 November	Lecture	Guest Lecture: FM of tall buildings/ Case study of Taipei 101 Sustainable design & building construction
	Tutorial	Assignment 3 (Q&A)
	Assessment	Assignment 2 due
Week 9 : 4 November - 10 November	Lecture	Commercial property management: Emerging FM scope to cover property management; commercial property types, key areas of commercial property management
	Tutorial	Creating Commercial Leases
Week 10 : 11 November - 17 November	Lecture	Guest Lecture: Application of BIM to Facilities and Asset Management Guest Lecture: Centre Management
	Tutorial	Debriefing & Assignment 3 (Q&A)
Week 12 : 25 November - 1 December	Assessment	Assignment 3 due

Attendance Requirements

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

General Schedule Information

Teaching will be delivered by multimodal delivery mode on Thursdays, 6:00 to 9:00 pm Students can choose to join either the face-to-face or the online group.

- Lectures (face-to-face): Webster Theatre B (K-G15-290) - Hybrid, 6:00 to 8:00 pm; by Terrence Chau
- Lectures (online): Blackboard ultra-collaborate' on moodle, 6:00 to 8:00 pm; by Terrence Chau
- Tutorials (face-to-face): Webster Theatre B (K-G15-290) - Hybrid, 8:10 to 9:00 pm; by Terrence Chau
- Tutorials (online): Blackboard ultra-collaborate' on moodle, 8:10 to 9:00 pm; by Shannon Wang

Course Resources

Prescribed Resources

There is no set text but several books in the facilities management, property management and building construction may be worth acquiring because of their coverage.

Note there may be later versions of some references mentioned below and of course there may be earlier versions references listed. Use the latest you are able to find. Be unhesitant to go beyond this list.

The class notes and reading materials will be available from the UNSW TELT Moodle. (<https://moodle.telt.unsw.edu.au/login/index.php>)

Books on facilities management

Prescribed reading:

- Atkin, B. and Brooks, A. (2009) 'Total Facilities Management', Wiley-Blackwell. Oxford. [[ebook, UNSW Library](#)]
- Barrett, P. and Finch, E. (2014) 'Facilities Management: The Dynamics of Excellence', Wiley Blackwell Publishing: Oxford. [[ebook, UNSW Library](#)]
- Then, D. S. S. and Tan, T. H. (2013) 'Facilities Management and the Business of Managing Assets', Routledge: Oxford. [[ebook, UNSW Library](#)]

These books are also available at our UNSW Bookshop.

- <https://www.bookshop.unsw.edu.au/details.cgi?ITEMNO=9781118655382>
- <https://www.bookshop.unsw.edu.au/details.cgi?ITEMNO=9780470673973>
- <https://www.bookshop.unsw.edu.au/details.cgi?ITEMNO=9780367576547>

Books on facilities asset management

Prescribed reading:

- Ngwira, M. and Manase, D. (2016) 'Public Sector Property Asset Management', Wiley Blackwell: Chichester.
- Scarrett, D (2011) 'Property Asset Management', Routledge Oxford.

Books on space planning and workplace management

Prescribed reading:

- Best, N., de Valence, G. and Langston, C. Eds. (2003) 'Workplace Strategies and Facilities Management: Building in Value. Butterworth-Heinemann: Oxford.
- McGregor, W. and Then, D. S. S. (1999) 'Facilities Management and the Business of Space', Butterworth- Heinemann: Oxford.

Books on asset maintenance management

Prescribed reading:

- Chandler, B and Swallow, P (2010) 'Building Maintenance Management', Oxford: Blackwell.
- Riley, M. and Cotgrave, A. (2011), 'The Technology of Refurbishment and Maintenance', Palgrave MacMillan: Basingstoke.
- The State of Queensland (2017), *Building Maintenance Policy, Standards and Strategy Development*, Queensland Department of Housing & Public Work, available at <http://www.hpw.qld.gov.au/SiteCollectionDocuments/MMFBmp.pdf> [accessed on 7 September 2020]

Books on property management

Prescribed reading:

- Kyle, R, Spodek, M and Baird, F (2017), *Property Management*, La Crosse: Dearborn Real Estate Education.
- Property and Facility Management Division (2008), *Guide to Good Property Management Practices*, Hong Kong: Hong Kong Institute of Surveyors, Property & Facility Management Division, available at <https://www.hkis.org.hk/ufiles/PMP-201008.pdf>
- Scarrett, D (2011) 'Property Asset Management', Oxford: Routledge.

Tall Building construction and FM Sustainable Improvements

Prescribed reading:

- Cotgrave, A and Riley, M (2013) 'Total Sustainability in the Built Environment', Palgrave MacMillan: Basingstoke.
- Parker, D. and Wood, A. (2013) 'The Tall Buildings Reference Book', Routledge: London [UNSW

Library eBook]

- Yang, C. (2014) Taipei 101: Tall Building Operation Towards Sustainability, CTBUH 2014 Shanghai Conference Proceedings, available at <https://global.ctbu.org/resources/papers/download/1961-taipei-101-tall-building-operation-towards-sustainability.pdf> [accessed on 29 August 2022]
- Bhadeshia, H. K. D. H. The Taipei 101 Tower, Taiwan: The Tallest Building on Earth, made using Steel, available at <https://www.phase-trans.msm.cam.ac.uk/2005/t101/t101.html#:~:text=The%20Taipei%20101%20Tower%2C%20the%20allest%20building%20in%20the%20world.&text=joint%20illustrated%20here-,The%20massive%20supporting%20pillars%20are%20made%20of%20boxes%20of%2080,use,d%20above%20the%2062nd%20floor.> [accessed on 29 August 2022]

Journals which may have useful reference materials include:

Prescribed reading:

- Journal of Facilities Management
- Journal of Corporate Real Estate

Books on ethical standards

Prescribed reading:

- RICS (2017), *Conflict of interest*, Real Estate Standards, available at [https://www.rics.org/content/dam/ricsglobal/documents/standards/Conflicts%20of%20interest_global_July23%20\(1\).pdf](https://www.rics.org/content/dam/ricsglobal/documents/standards/Conflicts%20of%20interest_global_July23%20(1).pdf) [accessed on 25 August 2023]

Recommended Resources

Books on facilities management

Recommended reading:

- Booty, F (2009) 'Facilities Management Handbook', Routledge: New York.
- Clements-Croome, D. (2013) 'Intelligent Buildings: An Introduction', Routledge: New York.
- Cotts, D. and Rondeau, E. 'The Facility Manager's Guide to Finance and Budgeting', AMACOM: New York.
- Friday, S. (2003) 'Organization Development for Facility Managers', AMACOM: New York.
- Nutt, B. and McLennan, P. (2000) 'Facility Management - Risks and Opportunities', Blackwell Science: Oxford.
- RICS (2009) 'The Strategic Role of Facilities Management in Business Performance', RICS: London.

Books on facilities asset management

Recommended reading:

- CoreNet Global (2004) 'Corporate Real Estate 2010 – Integrated Resource and Infrastructure Solutions', CoreNet Global: Atlanta
- CoreNet Global (2015) 'The Essential Guide to Real Corporate Estate', CoreNet Global: Atlanta.
- Hasting, N. A. J. (2015) 'Physical Asset Management', Springer: New York.
- Hayes, P. H. and Nunnington, N. (2017) 'Corporate Real Estate Asset Management: Strategy and Implementation', Routledge: London.
- LLlyod, C. Ed. (2010) 'Asset Management: Whole-life Management of Physical Assets', Thomas- Telford: London.
- Then, D. S. S. (2012) 'Real Estate Asset Management – Operational Assets and Facilities Support Services as a Business Resource', Lambert Academic Publishing.

Books on space planning and workplace management

Recommended reading:

- Meel, J., Martens, Y. and Ree, H. J. (2010) 'Planning Office Spaces – A Practical Guide for Managers and Designers', Centre for Facilities Management, Technical University of Denmark.

Books on asset maintenance management

Recommended reading:

- Boussabain, A. and Kirham, R. (2004) 'Whole Life-cycle Costing: Risk and Risk Responses', Blackwell Science: Oxford.
- Publishing.
- Chew, Y (2016) 'Maintainability of Facilities for Building Professionals', World Scientific: New Jersey.
- Ellingham, I. and Fawcett, W. (2006) 'New Generation Whole Life-cycle Costing: Property and Construction Decisions under Uncertainty', Taylor and Francis: London.
- Wood, B (2009) 'Building Maintenance', Wiley-Blackwell: Oxford.
- Wordsworth, P. (2001), 'Lee's Building Maintenance Management', Blackwell Science: Oxford.

Books on property management

Recommended reading:

- Property and Facility Management Division (2015), *Green Property Management Practices*, Hong Kong: Hong Kong Institute of Surveyors, available at https://www.hkis.org.hk/en/publication_sales.php

Tall Building construction and FM Sustainable Improvements

Recommended reading:

Chew, M.Y.L. (2009) 'Construction technology for tall buildings', World Scientific: London.

Riley, M. and Cotgrave, A. (2014) 'Construction Technology 2: Industrial and Commercial Building', Palgrave Macmillan: Basingstoke.

Journals which may have useful reference materials include:

Recommended reading

- Australian Property Journal (Australian Property Institute)
- Journal of Real Estate Research, (American Real Estate Society) Journal of Property Investment and Finance
- Pacific Rim Property Research Journal (Pacific Rim Real Estate Society)
- Property Australia (Property Council of Australia) Property Management

Professional Bodies:

- Facility Management Association of Australia <https://www.fma.com.au/>
- Institute of Workplace and Facility Management <https://www.iwfm.org.uk/>

Course Evaluation and Development

UNSW is committed to achieving continued improvement in the quality of teaching, courses and programs. The myExperience process is a key component of university policy in this area. myExperience is a digital survey which gives students the opportunity to provide feedback about their courses and teaching. The survey is available for all courses and opens towards the end of each term. It is completely anonymous. It is not compulsory for students but participation is strongly encouraged. myExperience can be accessed on each Moodle course. Changes will be made to the content or delivery of this course including revisions of learning and teaching strategies informed by myExperience reports and other means. Course improvements addressing the feedback will be channeled to students via the Feedback matters link in Moodle.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Terrence Chau		ABL H13		BY APPOINTMENT, VIA EMAIL	No	Yes
Tutor	(Xiaona) Shannon Wang					No	No

Other Useful Information

Academic Information

For essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Student equity and disability;
- Special Consideration in the event of illness or misadventure;
- Examination information;
- Review of results;

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has

previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

Submission of Assessment Tasks

Assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment.

In instances where this is not possible, alternative submission details will be stated on your

course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

Important note: UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

School Contact Information

badmin@unsw.edu.au