



## UNSW Course Outline

# MICR2011 Microbiology 1 - 2024

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## General Course Information

**Course Code :** MICR2011

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

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

**Faculty :** Faculty of Science

**Academic Unit :** School of Biotechnology and Biomolecular Sciences

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

Microscopic life pervades every aspect of our lives, influencing our health, diet, and environment. In this course, students will gain an appreciation of the diverse roles that microbes play in our everyday lives. The course starts with a general introduction to Microbiology that will discuss cell structure, function, physiology, and diversity. The course then focuses on introducing students

to specific areas of microbiology: Environmental Microbiology, Food Microbiology, Medical Microbiology, Microbes in Biotechnology, Virology, and Eukaryotic Microbiology.

The lecture program is complemented by tutorials and laboratory practicals where students learn to cultivate, identify, and utilize microbes. During this course you will isolate and characterise a microbe from a sample of your choice. Students will use both traditional approaches and DNA sequencing technologies to identify the microorganisms in your sample.

By the end of the course students will have a broad appreciation of how the unseen microbes all around us influence us every day.

## **Course Aims**

The aim of this course is to introduce students to microbes, their process, interactions and the techniques scientists use to study them.

# Course Learning Outcomes

Course Learning Outcomes
CLO1 : Describe the characteristics and fundamental processes carried out by bacteria, eukaryotic microbes, archaea, and viruses.
CLO2 : Describe how microbes interact within communities and with host organisms.
CLO3 : Describe how microorganisms shape our society and environment through applications in biotechnology, industry, and their role in human health.
CLO4 : Safely and efficiently apply standard microbiological laboratory techniques and work practices.
CLO5 : Analyse and interpret data generated in the laboratory and synthesise results to draw conclusions.
CLO6 : Work with a team to communicate scientific findings through written media.

Course Learning Outcomes	Assessment Item
CLO1 : Describe the characteristics and fundamental processes carried out by bacteria, eukaryotic microbes, archaea, and viruses.	<ul style="list-style-type: none"><li>• Pre-Lab Quizzes and Weekly Activity Quizzes</li><li>• Mid-term Theory Test</li><li>• Final Theory Examination</li></ul>
CLO2 : Describe how microbes interact within communities and with host organisms.	<ul style="list-style-type: none"><li>• Pre-Lab Quizzes and Weekly Activity Quizzes</li><li>• Mid-term Theory Test</li><li>• Final Theory Examination</li></ul>
CLO3 : Describe how microorganisms shape our society and environment through applications in biotechnology, industry, and their role in human health.	<ul style="list-style-type: none"><li>• Pre-Lab Quizzes and Weekly Activity Quizzes</li><li>• Mid-term Theory Test</li><li>• Final Theory Examination</li></ul>
CLO4 : Safely and efficiently apply standard microbiological laboratory techniques and work practices.	<ul style="list-style-type: none"><li>• Course Project</li><li>• Pre-Lab Quizzes and Weekly Activity Quizzes</li></ul>
CLO5 : Analyse and interpret data generated in the laboratory and synthesise results to draw conclusions.	<ul style="list-style-type: none"><li>• Course Project</li></ul>
CLO6 : Work with a team to communicate scientific findings through written media.	<ul style="list-style-type: none"><li>• Course Project</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

## Learning and Teaching in this course

Moodle and Microsoft Teams

- All students enrolled in the course automatically have access to the course moodle site which can be accessed via [myUNSW](#)).
- Students will be added to the course Teams site during o-week.
- These sites will be used to distribute course notes and information and should be checked at regular intervals.
- If you do not have access to either the moodle or Teams site, please contact the course coordinators straight away.

## Lecture program

- In 2024, all lectures will be delivered live online via Teams. Lectures will be run synchronously, i.e. students will need to be online while the material is delivered live. The live online Teams sessions will be recorded.
- The lectures will cover the fundamentals of microbiology, with a focus on environmental microbiology, synthetic biology and medical microbiology (bacteria, viruses and fungi).
- The lecture material (slides, learning outcomes) will be provided to students before the lectures via moodle. Recordings will be available on Teams and will also be posted on moodle after the live online sessions.
- Weekly Lecture Practice Quizzes will also be made available to students via a link from the Interactive Course Schedule on moodle to help students revise.

## Practical program

- In 2024, the practical component will be delivered in-person, on campus, and 80% attendance is required for successful completion of the course. There are NO online alternatives for the practical classes.
- Students are required to complete pre-lab quizzes before attending the practical sessions. These will be made available via a link on the Interactive Course Schedule on moodle.
- In the practical sessions, you will learn to cultivate, identify and utilise microbes. You will isolate and characterise a microbe from a sample of your choice, and use both traditional approaches and DNA sequencing technologies to identify the microorganisms in your sample.
- The laboratory manual and supporting information will be made available to you via the Class Notebook on Teams.

## Tutorials

- NEW in 2024, the live online tutorial sessions have been designed to assist students with the completion of their Course Project assessment related to the practical classes.
- Students are required to attend 80% of the live online tutorials which will be delivered live online via Teams.
- The live online tutorials have a particular focus on the development of group work skills.
- Recordings of the tutorial sessions will be available on Teams and will also be posted on moodle after the live online sessions.

## Recording of online sessions

- Live online sessions in the course will be recorded for the purpose of supporting teaching activities and supporting equity and disability support services. These recordings will only be used for these purposes. All participants will have access to the recording via Teams and moodle.
- By joining these online sessions, you are providing your consent to the recording of the session. To state your objection and deny consent, you must email the course coordinators stating that you do not consent to the recording.

## Additional Course Information

- Successful completion of MICR2011 relies upon active participation and engagement in class activities and the laboratory component of the course. You must have:
  - attended at least 80% of the in-person practical classes (an attendance record will be kept) and recorded all data and completed all calculations and questions in your online lab notebook.
  - attended 80% of the live online tutorial sessions on Fridays from 1-2 pm (an attendance record will be kept).
- Alternatives to the in-person laboratory component of the course are not available.
- Students must inform the course coordinators of any timetable clashes as soon as possible.
- Should you have any questions, please contact the course convenors Dr Gee Chong Ling or Dr Megan Lenardon ([g.ling@unsw.edu.au](mailto:g.ling@unsw.edu.au) or [m.lenardon@unsw.edu.au](mailto:m.lenardon@unsw.edu.au)) to discuss your situation.

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Course Project Assessment Format: Group	30%	Start Date: Week 1 Due Date: Friday 17:00 PM in weeks 3, 7, 8 and 10
Pre-Lab Quizzes and Weekly Activity Quizzes Assessment Format: Individual	20%	Start Date: Weekly Due Date: Weekly
Mid-term Theory Test Assessment Format: Individual	20%	Start Date: 15/03/2024 01:00 PM Due Date: 15/03/2024 02:00 PM
Final Theory Examination Assessment Format: Individual	30%	Start Date: T1 Exam Period Due Date: T1 Exam Period

## Assessment Details

### Course Project

#### Assessment Overview

**Rationale of Assessment:** This course project aims to develop a broad set of skills for isolation,

manipulation, and characterisation of microorganisms. The group and individual components of the written report will foster group work and individual synthesis of literature. Through the written report and coursework you will develop your scientific writing skills.

### **What is being assessed:**

- Your ability to work cooperatively in a group and also individually across multiple stages.
- Your scientific research skills (rationale), investigation and reporting skills (draft and final report).
- Ability to critically assess literature.
- Ability to synthesise data and write a scientific report.

### **Overview**

- Rationale/Preliminary plan (Group – 5%) – This will be marked by your demonstrator and written feedback will be provided. Due week 3.
- Draft report (Group submission – 5%) with Peer Review (individual – 5%) – This will be peer reviewed by your peers and also demonstrator and feedback will be provided via Moodle Workshop tool once the assessment phase is completed. You will peer review three other submissions following the submission due date in week 7 (draft report), you have 7 days to complete their peer review (due in week 8).
- Project report (Individual - 15%)- This will be marked by your assigned demonstrator and feedback will be provided within 10 working days using 'Feedback Studio' in Turnitin (due in Week 10).

### **Course Learning Outcomes**

- CLO4 : Safely and efficiently apply standard microbiological laboratory techniques and work practices.
- CLO5 : Analyse and interpret data generated in the laboratory and synthesise results to draw conclusions.
- CLO6 : Work with a team to communicate scientific findings through written media.

### **Detailed Assessment Description**

- This major assessment consists of four parts which make up a total of 30% of your final mark.
  - Rationale (group) - 5% - due week 3
  - Draft report (group) - 5% - due week 7
  - Peer review of draft reports (individual) - 5% - due week 8

- Final report (individual) - 15% - due week 10
- All parts of this assignment are due at 17:00 PM on the Friday of the weeks indicated.
- Comprehensive details for all parts of this assessment (including marking rubrics) will be provided in the practical session and Friday tutorial session in week 1, and on moodle.
- The live online tutorial sessions on Fridays in weeks 2-4, 8 & 9, as well as the weekly activity in week 5, have been designed to help students develop the skills required to complete this assessment.

#### **Submission notes**

All parts will be submitted via Turnitin or Workshop on moodle

#### **Assessment information**

##### **Flexibility in task completion - Short Extension for RATIONALE and FINAL REPORT ONLY**

If you are struggling to meet the deadline for the Rationale and Final Report parts of this assessment task, you may apply for a short extension of 3 days.

NOTE: Because the Rationale is a group assessment, all members of the group must apply for the Short Extension.

All short extension applications must be submitted *before* the task's due date.

You can apply by accessing the Short Extension Student Portal on the [Special Consideration](#) login page.

#### **Assignment submission Turnitin type**

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

## **Pre-Lab Quizzes and Weekly Activity Quizzes**

#### **Assessment Overview**

You will undertake 8 pre-lab quizzes and 8 weekly activity quizzes accounting for 20% of your final grade. The quiz questions in each activity will typically be multiple choice questions. The quizzes aim to reinforce your learning and evaluate understanding of the course materials.

You will complete the pre-lab quizzes and weekly activity quizzes individually.

The quizzes allow multiple attempts, take place and must be completed each week. Each quiz covers content from the week. Feedback will be generated by the quiz software immediately after completion, and you may ask for further support and feedback from your demonstrator.

## Course Learning Outcomes

- CLO1 : Describe the characteristics and fundamental processes carried out by bacteria, eukaryotic microbes, archaea, and viruses.
- CLO2 : Describe how microbes interact within communities and with host organisms.
- CLO3 : Describe how microorganisms shape our society and environment through applications in biotechnology, industry, and their role in human health.
- CLO4 : Safely and efficiently apply standard microbiological laboratory techniques and work practices.

## Detailed Assessment Description

### Pre-Lab Quizzes

- There are 8 pre-lab quizzes which you will need to complete BEFORE your practical class in weeks 1-4 and 7-10.
- These will be available from Monday 00:00 am to immediately before your lab class each week.
- There is no pre-lab quiz in week 5 in 2024.
- Each pre-lab quiz is worth 0.5% of your final grade.
- The link to each assessed pre-lab quiz is available via the link from the Interactive Course Schedule available on moodle.

### Weekly Activity Quizzes

- There are 8 online activities with quiz questions related to the lecture and practical content in weeks 1-5 and 7-9.
- These will be available from Monday 00:00 am to Sunday 23:55 pm each week.
- There is no weekly activity quiz in week 10 in 2024.
- Each quiz is worth 2% of your final grade.
- The link to each assessed weekly activity quiz is available via the link from the Interactive Course Schedule on moodle.

### Practice section

- All the pre-lab and weekly activity quizzes are made available to you in the "PRACTICE ONLY SECTION" of the moodle.
- This is to allow you to work through the material **before** completing each assessment via the link from the Interactive Course Schedule on moodle, and to review the content later.
- No marks from the practice quizzes will be recorded.

### Submission notes

The link to the assessed quizzes will be available via the Interactive Course Schedule on moodle.

### Assessment information

#### **Flexibility in task completion - Short Extension for WEEKLY ACTIVITY QUIZZES ONLY**

If you are struggling to meet the deadline for a Weekly Activity Quiz, you may apply for a short extension of 3 days.

**IMPORTANT:** Students who request a short extension for a Weekly Activity Quiz must complete the quiz from the "PRACTICE ONLY" section of moodle, take a screenshot of the result of the quiz and email it to the course convenors who will record the mark.

All short extension applications must be submitted *before* the task's due date.

You can apply by accessing the Short Extension Student Portal on the [Special Consideration](#) login page.

#### Assignment submission Turnitin type

Not Applicable

### **Mid-term Theory Test**

#### Assessment Overview

This is a written test covering the material delivered in weeks 1-4.

Your marks will be provided on Moodle.

This assessment seeks to evaluate your understanding of course materials (lectures, tutorials, and practicals) from weeks 1-4.

The test will be MCQ format. The exam is 50 minutes.

The exam will be run in week 5, single attempt ONLY.

Mark/grade will be released to you 10 days after the submission.

#### Course Learning Outcomes

- CLO1 : Describe the characteristics and fundamental processes carried out by bacteria, eukaryotic microbes, archaea, and viruses.
- CLO2 : Describe how microbes interact within communities and with host organisms.
- CLO3 : Describe how microorganisms shape our society and environment through applications in biotechnology, industry, and their role in human health.

#### Detailed Assessment Description

- In 2024, this will be a 50 min online test in Inspera held during the tutorial slot (Friday 1 - 2 pm) in week 5.
- The link to access the test will be made available on moodle.

- Practice questions related to the lecture material will be made available to you each week via the Lecture Practice Quiz links on the Interactive Course Schedule on moodle.

### Submission notes

This will be an Inspera test. The link will be made available to you via moodle.

### Assignment submission Turnitin type

Not Applicable

## Final Theory Examination

### Assessment Overview

This is a written examination covering the material not assessed in the mid-term test (weeks 5-10).

This assessment seeks to evaluate your understanding of all course materials (lectures, tutorials, and practicals from weeks 5-10).

The 2 hour exam will be a combination of multiple choice and short answer questions.

The exam will be run in the formal exam period, single attempt ONLY. No written feedback is available.

Mark/grade will be released to you on the official assessment results release date.

### Course Learning Outcomes

- CLO1 : Describe the characteristics and fundamental processes carried out by bacteria, eukaryotic microbes, archaea, and viruses.
- CLO2 : Describe how microbes interact within communities and with host organisms.
- CLO3 : Describe how microorganisms shape our society and environment through applications in biotechnology, industry, and their role in human health.

### Detailed Assessment Description

- In 2024, the final exam will assess the course material that was not assessed in the mid-term test.
- This will be a 2 hour online Inspera exam, scheduled during the T1 exam period, and will consist of a combination of multiple choice question and short answer questions.
- Full details will be provided to students in class time, as well as on moodle.
- Practice questions related to the lecture material will be made available to you each week via the Lecture Practice Quiz links on the Interactive Course Schedule on moodle.
- To assist your preparation, a mock final exam (20 min) will be made available to you to complete during week 10.

## Submission notes

This will be an Inspera exam.

## Assignment submission Turnitin type

Not Applicable

# General Assessment Information

## SHORT EXTENSION - NEW Special Consideration option in 2024

A "Short Extension" of 3 days can be requested by students for the following assessments ONLY:

### 1. Weekly Activity Quizzes

- IMPORTANT: Students who request a short extension for a Weekly Activity Quiz must complete the quiz from the "PRACTICE ONLY" section of the moodle, take a screenshot of the result of the quiz and email it to the course convenors for their mark to be recorded.

### 2. Course Project - Rationale

- NOTE: Because this is a group assessment, ALL students in a group must request the Short Extension.

### 3. Course Project - Final report

All short extension applications must be submitted *before* the task's due date. You can apply by accessing the Short Extension Student Portal on the [Special Consideration](#) login page.

## STATEMENT ON THE PERMITTED USE OF AI: Simple editing assistance only

- In this course, you may use AI-based software to research and prepare prior to completing your assessments.
- You are permitted to use standard editing and referencing functions in word processing software.
  - This is limited to spelling and grammar checking (e.g. Word) and reference citation generation (e.g. EndNote) in the creation of your submission.
  - You must **not** use any functions that generate or paraphrase or translate passages of text, whether based on your own work or not.
- Please note that your submission will be passed through an AI-generated text detection tool.
  - If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work.
  - If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic

misconduct and possible penalties.

### **Grading Basis**

Standard

### **Requirements to pass course**

- To pass this course, you must complete all assessments and achieve a composit mark of at least 50 out of 100.
- See also "Attendance Requirements" section of this Course Outline

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Lecture	Lec 01 Introduction to MICR2011 - ML GCL Lec 02 Unicellular structure and function - JT Lec 03 Microbial phylogeny - JT
	Laboratory	Aseptic technique
	Tutorial	Introduction to Course Project & Team forming - GCL
	Assessment	Pre-lab quiz - Aseptic technique (online via moodle), BABS H&S Quiz (online via moodle) Weekly activity quiz - Sterilisation (online via moodle)
Week 2 : 19 February - 25 February	Lecture	Lec 04 Microbial bioinformatics - MT Lec 05 Microbial evolution - JT Lec 06 Microbial metabolism 1 - BB
	Laboratory	Project DNA extraction, Gram stain & microscopy
	Tutorial	Literature searching and hypothesis & Team storming - GCL
	Assessment	Pre-lab quiz - DNA extraction and microscopy (online via moodle) Weekly activity quiz - Phylogeny and classification (online via moodle)
Week 3 : 26 February - 3 March	Lecture	Lec 07 Microbial metabolism 2 - BB Lec 08 Environmental microbiology 1 - BF Lec 09 Environmental microbiology 2 - BF
	Laboratory	Biochemical techniques for characterisation
	Tutorial	Experimental planning & Team norming - GCL
	Assessment	Pre-lab quiz - Biochemical tests (online via moodle) Weekly activity quiz - Biochemical characterisation (online via moodle) Course project - Rationale to be submitted via moodle
Week 4 : 4 March - 10 March	Lecture	Lec 10 Microbial interactions - GCL Lec 11 Archaea - GCL Lec 12 Microbes and synthetic biology 1 - DG
	Laboratory	Environmental microbiology - Microbial fuel cells (MFC) & Winogradsky column
	Tutorial	Reflection & Team performing - GCL
	Assessment	Pre-lab quiz - Environmental microbiology (online via moodle) Weekly activity quiz - Winogradsky and Mudwatt (online via moodle)
Week 5 : 11 March - 17 March	Lecture	Lec 13 Microbes and synthetic biology 2 - JS Lec 14 Bacteria and disease - JT Lec 15 Antibiotics and antibiotic resistance - JT
	Laboratory	16S rDNA analysis
	Tutorial	MID-TERM TEST
	Assessment	There is NO pre-lab quiz this week Weekly activity quiz - Report writing (online via moodle), Plagiarism lesson (online via moodle) Mid-term test - via Inspera in the tutorial timeslot
Week 7 : 25 March - 31 March	Lecture	Lec 16 Introduction to viruses - PW Lec 17 The human microbiome - NCR GOOD FRIDAY - no lecture
	Laboratory	Sanger sequencing & MALDI-TOF
	Tutorial	GOOD FRIDAY - no tutorial
	Assessment	Pre-lab quiz - Sanger sequencing (online via moodle) Weekly activity quiz - Antibiotics (online via moodle) Course project - Draft report to be submitted via moodle
Week 8 : 1 April - 7 April	Lecture	EASTER MONDAY - no lecture Lec 18 Bacteriophage - PW Lec 19 HIV and hepatitis C - PW
	Laboratory	Bacteriophage
	Tutorial	Data analysis & interpretation - GCL
	Assessment	Pre-lab quiz - Bacteriophage (online via moodle) Weekly activity quiz - Viruses (online via moodle) Course project - Peer review of draft reports to be submitted via moodle
Week 9 : 8 April - 14 April	Lecture	Lec 20 Foodborne pathogens - PW Lec 21 Fungi 1 - ML

		Lec 22 Fungi 2 - ML
	Laboratory	Food microbiology
	Tutorial	Report writing - GCL
	Assessment	Pre-lab quiz - Food microbiology (online via moodle) Weekly activity quiz - Fungi (online via moodle)
Week 10 : 15 April - 21 April	Lecture	Lec 23 Course summary - ML GCL Lec 24 REVISION and Q&A - ML GCL Lec 25 Introduction to immunology - CK
	Laboratory	Ebola outbreak
	Tutorial	Mock final exam
	Assessment	Pre-lab quiz - Ebola virus (online via moodle) There is NO weekly activity quiz this week Course project - Project report to be submitted via moodle

## Attendance Requirements

- An integral part of this course is engagement in class activities. You are required to have:
  - attended at least 80% of the in-person practical classes (an attendance record will be kept) and recorded all data and completed all calculations and questions in your online lab notebook
  - attended 80% of the live online tutorial sessions on Fridays from 1-2 pm (an attendance record will be kept)
- **IMPORTANT:**
  - If you miss a practical class due to illness, you must email your medical certificate to the course coordinators within three days of the absence.
  - If you miss a live online tutorial session, you must email the course coordinators within three days of the absence to discuss the circumstances of your absence.
- Communications relating to the course should be from your official UNSW student email account. Coordinators: Dr Megan Lenardon (m.lenardon@unsw.edu.au) and Dr Gee Chong Ling (g.ling@unsw.edu.au).
- There is a formal procedure that must be followed relating to missing assessments. Further details on Special Consideration can be found at <https://student.unsw.edu.au/special-consideration>.

## General Schedule Information

- This course consists of 7 hours of class contact hours per week. Additional non-class contact hours will be required to complete the assessments.
- Each week, you will have:
  - 3 x 1 h lectures which will be delivered live online via Teams
  - 1 x 1 h tutorial which will be delivered live online via Teams
  - 1 x 3 h practical class which will be delivered in person on campus
- You will also be required to complete online pre-lab quizzes and online weekly activity quizzes each week

# Course Resources

## Prescribed Resources

### Text Book(s)

- Brock Biology of Microorganisms. 16th edition. Pearson Education. [\[Print\]](#) [\[Digital\]](#)
  - OR
- Prescott's Microbiology. 10th edition. McGraw Hill.
  - NOTE: Earlier editions are satisfactory; however specific references to page numbers may vary.

### Lab Manual

- A course laboratory manual is required and provided to you via the Class Notebook on Teams.

### Equipment required

- A lab coat, covered shoes, and safety glasses, which must be worn in all laboratory classes.

## Course Evaluation and Development

Course evaluation and development can occur in the following ways:

- Student Ambassador Program - a collaboration with students from the cohort gathering feedback on a fortnightly basis during the term. Feedback will be discussed and implemented throughout the term.
- Demonstrator feedback - an evaluation survey on students' learning experience in the laboratory. Feedback will be collected in week 4-5, and weeks 9-10. Implementation strategy will be carried out in the second half off the term.
- myExperience feedback - end-of-term evaluation survey on the efficiency of the course delivery and learning experience. Feedback will be gathered and course improvement to be implemented for future iterations.

A comprehensive list of changes to the course which have resulted from student feedback is outlined on moodle.

# Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Megan Lenardon		4103 BioSciences South E26		By appointment	Yes	No
	Gee Chong Ling				By appointment	No	Yes
Lab staff	Grace Yan				By appointment	No	No
Lecturer	Jai Tree				By appointment	No	No
	Mark Tanaka				By appointment	No	No
	Brendan Burns				By appointment	No	No
	Belinda Ferrari				By appointment	No	No
	Dominic Glover				By appointment	No	No
	Jacob Scadden				By appointment	No	No
	Peter White				By appointment	No	No
	Natalia Castano Rodriguez				By appointment	No	No
	Cecile King				By appointment	No	No

## Other Useful Information

### Academic Information

Upon your enrolment at UNSW, you share responsibility with us for maintaining a safe, harmonious and tolerant University environment.

You are required to:

- Comply with the University's conditions of enrolment.
- Act responsibly, ethically, safely and with integrity.
- Observe standards of equity and respect in dealing with every member of the UNSW community.
- Engage in lawful behaviour.
- Use and care for University resources in a responsible and appropriate manner.
- Maintain the University's reputation and good standing.

For more information, visit the [UNSW Student Code of Conduct Website](#).

## Academic Honesty and Plagiarism

**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>

**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. 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, plagiarism and the use of AI in assessments can be located at:

- The [Current Students site](#),
- The [ELISE training site](#), and
- The [Use of AI for assessments](#) site.

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

## Submission of Assessment Tasks

### Penalty for Late Submissions

UNSW has a standard late submission penalty of:

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

*Any variations to the above will be explicitly stated in the Course Outline for a given course or assessment task.*

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

## Special Consideration

If circumstances prevent you from attending/completing an assessment task, you must officially apply for special consideration, usually within 3 days of the sitting date/due date. You can apply by logging onto myUNSW and following the link in the My Student Profile Tab. Medical documentation or other documentation explaining your absence must be submitted with your application. Once your application has been assessed, you will be contacted via your student email address to be advised of the official outcome and any actions that need to be taken from there. For more information about special consideration, please visit: <https://student.unsw.edu.au/special-consideration>

**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.

## Faculty-specific Information

### Additional support for students

- [The Current Students Gateway](#)
- [Student Support](#)
- [Academic Skills and Support](#)
- [Student Wellbeing, Health and Safety](#)
- [Equitable Learning Services](#)
- [UNSW IT Service Centre](#)
- Science EDI Student Initiatives, [Offerings](#) and [Guidelines](#)