UNSW Course Outline

OPTM3201 Ocular Imaging & Applied Vision Science - 2024

Published on the 28 Jan 2024

General Course Information

Course Code : OPTM3201
Year : 2024
Term : Term 1
Teaching Period : T1
Is a multi-term course? : No
Faculty : Faculty of Medicine and Health
Academic Unit : School of Optometry and Vision Science
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

In the first two years of the vision science course, students gain a strong foundation in optics, perceptual systems and the psychophysical principles of vision science. This course teaches students how to apply this knowledge to solve important real-world problems in optometry,

ophthalmology and vision science. Students learn to undertake lighting evaluation using the instrumentation of a fully functioning lighting measurement laboratory. Students learn to minimise important and common optical aberrations in optical dispensing by mastering the principles of computer-aided lens design. The ocular imaging component of this course applies foundation knowledge in anatomy, physiology and optical imaging skills to strengthen understanding of how ophthalmic structure can be imaged to infer visual function. Students learn how image analysis routines can be implemented in software to enhance image structure for the objective and subjective assessment of human vision. These skills are important to understand the research and development lifecycle of ophthalmic imaging which benefits technicians and clinicians including optometrists and orthoptists.

Note: VISN1221 and VISN2211 are assumed knowledge for this course.

Course Aims

This course aims to provide vision science students with opportunities to apply their foundation knowledge to solving real-world problems that are important in optometry and vision science, specifically relating to the optics of lens design, instrumentation, lighting evaluation, as well as ocular imaging and analysis.

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.

Course Learning Outcomes

Course Learning Outcomes	Optometry Australia competency standards
CLO1 : Devise ways of using common image processing and analysis routines used to enhance image content for improving visualisation and objective assessment of different ophthalmic structures.	• OPT4 : Scholar and Lifelong Learner
CLO2 : Describe processes involved in lens design, from design input and computer-aided design optimisation to design verification.	• OPT5 : Quality and Risk Manager
CLO3 : Apply knowledge of lighting, surface reflectance and the measurement of illuminance and luminance (including radiometry, photometry and colorimetry) for real-world scenarios	• OPT2 : Professional and Ethical Practitioner
CLO4 : Effectively communicate theoretical knowledge of ophthalmic imaging technologies and their uses for understanding visual function and image interpretation	• OPT3 : Communicator and Collaborator

Course Learning Outcomes	Assessment Item
CLO1 : Devise ways of using common image processing and analysis routines used to enhance image content for improving visualisation and objective assessment of different ophthalmic structures.	• Image analysis and perception report • Final theory exam
CLO2 : Describe processes involved in lens design, from design input and computer-aided design optimisation to design verification.	• Lens design assignment • Final theory exam
CLO3 : Apply knowledge of lighting, surface reflectance and the measurement of illuminance and luminance (including radiometry, photometry and colorimetry) for real-world scenarios	• Lighting assignment sheet and quiz • Image analysis and perception report • Final theory exam
CLO4 : Effectively communicate theoretical knowledge of ophthalmic imaging technologies and their uses for understanding visual function and image interpretation	• Final theory exam

Learning and Teaching Technologies

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

Learning and Teaching in this course

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

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

A short extension is available on application for up to 2 days (weekend inclusive). For example, an extended deadline of 2 days for an assignment due at 11:58pm on Friday will be due by 11:58pm on the Sunday.

SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2024

SPECIAL CONSIDERATION

On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. **UNSW operates under a Fit to Sit/ Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so**. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.

CHRONIC ISSUES AND PRE-EXISTING CONDITIONS

If you have chronic issues and pre-existing conditions, we recommend you apply for Educational adjustments for disability support through Disability Services.

Register for Disability Services at https://student.unsw.edu.au/disability-registration

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639,

email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed on the UNSW website: https://student.unsw.edu.au/special-consideration.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at http://www.optometry.unsw.edu.au (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2024 WILL BE HELD AS FOLLOWS: FOR TERM 1:

- **STAGE 1-4* COURSES: WEDNESDAY, 15 MAY 2024 – FRIDAY, 17 MAY 2024**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2024**

FOR TERM 2:

- **STAGE 1-4 COURSES: WEDNESDAY, 28 AUGUST 2024 - FRIDAY, 30 AUGUST 2024**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2024**

FOR TERM 3:

- **STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 9 DECEMBER 2024 – FRIDAY, 13 DECEMBER 2024**
- **STAGE 1-4* COURSES: WEDNESDAY, 11 DECEMBER 2024 - FRIDAY, 13 DECEMBER 2024**

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration still applies.**

If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.

Please note the above applies to OPTM and VISN courses only. Any information on supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.

* Stage 4 includes courses in the first year of the MClinOptom program.

School of Optometry and Vision Science, UNSW, 3 August 2023

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Optometry Australia competency standards
Image analysis and perception report Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: Week 5: 11 March - 17 March Post Date: 01/04/2024 12:00 PM	• OPT4 : Scholar and Lifelong Learner
Lens design assignment Assessment Format: Individual	20%	Due Date: Week 7: 25 March - 31 March	• OPT4 : Scholar and Lifelong Learner • OPT3 : Communicator and Collaborator
Lighting assignment sheet and quiz Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: Week 9: 08 April - 14 April	• OPT2 : Professional and Ethical Practitioner
Final theory exam Assessment Format: Individual	40%		• OPT3 : Communicator and Collaborator • OPT1 : Clinical Care Provider • OPT2 : Professional and Ethical Practitioner • OPT5 : Quality and Risk Manager

Assessment Details

Image analysis and perception report

Assessment Overview

You will undertake a short, written report to critically evaluate how measurable parameters of lighting and scene information can be modelled to improve understanding of their role in perceptual experience and performance. This assessment will provide students with grounding in the general approach used for research applications in vision science. Individual feedback will be provided on written reports electronically and returned to students through Moodle.

Course Learning Outcomes

- CLO1 : Devise ways of using common image processing and analysis routines used to enhance image content for improving visualisation and objective assessment of different ophthalmic structures.
- CLO3 : Apply knowledge of lighting, surface reflectance and the measurement of illuminance and luminance (including radiometry, photometry and colorimetry) for real-world scenarios

Detailed Assessment Description

In this assessment task, you will learn to build an experiment centred around an emerging optical technology that can be used for improving visual assessment of ocular images acquired using OCT. The technology will involve principles in 3D modelling and data visualisation using computer graphics and virtual reality. You will collect data, analyse data using the R statistical software package. You will be given an introduction and method for the report. You will be responsible for independently writing up the results and discussion sections of a scientific research report with each section equally weighted and worth 10%.

Assessment Length

800 words

Submission notes

Submitted in Moodle.A short extension is available on application for up to 2 days (weekend inclusive). For example, an extended deadline of 2 days for an assignment due at 11:58pm on Friday will be due by 11:58pm on the Sunday.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Lens design assignment

Assessment Overview

You will be required to use a computer-aided software tool for lens design to create an optical system to solve a problem in optical imaging. You will need to use simulation software for configuring lenses to compensate for potential artefacts in the imaging process for optimising image quality. A saved simulation file will be submitted through Moodle and individual feedback will be provided to students online through Moodle.

Course Learning Outcomes

- CLO2 : Describe processes involved in lens design, from design input and computer-aided design optimisation to design verification.

Detailed Assessment Description

Students will be assessed on their ability to apply the use of Computer Aided Lens Design (CALD) software to completing set activities in the form of a take-home assignment. Students will be graded on the accuracy in the reporting of their simulation results and responses to questions on theoretical/practical concepts in optical system design and its applications.

Submission notes

A short extension is available on application for up to 2 days (weekend inclusive). For example, an extended deadline of 2 days for an assignment due at 11:58pm on Friday will be due by 11:58pm on the Sunday.

Lighting assignment sheet and quiz

Assessment Overview

You will acquire measurements of luminance and illuminance in the field during your practical class. You will then need to apply their understanding of concepts on lighting and reflectance to provide solutions to real-world problems on the topic of lighting evaluation. Feedback will be made available to each student via Moodle.

Course Learning Outcomes

- CLO3 : Apply knowledge of lighting, surface reflectance and the measurement of illuminance and luminance (including radiometry, photometry and colorimetry) for real-world scenarios

Assessment Length

quiz

Submission notes

Submitted in Moodle

Assignment submission Turnitin type

Not Applicable

Final theory exam

Assessment Overview

The final theory exam will occur during the formal exam period and will involve short answer, multiple choice, word completion, essay and problem solving questions that will assess students on all aspects of the course. Feedback will be provided as a part of the final course mark.

Course Learning Outcomes

- CLO1 : Devise ways of using common image processing and analysis routines used to enhance image content for improving visualisation and objective assessment of different ophthalmic structures.
- CLO2 : Describe processes involved in lens design, from design input and computer-aided design optimisation to design verification.
- CLO3 : Apply knowledge of lighting, surface reflectance and the measurement of illuminance and luminance (including radiometry, photometry and colorimetry) for real-world scenarios
- CLO4 : Effectively communicate theoretical knowledge of ophthalmic imaging technologies and their uses for understanding visual function and image interpretation

Detailed Assessment Description

To create a balanced experience for all students across the subject matter, proportionally more questions (and marks) will be allocated to topcis in OCT and Confocal Microscopy. This will ensure that the % weights of assessments across all topic areas are approximately balanced across the course.

Assessment Length

2 hours

Assessment information

This exam occurs during the formal exam period and will be centrally timetabled.

General Assessment Information

Detailed instructions regarding assessments for this course are provided on the course Moodle page (or Open Learning).

For student information on results, grades, and guides to assessment see: https://

student.unsw.edu.au/assessment

Grading Basis

Standard

Requirements to pass course

In order to pass this course students must:

- Achieve a composite grade of at least 50 out of 100
- Meet any additional requirements specified in the assessment details section and on Moodle.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Lecture	COURSE OVERVIEW AND THE PROBLEM OF PERCEPTION This lecture will provide you with an overview of the course and expectations and will include introductory content that will build your understanding about the Problem of Perception. How do we approach this challenging problem? How do its challenges arise in applied areas of vision science? The lecture will introduce you to the importance of being aware of how you can apply your foundational knowledge in vision science to solving real-world problems in image-based perception. Delivery mode: this lecture is scheduled to be in-person, but will be recorded for asynchronous viewing. You are strongly encouraged to attend this lecture face-to-face on campus.
Week 2 : 19 February - 25 February	Lecture	COMPUTER-AIDED LENS DESIGN (PART 1) This lecture will cover an introduction to Computer-Aided Lens Design (CALD). The lecture will provide you with new perspectives on how your foundational understanding in optics allows you to leverage off technology to design optical systems to solve real-world problems in imaging (e.g., minimising aberrations). Delivery mode: This lecture is planned to be synchronous through Zoom.
	Laboratory	UNDERSTANDING IMAGES AND THEIR APPEARANCE (PART 1) This computer laboratory will give you a first-person perspective look at images and how they are created. You will delve into the basics of computer rendering and simulation. You will also visit the Sensory Processes Research Laboratory to explore the world of virtual reality (VR) and how these image-based technologies are shaping the future of innovation for real-world applications in image analysis, visualisation and other forms of image-based perception. Delivery: Compulsory in-person only
Week 3 : 26 February - 3 March	Lecture	COMPUTER-AIDED LENS DESIGN (PART 2) This lecture will continue to build knowledge about applied optics and Computer-Aided Lens Design (CALD). The lecture will provide you with new perspectives on how your foundational understanding in optics allows you to leverage off technology to design optical systems to solve real-world problems in imaging (e.g., minimising aberrations). Delivery mode: This lecture is planned to be synchronous through Zoom.
	Laboratory	UNDERSTANDING IMAGES AND THEIR APPEARANCE (PART 2) In this workshop you will continue to delve deeper into virtual reality and get a hands-on look at 3D graphical simulation and reconstruction of ophthalmic structures imaged using different optical imaging equipment (e.g., OCT). You will also be introduced to the versatile capabilities of the R software package and different statistical analyses used to assess behavioural data you collect in this course (e.g., two-way ANOVA, correlation). Delivery: Compulsory in-person only
Week 4 : 4 March - 10 March	Lecture	COMPUTER-AIDED LENS DESIGN (PART 3) This lecture will provide specific hands-on guidance on how to get up and running with routines in computer-aided lens design software that will be installed on PCs in the computer lab located in Old Main Building (K-K15-LG21). Delivery mode: This lecture is planned to be synchronous through Zoom.
	Laboratory	UNDERSTANDING IMAGES AND THEIR APPEARANCE (PART 3) In this workshop you will look at report writing skills and the principles of data visualisation. You will gain insight into the importance of being influential in your writing and formulating critical arguments based on evidence in the form of observations. Delivery: Compulsory in-person only
Week 5 : 11 March - 17 March	Lecture	APPLIED LIGHTING, RADIOMETRY, PHOTOMETRY AND COLOURIMETRY (PART 1) • Introduction and relevance of the topic • Radiometry concepts (e.g., irradiance, radiance) • Photometry and spectral effectiveness/luminous efficacy • Photometers and measurements • Lighting standards 1 (luminance and illuminance measurements) Delivery mode: This lecture is planned to be a series of short pre-recorded videos for asynchronous viewing
	Laboratory	COMPUTER-AIDED LENS DESIGN (LAB 1) This lab will provide you with a deep-dive experience into how to run fit-for-purpose lens design simulations using industry-standard software. Delivery: Compulsory in-person only

Week 6 : 18 March - 24 March	Homework	FLEXIBLE LEARNING WEEK NO CLASSES. Please continue with any assessments you may have underway.....
Week 7 : 25 March - 31 March	Lecture	APPLIED LIGHTING, RADIOMETRY, PHOTOMETRY AND COLOURIMETRY (PART 2) • Light source Reduce it to line/band spectrum vs continuous spectrum Focus on black body radiator- enough to just state it is mostly a mathematical concept in real life applications and grey body radiator is the same thing but less efficient. Stoke's shift • CIE Standard illuminants • Reflection and transmittance of light. Lambertian vs spectral reflectance Transmittance of light as a revision Wavelength specific reflectance/ transmittance underlies colour produced • Reflectance and luminance factor • Metamerism and isomerism • RGB colour system vs XYZ colour system **Don't** cover how imaginary colours XYZ were delivered. • CIE1931 chromaticity diagram and Colorimetry concepts (chromaticity, dominant wavelength, saturation, etc.). CIE1960 and 1976 systems discussed only for why they exist (e.g. different application) • Trichromatic colour mixture- real life applications and limitations, such as screens Focus on additive mixtures- subtractive mixtures only need to be mentioned. • Lighting standards 2 (colour rendering index, colour temperature, correlated colour temperature) Delivery mode: This lecture is planned to be a series of short pre-recorded videos for asynchronous viewing
	Laboratory	COMPUTER-AIDED LENS DESIGN (LAB 2) This lab will provide you with a deep-dive experience into how to run fit-for-purpose lens design simulations using industry-standard software. Delivery: Compulsory in-person only
Week 8 : 1 April - 7 April	Lecture	CONFOCAL MICROSCOPY AND OCT (PART 1) This lecture series will cover theoretical principles of optical coherence tomorgraphy and confocal microscopy, as well as their applications to addressing real-world challenges in optical imaging. Delivery mode: This lecture is planned to be synchronous online
	Laboratory	LIGHTING, RADIOMETRY, PHOTOMETRY AND COLOURIMETRY (PART 1) • Measure illuminance and luminance of classroom lighting • Estimate intensity and flux of common light sources • Observe impact of distance/angle on measurements (inverse square law) Delivery: Compulsory in-person only
Week 9 : 8 April - 14 April	Lecture	CONFOCAL MICROSCOPY AND OCT (PART 2) This lecture series will cover theoretical principles of optical coherence tomorgraphy and confocal microscopy, as well as their applications to addressing real-world challenges in optical imaging. Delivery mode: This lecture is planned to be synchronous online
	Laboratory	LIGHTING, RADIOMETRY, PHOTOMETRY AND COLOURIMETRY (PART 2) • Analyse lighting conditions on campus for standards compliance • Propose solutions to improve lighting deficiencies • Measure and calculate light reflection from different surfaces Delivery: Compulsory in-person only
Week 10 : 15 April - 21 April	Lecture	CONFOCAL MICROSCOPY AND OCT (PART 3) This lecture series will cover theoretical principles of optical coherence tomorgraphy and confocal microscopy, as well as their applications to addressing real-world challenges in optical imaging. Delivery mode: This lecture is planned to be synchronous online
	Laboratory	RPC + OCT/CONFOCAL COMBINED LAB In the first hour you will engage in the following content: • Measure spectral distribution and colour properties of different light sources • Compare colour rendering under different light sources Measure this using a luminance meter (gives x, y values) • Conduct colour matching tests under metameric light sources In the second hour, you will visit a fully functional optics lab and observe some advanced innovations in the industry of ophthalmic optics. Delivery: Compulsory in-person only

Attendance Requirements

Students are expected to attend all scheduled clinical, laboratory and tutorial classes. An

Unsatisfactory Fail (UF) may be recorded as the final grade for the course if students fail to meet the minimum requirement of 80% attendance for clinical, laboratory and tutorial classes (unless otherwise specified on Moodle). Course attendance expectations are determined by the requirements of the program accrediting body, OCANZ. Where a student is unable to attend, they are advised to inform the course convenor as soon as possible but no later than 3 days after the scheduled class and, where possible, provide written documentation (e.g. medical certificate) to support their absence. Students may submit a request for special consideration in the case of prolonged or multiple absences. Please note that there are severe consequences for submitting fraudulent documents such as false medical certificates. Such cases will be referred to the Student Conduct and Integrity Unit (SCIU) for investigation.

General Schedule Information

The times and locations of classes can be found on myUNSW under Class Timetable.

The expected engagement for all UNSW 6UOC courses is 150 hours per term. This includes lectures, tutorials, readings, and completion of assessments and exam preparation (if relevant).

Swapping practicals

Swapping between practical groups, including practicals that involve cycloplegia or dilation, is not permitted.

Additional attendance requirements for practical classes

All practical classes are compulsory because they act to reinforce theoretical components of the course, while teaching critical practical clinical skills prior to use in the clinic in the final years of the program and are linked to clinical competencies.

Attendance will be monitored by taking the roll. Any absences due to illness must be accounted for by a medical certificate presented to your Course Convenor. Submission to Special Consideration may be required pending the number of absences.

Punctuality is expected. Lateness for practical classes may be recorded as an absence.

Contact the Laboratory Supervisor Dale Larden d.larden@unsw.edu.au if you are running late so your partner can be allocated to alternate work.

Course Resources

Prescribed Resources

All prescribed resources will be provided through Moodle.

Recommended Resources

Further recommended resources for this course are provided on the course Moodle page.

Lens design

[1] Born, M. and E. Wolf, Principles of optics. Electromagnetic theory of propagation, interference and diffraction of light. 1999.

[2] Emsley, H., Aberrations of thin lenses. 1956

[3] Welford, W., Aberrations of optical systems. 1986

Optics and Imaging (acquisition, image processing and analysis)

[4] “Handbook of Optical Coherence Tomography”, Edited by Brett Bouma and Tearney, Taylor & Francis.

Additional Costs

Some SOVS courses have additional costs. Please check the course Moodle page for information about additional costs for this course.

Course Evaluation and Development

Student feedback is taken seriously, and continual improvements are made to the course based, in part, on such feedback.

We use student feedback from myExperience surveys to develop and make improvements to the course each year. We do this by identifying areas of the course that require development from both the rating responses and written comments. Please spare a few minutes to complete the myExperience surveys for this course posted at the top of the Moodle page at the end of term.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Juno Kim		Room 3.006 Rupert Myers Building UNSW Kensington		Tuesday	Yes	Yes
Lecturer	Arthur Ho					No	No
	Maitreyee Roy					No	No
	Nayuta Yoshioka					No	No

Other Useful Information

Academic Information

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

Student Code of Conduct

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

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

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

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

Academic Honesty and 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 your assessment tasks. Options for the use of generative AI include: (1) no assistance; (2) simple editing assistance; (3) planning assistance; and (4) full assistance with attribution.

You may be required to submit the original generative AI responses, or drafts of your original work. Inappropriate use of generative AI is considered academic misconduct.

See your course Moodle (or Open Learning) page for the full instructions for individual assessment tasks for your course.

Submission of Assessment Tasks

Short extensions and special consideration

Short extension

Commencing in Term 1, 2024, UNSW has introduced 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 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 short term events beyond your control affect your performance in a specific assessment task you may formally apply for Special Consideration through myUNSW.

UNSW has a **Fit to Sit rule**, which means that by sitting an examination on the scheduled 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 Contact Information

School guidelines on contacting staff:

Course questions

All questions related to course content should be posted on Moodle 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 the School Grievance Officer, A/Prof Sean Kennedy (sean.kennedy@unsw.edu.au).