



## UNSW Course Outline

# PHCM9050 Immunisation Policy and Practice - 2024

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## General Course Information

**Course Code :** PHCM9050

**Year :** 2024

**Term :** Term 3

**Teaching Period :** T3

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

**Faculty :** Faculty of Medicine and Health

**Academic Unit :** School of Population Health

**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

PHCM9050 Immunisation Policy and Practice is designed for those working in public health or related disciplines who have an interest in immunisation, and would like to broaden their knowledge and skills. This course will provide students with a comprehensive appreciation of

vaccine-preventable disease epidemiology and national immunisation policies relevant to low, middle and high resourced countries and in the context of global immunisation goals.

The course encompasses diverse aspects from vaccine development and clinical trials, policy development, program implementation and evaluation, vaccine safety and public perceptions of risk. This course aims to provide graduates with knowledge and skills in the epidemiological principles and policy issues to contribute to the development, implementation and evaluation of immunisation programs. The course draws on internationally recognised experts with a breadth of experience, and has an emphasis on practical learning experiences using real case scenarios.

## Course Aims

This course aims to develop your capacity to contribute to the development, implementation and evaluation of immunisation programs in the context of low, middle and high resource countries. It will provide you with the skills to support policy decision-making with application to different resource settings. You will gain an awareness of how a range of factors inform and influence immunisation policy and practice, and develop your ability to critically evaluate new and existing vaccines and programs.

## Relationship to Other Courses

This course is an elective course of the Master of Public Health, Master of Global Public Health, Master of Infectious Diseases Intelligence, and Master of Health Leadership and Management programs, comprising six units of credit towards the total required for completion of the program. There are no pre-requisites for this course. This course has been designed to complement and enhance the breadth of courses focused on public health aspects of infectious disease prevention and control being offered to School of Population Health postgraduate coursework students.

### 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
CLO1 : Recognise and interpret the complex issues shaping immunisation policy and practice, including changing disease epidemiology, vaccine coverage, adverse events and risk communication and social and behavioural factors, to a range of vaccine-preventable diseases and settings
CLO2 : Understand the basic concepts of immunity and vaccination as they relate to the development of immunisation policy and vaccine delivery
CLO3 : Describe the process of pre-licensure vaccine development, including clinical trials evaluating vaccine efficacy and safety
CLO4 : Identify the data requirements, and analyse and interpret data, to assess the need for an immunisation program and the impact of a program on the epidemiology of vaccine-preventable diseases
CLO5 : Describe the methods used to monitor determinants of immunisation program delivery including immunisation coverage, vaccine effectiveness and adverse events following immunisation
CLO6 : Recognise factors that influence immunisation coverage in the population, including equity and access, social and behavioural factors and public perceptions about vaccine safety and effectiveness
CLO7 : Recognise and apply the principals of process, outcome and impact evaluation of immunisation programs to a range of vaccine-preventable diseases and settings

Course Learning Outcomes	Assessment Item
CLO1 : Recognise and interpret the complex issues shaping immunisation policy and practice, including changing disease epidemiology, vaccine coverage, adverse events and risk communication and social and behavioural factors, to a range of vaccine-preventable diseases and settings	<ul style="list-style-type: none"> <li>• Online discussion forum</li> <li>• Immunisation program evaluation</li> </ul>
CLO2 : Understand the basic concepts of immunity and vaccination as they relate to the development of immunisation policy and vaccine delivery	<ul style="list-style-type: none"> <li>• Immunisation policy challenge</li> <li>• Online discussion forum</li> <li>• Immunisation program evaluation</li> </ul>
CLO3 : Describe the process of pre-licensure vaccine development, including clinical trials evaluating vaccine efficacy and safety	<ul style="list-style-type: none"> <li>• Immunisation policy challenge</li> <li>• Online discussion forum</li> <li>• Immunisation program evaluation</li> </ul>
CLO4 : Identify the data requirements, and analyse and interpret data, to assess the need for an immunisation program and the impact of a program on the epidemiology of vaccine-preventable diseases	<ul style="list-style-type: none"> <li>• Immunisation policy challenge</li> <li>• Online discussion forum</li> <li>• Immunisation program evaluation</li> </ul>
CLO5 : Describe the methods used to monitor determinants of immunisation program delivery including immunisation coverage, vaccine effectiveness and adverse events following immunisation	<ul style="list-style-type: none"> <li>• Immunisation policy challenge</li> <li>• Online discussion forum</li> <li>• Immunisation program evaluation</li> </ul>
CLO6 : Recognise factors that influence immunisation coverage in the population, including equity and access, social and behavioural factors and public perceptions about vaccine safety and effectiveness	<ul style="list-style-type: none"> <li>• Immunisation policy challenge</li> <li>• Online discussion forum</li> <li>• Immunisation program evaluation</li> </ul>
CLO7 : Recognise and apply the principals of process, outcome and impact evaluation of immunisation programs to a range of vaccine-preventable diseases and settings	<ul style="list-style-type: none"> <li>• Online discussion forum</li> <li>• Immunisation program evaluation</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

## Learning and Teaching in this course

All course materials and course announcements are provided on the course learning management system, Moodle.

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.

In this course, core content is provided through lectures, including guest expert lectures. Learning activities, which include the use of case studies and online student discussions, have been designed to engage students in the learning process, encourage active and self-directed learning and provides opportunities for students to debate key issues in immunisation. Postgraduate teaching aims to support students in developing their capacity for inquiry and critical thinking. In this course, an active learning approach is encouraged through strategies which include interactive instruction, self-directed learning, experience-based learning and peer-learning.

## Additional Course Information

This course was developed by Associate Professor Anita Heywood and Associate Professor Glenda Lawrence in 2013. Contributors to course revisions include Dr Rob Menzies in 2015 and Associate Professor Anthony Newall in 2020.

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Immunisation policy challenge Assessment Format: Individual Short Extension: Yes (2 days)	20%	Start Date: Not Applicable Due Date: 02/10/2024 12:00 PM Post Date: 16/10/2024 12:00 PM
Online discussion forum Assessment Format: Individual Short Extension: Yes (2 days)	35%	Start Date: Not Applicable Due Date: 04/11/2024 12:00 PM Post Date: 18/11/2024 12:00 PM
Immunisation program evaluation Assessment Format: Individual Short Extension: Yes (2 days)	45%	Start Date: Not Applicable Due Date: 20/11/2024 12:00 PM Post Date: 04/12/2024 12:00 PM

## Assessment Details

### Immunisation policy challenge

#### Assessment Overview

This is an individual assessment task due before census. You will be expected to critically examine a problem-based scenario on a current immunisation policy challenge, drawing on your conceptual understanding from the course and using literature to support your response.

Individual feedback is provided within 10 working days.

## Course Learning Outcomes

- CLO2 : Understand the basic concepts of immunity and vaccination as they relate to the development of immunisation policy and vaccine delivery
- CLO3 : Describe the process of pre-licensure vaccine development, including clinical trials evaluating vaccine efficacy and safety
- CLO4 : Identify the data requirements, and analyse and interpret data, to assess the need for an immunisation program and the impact of a program on the epidemiology of vaccine-preventable diseases
- CLO5 : Describe the methods used to monitor determinants of immunisation program delivery including immunisation coverage, vaccine effectiveness and adverse events following immunisation
- CLO6 : Recognise factors that influence immunisation coverage in the population, including equity and access, social and behavioural factors and public perceptions about vaccine safety and effectiveness

## Detailed Assessment Description

Detailed information about this assessment will be provided on the course Moodle page.

## Assessment Length

1,000 words

## Submission notes

Refer to Moodle for submission information

## Assignment submission Turnitin type

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

## Generative AI Permission Level

### **Planning/Design Assistance**

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show your Course Authority if there is any uncertainty about the originality of your work.

If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. 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](#).

You should keep copies of your initial prompts and drafts of your written assessment task to provide to the course convenor if there is any uncertainty about the originality of your work. Any use of AI should be acknowledged in your submission.

## Online discussion forum

### Assessment Overview

This is a continuous assessment task requiring you to contribute to online discussion forums throughout the term. In this task, you will lead (moderate) one discussion forum and contribute to others.

You will be required to submit evidence of your contribution as moderator and contributor that best demonstrate how you met the assessment criteria. Individual feedback is provided within 10 working days.

### Course Learning Outcomes

- CLO1 : Recognise and interpret the complex issues shaping immunisation policy and practice, including changing disease epidemiology, vaccine coverage, adverse events and risk communication and social and behavioural factors, to a range of vaccine-preventable diseases and settings
- CLO2 : Understand the basic concepts of immunity and vaccination as they relate to the development of immunisation policy and vaccine delivery
- CLO3 : Describe the process of pre-licensure vaccine development, including clinical trials evaluating vaccine efficacy and safety
- CLO4 : Identify the data requirements, and analyse and interpret data, to assess the need for an immunisation program and the impact of a program on the epidemiology of vaccine-preventable diseases
- CLO5 : Describe the methods used to monitor determinants of immunisation program delivery including immunisation coverage, vaccine effectiveness and adverse events following immunisation
- CLO6 : Recognise factors that influence immunisation coverage in the population, including equity and access, social and behavioural factors and public perceptions about vaccine safety and effectiveness
- CLO7 : Recognise and apply the principals of process, outcome and impact evaluation of immunisation programs to a range of vaccine-preventable diseases and settings

### Detailed Assessment Description

Detailed information about this assessment will be provided on the course Moodle page.

## Assessment Length

N/A

## Submission notes

Submission date refers to the portfolio of your contributions. Refer to Moodle for information about the task and submission information

## Assessment information

As this assessment task requires participation for several weeks, any requirement for special consideration must be made directly with the Course Convenor.

## Assignment submission Turnitin type

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

## Generative AI Permission Level

### Planning/Design Assistance

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show your Course Authority if there is any uncertainty about the originality of your work.

If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. 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](#).

You should keep copies of the initial prompts to provide to the course convenor if there is any uncertainty about the originality of your work. You should acknowledge use of AI in your forum posts.

## **Immunisation program evaluation**

### Assessment Overview

This is an individual assessment task due at the end of term. You will be expected to produce a

structured report that addresses the complex country- and disease-specific issues related to the implementation and evaluation of an immunisation program.

Individual feedback is provided within 10 working days.

### **Course Learning Outcomes**

- CLO1 : Recognise and interpret the complex issues shaping immunisation policy and practice, including changing disease epidemiology, vaccine coverage, adverse events and risk communication and social and behavioural factors, to a range of vaccine-preventable diseases and settings
- CLO2 : Understand the basic concepts of immunity and vaccination as they relate to the development of immunisation policy and vaccine delivery
- CLO3 : Describe the process of pre-licensure vaccine development, including clinical trials evaluating vaccine efficacy and safety
- CLO4 : Identify the data requirements, and analyse and interpret data, to assess the need for an immunisation program and the impact of a program on the epidemiology of vaccine-preventable diseases
- CLO5 : Describe the methods used to monitor determinants of immunisation program delivery including immunisation coverage, vaccine effectiveness and adverse events following immunisation
- CLO6 : Recognise factors that influence immunisation coverage in the population, including equity and access, social and behavioural factors and public perceptions about vaccine safety and effectiveness
- CLO7 : Recognise and apply the principals of process, outcome and impact evaluation of immunisation programs to a range of vaccine-preventable diseases and settings

### **Detailed Assessment Description**

Detailed information about this assessment will be provided on the course Moodle page

### **Assessment Length**

2,500 words

### **Submission notes**

Refer to Moodle for submission information

### **Assignment submission Turnitin type**

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

### **Generative AI Permission Level**

### **Planning/Design Assistance**

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent

that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show your Course Authority if there is any uncertainty about the originality of your work.

If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. 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](#).

You should keep copies of your initial prompts and drafts of your written assessment task to provide to the course convenor if there is any uncertainty about the originality of your work. Any use of AI should be acknowledged in your submission.

## General Assessment Information

Detailed instructions regarding assessments for this course are provided on the course Moodle page.

For student information on results, grades, and guides to assessment see: <https://student.unsw.edu.au/assessment>

### Adopting a critical approach to your assignments

It is important that you adopt a critical approach to the material that you source for assignments, to the required readings, and to other resources you are presented with during the course. Think about and evaluate the material which you are reading and which you are presenting in assignments. Attempt to cast aside your assumptions and biases and attempt to assess the logic and consistency of the material in light of the supporting evidence. Wide reading on a topic facilitates this.

### Referencing

School of Population Health requires students to use either APA or Vancouver referencing styles for all assignments for this course.

It is your responsibility to learn either APA or Vancouver referencing and use it consistently to acknowledge sources of information (citing references). Failure to reference correctly may limit

marks to PS or below. Guidelines for acknowledging sources of information can be found on the following websites:

- UNSW Library: <http://subjectguides.library.unsw.edu.au/elise>

UNSW Academic Skills and Support: <https://student.unsw.edu.au/skills>

## Word limits

All word limits are to be strictly adhered to (i.e. there is no 10% leeway). Word limits include all text (e.g. headings, title, main text) and exclude tables and figures, in-text citations (if you are using APA) and reference lists.

## Turnitin

All written assessment tasks in courses in the School of Population Health use Turnitin. Turnitin is a similarity and generative AI detection software that enables assignments to be checked against the submitted assignments of other students using Turnitin, as well as the internet. If you are unfamiliar with the Turnitin software, a demonstration can be found at: <https://student.unsw.edu.au/turnitin>

### Originality and Generative AI reports

In School of Population Health courses, access to the originality report of your submission through Turnitin is available to you. Students do not have access to the Generative AI report.

In School of Population Health course, you are permitted to resubmit until the assignment due date (each file uploaded overwrites the previous version). This will help you in self-reviewing and revising your submission until the due date. **No resubmissions will be allowed after the due date and time of the assignment.** Therefore, draft assignments submitted in this way will be regarded as the final version at the due date if you have not uploaded a subsequent, finalised version.

**IMPORTANT:** there are delays in the availability of subsequent Originality reports. For more details, see <https://www.student.unsw.edu.au/turnitin>

## Grading and feedback

You will be provided with individualised feedback on your assignment via Moodle. You will be marked according to the marking assessment criteria listed for that specific assessment task. The aim of any academic feedback for an assessment task is not only to grade your work.

Importantly, it is also to help you to identify your strengths and weaknesses, and how you can improve and progress in your studies and professional abilities.

In addition to feedback, you will receive a mark that reflects the overall quality of the work you have submitted across the marking criteria. The marking criteria for assessments in this course are provided on Moodle.

Please note these grading criteria are:

- Not intended to be a **rigid formula** for interpreting your result. The descriptive criteria for each grade provides the basis for consistent standards within and across our courses while still embracing academic judgement on how well you have achieved the standard required.
- Applied to **each assessment task** within a course. That is, the grading policy is used with each assessment task specified for a course. Your final grade for a course is dependent on the combined sum of the grades across the number of specified assessment tasks.
- Based on a **criterion-referenced assessment**. That is grades are awarded on how well a student meets the standard required for a particular assessment task, not on how well they do compared to other students in the course.

## **Feedback on assessment and review of results**

If you believe the mark you've received for an assessment task doesn't reflect your performance you should first check you have grounds to seek a review: <https://student.unsw.edu.au/results>

In the first instance, you should discuss your performance with your Course Convenor. In your communication, you should clearly outline the reasons you are seeking clarification and do so against the marking criteria for the assessment.

Students may also formally apply to have their results reviewed. An application, which includes a justification for the review must be submitted through The Nucleus (<https://student.unsw.edu.au/results>) **within 5 days** of receiving the result. A review of results may result in an increase or decrease in marks.

### **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 : 9 September - 15 September	Module	Immunisation programs in Australia and globally
Week 2 : 16 September - 22 September	Module	Immunological principles, vaccine development and estimates of protection
Week 3 : 23 September - 29 September	Module	Monitoring immunisation program performance and impact
Week 4 : 30 September - 6 October	Module	Immunisation program scheduling in Australia and globally
Week 5 : 7 October - 13 October	Module	Informing policy – modelling disease and cost-effectiveness
Week 6 : 14 October - 20 October	Module	Immunisation for Aboriginal and Torres Strait Islander peoples
Week 7 : 21 October - 27 October	Module	Community attitudes and behavioural drivers of immunisation
Week 8 : 28 October - 3 November	Module	Immunisation program delivery
Week 9 : 4 November - 10 November	Module	Immunisation program evaluation
Week 10 : 11 November - 17 November	Module	The future of vaccines and immunisation programs

## Attendance Requirements

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

## General Schedule Information

The times and locations of classes can be found on [myUNSW](#) under Class Timetable.

Students enrolled in online courses should also refer to Moodle as some classes are not centrally timetabled (e.g., workshops) and will not appear on the timetable website.

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 (of relevant).

## Course Resources

### Prescribed Resources

Readings are provided for each Module and are available on Moodle and through Leganto

### Recommended Resources

Recommended resources for this course are provided on the course Moodle page.

**ENDNOTE:** As a UNSW student Endnote is freely available to you. If you don't already use Endnote you are recommended to download it and learn it now: <https://www.myit.unsw.edu.au/software-students>

You can find details about Endnote training here: <https://www.library.unsw.edu.au/research/support-for-your-research/managing-references>

## Additional Costs

There are no additional costs associated with this course.

## Course Evaluation and Development

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

We use student feedback 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	Anita Heywood				By appointment, requests via email	Yes	Yes

## 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 Plagiarism

### Academic integrity

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

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

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

### Referencing

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

For further information on referencing support and styles, see the Current Student [Referencing page](#).

### Academic misconduct and plagiarism

At UNSW, academic misconduct is managed in accordance with the [Student Misconduct](#)

Procedure. Allegations of plagiarism are generally handled according to the [UNSW Plagiarism Management Procedure](#). Plagiarism is defined in the [UNSW Plagiarism Policy](#) and is not tolerated at UNSW.

### Use of Generative AI and other tools in your assessment

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

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

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

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

### Submission of Assessment Tasks

#### Short extensions and special consideration

##### Short extension

UNSW has a short extension procedure for submission of assessment tasks. Not all tasks are eligible, and eligible tasks have a predetermined extension length. UNSW Medicine and Health have set School-level extension lengths for eligible assessment tasks. See your course assessment descriptions for more information.

Students must check the availability of a short extension in the individual assessment task information for their courses.

Short extensions do not require supporting documentation. They must be submitted through [Special Consideration](#) before the assessment task deadline. No late applications will be

accepted.

Late penalties apply to submission of assessment tasks without approved extension.

### Special consideration

In cases where illness, misadventure or other circumstances beyond your control will prevent you from submitting your assessment by the due date and you require an extension, you need to formally apply for [Special Consideration](#) through myUNSW.

UNSW has a **Fit to Sit/Submit rule**, which means that by sitting or submitting an assessment on the scheduled assessment date, you are declaring that you are fit to do so and cannot later apply for Special Consideration. Examinations include centrally timetabled examinations and scheduled, timed examinations and tests managed by your School.

Important information relating to Short Extension and Special Consideration is available [here](#), including eligibility for Special Consideration, circumstances where students with Equitable Learning Plans can apply for Short Extensions and Special Consideration, and the appeals process.

### **Examinations**

Information about the conduct of examinations in your course is provided on your course Moodle page.

### **Timed online assessment tasks**

If you experience a technical or connection problem during a timed online assessment, such as a timed quiz, you can apply for Special Consideration. To be eligible to apply you need to contact the Course Convenor and advise them of the issue immediately. You will need to submit an application for Special Consideration immediately, and upload screenshots, error messages or other evidence of the technical issue as supporting documentation. Additional information can be found on: <https://student.unsw.edu.au/special-consideration>

### **Other assessment tasks**

### **Late submission of assessment tasks**

UNSW has standard late submission penalties as outlined in the [UNSW Assessment](#)

Implementation Procedure, with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per calendar day (including Saturday, Sunday and public holidays).

Late submissions penalties are capped at five calendar days (120 hours). This means that a student is not permitted to submit an assessment more than 5 calendar days (120 hours) after the due date for that assessment (unless extension or exemption previously agreed).

### **Failure to complete an assessment task**

You are expected to complete all assessment tasks for your courses. In some courses, there will be a minimum pass mark required on a specific assessment task (a “hurdle task”) due to the need to assure clinical competency.

Where a hurdle task is applicable, additional information is provided in the assessment information on your course Moodle page.

### **Feedback on assessments**

Feedback on your performance in assessment tasks will be provided to you in a timely manner. For assessment tasks completed within the teaching period of a course, other than a final assessment, feedback will be provided within 10 working days of submission, under normal circumstances.

Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

**Any variation from the above information that is specific to an assessment task will be clearly indicated in the course and assessment information provided to you on your course Moodle (or Open Learning) page.**

### **Faculty-specific Information**

#### **Additional support for students**

The university offers a wide range of support services that are available for students. Here are some links for you to explore.

- The Current Students Gateway:<https://student.unsw.edu.au>

- Academic Skills and Support:<https://student.unsw.edu.au/academic-skills>
- Student support:<https://www.student.unsw.edu.au/support>
- Student Wellbeing, Health and Safety:<https://student.unsw.edu.au/wellbeing>

Mind Smart Guides are a series of mental health self-help resources designed to give you the psychological flexibility, resilience and self-management skills you need to thrive at university and at work.

- Mind Smart Guides: <https://student.unsw.edu.au/mindsmart>
- Equitable Learning Services:<https://student.unsw.edu.au/els>
- Guide to studying online: <https://www.student.unsw.edu.au/online-study>

Most courses in UNSW Medicine & Health use Moodle as your Learning Management System. Guidance for using UNSW Moodle can be found on the Current Student page. Difficulties with Moodle should be logged with the IT Service Centre.

- Moodle Support: <https://student.unsw.edu.au/moodle-support>

The IT Service Desk is your central point of contact for assistance and support with remote and on-campus study.

- UNSW IT Service Centre:<https://www.myit.unsw.edu.au/services/students>

## Course evaluation and development

At UNSW Medicine & Health, students take an active role in designing their courses and their overall student experience. We regularly seek feedback from students, and continuous improvements are made based on your input. Towards the end of the term, you will be asked to participate in the [myExperience survey](#), which serves as a source of evaluative feedback from students. Your input to this quality enhancement process is valuable in helping us meet your learning needs and deliver an effective and enriching learning experience. Student responses are carefully considered, and the action taken to enhance educational quality is documented in the myFeedback Matters section of your Moodle (or Open Learning) course page.

## School-specific Information

### Additional Resources

Additional resources are available on the SPH website: <https://sph.med.unsw.edu.au/current-students/student-resources>

### Subject guides

Use these guides as a quick and easy pathway to locating resources in your subject area. These excellent guides bring together the core web and print resources in one place and provide a one click portal into the online resources.

UNSW Library Subject Guides: <http://subjectguides.library.unsw.edu.au/subjectguides>

Public Health Subject Guide: <http://subjectguides.library.unsw.edu.au/publichealth>

### Recording of lectures, tutorials and other teaching activities

Lectures, tutorials and other teaching activities *may* be recorded. Students should be advised that they are consenting to the recording by their enrolment in the course or participation in the activity. The purpose of audio and video recordings is to enhance the student experience by supporting engaged learning in an online teaching environment and ensure equitable access to all course resources for our students. If you have concerns about accessing course recordings, or being recorded, please contact the Course Convenor.

### 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 Timothy Dobbins ([t.dobbins@unsw.edu.au](mailto:t.dobbins@unsw.edu.au)).