Subject Outline: SHS 932 Epidemiology – SPRING 2013

Section A: Subject Information

Subject Code & Name: SHS 932 Epidemiology
Credit Points: 6
Pre-requisite(s): None
Co-requisite(s): SHS 940 - Statistics in Health Research. Students who have already completed SHS 940 should apply for a waiver of this co-requisite.
Restrictions: Approval required from Subject Coordinator
Equivalence: POP 204 AND SHS 332
Assessment: Assessment 1: Online quiz 15%; Assessment 2: Online Case study 30%; Assessment 3: Oral group work presentation 15%; Final exam (Short Answer and MCQ) 40%. Students need to obtain 40% in final exam to pass the subject.
Session: Spring 2013
Campus Locations: Wollongong
Delivery Method: On Campus/Distance
Contact Hours: 2hrs Lecture, and 2hrs Tutorial per week

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable at via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Subject Coordinator
Name: Karen Charlton
Location: School of Health Sciences, Building 41, Room 255
Consultation times: Thursday 10:00 – 12:00
Telephone: 61 2 4221 4754
Email: karenc@uow.edu.au

Student Administration
Location: 41.152
Telephone: 61 2 4221 3492
Email: smah_student_enquiries@uow.edu.au

Prescribed Text
Friis R & Sellers T. Epidemiology for Public Health Practice. (5th edition)

Assessment Tasks

<table>
<thead>
<tr>
<th></th>
<th>Quiz</th>
<th>Case study</th>
<th>Group Presentation</th>
<th>Final exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Due Date: Week 5</td>
<td>Due Date: Week 9</td>
<td>Due Date: Week 11</td>
<td>Due Date: Exam week</td>
</tr>
<tr>
<td></td>
<td>Percentage: 15%</td>
<td>Percentage: 30 %</td>
<td>Percentage: 15 %</td>
<td>Percentage: 40 %</td>
</tr>
</tbody>
</table>

eLearning Space
For information regarding the eLearning spaces please use the following links:
Section A: Subject Information

Subject Description
Epidemiology is traditionally described as a science that uses population studies to understand the causes of disease. A formal definition is: The study of the distribution of determinants of health-related states or events in specified populations and the application of this study to control health problems (Last, Dictionary of Epidemiology). The study of Epidemiology gives us the tools to do more than trace disease causes. The techniques we describe in this course are used to gauge the efficacy of an intervention (For example, a drug, a diagnostic process like screening for breast cancer), to delineate the need for health services for a population, to achieve equity in health service funding – all problems for which we need to understand health and illness at a population level rather than the level of the individual.

This subject addresses descriptive epidemiology and some health indicators including population birth rates, fertility rate, death rates. Standardised populations and measurement of mortality and morbidity and the classification of disease and sources of data are also addressed. Specific Epidemiologic research designs such as cross-sectional studies, case-control and cohort studies are discussed. Measures of disease occurrence and associations with risk factors will be covered and practiced. Problems of bias and confounding are put in context and experimental trials and meta-analysis are discussed. Epidemiology also traditionally addresses aspects of screening and diagnostic tests. The theory will be covered in the context of applications to public health practice.

Learning Outcomes
On completion of this subject, students should be able to:

a) Explain the population perspective, access key sources of demographic and public health data, and describe the magnitude, population distribution, and time trends of public health problems.

b) Discuss, apply, and interpret basic Epidemiologic concepts and measures of disease occurrence in populations: incidence, prevalence, relative risk, attributable risk, standardization.

c) Explain the relative strengths and limitations of Epidemiological strategies (e.g., cohort, case-control, cross-sectional, ecological and intervention studies) for studying associations between risk factors or exposures in populations and rates of disease occurrence or death.

d) Describe and discuss the issues associated with causality, bias and differentiate between bias, confounding and effect modification.

e) Given relevant data, calculate and interpret measures of disease occurrence and association between exposure and disease and deal appropriately with confounders and effect modifiers.

f) Use basic methods for investigating an outbreak of a health problem in a community, making use of the concepts of disease variation in time, person and place.

Subject Contacts

Subject Coordinator/Lecturer
Name: Karen Charlton
Location: School of Health Sciences, Building 41, Room 255
Consultation times: Thursday 10:00 – 12:00
Telephone: 61 2 4221 4754
Email: karenc@uow.edu.au

Tutor
Name: Mr Abhijeet Ghosh
Location: School of Health Sciences, Building: Not on campus.
Consultation times: Mr Ghosh is only on campus during tutorial and laboratory times and can be contacted in the relevant room on that day.
Email: aghosh@uow.edu.au

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable at via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.
Current scheduling is Monday 15:30 – 17:30, 19:1056.
Attendance/Study time
On-campus delivery: It is expected that students will allocate 8 hours per week to this subject, including class attendance. Class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject—please see Section B: Assessment Information for details.

Distance delivery: It is expected that students will allocate 8 hours per week to this subject to complete the study guide requirements, complete your assignments and prepare for an examination where applicable.

Timetable of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Week start date</th>
<th>Lecture 1</th>
<th>Lecture 2</th>
<th>Laboratory</th>
<th>Tutorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>29/7/2013</td>
<td>Introduction, history and scope of Epidemiology</td>
<td>Studying populations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>05/08/2013</td>
<td>Measuring disease; incidence and prevalence</td>
<td>Introduction to causality. Standardisation.</td>
<td>ActivEpi 1+ 2 (Bldg 17 - lab tbc)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12/08/2013</td>
<td>Study designs: Cross-sectional and ecologic studies</td>
<td>Population demographics: (Pre-reading McFalls 2007)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>19/08/2013</td>
<td>Study design: Case-control studies</td>
<td>Legionnaire’s Disease case study [Access on eLearning: “Class Activities” folder]</td>
<td>ActivEpi 3 (Bldg 17 - lab tbc)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>26/08/2013</td>
<td>Study design: Cohort studies</td>
<td>A/Prof Vicki Flood - guest lecturer Blue Mountains Eye Study – Design, main findings and lessons learned</td>
<td>Measuring disease frequency Case study 2: (Gregson et al., 2006 &amp; supporting material)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2/09/2013</td>
<td>Study designs: Intervention studies (RCTs)</td>
<td>Quasi-experimental interventions. [Pre-reading required: Sanigorski AM et al., 2008]</td>
<td>ActivEpi 4 (Bldg 17 - lab tbc)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9/09/2013</td>
<td>Error: selection bias, information bias &amp; confounding</td>
<td>Assessing causality. Developing research instruments</td>
<td>Quiz feedback; &amp; Standardisation</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>16/09/2013</td>
<td>Investigating disease outbreaks</td>
<td>Oswego – An Outbreak of GI Illness Following a Church Supper [Access on eLearning: “Class Activities”]</td>
<td>ActivEpi 5 + 6 (Bldg 17 - lab tbc)</td>
<td></td>
</tr>
</tbody>
</table>
**Assessment 2 – Case study (online)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/09/2013</td>
<td>Break</td>
</tr>
<tr>
<td>7/10/2013*</td>
<td>Public holiday – No lecture</td>
</tr>
</tbody>
</table>

**PART 6: Epidemiology in preventive health**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>21/10/2013</td>
<td>Disease prevention in public health</td>
<td>Population attributable fraction</td>
</tr>
<tr>
<td>13</td>
<td>28/10/2013</td>
<td>Revision and exam preparation</td>
<td>ActivEpi 7 + 8 (Bldg 17 - lab tbc)</td>
</tr>
</tbody>
</table>

* is a public holiday

**Textbooks and Supplementary Materials**

**Prescribed Text**
Friis R & Sellers T. Epidemiology for Public Health Practice. (5th edition)

**Supplementary Materials to Be Purchased by Students**
The tutorial materials will be provided in the tutorials and are contained in:
Additional disks for this program are available on short loan from the library.

There is a companion softcover manual which accompanies the CD program (one copy available in library short-term loans):

**Recommended Additional Readings**
See eReading list.

Recommended readings are not intended as an exhaustive list and students should use the Library catalogue and databases to locate additional resources.
Distance students studying within Australia should refer to the information and resources found via the Library link on the UOW homepage regarding off-campus library services available.
Distance students studying outside Australia should contact their subject coordinator, as arrangements for library services may be available within their own country.

**eLearning Space**
This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column.

For information regarding the eLearning spaces please use the following links:
Moodle - [http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf](http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf)

**eReadings**
Electronic readings for this subject are available through the library website. Visit the Catalogue via the Library link on the UOW homepage or see staff at the Information Desk in the Library for information and help with eReadings.
Graduate Qualities
Information on the UOW Graduate Qualities can be found at via the Learning and Teaching link on the UOW homepage. The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:

1. **Informed**: Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.

2. **Independent learners**: Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.

3. **Problem solvers**: Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.

4. **Effective communicators**: Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.

5. **Responsible**: Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

Recent Improvements to this Subject
Change: Content divided into sections, according to topic areas. Final examination changed to include critical appraisal, and Critical Appraisal as a separate assignment has been removed.

Reason: Changes will facilitate easier identification and grouping of lecture material. Assessments changed to better reflect learning outcomes, and to be more in line with School recommendations on assessment criteria.
Section B: Assessment

Minimum Requirements for a Pass in this Subject
To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below. Failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject even where total marks accumulated are greater than 50%.

Minimum Academic Performance: A Technical Fail (TF) grade will be awarded for the subject even where a student gains a total mark that would otherwise allow a passing grade if a student meets one or more of the following criteria:

- Does not obtain at least 40 % in the final exam.

Minimum Attendance: student attendance at tutorials, practicals seminars and/or simulations is compulsory and students must attend at least 80% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to your tutor as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.

Details of Assessment Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Format</th>
<th>Length</th>
<th>Weighting</th>
<th>Due date</th>
<th>Graduate Qualities</th>
<th>Learning outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>Quiz (MCQ)*</td>
<td>1 hr</td>
<td>15 %</td>
<td>Week 5 (online)</td>
<td>2,3,4,5</td>
<td>A, B, C</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Case Study</td>
<td>MCQ related to case study</td>
<td>30 %</td>
<td>Week 9 (online)</td>
<td>1,2,3</td>
<td>c,d,e</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Group presentation/</td>
<td>10 min + 5 min ques.</td>
<td>15 %</td>
<td>Week 11 (tutorial)</td>
<td>1,2,3,4</td>
<td>a-i</td>
</tr>
<tr>
<td></td>
<td>Written proposal (distance)</td>
<td>(1500 words distance)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment 4</td>
<td>MCQ, critical appraisal,</td>
<td>3 hrs</td>
<td>40 %</td>
<td>(Exam period)</td>
<td>1</td>
<td>A - I</td>
</tr>
<tr>
<td>Final Examination</td>
<td>short answers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The quiz and case study are conducted online during allocated times. They will be open and accessible through Moodle for only 3 days (Thursday to Saturday).
Assessment 1 will be marked using the following criteria: 1 mark for each correct answer.

You will need to be able to log on to the Moodle site via SOLS at the times listed above and select the Assessment section. Once “Attempt quiz now” is clicked, you will have 60 minutes to complete 30 x multiple choice questions. You will only have one attempt. Questions will be randomly given and answers scrambled. Please note you will only be able to answer each question one at a time. Click on “next” to move to the next question. You will be able to go back and revisit any unanswered questions or change your answers until the time for the quiz has expired (press “Return to attempt” button). You need to submit the quiz before the 60 minutes has lapsed by clicking “Submit all and finish.”

Please ensure that you have allocated the full 60 minutes of uninterrupted time to complete this assessment. It is strongly recommended that all students attempt the Trial Online quiz using the computer they will use for their Online Quiz assessment to ensure there are no issues with access or with the style of assessment. No repeat quiz attempts will be permitted if results are not saved/submitted. If you do not complete the Online Quiz during the allocated time and cannot provide evidence for academic consideration, there will be no other opportunity for you to attempt this assessment at a later date.

### Assessment 2

**Case Study**

<table>
<thead>
<tr>
<th>Format</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>26/09/2013</td>
</tr>
<tr>
<td>Weighting</td>
<td>30%</td>
</tr>
<tr>
<td>Length</td>
<td>MCQ answers based on data given in case study</td>
</tr>
<tr>
<td>Details</td>
<td>A case study will be provided online that will incorporate questions and calculations related to all of the epidemiological principles covered in the subject so far. The Case Study needs to be completed within a 2-hour time period. Print out the first page and refer to the information to answer the questions. The case study will be available from Thursday 26/09/2013 (12:30) – Saturday 28/09/2013 (23:30) and needs to be accessed and completed within this time. Note that the entire assessment needs to be completed at one sitting (2 hrs) – you need to allocate a time block for this as you are unable to have a second attempt.</td>
</tr>
<tr>
<td>Submission</td>
<td>Both on-campus and Distance students will complete the assessment on-line.</td>
</tr>
</tbody>
</table>

Assessment 2 will be marked using the following criteria:
1. Questions will include calculations (books and calculators allowed).

Refer to Instructions for Assessment 1 (Quiz) about the online submission process.

### Assessment 3

**Group presentation on Study Design/ Written Study Design proposal (Distance)**

<table>
<thead>
<tr>
<th>Format</th>
<th>Class Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>14/10/2013</td>
</tr>
<tr>
<td>Weighting</td>
<td>15%</td>
</tr>
<tr>
<td>Length</td>
<td>14/10/2013 (in your usual tutorial time)  10 minutes presentation + 5 minutes for questions Up to 1500 words for Distance student submissions (excl. refs and tables)</td>
</tr>
<tr>
<td>Details</td>
<td>See instructions on Moodle site under Assessments section</td>
</tr>
<tr>
<td>Submission</td>
<td>Distance students: Submit an electronic version of your assignment using the dropbox in Moodle, via upload to eLearning</td>
</tr>
</tbody>
</table>

The objective of this task is to apply your knowledge of study design in epidemiology to address a specific research question. Each group should consist of 3 members who will be arranged by your tutor within tutorial time at the beginning of semester. A presentation that clearly outlines your choice of the most appropriate study design to address the research question is to be given during the tutorial class in Week 11 as a group exercise. Please provide a handout of your Powerpoint slides to the classmates in your tutorial.

A topic should be selected from the list provided on the eLearning site. Please note that each group should present a different topic. On-campus students will be asked to select a topic by the Week 4 tutorial and inform the tutor of their selection by signing the circulated topic sheet.
You need to address the following issues (but not limited to):

1. **Background information** (what has already been done including natural history of the condition if relevant). You need to choose **TWO** published articles, each of a different study design, that have investigated the topic area. Discuss the findings from these two studies. If the outcomes provide different answers then highlight this. Consider current trends such as incidence and/or prevalence of the health condition and identify the issues/gaps for further research;

2. This background information should be used to develop a **research question** that will address one aspect of the topic chosen from the provided list;

3. **Research design** consideration – this is the main crux of the assignment. You need to provide a clear motivation why you have chosen the selected study design and how this is relevant to your research topic and research question [Hint: consider lecture materials on Causality and review the lectures on each study design – consider the advantages and disadvantages of each when you are deciding on your study design].

4. Identify potential biases and sources of error in your proposed study design.

5. Provide a brief outline of the appropriate statistical methods to be utilized.

Assessment 3 will be marked using the following criteria:

1. Background information and brief literature review (TWO references), leading to development of a clear research question, by identifying gaps in literature. (10)
2. Development of a focused research question (5)
3. Detailed study design consideration, stating why this is the most suitable design to address the study question (15)
4. Identify potential biases associated with this type of study design (5)
5. Brief outline of statistical methods (5)
6. Presentation skills, clarity of information and flow (5)
7. Handling of questions (5)

Total: 50 marks

**Distance students:**
This is an individual assessment for Distance students. Distance students are required to submit a brief written proposal based on the same task as provided to on-campus students for this assessment and will be marked out of 40 instead of 50 for this assessment (1500 words, excluding references and tables). Any topic can be selected by distance students. The marking schedule for Distance students is the same, except marks will be allocated out of a total of 40 instead of 50, omitting items (6) and (7) above. The weighting of 10 % for this assessment remains the same as on-campus students.

**Assessment 5**  
**Final exam**

<table>
<thead>
<tr>
<th>Format</th>
<th>Final exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>Examination week</td>
</tr>
<tr>
<td>Weighting</td>
<td>40%</td>
</tr>
<tr>
<td>Pass mark</td>
<td>50 % (required to pass subject otherwise Technical Fail)</td>
</tr>
<tr>
<td>Length</td>
<td>3 hours</td>
</tr>
<tr>
<td>Details</td>
<td>30 x MCQ, and 5 x short answers</td>
</tr>
</tbody>
</table>

**Scaling**
Scaling will not occur in this subject.

**Submission of Assignments**
Specific submission instructions have been included in the assignment details section of this outline. An assignment cover sheet must be attached to all written assignments and all sections of the cover sheet must be completed by the student. Receipts will be issued on submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. The receipt is the only proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required.
Note that if assignments are submitted in the after-hours slot in SMAH Central or via post, the receipt must be filled out and left attached to the coversheet. The receipt will be stamped and retained under the counter at SMAH Central for later collection during business hours. You must collect your receipt personally and you will be required to show your student card at the counter of SMAH Central to obtain your receipt. Any assignments received without the coversheet attached, receipt section completed in full or receipt missing will not be receipted.

Students may post their assignments in to:

SMAH Central (41.152)
University of Wollongong
Wollongong NSW 2522

Online assessments do not require a cover sheet.

Distance assignment coversheets provided with the subject materials package are to be completed and attached to all assignments individually – do not attach more than one assignment to a coversheet. Receipt of assignments from Distance students will be acknowledged by email provided that you include your student email account (e.g. js234@uowmail.edu.au) on the assignment coversheet. If you have submitted an assignment that includes your email account details and have not received an email receipt within 5 working days, please contact SMAH Central on 02 4221 3492. Please keep a copy of your assignment in case of loss after mailing. Assignments will be returned by post as quickly as possible after marking.

Due Date
Unless otherwise specified, assignments are due by 4:00pm on the due date specified for the assessment task.

The date of submission by post for students will be considered to be the postmark date stamped on the assignment envelope. Note that it is not generally necessary to use Express Post as long as the envelope is clearly postmarked. However, approved late submission or other requirements of the Subject Coordinator may necessitate use of Express Post. If Express Post is used you will need to specifically request that the Post Office postmark your envelope, as Express Post envelopes do not normally carry a postmark.

Late Submission
Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For example:

Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment (85 (original mark) – 35 marks (late penalty) = 50/100 (final mark)).

Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply (20 x 0.05 x 3). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report (17 (original mark) – 3 marks (late penalty) = 14/20 (final mark)).

For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.
Extensions
An extension of time to submit assignments can only be granted by the subject coordinator in exceptional circumstances. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

Assessment Return
Marked assignments will be handed out in class or be available for collection during academic consultation hours OR according to the arrangement announced by the Subject Coordinator. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.

Supplementary Assessments
This subject has been identified as unsuitable for supplementary assessment, and no supplementary assessment will be offered.

Examination Rules
In 2012, there were a number of changes to the University Examination Rules that affect all current students. You can find this information at the following link: http://www.uow.edu.au/student/exams/index.html.

Supplementary Examinations
You can find the information for supplementary examinations at the following link; http://www.uow.edu.au/student/exams/aboutsupp/index.html.

Student Academic Consideration Policy
Academic Consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student’s control which significantly impair a student’s ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student’s academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

To apply for academic consideration you must submit an application via SOLS, as well as relevant documentation which is submitted in person to Student Central in Bld 17. The Subject Coordinator will be automatically notified of your request once you have submitted documentation and they will approve or decline your application. Students should log on to SOLS to see if their request has been approved. In the event of a genuine emergency, you must notify the Subject Coordinator as soon as possible by whatever means practical at the time, and follow with a formal academic consideration request as soon as you are able to.

The full policy on Student Academic Consideration is found in the Policy Directory on the UOW website.

System of Referencing Used for Written Work
The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.

Use of Internet Sources
Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

Plagiarism
Plagiarism means using the ideas of someone else without giving them proper credit. ALL work submitted for assessment MUST BE YOUR OWN. The other person may be an author, a lecturer or another student. The work may previously have been published in print or on the Web.

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.

“Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism has led to the expulsion from the University.”

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your tutor or lecturer. The Learning Development Centre also provides assistance to students on how to correctly reference.

Please note that you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately. Academic staff will return your assignment unmarked if you have not signed the declaration.

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

Section C: General Advice
Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.