School of Medicine

DIET 454: Practical Studies in Nutrition and Dietetics

Subject Outline
DIET Annual 2021, DIET Autumn 2021
Remote
Wollongong

Subject Information
Credit Points: 24
Pre-requisite(s): DIET468 and DIET466
Co-requisite(s): Nil
Restrictions: For Nutrition and Dietetics students only
Contact Hours: 20 weeks full time Practical Placement

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Meredith Kennedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 317</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5032</td>
</tr>
</tbody>
</table>
| Email:         | meredith_kennedy@uow.edu.au  
                 | uow-dieteticsplacements@uow.edu.au |
| Consultation mode and times: | Email for an appointment |

Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Janna Lutze</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 317</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5262</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:uow-dieteticsplacements@uow.edu.au">uow-dieteticsplacements@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Email for appointment</td>
</tr>
</tbody>
</table>

Student Support and Advice
For general enquiries please contact StudentHub 41:

Location: Bldg 41 Level 1
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

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Copyright Regulations 1969

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Section A: General Information

Subject Learning Outcomes

On successful completion of this subject, students will be able to:

<table>
<thead>
<tr>
<th>Domain</th>
<th>Description</th>
</tr>
</thead>
</table>
| Domain 1: Practise Professionally (SLO 1-5) | 1. Demonstrates safe practice  
2. Practises within ethical and legal frameworks  
3. Demonstrates professional leadership  
4. Practises effectively  
5. Demonstrates cultural competence |
| Domain 2: Positively influence the health of individuals, groups, and/or populations to achieve nutrition outcomes (SLO 6-8) | 6. Applies an evidence based approach to nutrition and dietetics services  
7. Influences the food supply to improve the nutritional status of individuals, groups and/or populations  
8. Facilitates optimal food choice and eating behaviours for health |
| Domain 3: Apply critical thinking and integrate evidence into practice (SLO 9,10) | 9. Uses best available evidence to inform practice  
10. Conducts research, evaluation and quality improvement processes using appropriate methods |
| Domain 4: Collaborate with clients and stakeholders (SLO 11-14) | 11. Communicates appropriately with individuals, groups, organisations and communities from various cultural, socioeconomic, organisational and professional backgrounds  
12. Builds capacity of, and collaborates with, others to improve nutrition and health outcomes  
13. Collaborates within and across teams effectively  
14. Reflects on how the United Nations Sustainable Development Goals can be incorporated into dietetic practice. |

Subject Description

This subject comprises a practicum of at least 20 weeks duration which aims to develop competencies in the provision of medical nutrition therapy (MNT) to individuals in acute and ambulatory settings, the delivery of food service systems underpinned by MNT as well as public health nutrition. Students will be required to develop and implement nutrition interventions, facilitate food, nutrition and/or lifestyle conversations, perform professional activities and projects as well as work as part of a team. Students will be under the supervision of dietitians and/or experienced practitioners appropriate to the placement requirements. The final assessment of competence of each student against the National Competency Standards will be undertaken by the University.

Readings, References and Materials

Prescribed Readings (includes eReadings)

The following readings are prescribed for this subject, but students are not expected to purchase these. They are available to students on the subject eLearning site.

- University of Wollongong DIET 954 Practical Studies in Nutrition and Dietetics Placement Manuals.

Materials

Nil

Recommended Readings

Nil
Recent Changes to this Subject
This practical placement subject has always been conducted at placement sites remote to the University

Your Privacy – Lecture Recording
There are no lectures and therefore no lecture recordings for this subject.

List of Topics Covered
As this is a placement subject the list of topics is not applicable and a timetable of topics will be supplied to students by the placement site based on the type of placement they attend.
## Assessment Summary

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Form of Assessment</th>
<th>Due Date</th>
<th>Return/Feedback Due Dates</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>One drive (one- note) e-portfolio showing evidence of addressing the National Competency Standards as follows:-</td>
<td></td>
<td>e-portfolio is due one week after the completion of the student’s individual placement program</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>• Weekly Evidence Forms</td>
<td></td>
<td>All students will receive a placement check from UOW placement co-ordinators at regular intervals throughout their 20 week placement program. Formative feedback about progress will be discussed during these check in meetings. Summative feedback will be provided during the UOW panel exit interview.</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>• Weekly work artefacts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Placement Supervisor Assessment Forms for every placement (MNT/FSM/CPHN/IP)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other evidence - key stakeholder feedback from placement (at least twice during the placement program)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- self – appraisal against the EPA/Milestones for student dietitians (at least twice during the placement program)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• National Competency Standard Summary Document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• UOW Panel exit interview</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Details of Assessment Tasks

The assessment task required for satisfactory completion of practical studies in nutrition and dietetics is a portfolio of evidence addressing the National Competency Standards for Dietitians in Australia. This portfolio consists of the following pieces of assessment:

**Assessment 1**

- **Competency Based Assessment Forms 100%**: Portfolio of Evidence Addressing Dietitians Australia Competencies across placement including Individual Case Management Community Public Health and Food Service Placements.
<table>
<thead>
<tr>
<th>Due Date</th>
<th>One week after the completion of the placement program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting</td>
<td>100%</td>
</tr>
<tr>
<td>Submission</td>
<td>Upload an electronic copy of your portfolio to your University Clinical Placement Coordinator</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>Unlimited</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>In order to graduate, each student must satisfactorily complete placements across a variety of practice areas including individual case management, community and public health nutrition and food service management. To successfully complete placements, students must meet all the Dietitians Australia competencies for Dietitians in Australia. Evidence of how the student has met these competencies during their placements is to be included in a portfolio. A summary of the portfolio will be presented to academic leaders and clinical placement co-ordinators at an exit interview after the completion of the placement. The portfolio and the exit interview are used to determine competence. Evidence in the portfolio will include the following:—</td>
</tr>
<tr>
<td></td>
<td>• Weekly Evidence Forms listing the work activities the student dietitian has undertaken and competency standards that are addressed; feedback received and action plan for progression</td>
</tr>
<tr>
<td></td>
<td>• Weekly work artefacts which best exemplify the work undertaken</td>
</tr>
<tr>
<td></td>
<td>• Placement Supervisor Assessment Forms for every placement (MNT/FSM/CPHN/PIP)</td>
</tr>
<tr>
<td></td>
<td>• Other evidence</td>
</tr>
<tr>
<td></td>
<td>- key stakeholder feedback from placement (at least twice during the placement program)</td>
</tr>
<tr>
<td></td>
<td>- self – appraisal against the EPA/Milestones for student dietitians (at least twice during the placement program)</td>
</tr>
<tr>
<td></td>
<td>• National Competency Standards (NCS) Summary Document – providing specific examples of where the student has addressed each measurable and observable action of each of the NCS</td>
</tr>
<tr>
<td></td>
<td>• UOW Panel exit interview where students have opportunity to showcase their competency development</td>
</tr>
<tr>
<td>Style and format</td>
<td>e-Portfolio using one note (One drive)</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>The assessment meets all the Subject Learning Outcomes for this subject</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Satisfactory or unsatisfactory completion of portfolio and exit interview to reach competence for entry level practice as a Dietitian in Australia</td>
</tr>
</tbody>
</table>

**Minimum Requirements for a Pass in this Subject**

To achieve a pass, or satisfactory completion, in this subject the student must demonstrate all of the Dietitians Australia competencies relevant to placement, plus achieve a satisfactory in all the assessment tasks.

The minimum performance requirements for this subject are:

- Attempt and pass all assessment tasks

**Minimum Student Attendance and Participation**

Student attendance at practical placement is compulsory and students must attend at least 100% of all placements. Absences will require the submission of an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate, to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage: [http://www.uow.edu.au/student/central/academicconsideration/index.html](http://www.uow.edu.au/student/central/academicconsideration/index.html)
Scaling
Scaling will not occur in this subject

Late Submission
Late submission of an assessment task without an approved extension of the deadline is not acceptable. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application of academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage: http://www.uow.edu.au/student/central/academicconsideration/index.html

Late Submission Penalty
Late submission of an assessment task without an approved extension of the deadline is not acceptable and may result in an unsatisfactory grade for practical placement.

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.

Academic Consideration
If you believe that your submission of, performance in or attendance at an assessment activity, including an examination, has been affected on compassionate grounds, by illness or by other serious extenuating circumstances beyond your control, you can apply for academic consideration in Student On Line Services (SOLS). Do not assume that an application for academic consideration will be automatically granted. For more information please refer to the Student Academic Consideration Policy at: http://www.uow.edu.au/about/policy/UOW058721.html

In some circumstances you may be offered a deferred exam. For more information about Deferred and Supplementary Exams refer to: http://www.uow.edu.au/student/exams/aboutsupp/index.html

Review and Appeal of Academic Decisions Policy
A student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student’s right to appropriate and useful feedback on their performance in an assessment task. A student may also seek further explanation for other academic decisions such as Academic Consideration, Supplementary Assessment or Credit for Prior Learning. If a student is not satisfied with the explanation, or have further concerns, they may have grounds for a formal review. Refer to the Review and Appeal of Academic Decisions Policy (http://www.uow.edu.au/about/policy/UOW058653.html) for further information.

Supplementary Assessments
Supplementary assessment (a maximum of an additional two weeks of placement) may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link: http://www.uow.edu.au/student/exams/suppassess/index.html
System of Referencing Used for Written Work
The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: http://uow.libguides.com/refcite

Refer to the submission requirements under the details of the individual assessments. Students should ensure that they receive a receipt acknowledging submission. 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 assessments in the event that re-submission is required.

Assessment Return
Students will be notified when they can collect or view their marked assessment. In accordance with University Policy marked assessments will usually only be held for 21 days after the declaration of marks for that assessment.

Retention of Submitted Work
The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.
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.

Student Consultation and Communication

University staff receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely fashion, students are asked to observe basic requirements of professional communication.

Please ensure that you include your full name and student number and identify your practical class or tutorial group in your email so that staff know who they are communicating with and can follow-up personally where appropriate.

Consider what the communication is about
- Is your question addressed elsewhere (e.g. in the subject outline or, on the eLearning site)?
- Is it something that is better discussed in person or by telephone? This may be the case if your query requires a lengthy response or a dialogue in order to address. If so, see consultation times above and/or schedule an appointment.
- Are you addressing your request to the most appropriate person?

Specific email subject title to enable easy identification of issue
- Identify the subject code of the subject you are enquiring about (as staff may be involved in more than one subject) put this in the email subject heading. Add a brief, specific query reference after the subject code where appropriate.

Professional courtesy
- Address the staff member appropriately by name (and formal title if you do not yet know them).
- Use full words (avoid ‘text-speak’ abbreviations), correct grammar and correct spelling.
- Be respectful and courteous.
- Allow 3 – 4 working days for a response before following up. If the matter is legitimately urgent, you may wish to try telephoning the staff member (and leaving a voicemail message if necessary) or inquiring at the School Office.

Student Etiquette

Guidelines on the use of email to contact teaching staff, mobile phone use in class and information on the university guide to eLearning ‘Netiquette’ can be found at https://www.uow.edu.au/student/learningcoop/software/emailetiquette/index.html

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 link: https://www.uow.edu.au/student/elearning/index.html

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.
Lecture, Tutorial, Laboratory Times

On campus/ Remote
All timetable information is subject to variation. Check latest timetabling information on the ‘Current Student’ webpage on UOW website or log into SOLS to view your personal timetable prior to attending classes.
Timetable information can be accessed from
Key University Dates can be accessed from

Extraordinary Changes for the Subject after Release of the Subject Outline
In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Learning Analytics
Data on student performance and engagement (such as Moodle and University Library usage, task marks, use of SOLS) will be available to the Subject Coordinator to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to
https://uow.edu.au/dvce/ltc/analytics/

The Assessment Quality Cycle
The Assessment Quality Cycle provides a level of assurance that assessment practice across the University is appropriate, consistent and fair.

Assessment Quality Cycle Activities are undertaken to contribute to the continuous improvement of assessment and promote good practices in relation to the:

a. design of the assessment suite and individual assessment tasks;
b. marking of individual assessment tasks;
c. finalisation of subject marks and grades; and
d. review of the subject prior to subsequent delivery

Copies of student work may be retained by the University in order to facilitate quality assurance of assessment processes.

Academic Integrity Policy
The University’s policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others: http://www.uow.edu.au/about/policy/UOW058648.html

“The University's Academic Integrity Policy, Faculty Handbooks and subject guides clearly set out the University’s expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. 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 or without the explicit permission of the Subject Coordinator. Plagiarism can be detected and has led to students being expelled from the University.
The use by students of any website that provides access to essays or other assessment items (sometimes marketed as ‘resources’), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the University to be intentionally or recklessly helping other students to cheat. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University.”
Student Services and Support

There are a range of services available to students that are provided free of charge. A good place to get to know services that may be of use to you is the Get Started @ UOW web page, accessed here [https://getstarted.uow.edu.au/index.html](https://getstarted.uow.edu.au/index.html) or search for “Get Started @ UOW.” Services available include:

<table>
<thead>
<tr>
<th>Service</th>
<th>Link to information about the service</th>
</tr>
</thead>
</table>

Student Support Adviser (SSA)

If you have a temporary or ongoing issue or a problem that is affecting your study, including issues that are related to belonging to an equity group, then the Student Support Advisers may be able to help. There are Student Support Advisers available to assist students who are studying at all UOW Campuses and in all UOW Faculties. Contact details can be found on the UOW website: [https://www.uow.edu.au/student/services/SSA/contact/index.html](https://www.uow.edu.au/student/services/SSA/contact/index.html)

The Learning Co-Op

Provides online resources, access to Peer Coaches and Academic Consultants to support your learning at UOW.

Student Advocacy Service


Library Services

To save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere via Ask Us: [https://www.library.uow.edu.au/ask/index.html](https://www.library.uow.edu.au/ask/index.html) or Google “UOW library ask us”.

<table>
<thead>
<tr>
<th>Online – Ask a Librarian</th>
<th>Ask questions and receive a response within 1 business day (Wollongong time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In person – Book a Librarian</td>
<td>30-minute appointment with an Librarian</td>
</tr>
<tr>
<td>Research Consultation Service</td>
<td>1 hour appointment with an information specialist. Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students.</td>
</tr>
<tr>
<td>By phone</td>
<td>+61 2 4221 3548</td>
</tr>
</tbody>
</table>
## UOW Grade Descriptors

The University of Wollongong Grade Descriptors are general statements that describe student performance at each of the University's grade levels.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark %</th>
<th>Descriptor</th>
</tr>
</thead>
</table>
| High Distinction HD | 85-100 | A high distinction grade (HD) is awarded for performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable):  
  • consistent evidence of deep and critical understanding  
  • substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches  
  • critical evaluation of problems, their solutions and their implications  
  • use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work  
  • creativity in application as appropriate to the discipline  
  • eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline  
  • consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy  
  • all or almost all answers correct, very few or none incorrect |
| Distinction D | 75-84  | A distinction grade (D) is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable):  
  • evidence of integration and evaluation of critical ideas, principles, concepts and/or theories  
  • distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts  
  • demonstration of frequent originality in defining and analysing issues or problems and providing solutions  
  • fluent and thorough communication of information and ideas in terms of the conventions of the discipline  
  • frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy  
  • most answers correct, few incorrect |
| Credit C     | 65-74  | A credit grade (C) is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable):  
  • evidence of learning that goes beyond replication of content knowledge or skills  
  • demonstration of solid understanding of fundamental concepts in the field of study  
  • demonstration of the ability to apply these concepts in a variety of contexts  
  • use of convincing arguments with appropriate coherent and logical reasoning  
  • clear communication of information and ideas in terms of the conventions of the discipline  
  • regular application of appropriate skills, techniques and methods with high levels of precision and accuracy  
  • many answers correct, some incorrect |
| Pass P       | 50-64  | A pass grade (P) is awarded for performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable):  
  • knowledge, understanding and application of fundamental concepts of the field of study  
  • use of routine arguments with acceptable reasoning  
  • adequate communication of information and ideas in terms of the conventions of the discipline  
  • ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy  
  • a combination of correct and incorrect answers |
| Fail F       | <50    | A fail grade (F) is given for performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes. |
| Technical Fail TF |        | A technical fail (TF) grade is given when minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes. |
| Satisfactory S |        | A satisfactory grade (S) is awarded for performance that demonstrates a satisfactory level of attainment of the relevant subject learning outcomes. |
| Unsatisfactory U |        | An unsatisfactory grade (U) is awarded for performance that demonstrates an unsatisfactory level of attainment of the relevant subject learning outcomes. |
| Excellent E  |        | An excellent grade (E) may be awarded, instead of a satisfactory grade (S), within subjects from the Graduate Medicine that have been completed with a consistent pattern of high standard of performance in all aspects of the subject. |

More details on UOW Grade descriptors can be found on the following link  
University Policies

Academic Integrity Policy
Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for knowledge and its development. The Policy can be found at: http://www.uow.edu.au/about/policy/UOW058648.html

Code of Practice – Research
This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at: http://www.uow.edu.au/about/policy/UOW058663.html

Code of Practice – Honours
This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at: http://www.uow.edu.au/about/policy/UOW058661.html

The Code of Practice – Work Integrated Learning (Professional Experience)
The Code of Practice – Work Integrated Learning (Professional Experience) sets out what is expected from students, the University and Host Organisations in providing work integrated learning professional experience programs. It applies to professional experience programs that form the whole or part of a subject or course offered at the University. The Code assists in promoting a productive work integrated learning experience for students and in promoting relevant UOW Work Integrated Learning Design Principles. http://www.uow.edu.au/about/policy/UOW058662.html

Copyright Policy
The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at: http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html

Course Progress Policy
The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress. The Policy can be found at: http://www.uow.edu.au/about/policy/UOW058679.html

Examination Rules and Procedures
The UOW rules and procedures outline exam conditions, student conduct in exams, and the procedures for exam management. Further information can be found here: https://www.uow.edu.au/about/policy/UOW118158.html

Ethical or Religious Objection by Students to the Use of Animal and Animal Products in Coursework Subjects
This policy provides a framework for recognition of and responses to students’ ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here: http://www.uow.edu.au/about/policy/UOW058708.html

Coursework Rules
The Coursework Rules (hereafter the Rules) govern the admission, enrolment, progression through, and qualification for a coursework award offered by the University. Further information can be found here: https://documents.uow.edu.au/about/policy/UOW262890.html

Human Research Ethics
The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here: http://www.uow.edu.au/research/ethics/human/index.html
Inclusive Language Guidelines
UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from:

Intellectual Property Policy

Teaching and Assessment: Assessment and Feedback Policy
The purpose of this Policy is to set out the University of Wollongong’s approach to effective learning, teaching and assessment, including the principles and minimum standards underlying teaching and assessment practice. The Policy can be found at:

Teaching and Assessment: Code of Practice - Teaching
This Code is a key document in implementing the University’s Teaching and Assessment Policy and sets out the specific responsibilities of parties affected in relation to learning, teaching and assessment, as well as procedures for teaching staff. The Code can be found at:

Teaching and Assessment: Subject Delivery Policy
This Policy sets out specific requirements in relation to the delivery of Subjects. The policy can be found at: http://www.uow.edu.au/about/policy/alphalisting/UOW222906.html

Review and Appeal of Academic Decisions Policy
UOW aims to provide a transparent and consistent process for resolving a student concern about an academic decision that has affected their academic progress, including a mark or grade. Further information is available at:

Student Academic Consideration Policy
The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for assessable components of a subject to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. The Policy can be found at:

The Student Charter – Your Rights and Responsibilities
The Student Charter is based on principles that guide all members of the University and that promote responsible partnerships within and beyond the University community.

Student Assignment of Intellectual Property (IP) Policy
This policy applies to all Students (under-graduate and post-graduate) of the University of Wollongong (UOW). It may also apply to other persons by agreement. This policy sets out the approach taken by UOW in relation to Student assignment of intellectual property. Further information about this policy can be found here:

Student Conduct Rules
These Rules outline the required conduct of students of UOW, and direct staff and students to University Rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable student conduct, and the management of alleged student misconduct.

Workplace Health & Safety Policy
The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from:
## Version Control Table

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<td>Meredith Kennedy</td>
<td>Sonia Losinno – Learning and Teaching Officer</td>
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