School of Medicine

DIET959: Research Project in Nutrition and Dietetics

Subject Outline
DIET Annual, 2021
Flexible
Wollongong

Subject Information
Credit Points: 24
Pre-requisite(s): DIET968
Co-requisite(s): DIET954
Restrictions: For Nutrition and Dietetics Students only
Contact Hours:
Mandatory attendance at research proposal presentations (1 April) and Final presentation of research findings on the 9th and 10th of November and attendance as per research project requirements

Subject Contacts

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dr Kelly Lambert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 319C</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5251</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:klambert@uow.edu.au">klambert@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Email for an appointment</td>
</tr>
</tbody>
</table>

You will be assigned supervisors relevant to your research, whose contact details you will receive individually.

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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Table of Contents
Section A: General Information ......................................................................................................................................................... 3
  Subject Learning Outcomes .......................................................................................................................................................... 3
  Subject Description ....................................................................................................................................................................... 3
  Readings, References and Materials ........................................................................................................................................... 3
    Textbooks .................................................................................................................................................................................. 3
    Prescribed Readings (includes eReadings) .................................................................................................................................. 3
    Materials ................................................................................................................................................................................ 3
    Recommended Readings .......................................................................................................................................................... 3
  Recent Changes to this Subject .................................................................................................................................................... 3
  Lecture Recordings ...................................................................................................................................................................... 4
  Your Privacy – Lecture Recording ................................................................................................................................................ 4
  List of Topics Covered .................................................................................................................................................................. 4
  Key Dates for Research .............................................................................................................................................................. 5
Section B: Assessment ......................................................................................................................................................................... 6
  Assessment Summary .................................................................................................................................................................... 6
  Details of Assessment Tasks ........................................................................................................................................................ 6
  Minimum Requirements for a Pass in this Subject .......................................................................................................................... 9
    Minimum Student Attendance and Participation ................................................................................................................... 9
  Scaling ....................................................................................................................................................................................... 10
  Late Submission ......................................................................................................................................................................... 10
    Late Submission Penalty – at 5% .............................................................................................................................................. 10
  Academic Consideration ........................................................................................................................................................... 10
  Review and Appeal of Academic Decisions Policy .................................................................................................................. 11
  System of Referencing Used for Written Work ............................................................................................................................. 11
  Submission of Assessments ....................................................................................................................................................... 11
  Assessment Return ..................................................................................................................................................................... 11
  Retention of Submitted Work .................................................................................................................................................... 11
Section C: General Advice ................................................................................................................................................................. 12
  Student Consultation and Communication ................................................................................................................................ 12
  Student Etiquette ........................................................................................................................................................................ 12
  eLearning Space ........................................................................................................................................................................ 12
    Use of Internet Sources ........................................................................................................................................................ 12
    Lecture, Tutorial, Laboratory Times ......................................................................................................................................... 13
    Extraordinary Changes for the Subject after Release of the Subject Outline ........................................................................ 13
  Learning Analytics .................................................................................................................................................................... 13
  The Assessment Quality Cycle ................................................................................................................................................ 13
  Academic Integrity Policy ........................................................................................................................................................ 13
  Student Services and Support .................................................................................................................................................. 15
  UOW Grade Descriptors ........................................................................................................................................................ 16
  University Policies ...................................................................................................................................................................... 17
  Version Control Table ............................................................................................................................................................. 18

Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version
Section A: General Information

Subject Learning Outcomes

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

1. Collect, organise and assess data relating to the health and nutritional status of individuals, groups and/or populations
2. Develop skills to reach and critically evaluate relevant literature;
3. Integrate research and evaluation principles into practice;
4. Identify assumptions and limitations and evaluate adequacy of approach;
5. Contribute to a research team;
6. Extend on knowledge in a specific area of research and communicate research findings orally and in writing.
7. Discuss the relationship between your research project and the United Nations Sustainable Development Goals

Subject Description

This subject is designed to provide students with the skills to demonstrate excellence in research in an area of Nutrition and Dietetics with a clear understanding of a research question in relation to the current knowledge. Students will be able to plan, design and perform a research project, collect, analyse and evaluate data, synthesise results and integrate with the relevant ideas and concepts, communicate findings and work within WHS and ethical requirements.

Readings, References and Materials

Textbooks

The following text(s) will need to be purchased by students enrolled in this class.

Nil

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 through the library on the subjects eLearning site.


Materials

Nil

Recommended Readings

References to complement the prescribed readings and textbooks are available to students through the library and/or the subject eLearning site.

Recommended readings are not intended as an exhaustive list, students should use the Library catalogue and databases to locate additional resources.

Recent Changes to this Subject

1. One additional learning outcome relating to the UN Sustainable Development Goals was added for this subject in 2021
Lecture Recordings
The University of Wollongong supports the recording of lectures as a supplemental study tool, to provide students with equity of access, and as a technology-enriched learning strategy to enhance the student experience.
If you make your own recording of a lecture you can only do so with the explicit permission of the lecturer and those people who are also being recorded.
You may only use recorded lectures, whether they are your own or recorded by the university, for your own educational purposes. Recordings cannot be altered, shared or published on another platform, without permission of the University, and to do so may contravene the University's Copyright Policy, Privacy Policy, Intellectual Property Policy, IT Acceptable Use Policy and Student Conduct Rules. Unauthorised sharing of recordings may also involve a breach of law under the Copyright Act 1969.

This subject has no scheduled lectures but updates may be provided to students from time to time. Most lectures in this subject will be recorded, when they are scheduled in venues that are equipped with ECHO360 lecture recording technology, and made available via the subject Moodle site with 48 hours

Your Privacy – Lecture Recording
In accordance with the Student Privacy & Disclosure Statement, when undertaking our normal teaching and learning activities, the University may collect your personal information. This collection may occur incidentally during the recording of lectures in equipped venues (i.e. when your identity can be ascertained by your image, voice or opinion), therefore the University further advises students that:
• Lecture recordings are made available to students, university staff, and affiliates, securely on the university’s Echo360 ALP (Active Learning Platform) via the eLearning platform Moodle;
• Recordings are made available only for the purpose for which they were recorded, for example, as a supplemental study tool or to support equity and access to educational resources;
• Recordings are stored securely for up to two years.

If you believe your personal information has been collected in a recorded lecture you can approach your Subject Coordinator and ask to view this information. If your personal information has been collected and you do not want it used or stored you can request the recording be edited.
The University is committed to ensuring your privacy is protected. If you have a concern about how your personal information is being used or managed please refer to the University’s Privacy Policy or consult our Privacy webpage https://www.uow.edu.au/privacy/

List of Topics Covered
The following are examples of the topics to be covered in this course. This is not an exhaustive list and will be subject to change.

• Research ethics
• Critical appraisal and systematic review
• Literature searching and referencing
• Qualitative and quantitative study designs
• Data management considerations
• Statistical analysis
• Scientific reporting and presentation
### Key Dates for Research

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for applications</td>
<td>N/A</td>
</tr>
<tr>
<td>Notification of Projects</td>
<td>Spring session the year prior</td>
</tr>
<tr>
<td>Submission of ethics application (where applicable)</td>
<td>As discussed with supervisor.&lt;br&gt;If your research supervisor has not submitted an ethics application to the ethics committee by March 2021 please contact Kelly Lambert</td>
</tr>
<tr>
<td>Research Block 1**</td>
<td>Consult your individual placement timetable. For most people in this subject block 1 of research will commence on March 1, 2021 Discussion re research requirements Monday 18 January 2021. Room to be advised.</td>
</tr>
<tr>
<td>Research Block 2</td>
<td>Commences May 10, 2021</td>
</tr>
<tr>
<td>Written Proposal due</td>
<td>Thursday 1 April 2021</td>
</tr>
<tr>
<td>Oral Presentation of proposal</td>
<td>Thursday 1 April 2021</td>
</tr>
<tr>
<td>Research Block 3</td>
<td>Commences 26 July 26 2021</td>
</tr>
<tr>
<td>MID SESSION BREAK</td>
<td>14-18 June 2021</td>
</tr>
<tr>
<td>Research Block 4</td>
<td>Commences 4 October 2021</td>
</tr>
<tr>
<td>Final Report</td>
<td>Due Thursday 4 November 2021 by 5pm</td>
</tr>
<tr>
<td>Final presentation (oral)</td>
<td>9 and 10 November 2021</td>
</tr>
<tr>
<td>Poster Presentation</td>
<td>9 and 10 November 2021</td>
</tr>
</tbody>
</table>

** It is expected that students will be responsible for coordinating meetings with their supervisor, as per their completed research agreement.
Section B: Assessment

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>Written proposal of planned research</td>
<td>1 April 2021</td>
<td>2 working days after submission date</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Oral presentation of proposed research</td>
<td>1 April 2021</td>
<td>21 days after presentation</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Final presentation of research findings</td>
<td>9 and 10 November</td>
<td>21 days after presentation</td>
<td>7.5%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Poster of research findings</td>
<td>9 and 10 of November</td>
<td>N/A</td>
<td>7.5%</td>
</tr>
<tr>
<td>Assessment 5</td>
<td>Supervisor report</td>
<td>30 October</td>
<td>N/A</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 6</td>
<td>Research Report</td>
<td>4 November 2021</td>
<td>Release of marks</td>
<td>55%</td>
</tr>
</tbody>
</table>

Total Marks 100%

Details of Assessment Tasks

Assessment tasks will be marked using explicit criteria that will be provided to students prior to submission.

Assessment 1

**Due date**: 1 April 2021  
**Weighting**: 10%  
**Submission**
- Submit an electronic copy of your assessment via upload to eLearning AND  
- Submit a hardcopy to the StudentHub 41 by 5pm  
**Type of Collaboration**: Individual Assessment  
**Length**: 1000 Word Limit  
**Details**
This is a written proposal for your allocated research project. The submission will provide details of the research question, rationale, data collection and data analysis methods. Proposals should include: title, hypothesis and/or specific aims, rationale based on referenced scientific literature, potential significance and research plan.

**Style and format**
- Written using the template provided

**Turnitin**
This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You will need to allow at least 24 hours between submissions. You can then make any changes that may be required and re-submit your final version by the due date. A separate Turnitin link is available via eLearning for draft uploads in advance of the due date.

**Subject Learning Outcomes** 2,4

**Marking Criteria**
The marking criteria will be made available on your eLearning site by week 1 of session. In brief, the following criteria will be used:
1. Clear hypothesis and/or aims
2. Review of the relevant literature and adequate description and rationale for the study
3. Appropriate and feasible study design
4. Clear, concise and appropriate explanation of methods of data collection and analysis
5. Appropriate understanding of ethical considerations if relevant
<table>
<thead>
<tr>
<th><strong>Assessment 2</strong></th>
<th>Oral Presentation of proposed research</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>1 April 2021</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Presented in class</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>5 minute presentation</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>The presentation will provide an overview of the research question, rationale, data collection and data analysis methods. Proposals should include: hypothesis and/or specific aims, rational based on referenced scientific literature, potential significance and research plan and be engaging to the audience. Students have been provided with a research project in the year prior. Students should prepare the proposal in consultation with their project supervisor.</td>
</tr>
<tr>
<td><strong>Style and format</strong></td>
<td>Oral presentation 5 minutes (maximum)</td>
</tr>
<tr>
<td><strong>Turnitin</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Subject Learning Outcomes</strong></td>
<td>3, 4, 7</td>
</tr>
<tr>
<td><strong>Marking Criteria</strong></td>
<td>The proposal will be marked using the following criteria: 1. Clear hypothesis and/or aims 2. Brief overview of the literature and adequate description / rationale for the project 3. Appropriate and feasible study design 4. Clear, concise and appropriate explanation of methods of data collection and analysis 5. Appropriate understanding of ethical considerations 6. Confidence in presentation and suitable use of aids (eg slides) 7. Describes relationship of proposed research to SDGs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Assessment 3</strong></th>
<th>Final presentation of research findings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>9 and 10 November 2021</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>7.5%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit an electronic version of your presentation via upload to eLearning by 5pm 8 November. A spare copy of the presentation should also be taken to the seminar. Students are required to attend both days of the research presentations to receive a mark for their presentation.</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>10 mins + 2-3 minutes question time</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Students will provide an oral presentation of their research addressing (but not limited to): • What is the problem (background/rationale/aims) • What does your project say about the problem? (study design/data analysis/results) • What are the limitations of the research? • What is the significance of the research? Reference to the appropriate UN SDGs</td>
</tr>
<tr>
<td><strong>Style and format</strong></td>
<td>Oral presentation</td>
</tr>
<tr>
<td><strong>Turnitin</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Subject Learning Outcomes</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Marking Criteria</strong></td>
<td>A rubric will be provided on Moodle. A satisfactory oral presentation of the research project will do the following: (1). Clearly articulates an overview of the research undertaken (2) is presented in a mature manner without use of notes using prompts from slides only (3.) Questions are answered correctly and confidently Marks will be deducted for the use of palm cards or notes</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Final presentation of findings in poster format</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Due date</td>
<td>9 and 10 November 2021</td>
</tr>
<tr>
<td>Weighting</td>
<td>7.5%</td>
</tr>
<tr>
<td>Submission</td>
<td>Posters are to be displayed by 8.30am in the foyer of the venue.</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>See details below</td>
</tr>
<tr>
<td>Details</td>
<td>Poster: A0 size – portrait. Typically, content will be similar to the report abstract with modifications to attract attention and consideration given to the assessment criteria. It is suggested that titles are approximately 50mm high, minor headings 25mm high. Key sections should be readable at a distance, sending clear messages to the audience and attracting further attention. The poster should outline: The aim of the research, Methods used to undertake the research, Your results, The strengths, limitations and a conclusion</td>
</tr>
<tr>
<td>Style and format</td>
<td>Poster presentation</td>
</tr>
<tr>
<td>Turnitin</td>
<td>N/A</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>6</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Poster: Clearly articulates an overview of the research undertaken, Meets design specifications and requirements, Is readable at a distance of 2 m; has logical arrangement and appropriate use of colour and graphics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 5</th>
<th>Supervisor report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>30 October 2021</td>
</tr>
<tr>
<td>Weighting</td>
<td>10%</td>
</tr>
<tr>
<td>Submission</td>
<td>An electronic copy of the assessment will be emailed by the supervisor to the subject coordinator</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>Supervisors will be provided with a template to complete their reports</td>
</tr>
<tr>
<td>Details</td>
<td>Academic supervisors of student will be asked to comment on progress of the student throughout the year.</td>
</tr>
<tr>
<td>Style and format</td>
<td>Written</td>
</tr>
<tr>
<td>Turnitin</td>
<td>N/A</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>1-4</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Research progress will consider the ability of the student to work independently, as a member of a research team, communicate effectively about their research journey at meetings, the standard of work submitted, the students contribution to knowledge in their field.</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>Research Report</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>4 November 2021</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>55%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit an electronic copy of your assessment via upload to eLearning AND Submit a hardcopy to the StudentHub 41 by 5pm</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>4000 words (maximum) Word count excludes tables, appendices and reference lists. There is no additional 10% allowance for this assessment. Qualitative studies can include up to 5000 words</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Students will conduct the project proposed in assessment 1. Reports will be written in the form of a manuscript. The details are included on Moodle. In brief the report will use the same headings outlined in the journal requirements for ‘Nutrition and Dietetics’ ie a structured abstract, introduction, methods, results, and discussion sections.</td>
</tr>
<tr>
<td><strong>Style and format</strong></td>
<td>Written according to the journal submission guidelines provided on elearning</td>
</tr>
<tr>
<td><strong>Turnitin</strong></td>
<td>This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You will need to allow at least 24 hours between submissions. You can then make any changes that may be required and re-submit you final version by the due date. A separate Turnitin link is available via eLearning for draft uploads in advance of the due date.</td>
</tr>
<tr>
<td><strong>Subject Learning Outcomes</strong></td>
<td>1-4</td>
</tr>
<tr>
<td><strong>Marking Criteria</strong></td>
<td>The marking criteria will be made available on your eLearning site by week 1 of session. In brief, marks will be allocated for 1. Quality of abstract 2. Demonstration of an adequate understanding of the field of research 3. Internally consistent presentation of aims, methods and results 4. Adequate argument development, defensible results interpretation, use of the literature 5. Sound conclusions/recommendations 6. Appropriate use of referencing</td>
</tr>
</tbody>
</table>

**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, 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%.

The minimum performance requirements for this subject are:
- attempt all assessment tasks
- pass all assessment tasks
- meet the minimum participation requirements set out below.

**Minimum Student Attendance and Participation**
Student attendance at the proposal seminar and final presentation is compulsory. 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 – at 5%
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 the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

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)).

No marks will be awarded for work submitted either after the assessment has been returned to the students or more than two weeks after the due date, whichever is the sooner. This does not apply to situations where a particular assessment task is undertaken by students at different times throughout the session, but where the assessment is based on experiments or case studies specific to a student. In this case no marks will be awarded for work submitted more than two weeks after the due date.

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.

System of Referencing Used for Written Work

The Vancouver referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), A summary of the format can be accessed on the Library website at: http://uow.libguides.com/refcite

It is recommended that students use EndNote software to reference in this subject.

Submission of Assessments

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.

StudentHub 41 utilises a barcode system for assignment coversheets and collection for hard copy assignments being submitted at the Student Hub. The system allows students to generate an Assessment Coversheet with a unique barcode by entering their student credentials. The coversheet is then attached to the front of hard copy assignments and handed into StudentHub 41.

The following steps provides a brief outline of the process:

1. At the beginning of each session, StudentHub 41 staff will contact Subject Coordinators asking for details of hard copy assignments to be collected.
2. The StudentHub 41 team will then set up the coversheet in the back end of the system and make this visible to students.
3. Subject Coordinators will need to provide students with the following link to the Cover Sheet Generation page via Moodle, Subject Outline or SOLS mail. https://smah-faculty.uow.edu.au/coversheets/ (This link can also be accessed via the StudentHub 41 webpage)

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 subject.

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 https://www.uow.edu.au/student/timetables/
Key University Dates can be accessed from http://www.uow.edu.au/student/dates/index.html

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:
- design of the assessment suite and individual assessment tasks;
- marking of individual assessment tasks;
- finalisation of subject marks and grades; and
- 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:

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<tr>
<th>Service</th>
<th>Link to information about the service</th>
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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
The Student Advocacy Service (SAS) is free, confidential and independent service for all UOW students.
The SAS provides advocacy and referral for a range of academic, procedural and administrative issues. For more information visit: [https://www.uow.edu.au/student/support-services/advocacy/](https://www.uow.edu.au/student/support-services/advocacy/)


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>
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</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>
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<tr>
<td>By phone</td>
<td>+61 2 4221 3548</td>
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### 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>
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<tr>
<th>Grade</th>
<th>Mark %</th>
<th>Descriptor</th>
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</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:

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:

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:

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.

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:

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:

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:

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:

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:

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:

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:

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

<table>
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<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>Kelly Lambert</td>
<td>Sonia Losinno – Learning and Teaching Officer</td>
<td>Final 2021 Subject Outline DIET959 ANN</td>
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