School of Medicine

MEDI231: Measurement of diet and health promotion

Subject Outline
Autumn 2021
Remote/on-campus
Wollongong

Subject Information
Credit Points: 6
Pre-requisite(s): MEDI150 Co-requisite(s): Nil Restrictions: Nil
Contact Hours: 2 hr lectures/week, 1 hr x 10 wks tutorials, 2hr x 1 wk computer labs

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dr Elizabeth Neale (work days: Tues, Wed, Fri)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 316</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5961</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:elizan@uow.edu.au">elizan@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Tuesday 1:30 – 3:30 and Friday 11:30 – 13:30 Please call or email for an 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

Communications Policy
Questions regarding assessments and course content should be posted to the Q&A Forum on the Moodle site so that all students may benefit from the response. However, for confidential queries, please email the Subject Coordinator (please be sure to include “MEDI231” in the message’s subject line).

Elizabeth will check the the discussion forums/emails periodically throughout her work days (Tues, Wednes, Fri), and you can expect a response within 72 hours (Monday – Friday). Please note that emails/discussion forums will not be checked on days Elizabeth does not work (Mon, Thurs, Sat, Sun)

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Section A: General Information

Subject Learning Outcomes

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

1. Discuss health promotion in the context of its historical and conceptual development and demonstrate how sustainable development goals can act as drivers of health promotion activities
2. Apply a health promotion perspective within different settings
3. Discuss the use of health promotion theories and identify current approaches to health promotion
4. Calculate individual energy requirements using appropriate equations
5. Interpret dietary data in the context of nutrient reference values and other authoritative guidelines
6. Analyse dietary information using software with Australian food composition databases
7. Select and justify the most appropriate methods for assessment of diet, body composition, and physical activity in individuals and population groups

Subject Description

Health Promotion is the process of enabling people to take control of and improve their health through behaviour change. This subject introduces students to the concept of health promotion, including existing theories and models, and demonstrates how these can be applied in particular settings (e.g. health services, work sites, schools and communities). Health promotion programs that target dietary change (i.e. nutrition promotion) require measurement of dietary intake, for both planning and evaluation thereof. This subject examines the various methods used to measure dietary intake in populations and healthy individuals, as well as how to assess these measurements against national and international standards, for the purpose of developing appropriate health promotion strategies. Topics covered include validity and reliability of different dietary assessment methods and the use of different food composition databases for nutrient analyses, as well as the analysis of body composition and estimation of energy requirements, and interpretation of national survey data for monitoring and surveillance of the nutritional status of populations.

Readings, References and Materials

Textbooks

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

Fleming, M-L and Baldwin, L (eds) 2020, Health Promotion in the 21st Century, new approaches to achieving health for all, Allen & Unwin, Sydney (please note this textbook is available as an e-book from the UOW library)


Other Resources

Access to FoodWorks Professional (FoodWorks Professional 10. Xyris Software, Highgate Hill, QLD. 2019) is available at the University (Building 17, Galileo lab).

Materials

Nil
Recommended Readings

The following references complement the prescribed readings and textbooks:


Tapsell L (Ed.) 2019 Food, Nutrition and Health South Melbourne, Victoria: Oxford University Press

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

i. Subject Learning Outcomes were reviewed and amended in line with the United Nations Sustainable Development Goals.

ii. Changes to delivery options and assessment tasks to align with COVID-19 restrictions

iii. This subject has been adjusted to be delivered with options for remote learning for Autumn 2021 session.

Please see further information on Remote Learning for Students on the following link: https://www.uow.edu.au/student/remote-learning/

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.

All 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 within 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/

Schedule of Learning*
<table>
<thead>
<tr>
<th>Week</th>
<th>Commencing</th>
<th>Health promotion lecture</th>
<th>Dietary Assessment lecture</th>
<th>Tutorial/computer lab**</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/3/2021</td>
<td>The changing nature of health promotion</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8/3/2021</td>
<td>Core concepts informing health promotion</td>
<td>-</td>
<td>Tutorial: introduction, critical thinking</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>15/3/2021</td>
<td>The economics of prevention</td>
<td>-</td>
<td>Tutorial: Health Promotion charters and milestones</td>
<td>Assessment 1 due 4pm Friday 19th March</td>
</tr>
<tr>
<td>4</td>
<td>22/3/2021</td>
<td>Health promotion theory/models</td>
<td>-</td>
<td>Tutorial: Health Promotion concepts and strategies</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>29/3/2021</td>
<td>Settings for health promotion</td>
<td>-</td>
<td>Tutorial: Health Promotion concepts and strategies</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>5/4/2021</td>
<td>N.B Monday (5th April) of this week is Public Holiday</td>
<td>-</td>
<td>Assessing dietary intake (part 1)</td>
<td>Tutorial: Validity and reliability</td>
</tr>
<tr>
<td>7</td>
<td>12/4/2021</td>
<td>N.B Friday (2nd April) of this week is Public Holiday</td>
<td>-</td>
<td>Energy expenditure Food composition databases (pre-recorded)</td>
<td>Tutorial: Introduction to dietary assessment Assessment 2 completed online Friday 16th April (during lecture time)</td>
</tr>
<tr>
<td>8</td>
<td>26/4/2021</td>
<td>-</td>
<td>Assessing dietary intake (part 2)</td>
<td>Computer lab: Foodworks (2 hours, on-campus)**‡</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>3/5/2021</td>
<td>-</td>
<td>Standards and recommendations for intake</td>
<td>Computer lab: Foodworks (2 hours, on-campus)**‡</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10/5/2021</td>
<td>-</td>
<td>Body composition Advances in dietary assessment</td>
<td>Interpreting dietary data</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>17/5/2021</td>
<td>-</td>
<td>Biomarkers</td>
<td>Dietary assessment activities</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>24/5/2021</td>
<td>-</td>
<td>Physical activity</td>
<td>Selecting appropriate dietary assessment tools</td>
<td>Assessment 3 due 4pm Friday 28th May</td>
</tr>
<tr>
<td>13</td>
<td>31/5/2021</td>
<td>-</td>
<td>Current trends in dietary intakes</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Mid-Session Recess 19 Apr - 23 Apr 2021**

<table>
<thead>
<tr>
<th>Study Recess 07 Jun - 11 Jun 2021</th>
</tr>
</thead>
</table>

UOW Exam Period 12 Jun - 24 Jun 2021

*The above timetable should be used as a guide only, as it is subject to change. Students will be advised of any changes as they become known.

‡ Indicates compulsory attendance required. If you are an international student based overseas, please contact the subject coordinator.

**Delivery will be a mixture of online and on-campus, with all tutorials conducted online, and computer labs (weeks 8/9) held on-campus. Students will be allocated to a computer lab in either week 8 or 9.
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>Comparison of health promotion approaches</td>
<td>4pm Friday 19th March (week 3)</td>
<td>21 days after submission</td>
<td>15%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Program critique</td>
<td>Friday 16th April (week 7)</td>
<td>21 days after submission date</td>
<td>15%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Report</td>
<td>4pm Friday 28th May (week 12)</td>
<td>21 days after submission date</td>
<td>30%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Final exam</td>
<td>UOW exam period</td>
<td>Release of results</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Marks 100%</td>
</tr>
</tbody>
</table>

Details of Assessment Tasks

**Assessment 1**
- **Comparison of health promotion approaches**
- **Due Date**: 4pm Friday 19th March (week 3)
- **Weighting**: 15%
- **Submission**: Submit an electronic copy of your assessment via Moodle by 4:00pm on the due date
- **Type of Collaboration**: Individual Assessment
- **Length**: 500 words (not including the reference list at the end of your report). Please note in-text references are included in the word count
- **Details**: In this task, you will be comparing the approaches to health promotion used in two studies (details of studies are provided in the Assessment 1 folder on Moodle). You should write a short report comparing the similarities and differences between the approaches to health promotion used in the two studies. Using the studies and your learnings of health promotion in MEDI231 so far, comment on how approaches to health promotion have changed over time. Further detail of the assessment is provided in the Assessment 1 folder on Moodle.
- **Style and format**: Please use Times New Roman font, size 12, 1.5 line spacing. Please use full sentences (no dot points). References should be used.
- **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 can then make any changes that may be required and re-submit your final version by the due date
- **Subject Learning Outcomes**: 1, 3
- **Marking Criteria**: The marking criteria will be made available in the Assessment 1 folder on Moodle by week 1 of session.

**Assessment 2**
- **Program critique**
- **Due Date**: Friday 16th April (week 7) – during usual lecture time
- **Weighting**: 15%
- **Submission**: Completed online via Moodle.
- **Type of Collaboration**: Individual Assessment
- **Length**: 90 minutes
- **Details**: For this assessment task, you will be provided with a journal article outlining a health promotion program on Friday of week 6 (to allow time for you to read the journal article prior to the assessment). On Friday of
week 7 you will complete an online critique of the program, which will consist of short answer questions about the program. You will have 90 minutes to complete the online critique.

<table>
<thead>
<tr>
<th>Style and format</th>
<th>Timed activity involving short answer questions completed online via Moodle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Learning Outcomes</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The marking criteria will be made available in the Assessment 2 folder on Moodle by week 1 of session</td>
</tr>
</tbody>
</table>

### Assessment 3
- **Report**
- **Due Date**: 4pm Friday 28th May (week 12)
- **Weighting**: 30%
- **Submission**: Submit an electronic copy of your assessment via Turnitin in Moodle by 4:00pm on the due date
- **Type of Collaboration**: Individual Assessment

#### Length
1,800 words of text, excluding tables and figures (and their captions), as well as the end reference list and appendices. Please note in-text references are included in the word count. Must use 1.5 line spacing, size 12 font. You must use the template provided on Moodle for this assessment.

### Details
For this assessment task you will be required to keep your own food frequency questionnaire (FFQ) and complete a 24 hour recall (on two occasions). You will then need to complete the following steps:

1. Calculate your estimated energy requirements using an appropriate equation. Justify your choice of equation  
2. Analyse your own FFQ and 24 hour recalls into energy and nutrient intakes using the appropriate food composition database and the FoodWorks dietary analysis program.  
3. Based on the FFQ and 24 hour recalls, estimate your mean daily intake of energy and the following nutrients: protein, fibre, thiamin, riboflavin, niacin, folate, vitamin A, vitamin C, vitamin E, calcium, iron, magnesium, zinc. Compare your average daily intakes with the appropriate nutrient reference value/s. Comment on your results.  
4. Using your FFQ and 24 hour recall data, compare the average daily serves of different food groups recorded in both tools with the Australian Guide to Health Eating. Comment on your results.  
5. Interpret your results. Compare intakes of food groups and nutrients between the tools, and critically discuss why similarities and differences may have been found. Based on your findings and the scientific literature, make recommendations for selecting the most appropriate method and improving the collection of dietary data.

### Style and format
- **Report**

### 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 can then make any changes that may be required and re-submit your final version by the due date.

### Subject Learning Outcomes
4, 5, 6, 7

### Marking Criteria
The marking criteria will be made available in the Assessment 3 folder on Moodle by week 1 of session.

Please note you must:
- use the template provided on Moodle for this assessment  
- Attach the pdf of your Foodworks analysis to your assessment (or marks will be deducted)

Note that FoodWorks is only available in the Galileo Laboratory because...
we need to purchase a special site license for this program. Alternatively, Foodworks may be downloaded to student's own PCs (Foodworks is not Mac compatible) – further details on how to do this will be provided by week 8.

<table>
<thead>
<tr>
<th>Assessment 4</th>
<th>Final exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>UOW exam period</td>
</tr>
<tr>
<td>Weighting</td>
<td>40%</td>
</tr>
<tr>
<td>Submission</td>
<td>Exam answers must be submitted at the conclusion of the exam</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>2 hours</td>
</tr>
<tr>
<td>Details</td>
<td>Multiple choice questions and short answer questions covering the lecture, tutorial, and readings material presented in Weeks 1 – 13.</td>
</tr>
<tr>
<td>Style and format</td>
<td>Final exam</td>
</tr>
<tr>
<td>Turnitin</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>1, 2, 3, 4, 5, 6, 7</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Further information regarding the general exam structure will be provided during the week 13 lecture</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 (below) 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
- attend allocated computer lab class (week 8 or 9) (unless suitable documentation is provided)
- attend at least 80% of tutorials (unless suitable documentation is provided)
- achieve at least 45% in the final exam

**Minimum Student Attendance and Participation**

It is expected that students will allocate 12 hours per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Student attendance at tutorials, practicals, seminars and/or simulations is compulsory and students must attend at least 80% of classes. In addition students must attend their allocated computer lab in week 8 or 9 (all computer labs held on-campus). 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](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](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](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](http://www.uow.edu.au/about/policy/UOW058653.html)) for further information.

**Supplementary Assessments**
Supplementary assessment 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](http://www.uow.edu.au/student/exams/suppassess/index.html)
System of Referencing Used for Written Work
The Author-Date (Harvard) referencing system should be utilised. A summary of the Harvard system can be accessed on the Library website at: http://uow.libguides.com/refcite

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 assessment.
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

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**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.

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**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/

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**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.

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**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>
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</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

The Student Advocacy Service (SAS) is free, confidential and independent service for all UOW students.


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>
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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>
<thead>
<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 of 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 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: http://www.uow.edu.au/about/policy/alphabetising/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

<table>
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<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>1</td>
<td>20210122</td>
<td>Elizabeth Neale – Subject Coordinator</td>
<td>Sonia Losinno – Teaching and Learning officer</td>
<td>Final MEDI231 Subject Outline AUT 2021</td>
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