School of Medicine

MEDI963: Community and Public Health Nutrition

Subject Outline
Autumn 2021
On-Campus
Wollongong

Subject Information
Credit Points: 6
Pre-requisite(s): Nil
Co-requisite(s): Nil
Restrictions: Nil
Contact Hours: 26 hrs x Lectures and 14 hrs x Tutorials/Seminars

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Professor Karen Charlton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 315</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 4754</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:karenc@uow.edu.au">karenc@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Student Support and Advice
For general enquiries please contact StudentHub 41:
Location: Bldg 41 Level 1
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

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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 ........................................................... 4
  Lecture Recordings ............................................................................ 4
  Your Privacy – Lecture Recording ....................................................... 4
  Schedule of Learning* ....................................................................... 5
Section B: Assessment ............................................................................ 7
  Assessment Summary ......................................................................... 7
  Details of Assessment Tasks ............................................................... 7
  Minimum Requirements for a Pass in this Subject ......................... 10
    Minimum Student Attendance and Participation ........................ 10
  Scaling .............................................................................................. 10
  Late Submission ................................................................................ 10
    Late Submission Penalty – at 5% .................................................... 11
  Academic Consideration ................................................................. 11
  Review and Appeal of Academic Decisions Policy ......................... 11
  Supplementary Assessments ............................................................ 12
  System of Referencing Used for Written Work .............................. 12
  Submission of Assessments ............................................................. 12
  Assessment Return ........................................................................... 12
  Retention of Submitted Work .......................................................... 12
Section C: General Advice ..................................................................... 13
  Student Consultation and Communication ..................................... 13
  Student Etiquette .............................................................................. 13
  eLearning Space .............................................................................. 13
  Use of Internet Sources .................................................................... 13
  Lecture, Tutorial, Laboratory Times ................................................ 14
  Extraordinary Changes for the Subject after Release of the Subject Outline .................................................. 14
  Learning Analytics ........................................................................... 14
  The Assessment Quality Cycle ......................................................... 14
  Academic Integrity Policy ................................................................. 14
  Student Services and Support .......................................................... 16
  UOW Grade Descriptors .................................................................. 17
  University Policies ............................................................................ 18
Section A: General Information

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

1. Discuss the role of food and nutrition policies in achieving food security to achieve zero hunger (SDG #2) and promoting health (SDG #3).
2. Describe the components of food and nutrition systems within the context of the United Nations Sustainable Development Goals (SDGs) to achieve an equitable, sustainable and healthy food supply.
3. Critically evaluate methods for assessing nutritional status and identify nutrition surveillance strategies and available information sources to determine and describe the nutritional status of populations.
4. Apply key principles employed in developing health promotion strategies to current public health nutrition issues.
5. Describe and critique approaches to program planning and evaluation and apply a planning model to a community nutrition issue.
6. Describe community and public health nutrition services and programs in Australia and evaluate their effectiveness.
7. Develop a government submission to request action to address a public health nutrition issue.
8. Develop an advocacy plan to address a relevant public health nutrition issue.
9. Demonstrate good communication skills

Subject Description
The subject covers the key areas of community and public health nutrition, including food and nutrition monitoring and surveillance, food and nutrition systems; food and nutrition policy; program planning, development and evaluation; and principles of nutrition promotion. Issues related to advocacy for policies and programs to address public health nutrition priorities will be introduced. Current issues in Public Health Nutrition in Australia and elsewhere will be reviewed.

Readings, References and Materials

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


Prescribed Readings (includes eReadings)
The following text is recommended as extra reading for this subject, but students are not expected to purchase this. Copies are available to students through the library on the subject eLearning site.


Materials
Nil

Recommended Readings
These will be provided on the Moodle 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

i. Learning outcomes have been changed to incorporate UN Sustainable Development Goals, and an assessment included to address these.

ii. This subject has been adjusted to deliver some elements remotely (lectures and some tutorials) 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.

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, however the workshop in Week 7 will not be recorded or published due to the interactive nature of the content.

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>Week Commencing</th>
<th>Lecture</th>
<th>Tutorial</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>8/3/2021</td>
<td>Nutrition Promotion 1 - Principles of health promotion - Program planning</td>
<td>Tut 1: Developing a program plan (Group work) and Intro to PHN On campus</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>15/3/2021</td>
<td>Local public health nutrition strategies Application of project planning form (“Stir it Up” example) Ms Robyn Tindall &amp; Kerryn Sharples (NSW Health Promotion Unit)</td>
<td></td>
<td>Assessment 1: MCQ quiz online</td>
</tr>
<tr>
<td>4</td>
<td>22/3/2021</td>
<td>Nutrition Promotion 2 Nutrition interventions - F&amp;V consumption - Reducing sugary drink intake - Environmental influences and food supply - Food marketing</td>
<td>Tut 2: Critical assessment of nutrition data sources Online</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>29/3/2021</td>
<td>Nutrition Promotion 3 Program evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>5/4/2021 (5th April of this week is Public Holiday)</td>
<td>Nutrition priorities in vulnerable populations and Food Security - Nutrition in the Indigenous population - Socio-economic determinants of population nutrition</td>
<td>Tut 3: Local food and nutrition systems (Group work) On campus</td>
<td>Assessment 2: Needs Assessment</td>
</tr>
<tr>
<td>7</td>
<td>12/4/2021</td>
<td>Role of nutrition in achieving the Sustainable Development Goals Flipped classroom style (see Moodle site for resources and pre-reading) Compulsory attendance</td>
<td></td>
<td>Assessment 3: SDG Pitch and written summary (due in lecture)</td>
</tr>
<tr>
<td>8</td>
<td>26/4/2021</td>
<td>Monitoring &amp; surveillance - Overview of dietary assessment methods - Epidemiology; apparent consumption data - National nutrition surveys - Related health &amp; social data - Using data for policy outcomes</td>
<td>Tut 4: Advocacy to influence food and health policy Online</td>
<td></td>
</tr>
</tbody>
</table>

*Mid-Session Recess 19 Apr - 23 Apr 2021*
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Presenter/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>3/5/2021</td>
<td>Addressing childhood obesity: What works? Dr Megan Hammersley</td>
<td>Early Start, Faculty of Social Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Food regulation -- national structures</td>
<td>Tut 5: Current issues in PHN (food security) On campus</td>
</tr>
<tr>
<td></td>
<td>10/5/2021</td>
<td>- Overview of key regulatory bodies and food standards issues</td>
<td>Ms Holly Jones, National Dept of Health, Canberra</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(including food labelling, fortification, food safety)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tut 5: Current issues in PHN (food security) On campus</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>17/5/2021</td>
<td>Advocacy and roles of public health nutritionists</td>
<td>Guest lecturer: Prof Jacqui Webster, George Institute, UNSW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seminar: Presentations of program planning Group 1 On campus</td>
<td>Assessment 4 – Oral Presentation (Group 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nutrition education and communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seminar: Presentations of program planning Group 2 On campus</td>
<td>Assessment 4 – Oral Presentation (Group 2)</td>
</tr>
<tr>
<td></td>
<td>24/5/2021</td>
<td>Development of dietary guidelines and healthy eating guides,</td>
<td>Assessment 5 - Government submission and Advocacy plan (due 11/06/20)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>classification of core vs. extra foods</td>
<td></td>
</tr>
<tr>
<td></td>
<td>31/5/2021</td>
<td>Revision and exam preparation</td>
<td>Study Recess 07 Jun - 11 Jun 2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UOW Exam Period 12 Jun - 24 Jun 2021</td>
</tr>
</tbody>
</table>

Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version.

Faculty of Science Medicine and Health             Page: 6 of 19             Last modified: 18 January 2021
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>MCQs Online Quiz</td>
<td>Open 18/03/21 - 21/03/21</td>
<td>Automarked in Moodle</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Needs Assessment (individual)</td>
<td>Fri 9/04/21 (online via Moodle)</td>
<td>Week 9</td>
<td>25%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>3 minute Pitch (Role of nutrition in achieving the SDGs - in class Group Assignment)</td>
<td>Week 7 in-class</td>
<td>Week 8</td>
<td>15%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Program Planning Form (Group Assignment - oral)</td>
<td>Week 11 or 12 in seminars on campus</td>
<td>Week 13</td>
<td>25%</td>
</tr>
<tr>
<td>Assessment 5</td>
<td>Government Submission and Advocacy Plan</td>
<td>11/06/20 (online via Moodle)</td>
<td>Exam week</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Details of Assessment Tasks

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

Assessment 1: MCQ Online Quiz

- **Due Date**: Week 3
- **Weighting**: 10%
- **Submission**: Submit quiz electronically in eLearning
- **Type of Collaboration**: Individual Assessment
- **Length**: 1 hour (timed quiz)

**Details**: This is a timed web-based multiple choice quiz taken independently in week 3. Students can log on at their convenience to undertake the quiz between midday on Thursday 18/03/21 and 23:59 on Sunday 21/03/21, they may only log on once and access will automatically cut out after 60 mins. Fifteen randomised questions will be based on lecture, tutorial and reading material provided in weeks 1 – 3 of the class.

- **Style and format**: Online quiz
- **Subject Learning Outcomes**: 1
- **Marking Criteria**: The quiz will be marked on the number of correct choices made in the multiple choice design. There is only one correct answer per question.
### Assessment 2

**Needs Assessment**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>9/4/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting</td>
<td>25%</td>
</tr>
<tr>
<td>Submission</td>
<td>Submit online in Moodle by 4pm Fri</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual assignment</td>
</tr>
<tr>
<td>Length</td>
<td>A maximum of 2000 words, excluding figures/tables (and their associated captions), references and appendices only.</td>
</tr>
</tbody>
</table>

**Details**

This forms the first part of the program planning form assessment. You will be allocated a topic together with another student. You will both need to identify a target age/sex group, for example 0-5-year-old child; 25 - 40-year-old woman; 55-70-year-old man etc. Topics will be provided in tutorials and thereafter you can decide on your target population group once you complete your needs assessment. Complete assessment 2 individually and then come together with your partner afterwards to decide on the nutrition promotion strategy that you will present as a program plan (Assessment 3).

For your selected population group:

1. Using Australian population nutrition and health data, provide a brief introduction to the selected key nutritional (e.g. nutrient deficiency) or nutrition-related health problem (e.g. obesity) and/or challenge. Identify a target population age group for which the public health issue is a major concern.
2. Describe and appraise the nutrition and health data sources used (types, sources & quality) to identify this issue.
3. Describe the extent of the problem in Australia
4. Undertake a literature review of a range of strategies that have been used to impact on this issue in Australia and one other country (at least 2 strategies for each country). Comment on success or not of the strategies, providing evidence. Present in table format.

**Style and format**

Program planning form (see eLearning site)

**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 you final version by the due date.”

**Subject Learning Outcomes**

1, 3, 6

**Marking Criteria**

The marking rubric will be made available on your eLearning site by week 1 of session.

### Assessment 3

**SDG-focused Pitch and summary of flipped classroom activity**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>In class workshop on campus (Week 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting</td>
<td>15%</td>
</tr>
<tr>
<td>Submission</td>
<td>Present orally in class in your group. Submit written summary of your readings via Moodle</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Group Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>3 minute pitch (oral) and one page written summary</td>
</tr>
</tbody>
</table>

**Details**

Based on your group discussions, readings and responses to the questions asked (see Moodle site):

Prepare a pitch to the Presidential Office of Scott Morrison on ONE action that the Australian government will commit to, in order to meet their responsibility to the Sustainable Development Goals.

Indicate which SDG(s) you are targeting and why this is essential to act
Select a **spokesperson** from your group to present to the class (3 minutes maximum). Use persuasive language and be convincing. Provide a one page written summary of your readings to share with the class (submit via Moodle).

<table>
<thead>
<tr>
<th>Style and format</th>
<th>Oral pitch (in class) and one page written summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Learning Outcomes</td>
<td>1,2</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Marking schedule available on Moodle.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 4</th>
<th>Program Planning Form (Group Assignment - Oral)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Week 11 and Week 12 (students will be allocated)</td>
</tr>
<tr>
<td>Weighting</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Submission**

Construct a nutrition promotion program to address your selected issue in the community. Ensure that your program covers a range of health promotion strategies and principles. Plan according to topics included in the format of the Program Planning Form (available on Moodle site). The plan will be communicated as a 10-minute presentation, using the subheadings provided in the program planning form. More details will be provided in Tutorial 1. Group oral presentations either in Tut 6 (Week 11) or Tut 7 (Week 12)

Submit a hard copy of the slides within your tutorial group in the Tut 6 (Week 11), regardless of your planned date of the presentation/on the day of presentation.

<table>
<thead>
<tr>
<th>Type of Collaboration</th>
<th>Group Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>10 minute oral presentation</td>
</tr>
<tr>
<td>Details</td>
<td>This follows on from the information provided in the needs assessment (Assessment 2). It is an oral presentation of the planned intervention. This will be undertaken with another student who has been allocated the same topic.</td>
</tr>
</tbody>
</table>

| Subject Learning Outcomes | 4,9 |
| Marking Criteria | Alignment with Program Planning form criteria for content, inclusion of social theory, implementation and evaluation, oral presentation skills, clarity of slides etc. The marking rubric will be made available on your eLearning site by week 1 of session. |

<table>
<thead>
<tr>
<th>Assessment 5</th>
<th>Government Submission and Advocacy Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Study recess week (Fri 11/06/21 by 4pm)</td>
</tr>
<tr>
<td>Weighting</td>
<td>25%</td>
</tr>
<tr>
<td>Submission</td>
<td>Submit online via Moodle</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Collaboration</th>
<th>Individual Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>1500 word submission + 1500 word summary of supporting advocacy action</td>
</tr>
</tbody>
</table>

Details

An electronic copy must be submitted on Moodle by 4pm on the due date. Write a submission to government about one (1) of the following public health nutrition issues:

- Healthy food in public places;
- Food insecurity;
- Experiential nutrition education in schools (cooking, gardening, etc).

For your selected issue:

i. Write a formal submission to government on this topic/one aspect of this
ii. Provide a summary of advocacy activities that you would undertake to support this submission. Describe what and who these activities would involve, when you would do these and your reasons for undertaking these activities.

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
- meet the minimum participation requirements set out below.

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 is compulsory and students must attend at least 80% of classes. 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

Scaling
Scaling may occur in this subject at the end of session by the Unit Assessment Committee and/or Faculty Assessment Committee (FAC). Marks will only be scaled to ensure fairness/parity of marking across groups of students. Scaling will not affect any individual student’s rank order within their cohort. For more information refer to Assessment Guidelines – Scaling: http://www.uow.edu.au/about/policy/UOW039331.html

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
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

System of Referencing Used for Written Work
The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: http://uow.libguides.com/refcite

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.

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

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

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

Student Consultation and Communication

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

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

Consider what the communication is about

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

Specific email subject title to enable easy identification of issue

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

Professional courtesy

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

Student Etiquette

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

eLearning Space

This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column. For information regarding the eLearning spaces please use the following link: https://www.uow.edu.au/student/elearning/index.html

Use of Internet Sources

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

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

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

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

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

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

<table>
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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).

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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<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>
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<tr>
<th>Grade</th>
<th>Mark %</th>
<th>Descriptor</th>
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| 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 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: [http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html](http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html)

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: [http://www.uow.edu.au/about/policy/UOW058666.html](http://www.uow.edu.au/about/policy/UOW058666.html)

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

Review and Appeal of Academic Decisions Policy
UOW aims to provide a transparent and consistent process for resolving a student concern about an academic decision that has affected their academic progress, including a mark or grade. Further information is available at: [http://www.uow.edu.au/about/policy/UOW058653.html](http://www.uow.edu.au/about/policy/UOW058653.html)

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: [http://www.uow.edu.au/about/policy/UOW058721.html](http://www.uow.edu.au/about/policy/UOW058721.html)

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. [http://www.uow.edu.au/student/charter/index.html](http://www.uow.edu.au/student/charter/index.html)

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: [http://www.uow.edu.au/about/policy/UOW058690.html](http://www.uow.edu.au/about/policy/UOW058690.html)

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. [http://www.uow.edu.au/about/policy/UOW058723.html](http://www.uow.edu.au/about/policy/UOW058723.html)

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: [https://www.uow.edu.au/about/policy/alphalisting/UOW016894.html](https://www.uow.edu.au/about/policy/alphalisting/UOW016894.html)

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<td>Karen Charlton – Subject Coordinator</td>
<td>Sonia Lanzi - Learning and Teaching Officer</td>
<td>Final MEDI963 SO Autumn 2021</td>
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