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## MEDI363: Community and Public Health Nutrition

### Subject Outline

6 credit points

### Subject Information

Autumn, 2022, Wollongong

On Campus

**Dual Delivery** This subject is delivered with both on-campus and remote learning options. Any student may enrol in this subject, provided they have met subject pre-requisite requirements. On-campus/location component is compulsory. Remote delivery is ONLY available related to COVID related issues with permission from the subject coordinator.

*UOW may need to change teaching locations/venues and/or teaching delivery at short notice to ensure the safety and wellbeing of students and staff in response to the COVID-19 pandemic or other public health requirements.*

### The Faculty of Science, Medicine and Health

The Faculty of Science, Medicine and Health offers a range of undergraduate and postgraduate programs designed to meet the needs of a diverse student population. We carry out world-leading research which is strongly aligned with our teaching program

As a student of our faculty, you will be actively engaged in learning with extensive clinical experiences, use of advanced educational technologies and opportunities for enriching work experience. More information about the Faculty of Science, Medicine and Health and our School is available on our web pages:

<https://www.uow.edu.au/science-medicine-health/>

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### Teaching Staff

Teaching Role	Coordinator
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## Expectations of Students

UOW values are intellectual openness, excellence and dedication, empowerment and academic freedom, mutual respect and diversity, recognition and performance. We will provide a safe, equitable and orderly environment for the University community, and expect each member of our community to behave responsibly and ethically (UOW Student Conduct Rules <https://documents.uow.edu.au/about/policy/learning/index.html> ).

We expect that students demonstrate these values and professional behaviour, both face to face and online, making genuine efforts to complete their studies successfully, arriving on time to class, taking part constructively in class discussions and activities, demonstrating appropriate professional and ethical conduct in all communication with UOW staff and community members, and submitting assignments on time (or completing a request for Academic Consideration in advance if needed).

## Communication and eLearning 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/email etiquette/index.html>

## Cyber Bullying

The University is committed to providing a safe, respectful, equitable and orderly environment for the University community, and expects each member of that community to behave responsibly and ethically. Students must comply with the University's [Student Conduct Rules](#) and related policies including the [IT Acceptable Use Policy](#) and [Bullying Prevention Policy](#), whether undertaking their studies face-to-face, online or remotely.

For more information on appropriate communication and etiquette in the online environment please refer to the guide [Online and Email Etiquette](#) or at <https://www.uow.edu.au/student/learning-co-op/technology-and-software/email-etiquette/>.

## Related Policies

Using UOWmail <https://www.uow.edu.au/student/learning-co-op/technology-and-software/uowmail/>

Inclusive language guideline <https://documents.uow.edu.au/about/policy/students/UOW140611.html>

# Copyright

## Commonwealth of Australia

Copyright Regulations 1969

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Hardcopies of this document are considered uncontrolled please refer to your Moodle site for the latest version.

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# Section A: General Information

## Learning Outcomes

### Subject Learning Outcomes

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

1. 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 ;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 and discuss methods for assessing nutritional status and surveillance strategies.
3. Apply key social theory principles to the development of health promotion strategies to improve health and nutritional status
4. Describe and critique approaches to program planning and evaluation and develop a program plan to address a public health nutrition issue.
5. Describe community and public health nutrition services and programs and the role of food governance in Australia;
6. Demonstrate an understanding of the role of advocacy in nutrition issues..

### 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.

This subject is related to the United Nations Sustainable Development Goals. Find out more: [www.uow.edu.au/united-nations-sustainable-development-goals/sdg-subjects-and-courses/](http://www.uow.edu.au/united-nations-sustainable-development-goals/sdg-subjects-and-courses/)

### Course Handbook

Information about subject pre-requisites, co-requisites and restrictions as well as course completion requirements and Course Learning Outcomes can be found in the Course Handbook

<https://www.uow.edu.au/handbook/index.html>.

## Subject Details: Practical Activities, eLearning, Readings and Materials

### Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects. The subject Moodle site can be accessed via your SOLS page.

### Safety Guidelines

The rules below are general rules that are required when participating in labs or practical activities. Before commencing these activities you are to ensure that you understand specific procedures and policy related to safety.

- Before commencing any activity you are to ensure that you understand specific procedures and policy related to the lab in which you work and safety in general.
- You may need to review a Risk Assessment and complete a Participant Acknowledgement form before commencing any experiments/practical work. These materials will be made available by the lab supervisor/Subject Coordinator.

- You must inform the Subject Coordinator of any medical conditions which may impact upon your ability to participate in these activities before commencing the practical.
- All Reasonable Adjustment cases must be discussed with the Subject Coordinator prior to commencing the activity.
- Participation in the lab/practical/field/simulation activities may be denied to students who do not abide by these, and other conditions which may be specified by the Subject Coordinator.
- Never use any equipment or attempt any experiment without checking the safety implications with your laboratory supervisor or experienced delegated laboratory worker.
- Undergraduate students are not permitted to work after hours unless there is appropriate approval and supervision.

### **Major Text(s)**

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

Lawrence, M. & Worsley T, (eds). (2007) Public Health Nutrition: From principles to practice, Allen & Unwin, Sydney

If there is a textbook available for purchase, you can find the details at University Bookshop

<https://unishop.uow.edu.au/>

### **Lectures, Tutorials and Attendance Requirements**

#### **Lecture Times \***

*UOW may need to change teaching locations/venues and/or teaching delivery at short notice to ensure the safety and wellbeing of students and staff in response to the COVID-19 pandemic or other public health requirements.*

Up to date timetable and delivery information is located at

<http://www.uow.edu.au/student/timetables/index.html>

You can access your personal timetable by logging into SOLS and selecting 'My Timetable'

## Lecture Program \*

Week	Commencing	Topics Covered
1	28 Feb 2022	<b>Part 1: Introduction to Community and Public Health Nutrition (CPHN)</b> <b>Part 2: Food and nutrition systems</b>
2	07 Mar 2022	<b>Nutrition Promotion 1</b> - Principles of health promotion - Program planning
3	14 Mar 2022	<b>Nutrition Promotion 2</b> <b>Nutrition interventions</b> - F&V consumption - Reducing sugary drink intake - Environmental influences and food supply - Food marketing
4	21 Mar 2022	<b>Nutrition Promotion 3</b> <b>Program Evaluation</b>
5	28 Mar 2022	<b>Local public health nutrition strategies</b> Application of project planning form (“Stir it Up” example) Ms Robyn Tindall & Kerryn Sharples (NSW Health Promotion Unit)
6	04 Apr 2022	<b>Nutrition priorities in vulnerable populations and Food Security</b> - Nutrition in the Indigenous population - Socio-economic determinants of population nutrition
7	11 Apr 2022	<b>Role of nutrition in achieving the Sustainable Development Goals</b> Flipped classroom style (see Moodle site for resources and pre-reading) <b>Compulsory attendance</b>
	18 Apr 2022	Mid-Session Break
8	25 Apr 2022	<b>Monitoring &amp; surveillance</b> - Overview of dietary assessment methods - Epidemiology; apparent consumption data - National nutrition surveys - Related health & social data - Using data for policy outcomes
9	02 May 2022	<b>Addressing childhood obesity: What works?</b> Dr Megan Hammersley Early Start, Faculty of Social Sciences
10	09 May 2022	<b>Advocacy and roles of public health nutritionists</b> Guest lecturer: Prof Jacqui Webster, George Institute, UNSW
11	16 May 2022	<b>Food regulation – national structures</b> - Overview of key regulatory bodies and food standards issues (including food labelling, fortification, food safety) Ms Holly Jones, National Dept of Health, Canberra
12	23 May 2022	<b>Nutrition education and communication</b> Development of dietary guidelines and healthy eating guides, classification of core vs. extra foods
13	30 May 2022	Revision

\* The above times and program may be subject to change. Students will be notified of any change via SOLS.

## Lecture Recording

The University of Wollongong supports the recording of UOW educational content 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, class, seminar, workshop or any other educational session provided as part of your course of study you can only do so with the explicit permission of the lecturer and those people who are also being recorded.

You may only use educational content recorded through the delivery of subject or course content, 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 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), or via the delivery of online content therefore the University further advises students that:

- Lecture recordings are made available to students, university staff, and affiliates, securely on the university's IT Platforms and via the subject Moodle eLearning site;
- 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 four years

If you have any concerns about the use or accuracy of your personal information collected in a lecture recording, you may approach your Subject Coordinator to discuss your particular circumstances.

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/>

## Tutorial/Seminar/Workshop Times

The Faculty uses the SMP Online Tutorial System and tutorial times and locations can be found at <https://www.uow.edu.au/student/timetables/index.html>. Please note that tutorial times on the timetable are provisional and may change.

## Tutorial/Seminar/Workshop Program

Where the restrictions require temporary adjustments for delivery and tutorial/seminar/workshop arrangements, any necessary changes will be advised and provided by your Subject Coordinator. Please check Subject Moodle site regularly

Week	Week Commencing	Topics Covered
2	07 Mar 2022	Tutorial 1: Developing a program plan (Group work) and Intro to PHN <b>On-campus</b>
4	21 Mar 2022	Tutorial 2: Critical assessment of nutrition data sources <b>On-campus</b>
6	04 Apr 2022	Tutorial 3: Local food and nutrition systems <b>On campus</b>
	18 Apr 2022	<b>Mid-Session Recess</b>
8	25 Apr 2022	Tutorial 4: Advocacy to influence food and health policy <b>On-campus</b>
10	09 May 2022	Tutorial 5: Current issues in PHN (food security) <b>On-campus</b>
11	16 May 2022	Seminar: Oral presentations of program planning (Group 1) <b>On-campus</b>
12	23 May 2022	Seminar: Oral presentations of program planning (Group 2) <b>On-campus</b>

The above program may be subject to change.

## Recent Improvements to Subject

The Faculty of Science, Medicine and Health is committed to continual improvement in teaching and learning. In assessing teaching and learning practices in a subject, the Faculty takes into consideration student feedback from many sources. These sources include direct student feedback to tutors and lecturers, feedback through Science, Medicine and Health Central, responses to the Subject and Course Evaluation Surveys. These important student responses are used to make ongoing changes to subjects and courses. This information is also used to inform systemic comprehensive reviews of subjects and courses.

## Extraordinary Changes to 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 amendment, where practicable, prior to the amendment being finalised.

## Learning Analytics

Learning Analytics data (such as student engagement with Moodle, access to recorded lectures, University Library usage, task marks, and use of SOLS) may be used by the Subject Coordinator and your faculty's Head of Students 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://www.uow.edu.au/about/privacy/index.html>

## Section B: Assessment

### Assessment Summary

Assessment Item	Form of Assessment	%
Assessment 1	Quiz	10%
Assessment 2	Assignment	25%
Assessment 3	Assignment	15%
Assessment 4	Presentation	25%
Assessment 5	Exam	25%
<b>TOTAL MARKS</b>		100%

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

A formative assessment activity (with written or verbal feedback) will be conducted before census date - please see [UOW Key Dates](#).

### Assessment 1: Quiz - Assessment 1 MCQ Online Quiz

<b>Marking Criteria</b>	Assessment tasks will be marked using explicit criteria that will be provided to students prior to submission.
<b>Length</b>	1 hour (timed quiz)
<b>Weighting</b>	10%
<b>Assessment Due</b>	27 Mar 2022 (Sunday in Session Week 4) Final submission time: 11:30pm
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Online quiz
<b>Assessment submission</b>	Online via Moodle
<b>Assessment return</b>	Automated marking
<b>Detailed information</b>	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 24/03/22 and 23:30 on Sunday 27/03/21 (Week 4), 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.

### Assessment 2: Assignment - Assessment 2 Needs Assessment

<b>Marking Criteria</b>	The marking rubric will be made available on your eLearning site by week 1 of session.
<b>Length</b>	A maximum of 2000 words, excluding figures/tables (and their associated captions), references and appendices.
<b>Weighting</b>	25%
<b>Assessment Due</b>	07 Apr 2022 (Thursday in Session Week 6) Final submission time: 4:00pm
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Program planning form (see eLearning site)

<b>Assessment submission</b>	Online via Moodle  This assessment has been set up to be checked by Turnitin, a tool which helps you check whether you have referenced correctly. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You may then make any changes that may be required and resubmit your final version by the due date.
<b>Assessment return</b>	Week 8
<b>Detailed information</b>	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: <ol style="list-style-type: none"> <li>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.</li> <li>2. Identify a target population age group for which the public health issue is a major concern and describe the extent of the problem in Australia in this population.</li> <li>3. 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.</li> </ol>

### **Assessment 3: Assignment - Assessment 3 SDG-focused Pitch and summary of flipped classroom activity**

<b>Marking Criteria</b>	Marking schedule available on Moodle.
<b>Length</b>	3 minute pitch (oral) and one page written summary
<b>Weighting</b>	15%
<b>Assessment Due</b>	Week beginning 11 Apr 2022 (In lecture in Session Week 7)
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Oral pitch (in class) and one page written summary
<b>Assessment submission</b>	In class
<b>Assessment return</b>	Week 8
<b>Detailed information</b>	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 on immediately. 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).

### Assessment 4: Presentation - Assessment 4 Program Planning Form (Group Assignment - Oral)

<b>Marking Criteria</b>	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.
<b>Length</b>	10 minute oral group presentation
<b>Weighting</b>	25%
<b>Assessment Due</b>	16 May 2022 (In your assigned tutorial in Session Week 11) 23 May 2022 (In your assigned tutorial in Session Week 12)
<b>Type of Collaboration</b>	Group work
<b>Style and format</b>	Oral PowerPoint presentation in pairs. Both students MUST contribute equally.
<b>Assessment submission</b>	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 sub-headings 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.
<b>Assessment return</b>	Week 12
<b>Detailed information</b>	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.

### Assessment 5: Exam - Assessment 5 Final Written Exam

<b>Marking Criteria</b>	
<b>Length</b>	3 hours
<b>Weighting</b>	25%
<b>Assessment Due</b>	The final exam will be held during the UOW exam period. It is your responsibility to source the time and date of the final examination via SOLS (Student ONLINE Services) when details become available.
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Final Exam
<b>Detailed information</b>	An end of session exam will be held during the exam period. The exam will be 3 hours in duration and will include 6 short answer questions of equal value and two longer essay-style questions. The exam may include all of the topics covered in the subject, including lecture and tutorial materials, and recommended readings.

## **Minimum Requirements to Pass 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
- obtain at least 50% in the final examination
- 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>

## **UOW Grade Descriptors**

The UOW Grade Descriptors are general statements that communicate what our grades represent, in terms of standards of performance, and provide a frame of reference to ensure that assessment practice across the University is appropriate, consistent and fair. Grade Descriptors are expressed in general terms so that they are applicable to a broad range of disciplines. Grade Descriptors are available here

<https://www.uow.edu.au/student/exams/results/>. For more information on the UOW grade descriptors refer to the Teaching and Assessment: Assessment and Feedback Policy:

<https://documents.uow.edu.au/about/policy/alphalisting/UOW222910.html>

## Assessment Learning Outcome Matrix

Learning Outcomes	Measures - Assessment weighting				
	Assessment 1 MCQ Online Quiz  (10%)	Assessment 2 Needs Assessment  (25%)	Assessment 3 SDG-focused Pitch and summary of flipped classroom activity  (15%)	Assessment 4 Program Planning Form (Group Assignment - Oral)  (25%)	Assessment 5 Final Written Exam  (25%)
1. 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 ;	✓		✓		✓
2. Discuss the role of food and nutrition policies in achieving food security to achieve zero hunger (SDG #2) and promoting health (SDG #3).	✓		✓	✓	✓
3. Describe and discuss methods for assessing nutritional status and surveillance strategies.				✓	✓
4. Apply key social theory principles to the development of health promotion strategies to improve health and nutritional status;		✓	✓	✓	✓
5. Describe and critique approaches to program planning and evaluation and develop a program plan to address a public health nutrition issue.			✓	✓	✓
6. Describe community and public health nutrition services and programs in Australia and the role of food governance;		✓	✓	✓	✓
7. Demonstrate an understanding of the role of advocacy in nutrition issues.				✓	✓

## **Submission, Retention and Collection of Written Assessment**

Assessed work must be handed in by the date and time listed under each assessment task. All assessment tasks must represent the enrolled student's own ORIGINAL work and must not have been previously submitted for assessment in any formal course of study.

### **Extensions**

Students requesting extensions of time to submit an assessment task, deferred exam, alternative form of assessment or exemption of a compulsory attendance requirement must apply online via SOLS and provide documentary evidence within three working days of the assessable items due date for their request to be considered. For more information please refer to the Student Academic Consideration Policy at:

<http://www.uow.edu.au/about/policy/UOW058721.html>

### **Late Submission Penalty**

Late submissions will receive a penalty of 5% per day (or part thereof) of the total possible marks for the assessment task for up to ten (10) days after the due date and time for submission (including weekends, and public holidays), or, where an extension has been granted, for up to ten (10) days. the nominated extension deadline. For the purposes of this penalty a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted:

- more than ten (10) days after the due date, or
- after the assessment has been returned to the students; whichever is applicable.

In such an instance, a mark of zero and a result of Fail for the task will be applied.

Note: Assessments must still be submitted to meet minimum performance requirements even though no mark is to be awarded.

### **Quiz Completion**

Where there is a quiz component, any student who has not attempted and submitted a quiz within the specified timeframe will receive 0 (zero) marks for this assessment type. The quiz will not be reopened, and no alternative assessment will be set without extenuating circumstances and an approved academic consideration application. Late penalties do not apply to quizzes. If a student attempts a quiz but for technical issues is not able to submit the quiz, students must show evidence and apply for an academic consideration to sit a supplementary quiz.

### **Collection**

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**

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.

## Scaling

Marks awarded for any assessment task or part of any assessment task, including an examination may be subject to scaling at the end of the session. Marks will be scaled only when unpredicted circumstances occur and in order to ensure fairness of marking across groups of students. The method of scaling will depend on the type of scaling required by the circumstances. When scaling is deemed necessary, it will follow a detailed consideration by the Unit Assessment Committee and/or the Faculty Assessment Committee of the marks of the group of students concerned. Scaling will not affect any individual student's rank order within their cohort. For more information please refer to Standards for the Finalisation of Student Results Schedule 1: Scaling Guidelines <https://www.uow.edu.au/about/policy/UOW039331.html> for details.

## Supplementary Assessment

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 Subject Coordinator will determine the precise form of supplementary assessment at the time the offer of a supplementary is made. In some circumstances you may be offered a supplementary exam. For more information about Supplementary Exams refer to: <http://www.uow.edu.au/student/exams/aboutsupp/index.html>

## Review and Appeal of Academic Decisions

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. For further information refer to <https://documents.uow.edu.au/about/policy/students/UOW189967.html>

## Assessment Quality Cycle

The UOW Assessment Quality Cycle provides a level of assurance that assessment practices across the University are appropriate, consistent and fair. Quality assurance activities are undertaken to support the continuous improvement of assessment and promote good practices in relation to assessment design, marking and review of the subject prior to subsequent delivery.

## Academic Integrity

The University's Academic Integrity Policy, faculty handbook 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. 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.

Students should visit the following University website and become familiar with the University's policy on plagiarism <https://www.uow.edu.au/about/policy/UOW058648.html>

## Referencing

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>

# Section C: General Advice for Students - Policies and Procedures

## 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> or search for "Get Started @ UOW". Services available include:

Service	Link to information about the service
Aboriginal & Torres Strait Islander	<a href="https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted</a>
Careers advice	<a href="https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted</a>
Counselling	<a href="https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted</a>
Disability	<a href="https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted</a>
Information Tech.	<a href="https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted</a>
Study Skills	<a href="https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted</a>

## 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>

## 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/>

## Student Central

Student Central is your primary administrative and information contact during your studies. There are service representatives from Student Service, Accommodation Services, BUPA, Global Student Mobility (Exchange) and Scholarships and Sponsorships. Our purpose is to ensure students have access to the information they need, at the time they need it. We can help with a wide range of enquiries, some are:

- Applying for academic consideration
- Official documentation requests
- Updating personal details
- Student ID card replacement
- Opal cards and transport
- Education verification
- Fees and charges
- Scholarships and grants
- Digital and printed academic documents
- Overseas health cover
- Studying abroad and exchange
- SOLS password and login help
- Student feedback

## Student Central contacts:

<b>Phone</b>	1300 275 869 (1300 ASK UOW) or +61 2 4221 3927
<b>Email</b>	askuow@uow.edu.au
<b>Online</b>	Enquiry Form( <a href="https://bps.uow.edu.au/suite/sites/student-enquiry/page/submit-enquiry">https://bps.uow.edu.au/suite/sites/student-enquiry/page/submit-enquiry</a> )

## 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> or Google UOW library ask us.

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

## Academic Integrity Policy

### Student Advocacy Service

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

### Code of Practice Research

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

### Code of Practice Honours

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

### The Code of Practice Work Integrated Learning (Professional Experience)

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

## Copyright Policy

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

## **Course Progress Policy**

The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress. The Policy can be found at:

<http://www.uow.edu.au/about/policy/UOW058679.html>

## **Examination Rules and Procedures**

The UOW rules and procedures outline exam conditions, student conduct in exams, and the procedures for exam management. Further information can found here: <https://www.uow.edu.au/student/exams/>

## **Ethical or Religious Objection by Students to the Use of Animal and Animal Products in Coursework Subjects**

This policy provides a framework for recognition of and responses to students' ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here:

<http://www.uow.edu.au/about/policy/UOW058708.html>

## **Coursework Rules**

The Coursework Rules (hereafter the Rules) govern the admission, enrolment, progression through, and qualification for a coursework award offered by the University. Further information can be found here:

<https://documents.uow.edu.au/about/policy/UOW262890.html>

## **Human Research Ethics**

The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here:

<http://www.uow.edu.au/research/ethics/human/index.html>

## **Inclusive Language Guidelines**

UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from:

<http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html>

## **Intellectual Property Policy**

UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at <http://www.uow.edu.au/about/policy/UOW058689.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>

## **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>

## **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>

## **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>

## **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>

## **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>

## **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>

## **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>

## **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>