
MEDI150: Fundamental Concepts in Food and Nutrition

Subject Outline

6 credit points

Subject Information

Autumn, 2026, Wollongong & Liverpool
On Campus

Flexible Delivery A combination of online and on-campus or location based components where the on-campus/location component is compulsory

Subjects with a delivery mode of On Campus and/or Flexible with International Student enrolments will be delivered in accordance with the ESOS National Code. That is, online learning experiences (such as lectures, tuition, and resources) will be supplementary to in-person learning experiences such as scheduled classes and/or scheduled contact hours.

UOW may need to modify teaching locations, teaching delivery, and assessment delivery at short notice in response to unforeseen circumstances such as health or environmental factors.

For up-to-date information please refer to your subject's Moodle site.

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, laboratory and/or field work 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/>

Within many of our courses, attending a workplace experience or clinical placement is an exciting part of your course program. Whilst integral to your learning, these health-related placements also let you experience what it's like to work as a professional in real-life workplace settings. More information about requirements for Health Placements is available on our webpage: <https://www.uow.edu.au/student/health-placements/>

Teaching Staff

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Teaching Staff Additional Information

For all enquiries, please email medi-150@uow.edu.au

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 ([Student Conduct Rules](#)).

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).

Guiding Communication Principles for Students

Moodle Announcements will be the primary platform for communication of general information to students

- Students should ensure they regularly check the main announcements forum at the top of each subject's Moodle site. Information distributed via a Moodle Announcement MAY not be duplicated on any other forum on the Moodle site.
- Moodle Discussion forums pertinent to specific assignments will be used but will not replace or be used for overarching subject announcements.
 - Assignment discussion forums for specific assignments will be clearly labelled in the forum description to identify the purpose of the forum (e.g. 'Please ask any questions you have about Assessment Task 1 in this discussion forum') - students should check and ask any assignment questions on these forums and not through email.
 - The Moodle assignment discussion forums should always be used in the first instance when inquiring about assessment tasks.
- It is the student's responsibility to check all subject Moodle sites regularly for information and notifications.

SOLS messages will be used for all central communication relating to the following:

- Administrative matters relating to student enrolment
- Critical information relating to course or subject, e.g. Changes to assignments, policy updates, class cancellations or changes
- Timetable information
- Security and emergency information
- Students are encouraged to check SOLS messages daily as these messages are often of high priority

SOLS and Moodle announcements can NOT be responded to.

Appropriate Online Behaviour

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.

For more information on appropriate communication and etiquette in the online environment please refer to the guide [Online and Email Etiquette](#).

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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 dietary components that make up a healthy diet for prevention of chronic disease
2. Identify key food and nutrition policy documents and guidelines used to promote healthy and sustainable diets and explore planetary implications;
3. Describe dietary sources of nutrients, utilisation of nutrients within the human body, and health issues associated with nutrients and dietary components
4. Examine current food and nutrition issues and relationships with human health, societal concerns, stakeholder influences and the finite nature of the food supply.

Subject Description

This subject incorporates an overview of fundamental concepts in food and nutrition, as they relate to human health. This subject introduces students to the role of nutrition for health, including key components which may constitute a healthy diet, as well as methods to evaluate dietary intakes. Students will discuss the role of factors which may influence intake including interaction of biological, lifestyle and sociocultural aspects of human behaviour; changes in the nature of the food system; role of government and professional groups; and consumer interest.

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/

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](#).

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 (Access Plans) 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.

FOUNDATIONAL Work Integrated Learning

This subject contains elements of 'Foundational WIL'. Students in this subject will observe, explore or reflect on possible career pathways or a work-related aspect of their discipline.

Additional Subject Details

This subject embeds Indigenous Knowledges, with the aim of decolonising thinking and beginning to engage participants in the negotiation of authentic knowledge-based relationships between Aboriginal Knowledges and the relevant disciplinary knowledge.

This subject aligns with the United Nations Sustainable Development Goals (SDGs) and is part of UOW's SDG Portfolio which aims to ensure that our students are well informed global citizens that can continue to contribute to realising sustainable development through their studies and careers by being proactive, responsible and educated in relation to how realising the Global Goals will better the world.

Using Generative Artificial Intelligence (GenAI)

UOW is committed to embracing gen AI as a tool to enhance learning and development of important digital and work-readiness skills.

Your subject coordinator will provide specific guidance on the use of gen AI in your assessment tasks via your Subject Outline and/or your subject Moodle site. If gen AI use is permitted, it should be used thoughtfully, critically, and in ways that support your own learning.

Guidance on appropriate use of AI in assessments, including how to [acknowledge GenAI](#) can be found on the [Using Generative Artificial Intelligence in Assessment website](#)

You are responsible for all work you submit, and ethical use of gen AI is an important part of maintaining academic integrity. Misuse or unauthorised use may breach the [Academic Integrity Policy](#).

Major Text(s)

Whitney E, Rolfes S et al, 2022 Understanding Nutrition Australian and New Zealand 5th Edition; Wadsworth-Thomson Learning, South Melbourne Victoria

If there is a textbook available for purchase, you can find the details at University Bookshop <https://unishop.uow.edu.au/>

Recommended Readings and Other Resources

The following readings are available to students through the library on the subject's eLearning site.

The following references complement the textbook:

- Wahlqvist ML (ed) and Gallegos D 2020, Sustainable Food Health Systems 4th Ed Australasia, Asia and the Pacific, Taylor and Francis
- L. Tapsell (Ed.) Food, Nutrition and Health 2nd edition South Melbourne, Victoria: Oxford University Press.
- eReadings and some key policy site links will be available through your eReading site for this subject.

This is not an exhaustive list of references. Students should also use the library catalogue and databases to locate additional resources.

Lectures, Tutorials and Attendance Requirements

Lecture Times *

UOW may need to modify teaching locations, teaching delivery, and assessment delivery at short notice in response to unforeseen circumstances such as health or environmental factors.

For up-to-date information please refer to your subject's Moodle site.

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	Readings
1	02 Mar 2026	Introduction to MEDI150 Historical and cultural influences on our food choices	Chapter 1 & 2
2	09 Mar 2026	Nutrition misinformation Influences of the food environment on our food choices	Chapter 1, 2 & 19
3	16 Mar 2026	Guidelines for a healthy diet	Chapter 2
4	23 Mar 2026	Dietary assessment	Chapter 2
5	30 Mar 2026	Food composition	Chapter 2
6	06 Apr 2026	Energy	Chapter 8
7	13 Apr 2026	Carbohydrates	Chapter 4
	20 Apr 2026	Mid-Session Recess	
8	27 Apr 2026	Fats	Chapter 5
9	04 May 2026	Protein	Chapter 6
10	11 May 2026	Vitamins	Chapter 10 & 11
11	18 May 2026	Minerals	Chapter 12 & 13
12	25 May 2026	Food regulations	Chapter 2 & 19
13	01 Jun 2026	Summary	
	08 Jun 2026	Study Recess	
	13 Jun 2026	Examinations	
	20 Jun 2026	Examinations	

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

Additional Lecture Comments

Lectures will be made available online via Moodle.

Lectures are designed as self-paced, interactive learning modules to be completed prior to your tutorial class. Students are expected to participate in online discussions and forums and engage with subject material within the eLearning space

Recording of Teaching and Learning Activities

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 - Recording of Teaching and Learning

In accordance with the Student Privacy & Disclosure Statement, and Lecture Recording Procedures 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 via the Learning Platform;
- 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;

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 your class times and locations can be found at <https://www.uow.edu.au/student/timetables/index.html>. Please note that class 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
1	02 Mar 2026	Introduction to nutrition
2	09 Mar 2026	Finding reliable nutrition information

3	16 Mar 2026	Indigenous health
4	23 Mar 2026	Assessment 1: In class quiz
5	30 Mar 2026	No tutorial (Public holiday) Deferred assessment task 1
6	06 Apr 2026	Dietary guidelines (In the kitchen)
7	13 Apr 2026	Climate footprint of food
	20 Apr 2026	Mid-Session Recess
8	27 Apr 2026	Assessment 2: In class diet critique
9	04 May 2026	Farmwall
10	11 May 2026	Macronutrients
11	18 May 2026	No tutorial Deferred Assessment task 2
12	25 May 2026	Putting it all together (In the kitchen)
13	01 Jun 2026	No tutorial
	08 Jun 2026	Study Recess
	13 Jun 2026	Examinations
	20 Jun 2026	Examinations

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 and takes into consideration student feedback from many sources including, direct student feedback to tutors and lecturers and responses to the Subject and Course Evaluation Surveys. Feedback is also used to inform comprehensive reviews of subjects and courses.

The School is committed to continual improvement in teaching and learning. In assessing teaching and learning practices in a subject, the School takes into consideration student feedback from many sources. These sources include direct student feedback to tutors and lecturers, feedback through Student Services and Science, Medicine and Health Central, and responses to the Subject and Course Evaluation Surveys. These important student responses, along with University policies and Faculty practices inform ongoing changes to subjects and courses. This information is also used to inform systemic comprehensive reviews of subjects and courses. This subject was recently reviewed to embed Indigenous knowledges, restructure content for online learning and include practical food based tutorials.

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 for students identified who may be in need of assistance. 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/privacy/>

Section B: Assessment

Assessment Summary

Assessment Item	Form of Assessment	%
Assessment 1	Quiz	15%
Assessment 2	Report	20%
Assessment 3	Presentation	25%
Assessment 4	Exam	40%
	TOTAL MARKS	100%

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

Assessment 1: Quiz - Assessment 1 Quiz

Marking Criteria	30 multiple choice questions all are of equal weight
Length	45 minutes
Weighting	15%
Assessment Due	23 Mar 2026 (In your assigned tutorial in Session Week 4)
Type of Collaboration	Individual assessment
Style and format	Invigilated (closed book), in class, online quiz, multiple choice
Generative AI use	No, the use of GenAI in this assessment is not permitted. This is an invigilated (closed book) knowledge test and must be all your own work. Please see further guidance above, under the heading ‘Using Generative Artificial Intelligence’ If you are unsure about the use of GenAI in this assessment task you should speak to your tutor or subject coordinator.
Assessment submission	Online submission via Moodle in your assigned tutorial class
Assessment return	As per UOW policy (21 business days)
Detailed information	This is an In Class task held during your scheduled tutorial class in Week 4. You will need to bring a charged laptop or tablet and be able to log on to the MEDI150 subject elearning site (Moodle). You will select the Online Quiz folder and enter the password provided in class by your tutor. Once ‘begin assessment’ is clicked, you will have 45 minutes to complete all 30 questions. Please note you will only be able to answer each question one at a time and must answer them sequentially. You must “save and view next question” to proceed. You can revisit questions. You must click “Finish” to submit the quiz once completed. If you have not submitted by 45 minutes it will automatically be submitted. No repeat quiz attempts will be permitted. It is strongly recommended that all students attempt the Trial Online quiz using the computer they will use for their Online Quiz assessment to ensure there are no issues with access or with the style of assessment. A log will be kept of all students who undertake the Trial Online quiz to support any claims about issues students might have in relation to this assessment. Students will be required to show their 'Finish' page to their tutor alongside their student ID card prior to leaving the class. If you do not complete the Quiz during your allocated tutorial and cannot provide evidence for academic consideration, there will be no other opportunity for you to attempt this assessment at a later date. Those with evidence of academic consideration must make themselves available in the deferred assessment task period (week 5).

Assessment 2: Report - Assessment 2 Diet quality and sustainability critique

Marking Criteria	The marking criteria will be made available on Moodle under the Assessment 2 section
Length	45 minutes
Weighting	20%
Assessment Due	27 Apr 2026 (In your assigned tutorial in Session Week 8)
Type of Collaboration	Individual assessment
Style and format	Invigilated, in class, online, short answer
Generative AI use	No, the use of GenAI in this assessment is not permitted. This is an invigilated knowledge test and must be all your own work. Please see further guidance above, under the heading 'Using Generative Artificial Intelligence' If you are unsure about the use of GenAI in this assessment task you should speak to your tutor or subject coordinator.
Assessment submission	In class via Moodle
Assessment return	As per UOW policy (21 business days)
Detailed information	This is an In Class task held during your scheduled tutorial class in Week 8. You will need to bring a charged laptop or tablet and be able to log on to the MEDI150 subject elearning site (Moodle). You will select the Assessment 2 folder and enter the password provided by your tutor. Once 'begin assessment' is clicked, you will have 45 minutes to complete the following: <ul style="list-style-type: none"> • Compare the intake (food record) of a 'client' to the Australian Guide to Healthy Eating • Identify two strengths and two weaknesses of the diet on short and long term human and planetary health <p>Students will be required to show their 'Finish' page to their tutor alongside their student ID card prior to leaving the class.</p> <p>If you do not complete the Report during your allocated tutorial and cannot provide evidence for academic consideration, there will be no other opportunity for you to attempt this assessment at a later date. Those with evidence of academic consideration must make themselves available in the deferred assessment task period (week 11).</p>

Assessment 3: Presentation - Assessment 3 Group presentation

Marking Criteria	The marking criteria will be made available in the Assessment 3 folder on Moodle
Length	12 minutes in total
Weighting	25%
Assessment Due	18 May 2026 (Monday in Session Week 11) Final submission time: 5:00pm
Type of Collaboration	Group work
Style and format	Pre-recorded group presentation
Generative AI use	Use of GenAI is permitted in the assessment for brainstorming, creating structures and generating ideas for improving work. As well as formatting your presentation. The text and reference list must all be your own work. You must include a GenAI contribution statement at the end of your reference list. Additional information will be provided via Moodle.

	<p>Please see further guidance above, under the heading ‘Using Generative Artificial Intelligence’</p> <p>If you are unsure about the use of GenAI in this assessment task you should speak to your tutor or subject coordinator.</p>
Assessment submission	Online via Moodle
Assessment return	As per UOW policy (21 business days)
Detailed information	<p>For this assessment task, you will be assigned to a small group of 3-4 students (depending on tutorial group numbers) in Week 5. You will also be assigned a topic in week 5.</p> <p>Your group will need to work together to prepare a presentation on the topic. The presentation needs to be based on factual scientific information and arguments need to be prepared and presented by each member of the group. NOTE: half of the marks for this assignment are for the group component and half for individual performance. You will also need to submit a self and peer assessment, which should provide evidence of your collaborative approach.</p> <p>The group assessment will NOT be marked until all fully completed peer and self-assessment forms are received. Late penalties will also be applied to individual members who do not submit their peer and self-assessment form by their presentation date. Please note: all group members are equally responsible for the quality of the work produced by the group. Each group member needs to attend group meetings and should read through the material being submitted for the group assignment. Self and peer assessment will be used to determine marks if the group identifies any group issues. Any issues need to be discussed with the subject coordinator two weeks before the due date for the work.</p>

Assessment 4: Exam - Final exam

Marking Criteria	Further information regarding the general exam structure will be provided via Moodle
Length	120 minutes
Weighting	40%
Assessment Due	The final exam will be held during the UOW exam period, and students should ensure they are available during this period. Students will receive a SOLSmail advising when full details of the delivery format, and date of the final exam are available in the SOLS Exam Timetable.
Type of Collaboration	Individual assessment
Style and format	On campus, invigilated exam, multiple choice and short answer questions
Generative AI use	<p>No, the use of GenAI in this assessment is not permitted. This is an invigilated (closed book) exam and must be all your own work.</p> <p>Please see further guidance above, under the heading ‘Using Generative Artificial Intelligence’</p> <p>If you are unsure about the use of GenAI in this assessment task you should speak to your tutor or subject coordinator.</p>
Detailed information	Multiple choice questions and short answer questions which may cover content from lectures, tutorials, assessments, and readings from weeks 1 - 13.

Minimum Requirements to Pass this Subject

Tutorials: Student attendance supports learning and achievement and is strongly encouraged in all classes. As a minimum requirement of this subject, students must attend at least six (80%) of tutorial classes (excluding in class tasks). Attendance will be recorded. If attendance is affected due to compassionate, compelling, or extenuating circumstances an academic consideration application should be lodged via SOLS and supporting documentation, for example a Medical Certificate, submitted 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>

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
- attend at least 80% of tutorials (unless suitable documentation is provided)

Hurdle Assessment

Subjects may include a hurdle assessment. A hurdle assessment is an assessment that requires a minimum level of performance as a condition for passing the subject. Examples include, achievement of a pass grade or above in a skills-based assessment or final examination. Hurdle assessments are applied to subjects to ensure students:

1. meet learning outcomes
2. demonstrate you can complete a task safely and/or meet professional standards.

For more on hurdle assessments see the Assessment and Feedback Policy [Section 8: Hurdle Assessments \(50-51-52\)](#).

Failure to meet a hurdle assessment requirement may constitute grounds for the award of a Technical Fail (TF) grade in this subject.

Should this subject contain a hurdle assessment, it will be stated under the specific assessment in Section B: Assessments.

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: [Teaching and Assessment: Assessment and Feedback Policy](#)

Assessment Learning Outcome Matrix

Learning Outcomes	Measures - Assessment weighting			
	Assessment 1 Quiz (15%)	Assessment 2 Diet quality and sustainability critique (20%)	Assessment 3 Group presentation (25%)	Final exam (40%)
Describe dietary components that make up a healthy diet for prevention of chronic disease	✓	✓	✓	✓
Identify key food and nutrition policy documents and guidelines used to promote healthy and sustainable diets and explore planetary implications;	✓	✓		✓
Describe dietary sources of nutrients, utilisation of nutrients within the human body, and health issues associated with nutrients and dietary components	✓	✓		✓

Learning Outcomes	Measures - Assessment weighting			
	Assessment 1 Quiz	Assessment 2 Diet quality and sustainability critique	Assessment 3 Group presentation	Final exam
	(15%)	(20%)	(25%)	(40%)
Examine current food and nutrition issues and relationships with human health, societal concerns, stakeholder influences and the finite nature of the food supply.			✓	✓

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 an extension of time to submit an assessment task, deferred exam or exemption of a compulsory attendance requirement, must apply using Academic Consideration through SOLS. Students must apply before, or on the assessment/s due date and where evidence is required, students must provide evidence no later than three working days after the assessable item's due date for their request to be considered. **For information on the Academic Consideration Policy, eligibility requirements and how to apply, see:** <https://www.uow.edu.au/student/admin/academic-consideration/>

Late Submission of Assessment Tasks and Penalties

Assessed work must be submitted in by the date and time given. If an assessment is submitted late, it will be marked in the normal way, and a penalty will then be applied.

In the absence of an approved request for Academic Consideration in the form of an extension, assessment tasks must be submitted in line with the assessment instructions.

- An assessment task that is submitted late will receive a penalty of 5% of the total possible marks for each 24-hour period, or part thereof, that it is late.
- Work submitted after seven calendar days will not be marked and will be given a mark of 0.
- No assessment task can be handed in for a mark once the assessment task has been returned to students.
- Penalties accrue on each day that the assessment task is late, including Saturday, Sunday and public holidays

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

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 unpredictable 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 [Finalisation of Student Results Policy](#) 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. For information about eligibility criteria and the form and timing of supplementary assessments see the [Supplementary Assessment Procedure](#)

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 [Review and Appeal of Academic Decisions Policy](#)

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 [Academic Integrity Policy](#)

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](#) or search for "Get Started @ UOW". Services available include:

Service	Link to information about the service
Aboriginal & Torres Strait Islander	https://www.uow.edu.au/about/services/woolyungah-indigenous-centre/about-us/
Careers advice	https://www.uow.edu.au/student/careers/
Counselling	https://www.uow.edu.au/student/support-services/counselling/
Student Accessibility and Inclusion (SAI)	https://www.uow.edu.au/student/support-services/sai/
Information Tech.	https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted
Study Skills	https://www.uow.edu.au/student/support-services/academic-skills/

Student Support Coordinator (SSC)

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 Coordinators may be able to help. There are Student Support Coordinators 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/support-services/coordinators/>

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/>

AskUOW

AskUOW is your primary administrative and information contact during your studies.

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, including key topics such as:

- Applying for [academic consideration](#)
- Fees and scholarships
- Official documentation and student letter requests
- Student forms such as course transfer and leave of absence applications
- Student ID card issuance and replacement
- Subject enrolment
- Transport concession cards and Opal cards
- Updating personal details

Get instant answers 24/7 online using [AskUOW](#). Log in with your UOW username and password.

For further support contact askuow@uow.edu.au or call on 1300 275 869 (1300 ASK UOW) or +61 2 4221 3927.

Library Services

Save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere.

- For Library support connect with [Live Chat](#) or [contact the Library](#).
- For self-help see [Frequently Asked Questions](#) or browse [Library guides](#) to find information, databases and skills tutorials.
- [Research consultations](#) are available to UOW Postgraduate, Honours and Deans Scholar students.

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:

<https://policies.uow.edu.au/document/view-current.php?id=26>

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: <https://policies.uow.edu.au/document/view-current.php?id=11>

Honours Policy

This policy sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at: <https://policies.uow.edu.au/document/view-current.php?id=36>

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.

<https://policies.uow.edu.au/document/view-current.php?id=12>

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:

<https://policies.uow.edu.au/document/view-current.php?id=135>

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:

<https://policies.uow.edu.au/document/view-current.php?id=30>

Examination Rules and Procedures

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

Ethical 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: <https://policies.uow.edu.au/document/view-current.php?id=154>

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://policies.uow.edu.au/document/view-current.php?id=4>

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: <https://www.uow.edu.au/research-and-innovation/researcher-support/ethics/human-ethics/>

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: <https://policies.uow.edu.au/document/view-current.php?id=239>

Intellectual Property Policy

UOW's IP 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 <https://policies.uow.edu.au/document/view-current.php?id=146>

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: <https://policies.uow.edu.au/document/view-current.php?id=40>

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. **For information on the Policy, eligibility and how to apply see:** <https://www.uow.edu.au/student/admin/academic-consideration/>

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. <https://www.uow.edu.au/student/charter/>

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: <https://policies.uow.edu.au/document/view-current.php?id=146>

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.

<https://policies.uow.edu.au/document/view-current.php?id=6>

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: <https://policies.uow.edu.au/document/view-current.php?id=38>

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: <https://policies.uow.edu.au/document/view-current.php?id=9>

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:

<https://policies.uow.edu.au/document/view-current.php?id=39>

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://policies.uow.edu.au/document/view-current.php?id=177>