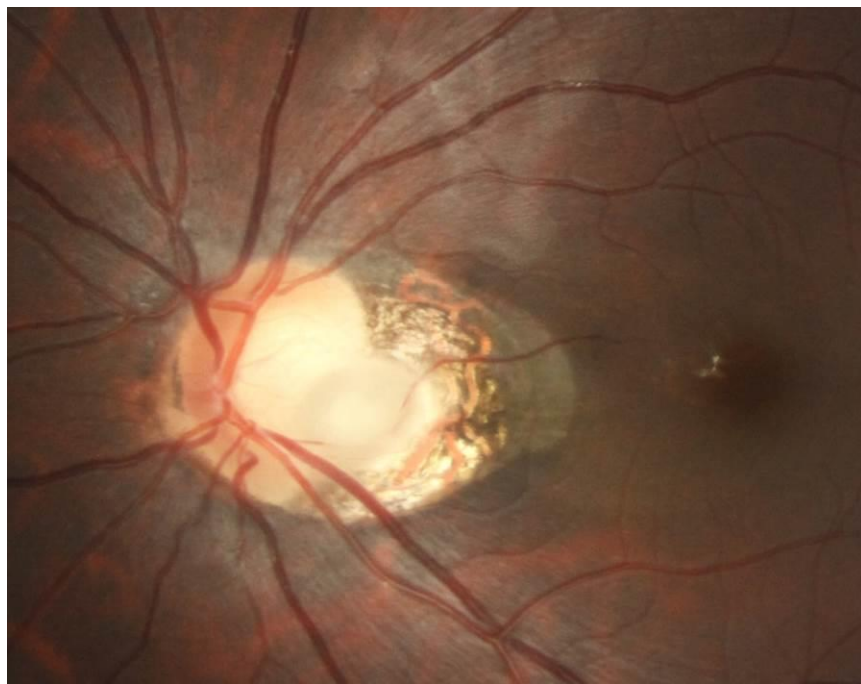




Faculty of Science

School of Optometry and Vision Science



OPTM7511

Advanced Diagnosis of Ocular Disease

Semester 1 2017

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Faculty of Science - Course Outline

1. Information about the Course

NB: Some of this information is available on the [UNSW Virtual Handbook](#)¹

Year of Delivery	2017			
Course Code	OPTM7511			
Course Name	Advanced Diagnosis of Ocular Disease			
Academic Unit	School of Optometry and Vision Science			
Level of Course	Post-graduate			
Units of Credit	6UOC			
Semester(s) Offered	Semester 1			
Assumed Knowledge, Prerequisites or Co-requisites	Ocular Disease at undergraduate level			
Hours per Week	8-10 hours per week – distance learning with optional additional workshop on campus			
Number of Weeks	12 weeks			
Commencement Date	Week 2: 6th March 2017			
Summary of Course Structure (for details see 'Course Schedule')				
Component	HPW	Time	Day	Location
On-Line Lecture	1 – 4 hrs			
Review of Assumed Knowledge	1 – 2 hrs			
Background Reading & Review	1 – 2 hrs			
Case Studies	2 – 4 hrs			
Assessment (every 2 weeks)	1 hr			
TOTAL	8-10 hr			
Special Details	<p>The theoretical component of this course is presented through distance learning. There is an optional 4 hour practical workshop conducted at CFEH (located at the UNSW Kensington campus) – date to be advised. Attendance at this workshop will allow this course to be classified as “internal” rather than “distance learning”. Material is presented in 6 modules with each module spanning 2 weeks. At the end of each module an assessable multiple choice exam covering all the material given will be undertaken. The required tasks and lectures can be undertaken at any time within those 2 weeks that is convenient to the candidate, with the exception of the assessment quiz. All tasks must be completed within the 2 week period such that the module assessment quiz can be taken within the prescribed window of time. There are 2 case reports required to be submitted in session, using specific case information supplied before the submission date.</p>			

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Michele Clewett	mclewett@cfeh.com.au	Via email
Additional Teaching Staff	Lecturers & Facilitators	Prof. Michael Kalloniatis Michael Yapp Paula Katalinic Jack Phu Angelica Ly Rebecca Tobias	mkalloniatis@cfeh.com.au	Via email
	Other Support Staff			

¹ UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au/2012/index.html>

3. Course Details

Course Description² (Handbook Entry)	Investigate the diagnosis and management of ocular disease. Review ocular anatomy, physiology and imaging in the context of the disease process and management. Covers the neural and visual pathways and pupillary responses as well as disorders of the optic nerve, macula, retina, choroid and anterior eye.	
Course Aims³	To advance and update the candidate's existing knowledge of the diagnosis, understanding and optometric management of ocular disease.	
Student Learning Outcomes⁴	By the end of this course, students will be able to: <ol style="list-style-type: none"> 1. Develop a core knowledge of the epidemiology (incidence, prevalence, risk factors) of anterior and posterior eye diseases 2. Differentially diagnose anterior and posterior eye disease on the basis of signs and symptoms of the disease. 3. Understand ocular anatomy and physiology and how these are affected by the disease process. 4. Become familiar with modern ocular imaging and be able to interpret and critically evaluate the results of images generated. 5. Locate and critically evaluate current information on ocular disease. 6. Know how to manage and, where appropriate, to treat ocular disease as part of a multi-disciplinary team of treating practitioners. 	
Graduate Attributes Developed in this Course⁵		
Science Graduate Attributes⁵ (maybe replaced by UNSW, School or professional attributes)	Select the level of FOCUS <i>0 = NO FOCUS</i> <i>1 = MINIMAL</i> <i>2 = MINOR</i> <i>3 = MAJOR</i>	Activities / Assessment
Research, inquiry and analytical thinking abilities	3	Through interactive case studies and individual research, you will develop an in-depth knowledge of ocular disease, critical analysis of signs, symptoms and ocular imaging results, and problem solving abilities enabling you to diagnose and manage those ocular conditions. You will be assessed through 6 fortnightly quizzes encompassing each module of learning.
Capability and motivation for intellectual development	3	You will be left to develop your understanding of basic science and how it underpins the clinical picture as seen in practice by the optometrist. You are expected to integrate your existing knowledge and clinical experience with your readings and lectures from this course. You will then need to apply this knowledge to clinical cases. You must also continue to appreciate the relevance of ocular diseases to systemic disease and to broader issues of public health.
Ethical, social and professional understanding	2	You will develop an awareness of the role of optometry in the co-management of disease through diagnosis and patient management in interactive case studies.
Communication	0	As this is a postgraduate course of study, it is assumed that students' communications skills are sufficient for clinical practice and have been developed through experience in the practice of Optometry.
Teamwork, collaborative and management skills	1	This course encourages a collaborative approach to patient management. Optometrists are encouraged to work in collaboration with other medical professionals to manage ocular conditions that have associated systemic disease.

² UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au/2012/index.html>

³ Learning and Teaching Unit: <http://learningandteaching.unsw.edu.au/>

⁴ Learning and Teaching Unit – Learning Outcomes: <http://learningandteaching.unsw.edu.au/>

⁵ Faculty of Science Graduate Attributes

: <http://www.scienceeducation.unsw.edu.au/teaching/graduateattributes.html>

Information literacy	2	This course requires sourcing the best evidence available in disease diagnosis and management. Review questions that require some research on the part of the candidate are given to help to develop this skill.
Major Topics (Syllabus Outline)	<ol style="list-style-type: none"> 1. Ocular Anatomy and the Visual Pathways 2. Glaucoma and Disorders of the Optic Nerve 3. Ocular Effects of Systemic Disease 4. Retinal and Choroidal Disorders 5. Macular Disorders 6. Anterior Eye Pathology 	
Relationship to Other Courses within the Program	This course advances, updates and consolidates a student's existing knowledge of Ocular Disease which is assumed to have been previously obtained from undergraduate Optometry studies. The patient management component of this course also links to Ocular Therapeutics – OPTM7436.	




4. Rationale and Strategies Underpinning the Course

<p>Teaching Strategies</p>	<p>The course consists of a 12 week program, presented in 6 modules that are each allocated 2 weeks to complete. The course is delivered through distance learning to allow access to all interested Optometrists. All components and assessments are accessed through Moodle. An optional workshop at the conclusion of the course requires attendance at UNSW, however if this workshop is not undertaken no attendance is required.</p> <p>Each module consists of a combination of the following components:</p> <ul style="list-style-type: none"> • Video Lectures and associated multiple choice review questions • Quick Quiz covering the assumed knowledge necessary for the relevant module • Required Reading and associated research questions • Interactive Case Studies and associated review questions • Assessable multiple choice exam <p>These teaching strategies have been chosen to best meet the Learning Outcomes while still providing readily-accessible distance education.</p> <p>The course content, presented in the form of video lectures and required readings, will develop a deep understanding of the relevant topic areas by bringing together information from a variety of lecturers who are expert in their fields.</p> <p>The case studies develop that understanding and apply this knowledge to an actual clinical situation, helping practitioners develop the ability to:</p> <ul style="list-style-type: none"> • Generate a differential diagnosis • Develop clinical diagnostic strategies • Know how to manage the patient (therapeutically or through timely referrals to relevant Medical Practitioners and Ophthalmologists). <p>The research questions are designed to consolidate and extend learning from the core material and case studies while developing the ability to source and select high quality, up to date and relevant information about ocular disease.</p> <p>The multiple choice exams have been designed to consolidate learning from each aspect of the individual modules while continuing to develop the ability to differentially diagnose ocular disease.</p> <p>The case analysis reports have been designed to integrate knowledge across two or more modules, and to develop the candidate's differential diagnosis skills.</p> <p>This course has all components accessible through Moodle, including course notes, lecture hand-outs, case studies, review and multiple choice questions. The multiple choice examinations are also accessible through Moodle for a given period of time each fortnight.</p>
<p>Rationale for learning and teaching in this course⁶,</p>	<p>This course is intended to develop skills in problem solving ability, clinical management, examination and diagnosis. Teaching and learning strategies will encourage students to use clinical data to test alternate hypotheses in differential diagnosis of eye disease. Students will be encouraged to have a holistic approach and to consider the patient rather than just the ocular disease. The review questions aim to stimulate a more active learning process and encourage a deeper level of critical analysis and understanding.</p>

⁶ LTU – : http://learningandteaching.unsw.edu.au/content/LT/teaching_support/teaching_career.cfm?ss=2

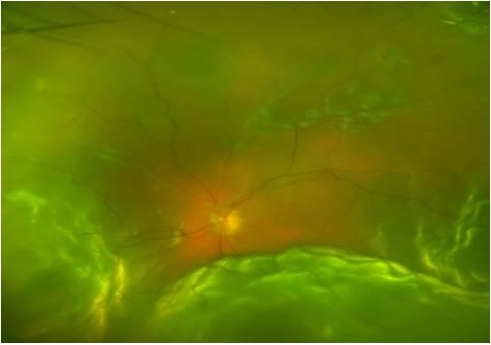
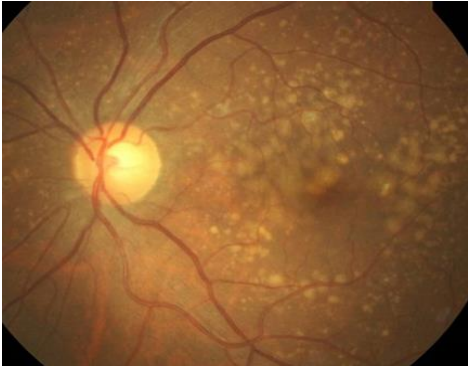

5. Course Schedule

Some of this information is available on the [Online Handbook](#)⁷ and the [UNSW Timetable](#)⁸. Further details will be available through Moodle.

Week	Module	Synopsis
<p>Module 1 Weeks 2 & 3</p>	 <p>Ocular Anatomy and the Visual Pathways</p>	<p>This module reviews ocular anatomy and physiology, relating these back to anomalies of the visual pathways and cranial nerves. Different types of visual field defects are reviewed and explained helping you to interpret the more unusual results in practice.</p>
<p>Module 2 Weeks 4 & 5</p>	 <p>Glaucoma and Optic Nerve Disorders</p>	<p>In module 2 we investigate the characteristics and processes of glaucoma in all its variants. Current examination techniques, diagnosis criteria and treatments for glaucoma are explored. We also look at the characteristics and management of other conditions that affect the Optic Nerve, such as optic neuritis and congenital optic atrophies.</p>
<p>Module 3 Weeks 6 & 7</p>	 <p>Ocular Effects of Systemic Disease</p>	<p>Many systemic conditions and medications can significantly impact the eye, affecting structures from the cornea back to the retina. This module has a close look at some of the more common conditions that you would see daily in practice, including both diabetic and hypertensive retinopathies. It also looks at the adverse ocular effects of some systemic medications including Chloroquine and Tomoxifin.</p>

⁷ UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au>

⁸ UNSW Timetable: <http://www.timetable.unsw.edu.au/>

<p>Module 4</p> <p>Weeks 8 & 9</p>	 <p>Retinal and Choroidal Disorders</p>	<p>Module 4 investigates conditions affecting the retina and/or the choroid – many of which can be sight threatening. This module will help you develop confidence in identifying and managing conditions such as retinal tears and holes, retinal detachments, retinoschisis and retinal dystrophies. The importance of vitreoretinal interactions in many of these retinal disorders is also investigated. An understanding of modern ocular imaging equipment and its utility in managing retinal disease is developed through this module.</p>
<p>Module 5</p> <p>Weeks 10 & 11</p>	 <p>Macular Disorders</p>	<p>This module has an in-depth look at the macula, and a variety of disorders that may adversely affect central vision. The latest diagnosis and management of conditions you may routinely see in practice are covered here including ARMD, myopic macular changes and macular oedema. Also covered are some of the rarer presentations such as macular holes.</p>
<p>Module 6</p> <p>Weeks 12& 13</p>	 <p>Anterior Eye</p>	<p>The final module focuses on the anterior structures of the eye, including the lids, cornea, iris, and lens. This module will help you differentiate between causes of red eye and cover other anterior eye conditions ranging from corneal dystrophies through to iris melanocytomas. Therapeutic treatment and management of these conditions is also covered.</p>

6. Assessment Tasks and Feedback

Task	Knowledge & abilities assessed	Assessment Criteria	% of total mark	Date of		Feedback		
				Release	Submission	WHO	WHEN	HOW
Multiple Choice Assessment – Module 1	Knowledge of ocular anatomy and the visual pathways, and the differential diagnosis of disease relating to both. Knowledge and application of Ocular Imaging.	Accurate response	12.5%	Monday 20 th March - exact details will be on Moodle	Monday 20 th March	N/A	TBA	Moodle Feedback
Multiple Choice Assessment – Module 2	Knowledge of glaucoma and optic nerve disorders. Differential diagnosis of optic nerve related disease.	Accurate response	12.5%	Monday 3 rd April - exact details will be on Moodle	Monday 3 rd April	N/A	TBA	Moodle Feedback
Case Analysis 1	Interpretation of ocular imaging. Differential diagnosis of glaucoma and optic nerve and neuro-ophthalmic disorders	2 page case report (Calibri font, 11 pt, normal page margins)	12.5%	Monday 3 rd April – through Moodle	Monday 1 st May	N/A	9am	Moodle
Multiple Choice Assessment – Module 3	Knowledge of the ocular effects of systemic disease including the pathophysiology of systemic disease and the resulting impact on ocular structures of these diseases.	Accurate response	12.5%	Monday 24 th April - exact details will be on Moodle	Monday 24 th April	N/A	TBA	Moodle Feedback
Multiple Choice Assessment – Module 4	Knowledge of the retina and retinal disorders and the differential diagnosis of disease relating to the retina.	Accurate response	12.5%	Monday 8 th May - exact details will be on Moodle	Monday 8 th May	N/A	TBA	Moodle Feedback
Multiple Choice Assessment – Module 5	Knowledge of the macula and disorders affecting the central vision.	Accurate response	12.5%	Monday 22 nd May - exact details will be on Moodle	Monday 22 nd May	N/A	TBA	Moodle Feedback
Case Analysis 2	Interpretation of ocular imaging. Differential diagnosis of retinal, choroidal, systemic and macular disorders	2 page case report (Calibri font, 11 pt, normal page margins)	12.5%	Monday 8 th May – through Moodle	Monday 29 th May	N/A	9am	Moodle
Multiple Choice Assessment – Module 6	Knowledge of the anatomy and disease of the anterior eye. Differential diagnosis of disease in the anterior aspect of the eye.	Accurate response	12.5%	Monday 5 th June - exact details will be on Moodle	Monday 5 th June	N/A	TBA	Moodle Feedback

IMPORTANT: Assessments may cover ANY part of the course unless otherwise clearly specified. In addition, assessment may cover any aspect of assumed knowledge and any information that should be covered by researching the review questions which form part of this course.

Multiple Choice Question Assessment: There will be 1 MCQ test of approximately 40 minutes duration for each of the six modules. Each multiple choice quiz is worth 12.5% of your Final Mark. Knowledge-specific questions and clinical cases (including images) may be included in this assessment. Information regarding cases may also be presented including patient history, signs and symptoms; clinical and histopathologic appearance can also be included as appropriate. Several options will be presented for each question and you will be required to select the most ACCURATE response; there will NOT be negative marking. This assessment will help you continue to further develop in-depth course knowledge and a capacity for analytical and critical thinking and for creative problem solving.

Case Analysis Reports: This course requires the submission of two Case analysis reports, each of which are worth 12.5%. The reports will be based on case information provided. Data may include patient history and entrance tests as well as the results of a clinical examination and advanced ocular imaging. Candidates will be expected to analyse the data given, generate a differential diagnosis, explain the rationale for their final diagnosis, and identify three pertinent learning points that may be derived from the case. If the assessment is submitted late without prior approval from the course co-ordinator, 10% of the available marks for this assessment will be deducted each day. Reports are to be a maximum of 2 pages, typed in 11 pt Calibri font with normal page margins (2.54cm margins top, bottom, right and left). Any information exceeding 2 pages will not be marked.

You MAY BE awarded a supplementary exam if your competency is in doubt AND / OR your personal circumstances during session and/or the exam period satisfy the usual UNSW criteria for special consideration (see Section 10 below).

7. Additional Resources and Support

<p>Text Books</p>	<p>Set Text: Bowling, B. "Kanski's Clinical Ophthalmology: A Systematic Approach" 8th edition (2016) Pub by Elsevier.</p> <p>This textbook is a comprehensive Ocular Disease Atlas that later becomes an excellent everyday resource in your clinical practice. You can purchase this book through the UNSW bookshop. This will include on-line access to 'Kanskionline'</p> <p>It is advised that each candidate have their own copy of this text book. Please be aware that all references to page numbers and chapters relate to the eighth edition of this book (the 8th) published in 2016.</p> <p>There is a copy on-line through the UNSW library which can be accessed remotely if it is not possible to obtain this textbook.</p>
<p>Course Manual</p>	<p>The course manual can be found on Moodle. All aspects of this course and all resources outside of the above text books can be accessed through Moodle.</p>
<p>Required Readings</p>	<p>Additional readings will be listed on Moodle and provided in pdf format when not accessible on-line through the UNSW library.</p> <p>Whole class announcements for OPTM7511 will be made through Moodle messages and these should be checked regularly. Your university email (z-mail) will only be used for personal messages to individual students.</p>
<p>Recommended Internet Sites</p>	<p>Moodle will be used for:</p> <ul style="list-style-type: none"> • Lectures – recordings of lectures and pdf handouts • Compulsory and optional readings for learning not covered in lectures when not available through the UNSW library • Announcements of anything relating to this course. • Course info/latest timetable: any course administration handouts are loaded in .pdf format. • Interesting links: URL links for sites connected with course topics • Grade Centre: where assignment grades will be conveyed.

8. Required Equipment, Training and Enabling Skills

<p>Equipment Required</p>	<p>A PC or laptop computer with internet connection</p>
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Enabling Skills Training Required to Complete this Course	Reasonable English skills are required to complete this course successfully Go to UNSW Library/Online Training/LOIS and complete the full series of tutorials.
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9. Course Evaluation and Development

Student feedback is gathered periodically by various means. Such feedback is considered carefully with a view to acting on it constructively wherever possible. This course outline conveys how feedback has helped to shape and develop this course.

Mechanisms of Review	Last Review Date	Comments or Changes Resulting from Reviews
Major Course Review		This course first ran in 2015 and has been reviewed and updated for 2017, session 1.

10. Administration Matters

Information about each of the following matters is best presented in a generic School handout or webpage. Reference should be made in every course handout to where the information can be found, and the importance of being familiar with the information.

<p>Expectations of Students</p>	<p>Any student failing to complete the multiple choice assessment within the given time frame without express prior permission from the Course Convenor will be given a mark of 0% for that assessment.</p> <p>In the event of serious illness or un-foreseen circumstances preventing a student from completing the assessment in the time frame given:</p> <p>a. advise the School immediately by calling (02) 9385-4639. b. advise the Registrar within 3 days of completion (see university rules and Section 9 below).</p> <p>The University uses email as an official form of communication for students. All UNSW students have their own email account. The School of Optometry and Vision Science will also make use of this form of communication.</p> <p>It is extremely important that you know how to use your Unimail and ensure that you check it regularly. You are advised to link your official UNSW email address to your habitual email address (e.g. hotmail, gmail). You will miss out on vital information from the School and University if you do not check your Unimail.</p> <p>For more information or if you are having connection or access problems, see: IT Service Centre: www.it.unsw.edu.au/ Telephone: 02 9385 1333 Email: itservicecentre@unsw.edu.au</p> <p>The University uses email as an official form of communication for students. All UNSW students have their own email account. The School of Optometry and Vision Science will also make use of this form of communication.</p>
<p>Assignment Submissions</p>	<p>Assignments may be submitted</p> <ul style="list-style-type: none"> • directly to your lecturer or • via the Assignment submission box at the Student Enquiry office (Rupert Myers Building, Room 3.003) <p>A completed copy of the Assignment Attachment Sheet must be attached to each assignment before submission.</p> <p>Marked assignments can be collected from the:</p> <ul style="list-style-type: none"> • School Enquiry office during counter opening hours. You must show a valid student card to do this. <p>The School Policy on Submission of Assignments (including penalties for late assignments) and the Assignment Attachment Sheet are available from the School office (RMB3.003) and the School website at: http://www.optom.unsw.edu.au/current/undergraduate/policies.html <i>Procedures for submission of assignments.</i></p>
<p><u>Occupational Health and Safety</u>⁹</p>	<p>Information on relevant Occupational Health and Safety policies and expectations at UNSW can be found at: http://www.hr.unsw.edu.au/ohswc/ohswc_home.html</p> <p>Information on relevant policies and expectations is provided during General Safety Induction training. A copy of the Induction booklet distributed at this training is available from the School of Optometry and Vision Science office (RMB3.003) and the School website at: http://www.optom.unsw.edu.au/about/ohs.html</p>

⁹ UNSW Occupational Health and Safety: <http://www.ohs.unsw.edu.au/>

There are two circumstances whereby a supplementary examination may be granted:

COMPETENCY IN DOUBT

Students whose competency level is in doubt after the final examination(s) may be eligible to sit a supplementary examination in the course(s) concerned.

SPECIAL CONSIDERATION

On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. To do this you must make formal application for Special Consideration for the course/s affected as soon as practicable after the problem occurs and **within three working days of the assessment to which it refers**. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.

Special Consideration - Pre-Existing Conditions

Many conditions that are the subject of special consideration applications are pre-existing and could be used repeatedly to gain examinations at a later date. These include conditions aggravated or triggered by the stress of the assessment. With the help of your doctor and/or other health care practitioners, steps can be taken ahead of the assessment time to minimise or avoid the consequences of these conditions. When applying for special consideration on the basis of a condition that was already known to be a problem for you and which you have already used as the basis for a special consideration application, the School will require you to provide a certificate that details the preventative measures taken and why they were not successful. This will then be taken into account when considering the application.

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639, email: optometry@unsw.edu.au). You must also submit a Request for Consideration application as detailed above.

You are reminded that supplementary examinations are not granted lightly or automatically. Eligibility for supplementary examinations, for both of the above situations, is determined by the School Examination Committee, which meets soon after the formal examination period has ended. You cannot "apply" for a supplementary examination, so please do not contact the School or Course Controllers to request a supplementary examination.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at <http://www.optom.unsw.edu.au> (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2017 WILL BE HELD AS FOLLOWS:

**FOR SESSION 1:
During the week of 3-7 July 2017**

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse.**

If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.

¹⁰ UNSW Assessment Policy: http://www.policy.unsw.edu.au/policy/Assessment_Policy.htm

	<p>Please note the above applies to OPTM and VISN courses only. Any information on supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.</p> <p style="text-align: center;">School of Optometry and Vision Science, UNSW, 10 September 2015</p>		
Equity and Diversity	<p>Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course Convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (9385 4734 or http://www.studentequity.unsw.edu.au/).</p> <p>Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.</p> <p><i>Information on designing courses and course outlines that take into account the needs of students with disabilities can be found at:</i> www.secretariat.unsw.edu.au/acboardcom/minutes/coe/disabilityguidelines.pdf</p>		
<u>Student Complaint Procedure</u> ¹¹	School Contact	Faculty Contact	University Contact
	A/Prof David Pye Senior Lecturer d.pye@unsw.edu.au Tel: 9385 7874	Dr Chris Tisdell Associate Dean (Education) cct@unsw.edu.au Tel: 9385 6792 or Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 8063	Student Conduct and Appeals Officer (SCAO) within the Office of the Pro-Vice-Chancellor (Students) and Registrar. Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au University Counselling and Psychological Services ¹² Tel: 9385 5418

¹¹ UNSW Student Complaint Procedure: http://www.policy.unsw.edu.au/procedure/Student_Complaint_Procedure.pdf

¹⁵ [University Counselling and Psychological Services](#)

11. UNSW Academic Honesty and Plagiarism

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.

*Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via:

www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne