



## School of Medicine

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### MEDI355: Nutrition and Food Innovation II

#### Subject Outline

Spring, 2016  
On-Campus  
Wollongong

#### Subject Information

Credit Points: 6  
Pre-requisite(s): CHEM215 And SHS 110 OR CHEM215 AND MEDI110  
Co-requisite(s): Nil  
Restrictions: Restricted to Bachelor of Nutrition & Dietetics Honours students or other approved students  
Contact Hours: 2hrs Lect, 1hr Tut per week

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#### Subject Contacts

##### Subject Coordinator/Lecturer

Name:	Dr Anne McMahon
Location:	Building 41, Room 225
Telephone:	61 2 4221 4829
Email:	<a href="mailto:amcmahon@uow.edu.au">amcmahon@uow.edu.au</a>
Consultation mode and times:	Email or phone for appointment. Consultation times Tuesday 12.30-14.30 or Friday 13.30-15.30

#### Student Support and Advice

For general enquiries please contact StudentHub 41:

Location: 41.138B  
Telephone: 61 2 4221 3492  
Email: [smah-students@uow.edu.au](mailto:smah-students@uow.edu.au)

## **Student Consultation and Communication**

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

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

### ***Consider what the communication is about***

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

### ***Specific email subject title to enable easy identification of issue***

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

### ***Professional courtesy***

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

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## Section A: General Information

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### Subject Learning Outcomes

On completion of this subject, students should be able to:
1. describe how nutrition may act as a driving force behind food innovation
2. outline the basic principles of genetic modification and discuss its role in the development of the food supply with respect to government policy and consumer demand
3. evaluate specific case studies of food supply innovation such as feeding programs for livestock, plant biotechnology using nutritional, economical, environmental and other criteria and develop proposals for new food innovation
4. describe trends in the production and retailing of food supply innovations such as home meal solutions
5. discuss the role of food technology in the prevention of food poisoning and related food safety issues in the changing food supply system
6. utilise a framework within which to critique the role of biotechnology and other technologies in food production and retailing

### Subject Description

This subject introduces students to the use of technologies that underpin the development of the contemporary Australian food supply to achieve a health outcome. These include, but are not limited to: functional foods and genetic modification and its applications in food production; the impact of these applications such as in feeding programs on livestock and/or plant agricultural practices; issues concerning trends for new food delivery systems, such as home meal solutions or ready to eat meals and related food safety concerns, and the use of risk assessment frameworks in food regulation. The overall impact of the use of biotechnology and new food production technologies based on nutrition principles and research on the food supply system will be reviewed.

### UOW Grade Descriptors

The University of Wollongong Grade Descriptors are general statements that describe student performance at each of the University's grade levels.

Grade	Mark (%)	Descriptor
High Distinction HD	85-100	<p>A high distinction grade (HD) is awarded for performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable):</p> <ul style="list-style-type: none"><li>• consistent evidence of deep and critical understanding</li><li>• substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches</li><li>• critical evaluation of problems, their solutions and their implications</li><li>• use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work</li><li>• creativity in application as appropriate to the discipline</li><li>• eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline</li><li>• consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy</li><li>• all or almost all answers correct, very few or none incorrect</li></ul>
Distinction D	75-84	<p>A distinction grade (D) is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable):</p> <ul style="list-style-type: none"><li>• evidence of integration and evaluation of critical ideas, principles, concepts and/or theories</li><li>• distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts</li><li>• demonstration of frequent originality in defining and analysing issues or problems and providing solutions</li></ul>

		<ul style="list-style-type: none"> <li>• fluent and thorough communication of information and ideas in terms of the conventions of the discipline</li> <li>• frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy</li> <li>• most answers correct, few incorrect</li> </ul>
Credit C	65-74	<p>A credit grade (C) is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable):</p> <ul style="list-style-type: none"> <li>• evidence of learning that goes beyond replication of content knowledge or skills</li> <li>• demonstration of solid understanding of fundamental concepts in the field of study</li> <li>• demonstration of the ability to apply these concepts in a variety of contexts</li> <li>• use of convincing arguments with appropriate coherent and logical reasoning</li> <li>• clear communication of information and ideas in terms of the conventions of the discipline</li> <li>• regular application of appropriate skills, techniques and methods with high levels of precision and accuracy</li> <li>• many answers correct, some incorrect</li> </ul>
Pass P	50-64	<p>A pass grade (P) is awarded for performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable):</p> <ul style="list-style-type: none"> <li>• knowledge, understanding and application of fundamental concepts of the field of study</li> <li>• use of routine arguments with acceptable reasoning</li> <li>• adequate communication of information and ideas in terms of the conventions of the discipline</li> <li>• ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy</li> <li>• a combination of correct and incorrect answers</li> </ul>
Fail F	<50	A fail grade (F) is given for performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.
Technical Fail TF		A technical fail (TF) grade is given when minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.
Satisfactory S		A satisfactory grade (S) is awarded for performance that demonstrates a satisfactory level of attainment of the relevant subject learning outcomes.
Unsatisfactory U		An unsatisfactory grade (U) is awarded for performance that demonstrates an unsatisfactory level of attainment of the relevant subject learning outcomes.
Excellent E		An excellent grade (E) may be awarded, instead of a satisfactory grade (S), within subjects from the School of Medicine that have been completed with a consistent pattern of high standard of performance in all aspects of the subject.

More details on UOW Grade descriptors can be found on the following link

<http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow194941.pdf>

## eLearning Space

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

[http://uowblogs.com/moodlelab/files/2013/05/Moodle\\_StudentGuide-1petpo7.pdf](http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf)

## Lecture, Tutorial, Laboratory Times

All timetable information is subject to variation. Check the latest information on the university web timetable via the Timetable link on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes.

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

Timetable information can be accessed from

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

Key University Dates can be accessed from

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

## **Readings, References and Materials**

### **Textbooks**

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

Nil

### **Prescribed Readings (includes eReadings)**

The following readings are prescribed for this subject, but students are not expected to purchase these. They are available to students through the library on the subjects eLearning site.

Course notes and recommended reading (available as e-readings from the library)

### **Materials**

Nil

### **Recommended Readings**

The following references complement the prescribed readings and textbooks:

Murano PS Understanding Food Science and Technology Thomas and Wadsworth USA 2003

Recommended readings are not intended as an exhaustive list, students should use the Library catalogue and databases to locate additional resources.

## **Recent Changes to this Subject**

Nil

## **Extraordinary Changes for the Subject after Release of the Subject**

### **Outline**

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

### **Learning Analytics**

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

<http://www.uow.edu.au/dvca/bala/analytics/index.html>

## Schedule of Learning\*

Week	Week Commencing	Lecture	Tutorial	Assessment task
1	25/7/2016	Introduction Food Supply into the new Millennium -what does it all mean? AM	No tutorial in week 1	
2	1/8/2016	GMO Foods – the nutrition perspective Home meal replacement AM	Introduction to tutorials. Innovation in Australia’s food and its regulation	
3	8/8/2016	The Smart Foods Centre: integrating nutrition with food innovation	Clarifying the GM food debate and assigning students to groups for GM food debate.  Identify group members for group assignment and identification of food group	Group Meeting minutes, notes and action points
4	15/8/2016	Putting Omega 3’s back into the diet Innovation in Omega 3’s	Review of potential uses & benefits of food biotechnology in groups for presentation back to class.	Group Meeting minutes, notes and action points
5	22/8/2016	Nutrition and health claims. Defining what the system looks like	GM food Debate (may commence at earlier time to accommodate all students)	Debate 15 % Within scheduled tutorial class  Group Meeting minutes, notes and action points
6	29/8/2016	Looking for a healthy outcome? The development of an innovative fibre ingredient  Strategies for effective research development and commercialisation	Findings from food biotechnology review and discussion around presentation and report	Group Meeting minutes, notes and action points
7	5/9/2016	Managing IP- what to remember in nutrition research  PhD research expose on novel ingredient	Review a potential health claim and follow the process for developing substantiation  Confirm food/s for Assessment 3 group presentation and report	Group Meeting minutes, notes and action points
8	12/9/2016	Understanding how consumer insights inform health policy and marketing communication approaches	Presentation on findings on health claim substantiation.	Mid Session Quiz Within scheduled tutorials  Group Meeting minutes, notes and action points
9	19/9/2016	Food for the future today? Looking at new food innovation offerings within the food supply	Finalising group presentations	Group Meeting minutes, notes and action points
Mid-Session Recess 26 <sup>th</sup> Sep – 30 <sup>th</sup> Sep				
10	4/10/2016	Innovation in the food service industry	Finalising group presentations	Group Meeting minutes, notes and action points
11	10/10/2016	Addressing safety issues – exploring technological solutions	Finalising group presentations	Group Meeting minutes, notes and action points
12	17/10/2016	Nutrigenomics - an emerging trend in human nutrition	Group Presentations	

13	24/10/2016	New Food Innovations within the food supply -- - Today	Final discussion	Final exam 40% tbc during exam period 5-17 November
Study Recess 31 <sup>st</sup> Oct – 4 <sup>th</sup> Nov				
UOW Exam Period 5 <sup>th</sup> Nov – 17 <sup>th</sup> Nov				

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



## Section B: Assessment

### Assessment Summary

Assessment Item	Form of Assessment	Due Date	Return/Feedback Due Dates	Weighting
Assessment 1	Debate	Week 5	Within 21 days of due date	15%
Assessment 2	Mid-Session Exam	Week 8		25%
Assessment 3	Presentation and Report	Week 12		20%
Assessment 4	Final Exam	UOW Exam Week	Release of results	40%
Total Marks				100%

### Details of Assessment Tasks

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

<b>Assessment 1</b>	Genetic foods debate
Due date	Within scheduled week 5 tutorial time
Weighting	15%
Submission	Submit a hardcopy to the tutor on completion of debate
Type of Collaboration	Individual Assessment
Length	2 minutes per person
Details	<p>Debate outlining an argument for or against the role of gene technology. Each person will be assigned a specific role* to play such as regulator or consumer and will be either asked to defend or refute gene technology's role within the food supply using current evidence from a variety of sources such as scientific evidence and main stream media. Debate to be held within tutorial time for Week 5.</p> <p>*Roles include: Consumer, Farmer, Regulator, Politician, Scientist, Food Industry</p>
Style and format	Debate
Subject Learning Outcomes	2
Marking Criteria	<p>Assessment 1 will be marked using the following criteria:</p> <ol style="list-style-type: none"> <li>1. Clarity of introduction to defend argument position</li> <li>2. Identification and presentation of main points</li> <li>3. Summary and conclusion</li> <li>4. Creativity in engaging audience</li> <li>5. Written material demonstrating concise main points and reference list</li> </ol> <p><b>Total 15%</b></p>

<b>Assessment 2</b>	Mid-Session Exam
Due date	Week 8
Weighting	25%
Submission	Exam papers and answers must be submitted at the conclusion of the exam.
Type of Collaboration	Individual Assessment
Length	50 minute duration
Details	The mid-session test will be held within tutorial time in Week 8 Venue to be confirmed. It will consist of multiple choice and short answer questions. Content will be based on the materials covered during lectures, tutorials and readings for weeks 1-7.
Style and format	In-class test, multiple choice and short answer
Subject Learning Outcomes	1, 2, 3, 4
Marking Criteria	Assessment will be marked as follows: all 10 multiple choice questions are of equal weight and 6 short answers worth 5 marks each. Exam mark will be out of 40 but the final mark will be converted to a mark out of 25.

<b>Assessment 3</b>	Presentation and Report
Due date	Week 12
Weighting	20%
Submission	Submit a hardcopy to the StudentHub 41
Type of Collaboration	Individual Assessment and Group Project
Length	Group presentations: 3 minutes per person for 4 person group. Total time 15 minutes per group includes 12 minutes presentation and 3 minutes for questions. Individual report: 2000 words.
Details	Part 1 of this assessment item is group work. There will be 3-4 people per group. Groups will be formed in week 2 and each group will need to identify the specific food product they will be investigating which needs to be agreed with the tutor by week 4. The presentation needs to be based on factual scientific information and arguments need to be prepared and presented by each member of the group. A 1 -1½ page hard copy of the main points prepared by each speaker to be submitted with a copy of PowerPoint presentation. Presentation will be assessed as per criteria below.  Part 2 of this assessment will be an individual report on the specific food product identified and its role in meeting the nutritional needs within the community. The report needs to be structured as per criteria below.
Style and format	Presentation and Report
Turnitin	The individual report component of this assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date."
Subject Learning Outcomes	1, 3, 5, 6,
Marking Criteria	Assessment 3 will be marked using a rubric addressing the following criteria:  <b>Group Presentation</b>  1. Presentation skills 1.1. use of aids (if relevant) and verbal delivery across the team. This includes the ability to respond to any questions  2. Content of the presentation 2.1. including ability to present a scientifically based information on the role of the product, identification of how science played a role in its innovation, clarification of any commercial, marketing and quality issues and how they might have been addressed, and expected outcomes for the product  3. Written material 3.1. Each group will submit one group summary report. The group summary report needs a title page identifying the food product, the innovation investigated and the group membership student details. Each student is expected to contribute a 1 -1½ page summary of their individual main points and the associated references each student has used to support their points presented. A hard copy of the Power Point presentation slides (printed 3/page) is also required. 3.2 Group Meeting minutes, notes and action point/s summary for the nine meetings need to be attached as an appendix. <b>Total 8%</b>  Please note: all group members are equally responsible for the quality of the work produced by the group. Each group member needs to attend

	<p>group meetings and should read through the material being submitted for the group assignment. Peer marking may be used if there are problems with group dynamics. However, issues need to be discussed with the subject coordinator two weeks before the due date of the work.</p> <p><b>Individual Report</b></p> <ol style="list-style-type: none"> <li>1. Clear identification of the need for the product based on a nutritional issue in the community</li> <li>2. Adequate rationale for product development specifying how science guided research and the development of the product and the quality of evidence for any claims</li> <li>3. Identification of the relevant commercial and marketing issues such as intellectual property issues, compliance with government regulations (labelling, use of ingredients etc), advantages/disadvantages to producer or consumer and include a feasible plan to address these issues</li> <li>4. Report layout, grammar, quality of references, and correct referencing style</li> </ol> <p><b>Total 12%</b></p>
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<b>Assessment 4</b>	Final Exam
Due date	UOW Exam Period
Weighting	40%
Submission	Exam papers and answers must be submitted at the conclusion of the exam.
Type of Collaboration	Individual Assessment
Length	2 hours and 15 minutes
Details	Final exam to cover all material in the subject.
Style and format	Final exam, multiple choice and short answer
Subject Learning Outcomes	1 – 6
Marking Criteria	Assessment will be marked as follows: all 30 multiple choice questions are of equal weight and 7 short answers worth 10 marks each.

## The Assessment Quality Cycle

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

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

- a. design of the assessment suite and individual assessment tasks;
- b. marking of individual assessment tasks;
- c. finalisation of subject marks and grades; and
- d. review of the subject prior to subsequent delivery

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

## Minimum Requirements for a Pass in this Subject

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject, even where total marks accumulated are greater than 50%.

The minimum performance requirements for this subject are:

- attempt all assessment tasks
- pass the final exam
- meet the minimum participation requirements set out below.

## Minimum Student Attendance and Participation

It is expected that students will allocate 10 hours per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Student attendance at tutorials, practicals, seminars and/or simulations is compulsory and students must attend at least 100% of classes. Absences will require the submission of an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate, to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage:

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

## Scaling

Scaling /will not occur in this subject i

## Late Submission

Late submission of an assessment task without an approved extension of the deadline is not acceptable. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application of academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage:

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

## Late Submission Penalty

Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is: the total possible marks x 0.05 x number of days late. For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

For example:

- Student A submits an assessment which is marked out of 100. The assessment is submitted 7 days late. This means that a late penalty of 35 marks will apply ( $100 \times 0.05 \times 7$ ). The assessment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assessment ( $85$  (original mark) –  $35$  marks (late penalty) =  $50/100$  (final mark)).
- Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ( $(20 \times 0.05 \times 3)$ ). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report ( $17$  (original mark) –  $3$  marks (late penalty) =  $14/20$  (final mark)).

No marks will be awarded for work submitted either after the assessment has been returned to the students or more than two weeks after the due date, whichever is the sooner. This does not apply to

situations where a particular assessment task is undertaken by students at different times throughout the session, but where the assessment is based on experiments or case studies specific to a student. In this case no marks will be awarded for work submitted more than two weeks after the due date.

Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

## **Supplementary Assessments**

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

Students can log on to SOLS and click on the link titled "Supplementary Assessment" to view any applicable offers or use the following link;

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

## **System of Referencing Used for Written Work**

The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: <https://webapps.library.uow.edu.au/refcite/style-guides/html/>

## **Use of Internet Sources**

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

## **Academic Integrity Policy**

The full policy on Academic Integrity Policy is found in the Policy Directory on the UOW website.

"The University's Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. 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. This is considered academic misconduct and students place themselves at risk of being expelled from the University."

## **Student Academic Complaints Policy (Coursework or Higher Degree Research)**

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy for further information.

## Submission of Assessments

Assessments submitted at StudentHub 41 must have a SATS (Student Assessment Tracking System) coversheet attached to the front of the assessment. Instructions for generating a coversheet can be found on the StudentHub 41 web page: <http://smah.uow.edu.au/current-students/UOW151958.html>

For an assessment to be successfully submitted at StudentHub 41 please note the following:

- The coversheet must be signed and dated.
- The assessment must have the correct coversheet i.e. the correct subject code and tutorial group (if applicable).
- A legible barcode with all numbers and digits below e.g. UOW20121007656.
- Assessments must be submitted by 4:00pm on the due date.

If an assessment is submitted to StudentHub 41 without any of the above we will contact you through your student email address and advise that you need to return to StudentHub 41 with the correct coversheet. Your assessment won't be considered submitted until the correct coversheet is attached. This might mean that your assessment is submitted late.

An email receipt will be issued on the same day as submission of assessments and students are required to retain this receipt until they have received the final mark for that assessment task. It is your responsibility to contact StudentHub 41 if you have not received this receipt by the following business day. The receipt is proof of submission of assessments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assessments in the event that re-submission is required. SATS Group Assessment Coversheets are printed by the lead member of the group and subsequent names can be added in the SATS student interface before printing. All members of the group must sign the printed SATS Group Assessment Coversheet before submitting the assessment.

Note that if assessments are submitted in the after-hours slot at StudentHub 41 it will be scanned into SATS the following business day. Assessments submitted via post will be scanned into SATS on the day of delivery. Any assessments received without the correct assessment coversheet attached will not be accepted by SATS. It is the student's responsibility to ensure that the correct assessment coversheet is submitted with their assessment.

Students may post their assessments to:

StudentHub 41 (41.138B)  
University of Wollongong  
Wollongong NSW 2522

Assessments will be considered submitted on the date of postage. It is the student's responsibility to ensure they have evidence of their submission date if it arrives at the office after due date.

Distance students who would like to have marked assessments returned must include a stamped self-addressed envelope with the posted assessment.

## Assessment Return

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

## Section C: General Advice

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

### University Policies

Students should be familiar with the following University policies:

- a. Code of Practice – Teaching and Assessment  
<http://www.uow.edu.au/about/policy/UOW058666.html>
- b. Code of Practice – Research, where relevant  
<http://www.uow.edu.au/about/policy/UOW058663.html>
- c. Code of Practice – Honours, where relevant  
<http://www.uow.edu.au/about/policy/UOW058661.html>
- d. Student Charter  
<http://www.uow.edu.au/student/charter/index.html>
- e. Code of Practice – Student Professional Experience, where relevant  
<http://www.uow.edu.au/about/policy/UOW058662.html>
- f. Academic Integrity and Plagiarism Policy  
<http://www.uow.edu.au/about/policy/UOW058648.html>
- g. Student Academic Consideration Policy  
<http://www.uow.edu.au/about/policy/UOW058721.html>
- h. Course Progress Policy  
<http://www.uow.edu.au/about/policy/UOW058679.html>
- i. Graduate Qualities Policy  
<http://www.uow.edu.au/about/policy/UOW058682.html>
- j. Academic Complaints Policy (Coursework and Honours Students)  
<http://www.uow.edu.au/about/policy/UOW058653.html>
- k. Inclusive Language Policy  
<http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html>
- l. Workplace Health and Safety, where relevant  
<http://staff.uow.edu.au/ohs/index.html>
- m. Intellectual Property Policy  
<http://www.uow.edu.au/about/policy/UOW058689.html>
- n. IP Student Assessment of Intellectual Property Policy, where relevant  
<http://www.uow.edu.au/about/policy/UOW058690.html>
- o. Policy on Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects, where relevant  
<http://www.uow.edu.au/about/policy/UOW058708.html>
- p. Human Research Ethics Guidelines, where relevant  
<http://www.uow.edu.au/research/ethics/human/index.html>
- q. Animal Research Guidelines, where relevant  
<http://www.uow.edu.au/research/ethics/UOW009373.html>

- r. Student Conduct Rules and accompanying Procedures or Research Misconduct Policy for research students  
<http://www.uow.edu.au/about/policy/rules/UOW060095.html>

## Student Support Services and Facilities

Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University”, “Help at University” as well as information and support on “Career’s and Jobs”. <http://www.uow.edu.au/student/services/index.html>

## Student Etiquette

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

## Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	20160610	Dr Anne McMahon – subject Coordinator	Sonia Losinno – ADE Nominee	FINAL MEDI355 Spring 2016 Subject outline