



UNSW
SYDNEY

FACULTY OF SCIENCE

SCHOOL OF OPTOMETRY AND VISION SCIENCE

OPTM2233

OPTICAL DISPENSING

TERM 2 2019

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Faculty of Science - Course Outline

1. Information about the Course

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

Year of Delivery	2019			
Course Code	OPTM2233			
Course Name	Optical Dispensing			
Academic Unit	School of Optometry and Vision Science			
Level of Course	2nd year undergraduate			
Units of Credit	6UOC			
Session(s) Offered	Term 2			
Assumed Knowledge, Prerequisites or Co-requisites	Prerequisites include OPT2133 – the Clinical Environment, VSIN1111 – Geometrical and Physical Optics, VISN1221 – Visual Optics			
Hours per Week	6 hours per week face-to-face Note that workload expectations for full time students is 150 hours of work per course per semester. A full load is 40 hours per week, so you are expected to spend a minimum of 15 hours per week on this course during a study term. This course has been designed with this workload in mind. Most weeks, you will have 6 hours of face-to-face classes so you will need to devote the remaining 9 hours per week, revising the lecture materials and working on the assigned activities and practicing tasks.			
Number of Weeks	10 weeks and 1 day			
Commencement Date	3 rd June 2019.			
Summary of Course Structure (for details see 'Course Schedule')				
Component	HPW	Time	Day	Location
Lecture 1	1	3-4 pm	Monday	Webster Th A for all weeks except Week 5 (Mathews Th A)
Lecture 2	2	2-4 pm	Thursday	Webst Th A
Lecture 3	1 for Week 1 only	2-3 pm	Friday	Webst Th A
Lab 1	2	Grp 1 Mon 12-2 pm Grp 2 Mon 10 am-12 noon Grp 3 Mon 4-6 pm Grp 4 Tues 12-2 pm Grp 5 Wed 10 am-12 noon Grp 6 Tues 4-6 pm Grp 7 Tues 10 am-12 noon Grp 8 Mon 8-10 am	See left	RMB3050
Lab 2	2	Grp 1 Wed 4-6 pm Grp 2 Wed 12-2 pm Grp 3 Wed 2-4 pm Grp 4 Thurs 4-6 pm Grp 5 Thurs 11 am-1 pm Grp 6 Fri 12-2 pm Grp 7 Fri 8-10 am Grp 8 Fri 3-5 pm	See left	RMB3050
Optional practice time		Group 1 Week 6 Tues 8-9 am and Week 8 Thurs 8-9 am Group 2 Week 6 Wed 8-9 am and Week 9 Tues 8-9 am Group 3 Week 6 Thurs 8-9 am and Week 9 Wed 8-9 am Group 4 Week 7 Tues 8-9 am and Week 9 Thurs 8-9 am Group 5 Week 7 Wed 8-9 am and Week 10 Thurs 8-9 am	See left	RMB3050

		Group 6 Week 7 Thurs 8-9 am and Week 10 Wed 8-9 am Group 7 Week 8 Tues 8-9 am and Week 10 Thurs 8-9 am Group 8 Week 8 Wed 8-9 am and Week 10 Fri 5-6 pm.		
TOTAL	7			
Special Details	<p>Students are required to have a copy of their valid spectacle prescription (less than 12 months old) as this is necessary for the both practical classes and the Optical Dispensing ePortfolio Assignment. As all students were required to attend the UNSW Optometry clinic as 2nd year students, if you have lost your prescription, the Clinic Director has requested that if you would like a copy of your prescription to please attend the clinic only during the following times, and to approach the 4th year optometry students on dispensing duty, and not the clinic reception staff. The times during which 4th year optometry students will be in the clinic are:</p> <p>Monday 6.15 pm to 9.00 pm Tuesday 9.00 am to 12 noon, 1.00 pm to 4.00 pm Wednesday 1.00 pm to 4.00 pm, 6.15 to 9.00 pm Friday 1.00 pm to 4.00 pm</p> <p>Students are required to have good visual acuity, contrast sensitivity, colour vision, eye hand coordination and dexterity to complete this course without difficulty. If students have a visual condition, such as binocular accommodation, convergence problems, strabismus, amblyopia, colour vision deficiencies or a problem with manual dexterity (e.g. sprained wrist), please make the course coordinator aware as it is possible to complete optical dispensing tasks using alternative methods. Your course coordinator will also inform your instructors about adaptations required, and this may also follow through to the examination process. However, we cannot make these adaptations unless you make them known to us. If you are unsure if you have any visual condition that may impact on dispensing, you may discuss your concerns with the course coordinator.</p> <p>From time-to-time, online quizzes may be set as homework questions, as formative learning without assessment. Students are required to have access to a computer with sound and a speedy internet connection to complete these quizzes. Further, the Assignment includes an ePortfolio assignment that requires students to upload evidence to Moodle, which may be facilitated through the use of microphone and camera-enabled mobile devices. While useful, mobile devices are not essential for this task.</p> <p>Students are required to purchase a dispensing kit that includes materials to successfully complete practical activities, and their lab manual which they bring to all classes.</p> <p>Students are required to comply with all regulations related to workplace health and safety, including care during laboratory classes, the wearing of protective equipment and method of arrival and departure to avoid crush due to large numbers of students accessing the optics and dispensing laboratories on level 3.</p> <p style="padding-left: 40px;">Protective equipment such as safety spectacles, laboratory coats and gloves are required to be worn during some practical classes. Students should read the lab manual carefully to ensure they are adequately protected for classes, or they may be exclude from classes due to safety concerns.</p> <p style="padding-left: 40px;">Due to the movement of large numbers of students, students who arrive early for class should wait outside the optometry building. Students should wait until it is on the hour, before entering the building and accessing level 3 by the Northern staircase (staircase near the lifts near the clinic). Students should only enter the laboratory through the front door when the instructor permits entry, following which students should wear their student ID cards. When leaving the laboratory, students should leave through back door and return the student ID card holders, and take the Southern staircase downstairs to exit the building.</p>			

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Dr Mei Ying Boon	m.boon@unsw.edu.au	Available before or after lectures. Otherwise, email to set up a meeting or ask questions.

Additional Teaching Staff	Laboratory instructors	Dr Mei Ying Boon Mr Grant Hannaford Mrs Susana Gribble Mr Praveen Bandela Mr Justin Baker Dr Ingrid Jimenez Mr Charles Chung Mr Gyeongdong Kim	m.boon@unsw.edu.au g.hannaford@unsw.edu.au	Online discussion board available for questions and lecturers may be emailed questions or for consultation times.
	Technical & Laboratory Staff	Dr Dale Larden	d.larden@unsw.edu.au	Please email to make an appointment
	Other Support Staff	Dr Vinod Maseedupally	z3262380@unsw.edu.au	

¹ UNSW Online Handbook: <http://www.handbook.unsw.edu.au>

3. Course Details

Course Description ² (Handbook Entry)	This course will build upon knowledge of geometric and physical optics and extend that knowledge to the practical application of optical dispensing. This course will be delivered by lectures, practical classes and self-directed learning. Brief curriculum: Focimetry, interpupillary distance, lens types and categorization, lens materials and coatings, lens measurements, interpreting a prescription, transposition, prism, frame types, frame selection and adjustment, lens grinding and mounting to frames, and optical considerations of lens prescribing.		
Course Aims ³	This course aims to produce a student who is capable of spectacle glazing and capable of selecting, dispensing, verifying appropriate frames and lenses for a variety of visual task and safety needs.		
Student Learning Outcomes ⁴	By the end of the course the students should be able to: <ol style="list-style-type: none"> 1. Select suitable frames and prescribe lenses in a format appropriate to the patient's vocational and avocational needs. 2. Identify and measure existing spectacles used by a patient 3. Work alongside an optical dispenser to undertake facial fitting of spectacles 4. Identify, measure and mark-up single vision, multifocal and progressive lenses 5. Identify complex optical problems that may present in practice 6. Solve patients' visual problems with a range of optical appliances 7. Demonstrate knowledge of lens and frame materials and optical considerations in lens manufacture and design 		
Graduate Attributes Developed in this Course ⁵			
Science Graduate Attributes ^b (maybe replaced or augmented by UNSW, School or professional attributes)	Select the level of FOCUS 0 = NO FOCUS 1 = MINIMAL 2 = MINOR 3 = MAJOR	Activities / Assessment	
Research, inquiry and analytical thinking abilities	3	Students will apply their growing optics knowledge and develop interview skills and technical skills to provide optimal optical dispensing solutions.	

Capability and motivation for intellectual development	2	Students will be made aware of the importance of presenting dispensing options to patients that are the best solution for their concerns.
Ethical, social and professional understanding	3	Communication skills are a very important part of dispensing. Students will have ample opportunity to practice these skills, including as part of the Assignment.
Communication	1	Students will be working in pairs and small groups in some classes. Communication skills will also be developed during the Assignment.
Teamwork, collaborative and management skills	1	The Assignment will require students to conduct some research, to work in pairs and to exercise organisation skills to gather documentary evidence and complete tasks in a timely manner.
Information literacy	3	Students will apply their growing optics knowledge and develop interview skills and technical skills to provide optimal optical dispensing solutions.
Major Topics (Syllabus Outline)	Major topics include lens types (single vision, multifocal, progressive and extended focus lenses), parts of a prescription, frame parts, frame materials, frame measurements, frame selection, frame adjustment, aspheric lens designs, lens materials, facial measurements, eye protections, glazing of spectacles, lens coatings and treatments, high powered lenses, dispensing for anisometropic patients, dispensing for aniseikonic patients, trouble-shooting, spectacle checking to Australian standards.	
Relationship to Other Courses within the Program	Optical dispensing builds on optics knowledge and applies it to the real-world task of converting an optical prescription into an optical correction that meets the needs of patients in terms of vision, fit and comfort. To ensure that students know first-hand the properties of a well-made pair of spectacles, students will learn how to glaze lenses into frames. This course is useful for students in the vision science program as it is a skill of value in the optical industry. For students in the optometry program, optical dispensing is required at the conclusion of most vision-related optometry consultations, hence students will use this skill during all clinical courses, whether located in the UNSW Optometry Clinic, or while on rotations. In the 3 rd . year of the program, students will begin to apply optical dispensing skills learned in OPTM2233 in the UNSW Optometry Clinic, serving public patients of the UNSW Optometry Clinic.	

² UNSW Handbook: <http://www.handbook.unsw.edu.au>

³ [Learning and Teaching Unit: Course Outlines](#)

⁴ [Learning and Teaching Unit: Learning Outcomes](#)

⁵ Contextualised Science Graduate Attributes: <https://www.science.unsw.edu.au/our-faculty/science-graduate-attributes>

4. Rationale and Strategies Underpinning the Course

Teaching Strategies	Teaching strategies include the following: Lectures to provide the necessary background and theory underpinning the study of topics included in this course. Authentic learning in practical classes to develop basic skills and personal experience in a variety of procedures and skills Online instruction will be used for those topics where students may benefit from repeated revision of specific skills. Class activities and assignments are designed to build proficiency in optical dispensing.
Rationale for learning and teaching in this course ^{6,7}	Thinking skills are important to the dispensing process. Face-to-face lectures are important as this is where thinking skills are modelled, and students have the opportunity to ask questions in real time. Laboratory classes are necessary as it is important to practice skills in order to become proficient at them. The online video instruction will allow students to become familiar with equipment they will use during laboratory classes prior to attending the classes. Homework activities will be set, including an assignment.

5. Course Schedule

	Lectures L1 Mon 3-4 pm L2 Thurs 2-4 L3 Fri 2-3 (Week 1 only) Topics & Lecturers	Lab 1 Grp 1 Mon 12-2 pm Grp 2 Mon 10 am-12 noon Grp 3 Mon 4-6 pm Grp 4 Tues 12-2 pm Grp 5 Wed 10 am-12 noon Grp 6 Tues 4-6 pm Grp 7 Tues 10 am-12 noon Grp 8 Mon 8-10 am	Lab 2 Grp 1 Wed 4-6 pm Grp 2 Wed 12-2 pm Grp 3 Wed 2-4 pm Grp 4 Thurs 4-6 pm Grp 5 Thurs 11 am-1 pm Grp 6 Fri 12-2 pm Grp 7 Fri 8-10 am Grp 8 Fri 3-5 pm	Assignment and Submission dates (see also 'Assessment Tasks & Feedback's)
Week 1 (commencing 3 June)	L1 Introduction to the Course L2 Lens Types and Parts of a Prescription L3 (to replace public holiday Wk 2 L1) Prism in single vision lenses	None	None	
Week 2 (commencing 11 June (Tuesday))	L1 None due to a public holiday L2 Transposition, Focimetry (trial lenses for focimetry) and Lens Neutralisation (of SV, MF and PALs)	None	Lens types and Lens neutralization.	
Week 3 (commencing 17 June)	L1 Frame measurements and selection L2 Frame materials and adjustment	Focimetry and SV lenses	Frame measurements and Frame selection	
Week 4 (commencing 24 June)	L1 Facial measurements (PDs, heights) L2 Lens materials and coatings	Frame materials and their adjustment (to standard alignment and facial fitting)	Measuring monocular PDs and heights	Assignment Part 1 and 2(a) due Friday 9 pm
Week 5 (commencing 1 July)	L1 Midsession theory examination L2 Keeping lenses thin (including aspheric lenses)	Lab 2 Focimetry and prism (hour 2 is supervised practice time)	Midsession practical examination	Midsession theory exam Midsession practical exam
Week 6 * (commencing 8 July)	L1 Multifocals L2 PALs and Customised PALs	Appreciating lens properties, tints and coatings	The impact of fitting measurement accuracy on the experience of wearing multifocal, extended focus and PALs.	
Week 7 (commencing 15 July)	L1 Midsession theory exam feedback L2 The Edging Process and calculations, and simple repairs L4 Midsession examination feedback (MB)	Customised PAL measurement and PAL lens selection	Focimetry of multifocals, extended focus lenses and PALs	
Week 8 (commencing 22 July)	L1 Patients who need eye protection L2 Prescribing prism for bifocals and PALs	Safety induction for edging and repairs; calculations for edging (SV with prism).	Students will proceed alphabetically according to the roll through the edgers. Students who are not edging, should undertake the simple repair exercises. If they still have time remaining, they may	Assignment Part 2(b) due Fri 9 pm

			practice other dispensing activities. (15 minutes per student on the edger for SV)	
Week 9 (commencing 29 July)	L1 Dispensing to Australian Standards L2 The Aniseikonic patient	Students will continue to proceed alphabetically by family name through the edgers (PALs). Students who are not edging, should undertake the simple repair exercises. If they still have time remaining, they may practice other dispensing activities. (15 minutes per student on the edger for PALs – assuming 3 edgers and 24 students)	Checking of spectacles to Australian Standards (edged and example spectacles) and delivery of completed spectacles to your patient.	
Week 10 (commencing 5 August)	L1 The Anisometropic patient L2 Trouble shooting advanced cases	ORLAB visit scheduled in groups of 12 students for 1 hour (remaining time is supervised practice time)	Troubleshooting - role playing involved	Assignment Part 2(c) due during your Lab 2 class
Week 11 (commencing 12 August)	None	None	None	Assignment Part 3 due Monday 5 pm

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

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

6. Assessment Tasks and Feedback¹⁰

Task	Knowledge & abilities assessed	Assessment Criteria	% of total mark	Date of		Feedback		
				Release	Submission	WHO	WHEN	HOW
Midsession theory and practical examination	Examines all theoretical and practical knowledge in the course in Weeks 1-4 inclusive	Theory: Accuracy of answers Practical: Ability to accurately do focimetry of single vision lenses, frame measurement, interpupillary distance measurement, spectacle lens fitting height measurements	10%	Week 5	N/A	Lecturers and instructors	During Week 7	Marks, Answer feedback, general class feedback on strengths and weaknesses
Optical Dispensing ePortfolio Assignment	Ability to perform optical dispensing at a beginning level. Ability to communicate with a patient to understand their needs and preferences. Ability to write a reflection that involves identification of complex optical dispensing problems and evidence-based solutions.	1. Ability to understand a patient's journey into a presbyopic correction and the impact of optical dispensing and advice on their quality of life; 2. Satisfactory and timely completion of tasks required for the dispensing of a progressive addition lens correction as an eye care practitioner; and their documentation within an ePortfolio. 3. Ability to reflect on how the student's own understanding of the following has grown as a result of activities undertaken in this course, including parts 1 and 2 of this assignment: the contribution of quality of optical dispensing, communication skills, and the range of roles within the ophthalmic industry to improving vision-related quality of life.	20%	Week 1	Part 1 and 2(a): Wk 4, Fri 9 pm Part 2(b): Wk 8, Fri 9 pm Part 2(c): during Wk 10 Lab 2 class Part 3, Wk 11, Mon 5 pm	Lecturers and instructors	During exam period	Mark, marking rubric, and general class feedback on strengths and weaknesses through Moodle
Final theory examination	Examines all theoretical knowledge relating to optical dispensing, addresses all learning outcomes	Accuracy of answers	#35%	As per examination timetable	N/A	Lecturers and instructors	When final marks are released	Final mark
Final practical examination	Examines all practical and theoretical basis of practical tasks relating to optical dispensing, addresses all learning outcomes	Accuracy of measurements and answers.	#35%	As per examination timetable	N/A	Lecturers and instructors	When final marks are released	Final mark

hurdle indicates that this exam must be passed in order to pass the course. Failure to achieve 50% in the final exam will result in a grade of Unsatisfactory Failure (UF) because an essential component of the course has been failed. Note: a UF requires you to repeat the course regardless of the mark, and will prevent you from undertaking subsequent courses for which OPTM2233 is a pre-requisite

7. Additional Resources and Support

Text Books	Text book: System of Ophthalmic Dispensing by C.W. Brooks and I.M. Borish.
Course Manual	A practical manual will be made available online through Moodle
Required Readings	EyeTalk guide (available in-class)
Recommended Reading	Practical Optical Dispensing by David Wilson.
Recommended Internet Sites	Optical Distributors and Manufacturers Association (www.odma.com.au), EyeTalk Consultants (www.eyetalk.com.au), Mivision (www.mivision.com.au), Insight Ophthalmic Newspaper (www.insightnews.com.au/Insight.aspx), Essilor Academy (http://www.essiloracademy.eu/en/articles-of-reference/dispensing) , Opticampus (http://64.50.176.246)
Societies	http://www.optomsoc.com
Computer Laboratories or Study Spaces	OMBLG25, requires student card to access.

8. Required Equipment, Training and Enabling Skills

Equipment Required	<p>Students are required to have purchased the dispensing kit OPTM2233 2019 version. This is considerably updated from the 2018 version, with little overlap, as it now includes the cost of one pair of single vision lenses, one pair of progressive addition lens, one metal frame, one plastic frame.</p> <p>Students are required to have a valid spectacle prescription.</p> <p>Students are required to bring their student ID to every practical class, and may also be required to wear personal protective equipment such as safety spectacles and laboratory coats.</p>
Enabling Skills Training Required to Complete this Course	<p>Some resources should be accessed. These will be available in the Course Manual and in the Moodle Administration section. These include links to UNSW resources about writing skills. There will be an ice-breaker activity where students will introduce themselves to their colleagues using the ePortfolio software. It will enable students to learn about their classmates, and also provide students the opportunity to familiarise themselves with the ePortfolio software. This year, the ePortfolio software is called VoiceThread.</p>

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	2019	The learning outcomes and assessments were revised and approved by the university in 2019.
myExperience ¹¹	2018	<p>We've used your feedback to make some improvements.</p> <p>Previous students told us they had difficulty with data entry of measurements into Moodle for the PD and frame measurement tasks of the Lens Assignment and understanding how to improve based on the feedback. We have responded to this feedback by replacing the assignments with a midsession practical examination during which method and accuracy will be assessed, and feedback provided.</p> <p>Previous students told us they would like more consistent explanations between practical demonstrators and lecturers. We have responded to this feedback by now including more explicit explanations for those aspects of dispensing for which there may be multiple methods including their relative advantages and disadvantages. Further, all instructors will be encouraged to be consistent in explanations with the lectures.</p> <p>Previous students told us that that the practical schedule was difficult to follow. We have responded to this feedback using a range of methods: (1) Streamlining classes so similar tasks are conducted in the one practical, (2) Now that the renovations are complete, all classes will be in the new dispensing laboratory, except for the visit to the Optics and Radiometry Laboratory, and (3)</p> <p>Previous students told us that they wanted better teaching equipment and materials. We have responded to this feedback through a range of measures including sourcing additional donations from industry, purchasing new equipment, and including frames and lenses in the student kit.</p> <p>Previous students told us that they wanted more practice time. We have responded to this feedback by scheduling additional optional practice times outside class time.</p>

¹¹ myExperience process: <https://teaching.unsw.edu.au/myexperience>

10. Administration Matters

<p>Expectations of Students</p>	<p>Some components of this course are compulsory, and you are expected to attend. Attendance at compulsory course components will be monitored by taking a roll.</p> <p>The compulsory course components, and the justification for their compulsory nature, are as follows:</p> <ul style="list-style-type: none"> All practical classes in this course must be attended because they act to reinforce theoretical components of the course, while teaching critical practical clinical skills prior to use in the clinic in the final years of the program. <p><u>Attendance registers:</u> In courses where signature on an attendance register is used to monitor attendance, all enrolled students must provide a specimen signature on a central School register by the end of the first week of semester. The central register will be overseen by Dr Dale Larden/Paul Zytnik. Please bring your student card with you when providing your specimen signature. Only one variant of your signature may be used on the central register and on all attendance registers.</p> <p>If your signature does not appear on an attendance register for a compulsory course component, or if the signature on the attendance register does not match the signature on the central register, it will be assumed that you were absent from the compulsory course component.</p> <p>Attempts to falsify the central register or attendance registers will be managed under UNSW Student Misconduct Procedures: https://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf</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 Zmail 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). You will miss out on vital information from the School and University if you do not check your Zmail.</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>Assignment Submissions</p>	<p>Assignments should be submitted via Moodle (electronic submission). Some components which are not possible to mark online, e.g. edged spectacles and associated paperwork, will be required to be submitted as specified in the assignment information.</p> <p>Marked assignments can be collected from the: • School Enquiry office during counter opening hours. You must show a valid student card to do this. 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: https://www.optometry.unsw.edu.au/current/policies-and-procedures.</p>

Work Health and Safety ¹²	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: https://www.optometry.unsw.edu.au/whs/work-health-and-safety
Assessment Procedures UNSW Assessment Policy ¹³	<p style="text-align: center;">SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2019</p> <p>SPECIAL CONSIDERATION:</p> <p>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. UNSW operates under a Fit to Sit/ Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.</p> <p>CHRONIC ISSUES AND PRE-EXISTING CONDITIONS:</p> <p>If you have chronic issues and pre-existing conditions, we recommend you apply for Educational adjustments for disability support through Disability Services. Register for Disability Services at https://student.unsw.edu.au/disability-registration</p> <p>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 Special Consideration application as detailed on the UNSW website: https://student.unsw.edu.au/special-consideration.</p> <p><u>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.</u></p> <p>This information will be available on the School web site at http://www.optometry.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.</p> <p><u>SUPPLEMENTARY EXAMINATIONS FOR 2019 WILL BE HELD AS FOLLOWS:</u></p> <p>FOR TERM 1:</p> <ul style="list-style-type: none"> • STAGE 1-4* COURSES: FRIDAY, 24 MAY 2019 – SATURDAY, 25 MAY 2019 • THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2019 <p>FOR TERM 2:</p> <ul style="list-style-type: none"> • STAGE 1-3 COURSES: FRIDAY, 6 SEPTEMBER 2019 - SATURDAY, 7 SEPTEMBER 2019 • STAGE 4* COURSES: FRIDAY, 6 SEPTEMBER 2019 • THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2019 <p>FOR TERM 3:</p> <p>STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 9 DECEMBER 2019 – FRIDAY, 13 DECEMBER 2019.</p> <p>STAGE 1-4* COURSES: FRIDAY, 20 DECEMBER 2019, SATURDAY, 21</p>

	<p align="center">DECEMBER AND MONDAY, 23 DECEMBER 2019.</p> <p>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. But usual Special Consideration still applies.</p> <p>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.</p> <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>* Stage 4 includes courses in the first year of the MCLinOptom program.</p> <p align="right">School of Optometry and Vision Science, UNSW, 14 March 2019</p>
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¹² [UNSW OHS Home page](#)

¹³ [UNSW Assessment Policy](#)

¹⁴ [Student Complaint Procedure](#)

Equity and Diversity	<p>Those students who have a disability or are dealing with personal circumstances that affect their study 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.</p> <p>Early notification is essential to enable any necessary adjustments to be made. https://teaching.unsw.edu.au/accessibility-tips</p>		
Student Complaint Procedure ¹⁴	School Contact	Faculty Contact	University Contact
	<p>Prof. Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373</p>	<p>A/Prof Janelle Wheat Deputy Dean (Education) Contact details: TBA</p> <p>Or</p> <p>Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652</p>	<p>Student Integrity Unit (SIU)</p> <p>Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au</p>
University Counselling and Psychological Services ¹⁵	<p>Information on Counselling and Psychological Services [CAPS] is available at: https://www.counselling.unsw.edu.au/ Tel: 9385 5418</p>		

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:

<https://student.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