



UNSW
SYDNEY

FACULTY OF SCIENCE
SCHOOL OF OPTOMETRY AND VISION SCIENCE

OPTM6411
CONTACT LENSES

TERM 1, 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	OPTM			
Course Name	Contact Lenses			
Academic Unit	School of Optometry and Vision Science			
Level of Course	4 th year post graduate			
Units of Credit	6UOC			
Session(s) Offered	Term 1			
Assumed Knowledge, Prerequisites or Co-requisites	Prerequisites: OPTM6400 or OPTM3211 and OPTM3231 and VISN3211			
Hours per Week	5 Hours (Contact: 5 hours, Online 2 hours)			
Number of Weeks	10 Weeks			
Commencement Date	18 th February 2018			
Summary of Course Structure (for details see 'Course Schedule')				
Component	HPW	Time	Day	Location
Lecture	2	2 – 4 pm	Tuesday (week 1 -10)	Mathews Theatre D
Lab – Option 1	3	9 – 12 pm	Monday	RMB 2.009
Lab – Option 2	3	3 – 6 pm	Monday	RMB 2.009
Lab – Option 3	3	9 – 12 pm	Tuesday	RMB 2.009
Lab – Option 4	3	9 – 12 pm	Wednesday	RMB 2.009
Lab – Option 5	3	9 – 12 pm	Thursday	RMB 2.009
Online	2	-	-	-
TOTAL				
Special Details	Groups may need to be reassigned (i.e. if unequal number, low numbers, etc) once enrollments are known. Groups may be reassigned at any time if behavior is unacceptable in one or more groups			

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Dr Vinod Maseedupally	vinodm@unsw.edu.au	By appointment
Additional Teaching Staff	Lecturers & Facilitators	Prof Helen Swarbrick Prof Fiona Stapleton Ms Lily Ho	h.swarbrick@unsw.edu.au f.stapleton@unsw.edu.au lily.ho@unsw.edu.au	By appointment
	Tutors & Demonstrators	TBA	-	-
	Technical & Laboratory Staff	Dr Dale Larden	d.larden@unsw.edu.au

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

3. Course Details

<p>Course Description² (Handbook Entry)</p>	<p>Building on knowledge gained in the Bachelor of Vision Science, and the introductory postgraduate clinical course OPTM6400 (Optometric Preclinical Practice), this course will extend primary care consulting room technical skills into the optometric specialty of contact lenses. This course will advance student knowledge and stimulate interest in contact lenses through the development of a theoretical and practical generic understanding of the design of rigid and soft spherical and toric lenses, contact lens fitting principles, and the clinical assessment and optimisation of contact lens fittings. There will be a strong emphasis on the acquisition of specific contact lens-related clinical skills, together with problem solving and clinical decision making in the fitting of both rigid and soft contact lenses. Specific complications of contact lens wear will be discussed, along with strategies to manage and avoid adverse effects. The course will be delivered using lectures, practical classes, assignments and self-directed learning</p>
<p>Course Aims³</p>	<p>The course aims to introduce contact lens theory and clinical skills through a series of lectures and practical classes. Specific aims are to develop and instill:</p> <ul style="list-style-type: none"> • knowledge about the designs and parameters of rigid and soft contact lenses, and the forces that govern their performance on the eye • appreciation of patient-related factors in contact lens fitting • competence in handling rigid and soft contact lenses, including insertion and removal • a strong theoretical understanding of the underlying fitting principles for rigid and soft spherical and toric contact lenses • practical skills in assessing and optimising rigid and soft spherical contact lens fittings • appreciation of the important material properties of rigid and soft lenses and how they are measured <p>adverse effects of rigid and soft contact lenses, their etiology, diagnosis and management</p>
<p>Student Learning Outcomes⁴</p>	<p>By the end of the course, students will be competent in:</p> <ul style="list-style-type: none"> - handling, insertion and removal of rigid and soft contact lenses - the use of contact lens instrumentation (e.g. keratometer, slit lamp, Burton lamp) - assessment of basic rigid and soft lens fittings - optimising lens fitting by parameter manipulation <p>By the end of the course, students will have a clear understanding of:</p> <ul style="list-style-type: none"> - physical form, parameters, materials, methods of verification - the differences between rigid and soft lenses in lens fitting characteristics, philosophies, and assessment - spherical versus toric contact lens fitting principles - the etiology, diagnosis and management of contact lens related complications <p>By the end of the course, students will have a broad knowledge of:</p> <ul style="list-style-type: none"> - methods of contact lens manufacture - criteria for patient suitability for contact lens wear
<p>Graduate Attributes Developed in this Course⁵</p>	

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>

Science Graduate Attributes ⁵	Select the level of FOCUS 0 = NO FOCUS 1 = MINIMAL 2 = MINOR 3 = MAJOR	Activities / Assessment
Research, inquiry and analytical thinking abilities	3	Lectures, assignments (esp. patient suitability for CLs), video test, theory exam
Capability and motivation for intellectual development	3	Lectures, assignments, practical class activities, theory exam
Ethical, social and professional understanding	2	Practical class activities
Communication	2	Practical class activities
Teamwork, collaborative and management skills	2	Practical class activities
Information literacy	2	Assignments and Theory exam

Major Topics (Syllabus Outline)	<p>Contact lens parameters, specifications and design; forces that influence contact lens performance on the eye; patient selection for contact lens wear; rigid and soft contact lens fitting assessment (theory and practical); optimisation of contact lens fitting (theory and practical); principles of toric lens fitting of rigid and soft contact lenses; contact lens material properties; clinical instrumentation used in contact lens assessment (practical). Understanding the effects of contact lens on the cornea; etiology, diagnosis and management of contact lens complications; avoiding adverse effects; adverse effects of contact lenses, strategies to avoid adverse effects; and practical aspects of contact lens patient management.</p>
Relationship to Other Courses within the Program	<p>This course builds on general clinical theory, techniques and skills taught earlier in the Optometry program in courses OPTM2190, OPTM2291, OPTM3111, and OPTM3211 (Introduction to Clinical Optometry, Primary Care Optometry, Optometry 3A, and Optometry 3B). It forms the basis for more advanced contact lens practice to be covered in OPTM6422 and in the Clinical Optometry courses in Year 5.</p>

4. Rationale and Strategies Underpinning the Course

Teaching Strategies	<p>The course is delivered as a series of lectures on theoretical aspects of contact lenses. Which runs in parallel with a series of practical classes that will introduce the clinical techniques and skills associated with contact lens practice. The schedule of topics covered in the lectures is designed to coordinate and interleave with practical class topics to provide an overall integrated structure to the course. Assignments are used to reinforce specific topics presented in lectures and/or practical classes. In a separate series of lectures, adverse effects of contact lenses will be presented.</p>
Rationale for learning and teaching in this course^{6,7}	<p>Theoretical knowledge of contact lenses is delivered using many practical and real-world illustrations to reinforce the theoretical principles being taught. Minor assignments allow the students to work through real-world examples to embed the concepts covered in lectures. Students are encouraged in the practical classes to face and overcome their natural disinclination to insert contact lenses in their own and other students' eyes through the establishment of a trusting, supportive and interactive environment. Past experience has proven that these teaching strategies successfully instill the required knowledge and skills while encouraging engagement, participation and interest in the topic area.</p>

⁶[Reflecting on your teaching](#)

5. Course Schedule

Some of this information is available on the [Online Handbook](#)⁷ and the [UNSW Timetable](#)⁸.

Week	Lectures (face-to-face)	Tutorials (day), Topics & Lecturers	Practical (day), Topics & Lecturers	Assignment and Submission dates (see also 'Assessment Tasks & Feedback')
Week 1	Introduction	CL definitions and terminology, basic lens parameters, CL back surface design, specifying parameters, other lens features	Rigid lens parameter measurement	
Week 2	Forces acting on CL parts 1 and 2	Physical effects of CLs (2 lectures)	History taking and questionnaire	Exercise 1: Lens Specification exercise (due Friday)
Week 3	Optical considerations of Contact Lenses	Oxygen requirements and effects of hypoxia (4 lectures)	Slitlamp routine for contact lenses	
Week 4	RGP lens materials		Tear film assessment	
Week 5*	Basic approaches to rigid lens fitting		Rigid lens insertion and removal, white light assessment 1	Assignment 1: Patient Suitability (due Friday)
Week 6	Rigid lens fitting: interpreting fluorescein patterns	Corneal inflammation, infiltrative responses, CLPC and corneal infection (3 lectures)	Assessment of fluorescein patterns	Exercise 2: Dk Calculation exercise (due Friday)
Week 7	Soft lens materials definitions and designs		Varying total and optic zone diameters	Assignment 2: Critical Lens Dk/t calculation (due Friday)
Week 8	Soft lens fitting – Spherical	Lens care and maintenance, aftercare and symptomatology (2 lectures)	Soft lens insertion and removal, lens handling	
Week 9	Fitting the astigmat & Soft toric lens fitting		Loose versus tight fittings	
Week 10	Rigid Torics	Disposable lenses, compliance and special clinical issues, Therapeutic Management (3 lectures)	Other lens designs, disposable lenses	Exercise 3: Rigid Toric Lens exercise (due Monday the following week)

*NB: As stated in the UNSW Assessment Policy: 'one or more tasks should be set, submitted, marked and returned to students by the mid-point of a course, and a formative assessment no later than the Census Date for the term at end of Week 4 of a 10-week session'

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
ASSIGNMENT 1 Report on patient suitability	Familiarity with use of relevant clinical instrumentation, understanding of criteria for determining patient suitability for contact lens wear	Appropriate recording of patient details and slit lamp findings; correct interpretation of history, questionnaires and slit lamp findings	20%	Week 2 (In prac classes)	Friday, 22 March 2019 (Submit via Moodle)	Dr Vinod Maseedupally	Monday, 8 April 2019	Written comments on Moodle
ASSIGNMENT 2 Critical lens Dk/t	Confidence in calculating and clinically interpreting contact lens Dk/t	Appropriate selection of lens examples; correct calculation of Dk/t and use of units; appropriate interpretation of critical Dk/t results	15%	Week 5 (Monday)	Friday, 4 April 2019 (Submit a hard copy to School Office)	Prof. Helen Swarbrick	Friday, 18 April 2019	Written comments on assignment
VIDEO TEST	Familiarity with the assessment of basic rigid and soft lens fittings, and optimisation of fitting by parameter manipulation	Correct identification and interpretation of rigid and soft contact lens fitting characteristics	15%	TBA		Dr Vinod Maseedupally		Marks returned via Moodle along with final marks
THEORY EXAM**	Demonstrating a competent understanding of theoretical principles of contact lenses, and the basis for clinical assessment of contact lens fitting	Overall understanding and knowledge of course material	50%	TBA		Dr Vinod Maseedupally		Final marks

**The final theory exam may constitute Multiple Choice Questions and the responses for these questions may be moderated for guessing. The final theory exam must be passed, and if it isn't, the final grade "UF" will be given even if the overall aggregate mark is greater than 50%.

¹⁰ Approaches to assessment: <https://teaching.unsw.edu.au/assessment>

7. Additional Resources and Support

Text Books	<p>There are no required textbooks for this course. Recommended textbooks include:</p> <ul style="list-style-type: none"> • Mandell RB. Contact Lens Practice, 4th edition. Charles C Thomas, 1988 (no longer in print). • Efron N. Contact Lens Practice. 3rd Edition Butterworth-Heinemann, 2017. • Phillips AJ & Speedwell L. Contact Lenses, 5th edition. Butterworth-Heinemann, 2007. • Silbert JA. Anterior Segment Complications of Contact Lens Wear, 2nd ed, Butterworth-Heinemann, 2000. (no longer in print). • Gasson A & Morris J. The Contact Lens Manual. 4th Edition Butterworth-Heinemann, 2010 <p>These recommended textbooks are available in the UNSW library.</p>
Course Manual	<p>Powerpoint slide handouts will be made available in pdf form on Moodle. A practical manual will be available in print</p>
Required Readings	<p>There are no required readings in this course.</p>
Additional Readings	<p>The lecturers may, from time to time, suggest additional (optional) readings for students to review and revise course materials.</p>
Recommended Internet Sites	<p>Cornea & Contact Lens Society of Australia (http://www.cclsa.org.au) CLSpectrum (www.clspectrum.com)</p>
Societies	<p>Cornea & Contact Lens Society of Australia</p>
Computer Laboratories or Study Spaces	<p>By prior arrangement with Dr Dale Larden, students may be able to access Room 2.009 when it is not in use for teaching, to practice skills associated with the course, except for techniques that require actual insertion and removal of contact lenses. These latter can only be practiced under direct supervision of a qualified optometrist.</p>

8. Required Equipment, Training and Enabling Skills

Equipment Required	<p>Students do not need to provide any specific equipment for the practical classes. Students who wear contact lenses are asked to bring a lens case to the practical class to store their lenses. Teaching lenses will be used during practical classes.</p>
Enabling Skills Training Required to Complete this Course	<p>Students who have not completed the ELISE course (http://subjectguides.library.unsw.edu.au/elise) are advised to do so before commencing this course. Competence in information retrieval, familiarity with acceptable referencing styles, and an appreciation of the nature and risks of plagiarism will be assumed in this course. See also Section 11 of this Course Outline for more information about academic honesty and plagiarism.</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		<p>The five-year double degree undergraduate BOptom(Hons)/BSc 3952 program taught until 2016, was replaced by a 3-year Bachelor of Vision Science program, leading on to a 2-year Master of Clinical Optometry program in 2017. Clinical topics such as Contact Lenses taught at the postgraduate level from 2017. The previous 3UOC course Optometry 4A and the contact lens strand of Optometry 4B were consolidated into a 6UOC course teaching only contact lens topics from 2017. This would provide students with a coherent contact lens course covering theory and generic practical skills in Semester 1. Twelve hours of clinical contact lens practicals, previously taught in Optometry 4B, are incorporated in Clinical Optometry 4B (OPTM6422) in Semester 2 from 2017, to allow students to develop clinical skills in fitting, dispensing and aftercare for contact lens patients, to build on the skills gained in Semester 1, and to prepare students for patient interactions in Contact Lens Clinics in the second year of the Masters program.</p>
myExperience¹¹		<p>The course was reviewed in 2017 and 2018 received a positive evaluation from students through myExperience. The course will be reviewed again through myExperience in 2019.</p>
Other		

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

10. Administration Matters

<p>Expectations of Students</p>	<p>It is an expectation that students will attend all components of this course, including lectures, and practical classes. If you do not attend at least 80% of classes, it is likely that you will not be permitted to take the final examinations. A roll will be taken at all practical classes. Students are strongly encouraged to attend all lectures and practical classes in order to ensure that they cover all relevant course material and gain the maximum benefit from the learning experiences offered in this course.</p> <p>Students are also strongly encouraged to attend all face-to-face lectures as these may have content that may not be displayed well through Echo recording systems, and the quality of recordings is also not guaranteed as it depends on the audio-visual set-up in the lecture hall.</p> <p>It is an expectation that students watch/study/complete relevant video(s)/material(s)/activity (or activities) on Moodle prior to attending the practical classes. All practical classes in this course <u>must be attended</u> 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 year of the program. During practical classes, students will generally work in pairs. Both rigid and soft contact lenses will be inserted on all students, unless there are compelling reasons to avoid this due to health risks. We expect you to notify us at the beginning of this course if you believe that it would be inappropriate or unsafe for you to be fitted with contact lenses during this course.</p> <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>Moodle: All students should ensure during the first week of session that they can access Moodle. If you have difficulties, contact Dr Maseedupally immediately.</p> <p>Complaints: If you have complaints, suggestions, or difficulties with the subject matter, please contact the relevant lecturer first. The lecturers appreciate your input and the respect that you show by going to them personally. If your problem is still not solved, contact Dr Maseedupally. If matters remain unresolved, the next person to contact is Prof. Helen Swarbrick, the School of Optometry and Vision Science grievance officer</p> <p>For issues arising with the course as a whole and not about subject matter itself, contact Dr. Maseedupally (see "contact details").</p>
<p>Assignment Submissions</p>	<p>Most assignments are submitted via Moodle (electronic submission) and these must be submitted by the due date. Where required, these assignments must be scanned and converted to PDF in A4 size. If you have multiple documents/pages these must be merged into one single PDF. Assignments must not be submitted as images (e.g. JPG, TIFF and/or PNG). The original</p>

Assignment Submissions (Contd..)	<p>hard copy from which the electronic version is generated must be retained by the student (until the course is complete) and may be submitted to the lecturer if requested at a later date.</p> <p>Some assignments are required to be submitted as hard copies and these must be submitted in the submission box provided at the Student Enquiry office, Room 3.003A, School of Optometry Vision Science, Rupert Myer Building – North Wing). A completed copy of the Assignment Attachment Sheet must be attached to each assignment before submission.</p> <p>Marked hardcopy assignments can be collected from the School Enquiry office during counter opening hours. You must show a valid student card to do this.</p> <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: https://www.optometry.unsw.edu.au/current/policies-and-procedures</p>
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Work Health and Safety¹²	<p>During the practical classes in this course, both rigid and soft contact lenses will be inserted and removed from the eyes of students in order to encourage the necessary acquisition of skills in handling and assessing the fit of contact lenses. This process involves some minimal risks of ocular insult and damage. Students will be carefully instructed in the appropriate measures that must be taken to minimise these risks, and all activities involving any such risks will be closely supervised</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: https://www.optometry.unsw.edu.au/whs/work-health-and-safety</p> <p>Work related discomfort can occur with some clinical procedures, but can be prevented and/or managed. A video “Reducing your risk of work-related discomfort in the consultation room” is available on UNSWTV on the School of Optometry and Vision Science page https://thebox.unsw.edu.au/video/reducing-the-risk-of-work-related-discomfort-in-the-consultation-room1. If you have any questions about work-related discomfort, speak with your clinic supervisor or email Dr Jennifer Long at j.long@unsw.edu.au and monitored by qualified optometric assistants.</p>
Assessment Procedures UNSW Assessment Policy¹³	<p style="text-align: center;">SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2019</p> <p>There are two circumstances whereby a supplementary examination may be granted:</p> <p>COMPETENCY IN DOUBT</p> <p>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.</p> <p>Please check the School website for this information.</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. 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 > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.</p> <p>Special Consideration - Pre-Existing Conditions</p> <p>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</p>

¹² [UNSW OHS Home page](#)

¹³ [UNSW Assessment Policy](#)

¹⁴ [Student Complaint Procedure](#)

	<p>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.</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 above.</p> <p>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.</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 https://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 May 24th to 31st • 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 1-4* COURSES: Friday September 6th to 13th • THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2019 <p>FOR TERM 3:</p> <ul style="list-style-type: none"> • STAGE 1-4* COURSES: end of December or early January (TBA) • STAGE 5 COURSES: end of December or early January (TBA) <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 for illness 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>Equity and Diversity</p>	<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</p>

	<p>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 (https://teaching.unsw.edu.au/accessibility-tips).</p>		
Student Complaint Procedure¹⁴	School Contact	Faculty Contact	University Contact
	Prof. Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373	A/Prof Janelle Wheat Deputy Dean (Education) j.wheat@unsw.edu.au Tel: 9385 0752 Or Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652	Student Integrity Unit (SIU) Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au
University Counselling and Psychological Services¹⁵	Information on Counselling and Psychological Services [CAPS] is available at: https://www.counselling.unsw.edu.au/ Tel: 9385 5418		

¹⁵ [University Counselling and Psychological Services](https://www.counselling.unsw.edu.au/)

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