Course Outline

VISN 2111

Ocular Anatomy and Physiology

Optometry and Vision Science

Faculty of Science

Term 2, 2020
1. Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Consultation times and locations</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Convenor</td>
<td>Michele Madigan</td>
<td><a href="mailto:m.madigan@unsw.edu.au">m.madigan@unsw.edu.au</a></td>
<td>Appointment via email</td>
<td>Via email</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Dr Lisa Nivison-Smith</td>
<td><a href="mailto:l.nivison-smith@unsw.edu.au">l.nivison-smith@unsw.edu.au</a></td>
<td>Appointment via email</td>
<td>Via email</td>
</tr>
</tbody>
</table>

2. Course information

Units of credit: 6

Pre-requisite(s): VISN1101 and ANAT2111 and PHSL2101

Teaching times and location: On-line delivery.

Lectures

Monday 3pm to 5pm (Weeks 1 to 5 and 7 to 10); Wednesday 2pm to 4pm (Weeks 1 to 5 and 7 to 10)

Group Practicals and Tutorials

Group 1: Friday 9 to 11am; Group 2: Friday 11am to 1pm; Group 3: Thursday 10 to 12pm; Group 4: Thursday 3 to 5pm

(http://www.timetable.unsw.edu.au)

2.1 Course summary

This course presents an overview of the anatomy & physiology of the human eye and ocular adnexa, and an introduction to the visual system. Understanding ocular structure is critical for understanding ocular function.

2.2 Course aims

This course aims to provide an understanding of the structural organization of the eye, orbit and adnexa, and an introduction to the visual pathway, utilising in vivo imaging, and gross and cellular anatomy perspectives. The course also covers physiological aspects of the eye and visual system, including ocular surface & tear film dynamics, vascular & neural supply of ocular structures, intraocular pressure regulation, control of the pupil and accommodation, and metabolic processes in the retina and choroid.

2.3 Course learning outcomes (CLO)

At the successful completion of this course you (the student) should be able to:

1. Identify the key structures/tissues of the human eye and the surrounding tissues.
2. Identify the main physiological processes involved in normal working of the human eye.
3. Analyse the relationships between the main eye structures and their functions, and how these are critical for normal vision.
4. Identify how eye tissues and related structures can differ between normal and disease states.
5. Understand basic clinical in vivo imaging as applied to the eye, surrounding tissues and visual system.
6. Develop skills in team work, finding and analysing information, and writing and presenting information.
## 2.4 Relationship between course and program learning outcomes and assessments

<table>
<thead>
<tr>
<th>Course Learning Outcome (CLO)</th>
<th>LO Statement</th>
<th>Program Learning Outcome (PLO)</th>
<th>Related Tasks &amp; Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLO 1</td>
<td>Identify the key structures/tissues of the human eye and the surrounding tissues.</td>
<td>PLO 3181: 1, 2, 3, 4, 5, 7</td>
<td>Lectures, Practicals /Tutorials, Quizzes, slide test and final exam</td>
</tr>
<tr>
<td>CLO 2</td>
<td>Identify the main physiological processes involved in normal working of the human eye.</td>
<td>PLO 3181: 1, 2, 3, 4, 5, 7</td>
<td>Lectures, Practicals /Tutorials, Quizzes, slide test ad final exam</td>
</tr>
<tr>
<td>CLO 3</td>
<td>Analyse the relationships between the main eye structures and their functions, and how these are critical for normal vision.</td>
<td>PLO 3181: 1, 2, 3, 4, 5, 7</td>
<td>Lectures, Group Practicals /Tutorials, Quizzes, Slide test and final exam</td>
</tr>
<tr>
<td>CLO 4</td>
<td>Identify how eye tissues and related structures can differ between normal and disease states.</td>
<td>PLO 3181: 1, 2, 4, 5, 7</td>
<td>Lectures, Group Practicals /Tutorials, Quizzes, Slide test ad final exam</td>
</tr>
<tr>
<td>CLO 5</td>
<td>Understand basic clinical in vivo imaging as applied to the eye, surrounding tissues and visual system.</td>
<td>PLO 3181: 1, 2, 3, 4, 5, 7</td>
<td>Lectures, Group Practicals /Tutorials, Quizzes, Slide test and Final exam</td>
</tr>
<tr>
<td>CLO 6</td>
<td>Develop skills in team work, finding and analysing information, and writing and presenting information.</td>
<td>PLO 3181: 1, 2, 4, 5, 7</td>
<td>Group Practicals and Tutorials (Group reviews of material each week)</td>
</tr>
</tbody>
</table>

## 3. Strategies and approaches to learning

### 3.1 Learning and teaching activities

The course is intended to facilitate your learning and understanding of human eye anatomy & physiology. The course is run concurrently with ANAT2111 Introductory Anatomy and PHSL2101 Physiology 1A. This approach provides students with knowledge of eye and orbital anatomy and physiology, in the context of whole-body structure and function.

To maximise learning effectiveness, several strategies are used to encourage critical thinking and deeper learning of the topics in this course. These strategies aim to relate anatomical structures and function to in vivo imaging techniques where relevant; biomedical imaging is now the basis for much fundamental research in vision science and clinical eye health patient care and management. Students will be encouraged to view the eye and visual system...
as part of the whole person, important for later clinical courses including Ocular Disease OPTM3105 and OPTM3205. We combine didactic, small group and on-line, self-directed study approaches, that involve using:

- the course content to develop fundamental anatomical and physiology knowledge (a ‘form and function’ approach).
- group practicals and tutorial clinical case examples to develop your ability to ‘name the parts’ of the eye and orbit and to understand tissue function and physiology.
- on-line discussions to develop your ability to critically understand interactions between structure and function
- quizzes and slide tests to evaluate your understanding of foundation concepts during the course.

The Moodle component of the course provides on-line access to all course lectures, compulsory and optional readings, useful on-line learning resources and interactive microscopy, group practical and tutorial-based modules and feedback, feedback for quizzes and slide-tests and an avenue for optional student involvement in on-line questions and answers (Q&A Forum).

3.2 Expectations of students

**Expectations of Students**

<table>
<thead>
<tr>
<th>Expectations of Students</th>
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</thead>
<tbody>
<tr>
<td>Participation in group practicals and tutorials is expected (on-line). These small group classes are important as they complement the on-line lecture content. You are also expected to participate in the Q&amp;A forum discussions on Moodle as much as possible, and to ask questions and provide help for your colleagues in this forum. The course convenor will also participate and please note that all questions are welcome - no question is too simple.</td>
</tr>
<tr>
<td>• Group Practicals are Weeks 2, 4, 7, 9. These reinforce theoretical components of the course, and encourage you to understand key concepts from the lecture, videos and reading material and on-line discussion and feedback.</td>
</tr>
<tr>
<td>• Tutorials are Weeks 3, 5, 8, 10. These provide real-life clinical cases to help you understand the application of form and function critical in anatomy and physiology. You are expected to review the cases before the class (via Moodle). There will also be on-line discussion and feedback.</td>
</tr>
</tbody>
</table>

You are expected to attempt the on-line quiz for each week (Weeks 2 to 5; 7 to 10). Note that the best 3 of 4 marks for quizzes for group practicals and tutorials are used and excuses of forgetting are not accepted. (please see Assessment Tasks below).

**Exemption from classes/exams can only be granted by the Registrar (see below).**

**Exams:**

a. advise the School immediately by calling 9385-4639.
b. advise the Registrar within 3 days of completion (see university rules and Section 9 below).

**Email:** 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.

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 vital information from the School and University if you do not check your Zmail.

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
4. Course schedule and structure

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

<table>
<thead>
<tr>
<th>WEEK</th>
<th>LECTURE 1</th>
<th>LECTURE 2</th>
<th>GROUP PRACTICAL OR TUTORIAL(a, b)</th>
<th>OTHER INFORMATION/ACTIVITIES</th>
</tr>
</thead>
</table>
| 1 June 1st | COURSE INTRODUCTION (Lecture 1) (Collaborate Ultra) | TOPIC 1 (Lecture 2) GROSS ANATOMY ORBITAL BONES & ORBITAL SOFT TISSUE | NO CLASS | 1. PREVIEW ON-LINE LECTURE A: REVIEW CELLS AND TISSUES (1 hr)  
2. PREVIEW ON-LINE LECTURE B: INTRODUCTION TO IN VIVO CLINICAL IMAGING (1.5 hrs) |
| 2 June 8th | TOPIC 2 (Lectures 3 and 4) GROSS ANATOMY OF THE GLOBE, EXTRAOCULAR MUSCLES & SCLERA MONDAY PUBLIC HOLIDAY | TOPIC 3 (Lecture 5) OCULAR ADNEXA, CONJUNCTIVA & LACRIMAL SYSTEM | GROUP PRACTICAL 1 GROSS ANATOMY OF THE EYE & ORBIT; DEVELOPMENT | 3. PRE-PRACTICAL 1 [http://aclandanatomy.com/VOLUME 4 HEAD AND NECK ON-LINE OVERVIEW](#)  
4. PREVIEW ON-LINE LECTURE C: INTRODUCTION TO EYE DEVELOPMENT (1 hr) |
| 3 June 15th | TOPIC 4 (Lecture 6) OCULAR SURFACE DYNAMICS AND TEAR FILM Monday On-line Practical Quiz 1 | TOPIC 5 (lecture 7) LIMBUS AND CORNEA | TUTORIAL 1 EYELIDS & OCULAR SURFACE DYNAMICS (including TEAR FILM) | 5. ON-LINE TUTORIAL 1 RESOURCES (MOODLE) |
| 4 June 22nd | TOPIC 6 (Lecture 8) IRIS AND CILIARY BODY (ANTERIOR UVEA) Monday On-line Tutorial Quiz 1 | TOPIC 7 (Lecture 9) ANTERIOR CHAMBER DYNAMICS, AQUEOUS FORMATION & IOP | GROUP PRACTICAL 2 CORNEA, ANTERIOR SEGMENT OF THE EYE AND PUPILS | 6. PRE-PRACTICAL 2: VIRTUAL MICROSCOPY SITE [http://path.bndev.com/index1a.htm](#) MOODLE  
7. PREVIEW ON-LINE LECTURE D: PUPIL RESPONSES (1 hr) |
| 5 June 29th | REVISION Q&A FOR SLIDE TEST TOPIC 1 to 6 INCLUSIVE (Collaborate Ultra) Monday On-line Practical Quiz 2 | SLIDE TEST Part 1 (Includes TOPICS 1 to 6, Group Practical 1 and 2, Tutorial 1); MOODLE ON-LINE ~45 MINUTES ONLY; TIME-SPECIFIC | TUTORIAL 2 IRIS, CILIARY BODY & AQUEOUS DYNAMICS | 8. ON-LINE TUTORIAL 2 RESOURCES (MOODLE)  
9. MOODLE - REVIEW OF IMMUNOLOGY AND INFLAMMATION (4 hrs) (also formative MCQs) |

a. Resources and questions posted on-line; Moodle/Collaborate Ultra at the time allocated; feedback Tuesday following week

b. On-line short quiz, MONDAY 3 to 4pm; FOR ALL GROUPS; TIME-SPECIFIC AND TIME LIMITED; feedback Tuesday; see Assessments.
a. Resources and questions posted on-line; Moodle/Collaborate Ultra at the time allocated; feedback Tuesday following week

b. On-line short quiz, MONDAY 3 to 4pm; FOR ALL GROUPS; TIME-SPECIFIC AND TIME LIMITED; feedback Tuesday; see Assessments.

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2. UNSW Timetable: [http://www.timetable.unsw.edu.au/](http://www.timetable.unsw.edu.au/)
5. Assessment

5.1 Assessment tasks: PLEASE NOTE THAT STANDARD GRADING APPLIES FOR THIS COURSE

<table>
<thead>
<tr>
<th>Task</th>
<th>Length</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slide Test</td>
<td>Two on-line slide tests: Weeks 5 and 9. Identify anatomical features of eye and associated tissues. <strong>These are worth 18% each and will be time-specific and approximately 45 minutes ONLY.</strong></td>
<td>36%</td>
<td>Week 5 Wednesday 2 to 4pm</td>
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<td></td>
<td></td>
<td></td>
<td>Week 9 Wednesday 2 to 4 pm</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Final examination (on-line, up to 2 hours): may include extended matching questions, MCQs, labelling diagrams, and short answers.</td>
<td>55%</td>
<td>Term 2 Exam Period.</td>
</tr>
<tr>
<td>On-line quiz</td>
<td><strong>Quiz on-line</strong> after all groups complete practical/tutorial. There are 4 group practicals and 4 tutorials. This will be based on material from the class (may be up to 10 questions). Time-specific. Week 10 exception - on-line during class. Each quiz is worth 1.5% and the best of 3 of 4 quizzes for practicals and tutorial is calculated (n=6x1.5% = 9%). [Total of 4.5% for tutorials and 4.5% for group practicals is possible]</td>
<td>9%</td>
<td><strong>Weeks 3, 4, 5, 7, 8, 9, 10 (n=2)</strong>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monday after the Practical or Tutorial (ONLY available Monday Lecture; TIMED DELIVERY)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>*Week 10 Monday, and during Tutorials Thursday or Friday.</td>
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Further information
UNSW grading system: student.unsw.edu.au/grades
UNSW assessment policy: student.unsw.edu.au/assessment

5.2 Assessment criteria and standards

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Assessment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>Accurate Response</td>
</tr>
<tr>
<td>Slide Test (1 and 2)</td>
<td>Accurate Response</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Accurate Response</td>
</tr>
</tbody>
</table>
5.3 Submission of assessment tasks

<table>
<thead>
<tr>
<th>Assignment Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments should be submitted via Moodle (electronic submission). This includes completed laboratory reports and logs which should be scanned/photographed and submitted via Moodle. If your assignment requires submission of a pair of glasses/contact lenses, these may be submitted via the Assignment submission box at the Student Enquiry office (North Wing, Rupert Myers Building, Room 3.003), however the accompanying report should be submitted via Moodle. Marked assignments can be collected from the School Enquiry office during counter opening hours. You must show a valid student card to do this.</td>
</tr>
</tbody>
</table>

| 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/study/undergraduate-degrees/important-information-and-policies |

<table>
<thead>
<tr>
<th>Assessment Procedures</th>
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</thead>
<tbody>
<tr>
<td><strong>UNSW Assessment Policy</strong>¹</td>
</tr>
</tbody>
</table>

**SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW**
**SUPPLEMENTARY EXAMINATION INFORMATION, 2020**

**SPECIAL CONSIDERATION**
On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending/completing a formal end of term 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 and attach student’s supporting documentation (such as a medical certificate).

**CHRONIC ISSUES AND PRE-EXISTING CONDITIONS**
If you have chronic issues and pre-existing conditions, we recommend you apply for Educational adjustments for disability support through Equitable Learning Support (formerly Disability Services). Register for Equitable Learning Support at https://student.unsw.edu.au/els/register

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to take 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.
It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at 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.

SUPPLEMENTARY EXAMINATIONS FOR 2020 WILL BE HELD AS FOLLOWS:

FOR TERM 1:
- STAGE 1-4* COURSES: THURSDAY, 21 MAY 2020 – SATURDAY, 23 MAY 2020
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2020

FOR TERM 2:
- STAGE 1-3 COURSES: THURSDAY, 3 SEPTEMBER 2020 - SATURDAY, 5 SEPTEMBER 2020
- STAGE 4* COURSES: THURSDAY, 3 SEPTEMBER 2020 AND FRIDAY, 4 SEPTEMBER 2020
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2020

FOR TERM 3:
- STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 14 DECEMBER 2020 – FRIDAY, 18 DECEMBER 2020
- STAGE 1-4* COURSES: THURSDAY, 17 DECEMBER 2020, FRIDAY, 18 DECEMBER AND SATURDAY, 19 DECEMBER 2020

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.

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. 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.

* Stage 4 includes courses in the first year of the MClinOptom program.

School of Optometry and Vision Science, UNSW, 15 November 2019
5.4. Feedback on assessment

<table>
<thead>
<tr>
<th>Task</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Slide Test</strong></td>
<td>WHO: Michele Madigan (Course Convenor) WHEN: Week 6, Week 10 HOW: Marks on Moodle, general feedback Moodle and lectures, review in Practical/Tutorial</td>
</tr>
<tr>
<td><strong>Quizzes</strong></td>
<td>WHO: Michele Madigan (Course Convenor) WHEN: Week 3, 4, 5, 6, 7, 8, 9, 10 HOW: Marks on Moodle, general feedback Moodle</td>
</tr>
<tr>
<td><strong>Final Exam</strong></td>
<td>WHO: Exam Section WHEN: N/A HOW: Final Mark - Exam Section.</td>
</tr>
</tbody>
</table>
6. Academic integrity, referencing and plagiarism

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else’s words, ideas or research. Not referencing other people’s work can constitute plagiarism.

Further information about referencing styles can be located at student.unsw.edu.au/referencing

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage. At UNSW, this means that your work must be your own, and others’ ideas should be appropriately acknowledged. If you don’t follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and plagiarism can be located at:
- The Current Students site student.unsw.edu.au/plagiarism, and
- The ELISE training site subjectguides.library.unsw.edu.au/elise

The Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: student.unsw.edu.au/conduct.


7. Readings and resources

All textbooks and resources are accessible via VISN2111 Moodle and Leganto (UNSW Library).

Textbook:
This will be a useful resource for all vision science and clinical optometry studies and beyond.
Available via the UNSW Library (eBook) or at the UNSW Bookshop.

Other Recommended books:
Available via the UNSW Library or at the UNSW Bookshop.
Note- this is the textbook in 2nd year for PHSL2101 and PHSL2121 (Terms 2), so you may wish to purchase this book.
Available from UNSW Bookshop.

Available via the UNSW Library or at the UNSW Bookshop.
8. Administrative matters

Required Equipment, Training and Enabling Skills

<table>
<thead>
<tr>
<th>Equipment Required</th>
<th>No special equipment is required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabling Skills Training Required to Complete this Course</td>
<td>Skills beyond ELISE level online information literacy are expected and UNSW Library/Online Training/LOIS provide a series of tutorials that can be completed to enable this requirement. For students with limited English skills (relating to writing, comprehension, oral delivery and grammar) are encouraged to visit the UNSW Learning Centre. On-line assistance via UNSW Library and Outreach Librarians is also available for all students.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Mechanisms of Review</th>
<th>Last Review Date</th>
<th>Comments or Changes Resulting from Reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Course Review</td>
<td>2014</td>
<td>VISN211 Ocular Anatomy &amp; Physiology underwent Digital Uplift in 2016. A major course review was done in 2014.</td>
</tr>
<tr>
<td>myExperience^2 2019</td>
<td></td>
<td>The following areas have been specifically addressed in response to my Experience 2019: a) Learning outcomes more clearly defined. b) Lecture slides further refined and organised; key concepts and a summary for each section included. c) On-line access to slides and readings, additional resources provided prior to the classes; feedback provided consistently. d) Additional on-line videos and web material provided to assist in visual learning of anatomical features.</td>
</tr>
</tbody>
</table>

In 2019 students commented on the course in myExperience as follows:

The slide tests were a good tool as they highlighted areas of weakness. The practical classes also offered a great resource via the practice quizzes. This course was set out in a way that makes you appreciate the content. The teaching staff were beyond helpful, always patient and considerate of our lives which is unusual but makes you want to do better. Help was easily accessible through email, and questions were answered very well during tutorials. The lecturer was very kind and supportive of every student’s learning. The tutorials and practicals integrated lecture content very well, allowing better understanding of different topics.
## Work Health and Safety

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/about/information-and-policies/work-health-and-safety](https://www.optometry.unsw.edu.au/about/information-and-policies/work-health-and-safety)

## Equity and Diversity

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 Equitable Learning Services (formerly Disability Support Services) at 9385 4734 or [https://student.unsw.edu.au/els](https://student.unsw.edu.au/els).

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.

## Student Complaint Procedure

<table>
<thead>
<tr>
<th>School Contact</th>
<th>Faculty Contact</th>
<th>University Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Alex Hui</td>
<td>A/Prof Alison Beavis</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:alex.hui@unsw.edu.au">alex.hui@unsw.edu.au</a></td>
<td>Deputy Dean (Education) <a href="mailto:a.beavis@unsw.edu.au">a.beavis@unsw.edu.au</a></td>
<td><a href="https://student.unsw.edu.au/">Student Conduct and Integrity Unit</a></td>
</tr>
<tr>
<td>Tel: 9385 9228</td>
<td>Tel: 9385 0752 OR Dr Gavin Edwards Associate Dean (Academic Programs) <a href="mailto:g.edwards@unsw.edu.au">g.edwards@unsw.edu.au</a></td>
<td>Telephone 02 9385 8515, email <a href="mailto:studentcomplaints@unsw.edu.au">studentcomplaints@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

## University Counselling and Psychological Services

Information on Counselling and Psychological Services [CAPS] is available at: [https://www.counselling.unsw.edu.au/](https://www.counselling.unsw.edu.au/)

Tel: 9385 5418

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3. **UNSW OHS Home page**

4. **Student Complaint Procedure**

5. **University Counselling and Psychological Services**

### 9. Additional support for students

- The *Current Students* Gateway: [student.unsw.edu.au](http://student.unsw.edu.au)
- Academic Skills and Support: [student.unsw.edu.au/skills](http://student.unsw.edu.au/skills)
- Student Wellbeing, Health and Safety: [student.unsw.edu.au/wellbeing](http://student.unsw.edu.au/wellbeing)
- UNSW IT Service Centre: [www.it.unsw.edu.au/students](http://www.it.unsw.edu.au/students)