



UNSW
SYDNEY

FACULTY OF SCIENCE
SCHOOL OF OPTOMETRY AND VISION SCIENCE

VISN 1221
VISUAL OPTICS
TERM 3, 2019

Table of Contents

1. Information about the Course	2
2. Staff Involved in the Course	3
3. Course Details	4
4. Rationale and Strategies Underpinning the Course	6
5. Course Schedule.....	8
6. Assessment Tasks and Feedback	9
7. Additional Resources and Support.....	11
8. Required Equipment, Training and Enabling Skills	12
9. Course Evaluation and Development.....	13
10. Administration Matters	14
11. UNSW Academic Honesty and Plagiarism	17

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	VISN1221			
Course Name	Visual Optics			
Academic Unit	School of Optometry and Vision Science			
Level of Course	1 st year Undergraduate Core for Optometry and Vision Science Majors			
Units of Credit	6UOC			
Session(s) Offered	Term 3			
Assumed Knowledge, Prerequisites or Co-requisites	VISN1111-Geometrical and Physical Optics			
Hours per Week	6 HPW			
Number of Weeks	10 Weeks			
Commencement Date	16 th September 2019 (week 1)			
Summary of Course Structure (for details see 'Course Schedule')				
Component	HPW	Time	Day	Location
Lectures	4			
Lecture 1	2	2 - 4 pm	Monday	Central Lecture Block 6
Lecture 2	2	2 - 4 pm	Wednesday	Chemical Sc M18
Tutorials	1			
Tutorial – Group 1	1	4 - 5 pm	Thursday	Mathews 103
Tutorial – Group 2	1	5 - 6 pm	Thursday	Mathews 103
Laboratory	1			
Lab – Group 1	1	9 -10 am	Friday	Optometry Optics Laboratory (3.049)
Lab – Group 2	1	10 -11am	Friday	Optometry Optics Laboratory (3.049)
Lab – Group 3	1	11 - 12 noon	Friday	Optometry Optics Laboratory (3.049)
Lab – Group 4	1	12 - 1 pm	Friday	Optometry Optics Laboratory (3.049)
Lab – Group 5	1	1 - 2 pm	Friday	Optometry Optics Laboratory (3.049)
Lab – Group 6	1	3 - 4 pm	Friday	Optometry Optics Laboratory (3.049)
Online	TBC	Various, depending on group	Various	
TOTAL	6			
Special Details	<ul style="list-style-type: none"> • It is expected that students will attend all components of this course, including lectures, tutorials and practical classes. All practical & tutorial classes are compulsory. Marks may be deducted for non-attendance. • Groups may need to be reassigned once final numbers are known due to unequal numbers. No swapping of tutorials or practicals is permitted without prior approval from the Course Convenor. Requests must be submitted by email from the student's UNSW email address. 			

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

	<ul style="list-style-type: none"> • Punctuality is expected. Lateness for practical classes may be recorded as an absence for that lab, particularly when the formal introduction has been missed. • The lectures may be recorded and saved on Moodle, but sometimes this facility is not available. This resource should be used as a supplement to the lectures, not a substitute. • Personal communications to and from students are only permitted using UNSW Student email account.

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Dr Maitreyee Roy	m.roy@unsw.edu.au Room 3.032 Rupert Myers Building (RMB)	By appointment only
Additional Teaching Staff	Lecturers & Facilitators	Dr Maitreyee Roy	m.roy@unsw.edu.au	By appointment only
		Prof. Arthur Ho	A.Ho@brienholdenvision.org	By appointment only
		A/Prof. David Pye	d.pye@unsw.edu.au	By appointment only
		Mr Grant Hannaford	g.hannaford@unsw.edu.au	By appointment only
	Tutors & Demonstrators	Dr Nayuta Yoshioka	n.yoshioka@unsw.edu.au	By appointment only
	Tutors & Demonstrators	TBA	Class time only	N/A
	Technical & Laboratory Staff	Dr Dale Larden	d.larden@unsw.edu.au	By appointment only

3. Course Details

<p>Course Description² (Handbook Entry)</p>	<p>This course builds on knowledge and skills gained in the geometric and physical optics (VISN 1111 course) to the optical characteristics of the human eye in relation to visual performance including errors of refraction and measurement and corrections using fundamental principles of light and optics.</p> <p>Brief Curriculum Visual Optics: Ametropia and its correction, accommodation, retinal image analysis, astigmatism, measurement of visual performance, the optics of subjective refraction, near correction, optical factors affecting visual resolution, ocular refractive error corrections, aberrations, dispersion, entoptic phenomena, introduction to spectacle lenses and their subsidiary effects, design considerations of spectacle lenses.</p>
<p>Course Aims³</p>	<p>This course aims to help students acquire an understanding of the eye as an optical system, errors of refraction of the human eye and its measurement and correction. To understand the optical factors associated with the vision. To acquire the optics knowledge required to prescribe contact lenses and spectacle lenses. To understand the subsidiary effects of spectacle lenses, design considerations of spectacle lenses, and optics of spectacle lenses.</p> <p>Students will begin to appreciate the applications of optics in optometry and vision science. This course is intended to equip students with the optics knowledge required to practice optometry. The knowledge acquired in this course will help the optometry students in the acquisition of their skills in clinical optometry. The vision science students will acquire the optics background required to understand the vision and clinical visual instruments.</p>
<p>Student Learning Outcomes⁴</p>	<p>By the end of this course, you will be able to:</p> <ul style="list-style-type: none"> • Understand the optics of a human eye and learn how to calculate various optical parameters including retinal image size using schematic eye models. • Describe different types of ametropia and be able to describe how to correct ametropia using spectacle lenses and how ametropia can be measured using optometers. • Understand the concept of accommodation and focusing ability of the human eye and how it affects the range of clear vision of ametropes. • Become familiar with the concept of the subjective refraction and learn how to measure the spherical and astigmatic errors of the human eye using trial lenses and the phoropter. • Describe various factors that affect the visual performance of the human eye such as, diffraction, refractive error, and retina • Be able to describe some of the processes of wave/monochromatic aberrations which are higher-order focusing errors. In particular, you will learn about the third-order aberrations which are also known as Seidel aberrations or classical aberrations and study how they affect vision and how the eye has evolved to cope with these aberrations. • Become familiar with some of the entoptic phenomena, which are visual perceptions that are experienced only by the subject. • Understand the concept of spectacle lenses, their subsidiary effects like spectacle magnification and prismatic effects, field of view, compensation for the subsidiary effects and chromatic aberration when prescribing adds for near work, progressive addition lenses, optical factors related to the form and shape of spectacle lenses and design considerations to minimise aberrations. • Develop team-working skills to be able to work with others effectively.

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

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

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

Graduate Attributes Developed in this Course⁵		
Science Graduate Attributes⁵	Select the level of FOCUS <i>0 = NO FOCUS</i> <i>1 = MINIMAL</i> <i>2 = MINOR</i> <i>3 = MAJOR</i>	Activities / Assessment
Research, inquiry and analytical thinking abilities	3	Lecturers, tutorials and practical are carefully designed so real-life optics problems that put the student's understanding to test. Much of the class tests, online quizzes and final exam questions are heavily based on testing the student's understanding and thinking abilities in the subject. Analytical thinking is developed through the derivations of relevant formulae. Successful learning of 'Visual Optics' relies on problem-solving skills.
Capability and motivation for intellectual development	3	The lab activities are designed to develop the capabilities of students as well as to motivate them to learn with greater interest. Students are encouraged to answer critical questions based on the lab activities at the end of each lab. Attempting to solve the tutorial problems beforehand each week will promote the intellectual development of the student.
Ethical, social and professional understanding	2	Whenever possible the class exercises, lab exercises and tutorials are made up of real-life/practical situations to encourage students to develop a professional understanding.
Communication	2	Written communication is required in as part of the tutorials and practicals. During the practicals and tutorials, there are opportunities for further developing verbal communication in small group discussions and presentations. Students are also encouraged to communicate their doubts through email, the online discussion forum on Moodle. The mid-term class and final exam will have some questions that expect students to give descriptive answers.
Teamwork, collaborative and management skills	3	Teamwork is an essential skill required in both optometry, the research world, and as a university student. The group learning activities and tutorial discussions will facilitate good teamwork, time management and student collaboration. Lab classes are carried out in small groups which allow students to engage in teamwork by making measurements and carrying out the calculations. The lab classes are intense and for a one-hour duration only. Students need to come well prepared and manage their time efficiently with each other to complete the tasks in the given time.
Information literacy	2	An important component of this course is to further develop students information literacy skills. Students will be encouraged to develop further skills in finding out the information needed for self-directed learning by reading Journal articles, quizzes and group lab-work. A comprehensive guide to Information Literacy has been designed for students by the UNSW library and is available on the eLearning site [see "Internet Resources"]

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

Major Topics (Syllabus Outline)	<p>The main topics covered in this course are:</p> <ul style="list-style-type: none"> • The eye as an optical system • Schematic eye and reduced eye • Refractive errors of the eye • Astigmatism • Accommodation • Optometers • Optics of subjective refraction • Factors affecting the visual resolution • Ocular correction of ametropia & near correction • Retinal image analysis • Entoptic phenomena • Dispersion & Aberrations • Spectacle lenses, their subsidiary effects and design considerations 						
Relationship to Other Courses within the Program	<table border="0"> <tr> <td>Course</td> <td>Pre-requisite</td> </tr> <tr> <td>VISN1221 - Visual Optics</td> <td>VISN1111</td> </tr> <tr> <td>OPTM2190* - Optometry 2A</td> <td>VISN1221</td> </tr> </table>	Course	Pre-requisite	VISN1221 - Visual Optics	VISN1111	OPTM2190* - Optometry 2A	VISN1221
Course	Pre-requisite						
VISN1221 - Visual Optics	VISN1111						
OPTM2190* - Optometry 2A	VISN1221						

4. Rationale and Strategies Underpinning the Course

Teaching Strategies	<p>The course 'Visual Optics' is delivered internally through 4-hours lectures, 1-hour laboratory work and 1-hour tutorial exercises each week and designed to present with least complexity, concepts in optics relevant to the Optometry and Vision Science using a various problem-solving approach.</p> <p>Lectures will provide the necessary background and theory underpinning content covered by this course by using suitable ray diagrams, quantitative analysis, class exercises. These are chosen carefully to give students the required background, familiarity and problem-solving skills. Derivations of important formulae will be carried out in class. Students may consult the reference texts for details omitted in classwork.</p> <p>Tutorial sessions are aimed for team-based learning to enhance student engagement and the quality of student learning. These sessions are combined with problem-solving related to concept and Journal article appraisal. Each group depend on their schedule is expected to critically appraise the journal article and present the concept of the article while other groups can provide their viewpoints. This will develop key skills in critically evaluating research articles in the area of visual optics and help them understand the topics effectively in a team-based learning environment.</p> <p>Practical exercises support and extend the concept presented in lectures with a hands-on approach.</p> <p>Moodle component of the course provides access to course notes, online quizzes, compulsory and optional readings and useful online resources.</p>
Rationale for learning and teaching in this course^{6,7}	<p>The prescribed text, lecture notes and lab notes are the primary resources. Students are encouraged to read the prescribed and recommended textbooks to increase their knowledge as well as develop their learning skills. Students are encouraged to clarify any doubts they may have whenever possible.</p> <p>Students are to regard the lecture period as quality time. Students are urged to revise material covered in previous lectures and to the greatest possible extent be attentive and comprehend the material as it is presented in class.</p> <p>In tutorial sessions, students are expected to work in groups to solve a given problem during the tutorial session and critically evaluate the research article in front of the whole class and rest of the other groups are expected to voice their views on the journal article and the presentation.</p> <p>Students should study the laboratory notes before the laboratory and attempt to understand the experiment and visualise the procedure.</p>

⁶[Reflecting on your teaching](#)

Students will find this course elementary, interesting and relevant if they follow the lectures closely and study consistently and adequately from the outset. It is the sole purpose of the guidelines and requirements set out below to encourage that approach. Students who choose not to cooperate will find that the course is difficult, onerous and incomprehensible.

Students are advised to:

- Prepare adequately beforehand for all classes
- Revise previous work
- Complete prescribed reading and class exercises
- Bring relevant notes to scheduled tutorials and laboratories
- Maintain personal up-to-date written class notes including diagrams and derivations
- Question the lecturer freely. Only when the mind is freely questioning can true learning take place

5. Course Schedule

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

Week	Lecture Topics		Tutorials (Thursday, 1 hour) Mathews 103 (K-F23-103) Topics	Practical (Friday, 1 Hour) Optometry Optics Laboratory (K-M15-3.049) Topics	Assignment and Submission dates (see also 'Assessment Tasks & Feedback')
	Lecture 1 (Monday, 2-4 pm) Central Lecture Block 6 (K-E19-103)	Lecture 2 (Wednesday, 2-4 pm) Chemical Sc M18 (K-F10-M18)			
Week 1 16 th September	Course introduction & Schematic eyes/eye as an optical system	Ametropia and its correction part 1	Schematic eyes & Spherical Ametropia	Spherical errors of refraction: simulated eye	
Week 2 23 rd September	Ametropia and its correction part 2	Subjective optometer	Ametropia and its correction & subjective optometer	Badal Optometer: Measurement of spherical refractive error	Moodle Quiz1
Week 3 30 th September	Astigmatism part 1	Astigmatism part 2	Astigmatism	Simulated astigmatism eye	
Week 4 7 th October	No lecture (Public holiday)	Optics of subjective refraction	Journal Article	Retinal limits to resolution	
Week 5 14 th October	Accommodation part 1	Accommodation part 2	Accommodation	Amplitude accommodation	Moodle Quiz2
Week 6 * 21 st October	Ocular correction of ametropia	Mid-term test	Optics of subjective refraction & Ocular correction of ametropia	Visual resolution and discrimination	Mid-term test
Week 7 28 th October	Optical factors affecting the visual resolution	Retinal image analysis	Retinal image analysis & Optical factors affecting the visual resolution	Optical factors affecting the visual resolution	
Week 8 4 th November	Aberrations	Mid-term test feedback	Journal Article	Corneal curvature	
Week 9 11 th November	Dispersion	Introduction to spectacle lenses Spectacle Magnification and field of view	Aberrations & Dispersion	Axes of the eyes	Moodle Quiz3
Week 10 18 th November	Prismatic effects of spectacle lenses	Aberrations and subsidiary effects of spectacle lenses	Spectacle Magnification, Prismatic effects of spectacle lenses & aberrations and subsidiary effects of spectacle lenses	Comparison Phakometry	
Week 11 25 th November	Entopic phenomena & Exam overview				

*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, or no later than the end of Week 3 or 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 the total mark	Date of		Feedback		
				Release	Submission	WHO	WHEN	HOW
Group Work								
Group work: Lab reports Students are encouraged to work in groups and equally participate in the lab reports. Completed group lab report forms for each lab should be submitted on Moodle before the subsequent lab.	In each group lab report form, students will record measurements and make calculations. The form also includes a set of questions at the end that probe student's understanding of the lab, their observation skills and the results obtained.	Incomplete calculations, incomplete answers, lack of neatness in presentation and late submissions and absence from labs will result in loss of marks.	15% (Lab reports: 10%, Tutorials:5%)	Week 1-10	Before 11.55 pm Thursday, the subsequent lab.	M. Roy	Subsequent week	Written and informal feedback
Group work: Tutorials Students will be asked to work in groups and solve a given problem at the end of the tutorial session combined with two journal articles appraisal presentations.	Knowledge and understanding of the topics covered in the lectures and tutorials. Ability to illustrate strategies for solving optical problems using appropriate formulae.	Groups will be randomly chosen at the end of the tutorial session. Assessment will be based on the presentation skills, the ability of the group to critically think and approach the problem. The proactive nature of the group will also be considered in the assessment.		Week 1-10	On the day of the tutorial session. Week 4 (10 th October 2019) and Week 8 (7 th November 2019)	M. Roy Tutors	Same day	Informal feedback
Online & Class Tests								
On line tests: Moodle quizzes Three online Quizzes will be conducted to monitor student learning and progress during the course.	Knowledge of the topics covered in the lectures, labs and tutorials of the previous weeks and ability to work out problems similar to the class exercises will be assessed. Learning involves knowing and remembering key definitions, formulae, underlying concepts and methods to solve problems. It is an opportunity to revise materials presented during the course.	The student must complete the quiz within the given time period.	15 % (QUIZ1Quiz2 & QUIZ2 5% Each)	Week 2 (Quiz 1)	Week 3 (Quiz1)	M. Roy	Automated feedback	Moodle
				Week 5 (Quiz 2)	Week 5 (Quiz 2)			
				Week 9 (Quiz 3)	Week 9 (Quiz 3)			
Class test: Mid-session The test will be conducted to monitor student learning and progress. It will be a 50 min written class test.	Knowledge and understanding of the topics covered until Week 5 will be tested. Ability to write definitions, derive formulae, draw ray diagrams, and solve problems such as those worked out in class will be tested.	The approach used to solve the problem, working shown, the correctness of answers and the ability to define/describe clearly.	15%	Week 6 Monday, 23/10/2019	Week 6 Monday, 23/10/2019	M. Roy	2 Weeks later	Marks and answers discussed in the class

Final Exam								
Final Exam (2 hours duration)	An end of session examination will be held to test the knowledge and skills gained by the student through lectures, tutorials and lab experiments conducted through the session (Weeks 2-13), excluding journal article presentations.	Multiple Choice Questions and short answer responses. The approach used to solve the problem, working shown, the correctness of answers and the ability to define/describe clearly.	55%	Exam period (During exam period)	Exam period	M. Roy	Final Marks	Final Marks

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

7. Additional Resources and Support

<p>Text Books</p>	<p>Prescribed Text Book: 'Clinical Visual Optics' by Bennett and Rabbetts, BH, 4th Ed., 2007.</p> <p>Available at the bookshop and the UNSW library.</p> <p>Recommended Text Books: Introduction to Visual Optics, Alan H Tunnacliffe, Assoc. of British Disp. Optician 4th Ed. 1993.</p> <p>Geometrical and Visual Optics, Steven H. Schwartz, McGraw Hill, 2nd Ed.2013.</p> <p><i>Available in the Bookshop and the UNSW library.</i></p>
<p>Course Manual</p>	<p>Lecture notes and other information will be made available on Moodle whenever possible. Soft copy of the Lab Manual is available on Moodle, and a hard copy will be available at the school office.</p>
<p>Required Readings</p>	<p>Prescribed textbook, lecture notes and laboratory notes.</p> <p>Moodle announcements for VISN1221 should be checked every day or two. This includes any scheduling changes, last minutes updates, etc.</p> <p>In addition, the school website will hold important information including timetables, staff contact details, and information on supplementary examinations. http://www.optometry.unsw.edu.au</p>
<p>Additional Readings</p>	<p>Compulsory and optional readings as specified by the lecturers throughout the session will be made available on Moodle when not accessible online through the UNSW library.</p>
<p>Recommended Internet Sites</p>	<p>Moodle will be used for:</p> <ul style="list-style-type: none"> • Lectures: pdf files of PowerPoint presentations • Tutorial materials including the journal articles • Announcements of anything relating to this course that is not mentioned in lectures • Course info/latest timetable: any course administration handouts - in .pdf format. <p>Interesting links: URL links for sites connected with course topics will be provided during lectures.</p>
<p>Societies</p>	<p>The UNSW Optometry Student Society (http://www.optomsoc.com/) representatives will be organising a number of social events and functions this session which you are all encouraged to attend.</p> <p>There are many Facebook groups which you can also join including:</p> <ul style="list-style-type: none"> • UNSW Optometry Student Society (https://www.facebook.com/UNSWOptomsoc/) • UNSW Optometry and Vision Science (https://www.facebook.com/UNSWOptom/?fref=ts) <p>UNSW Optometry Clinic (https://www.facebook.com/UNSWoptometryclinic/)</p>
<p>Computer Laboratories or Study Spaces</p>	<p>The School of Optometry and Vision Science is fortunate to have its own student computer laboratory located in the OMBLG21. Room availability is usually stated on a weekly schedule posted on the door of the room.</p> <p>If these spaces are occupied or unavailable, the UNSW Library contains vast study and computing spaces that are open for longer hours than those in the school. Consult the UNSW Library website (http://info.library.unsw.edu.au/) for opening hours – hours are often longer at exam time.</p> <p>If you are concerned getting to/from the library at night, you can contact UNSW Security (http://www.security.unsw.edu.au/ or 9315 6000) for personal escort services around the UNSW campus.</p>

8. Required Equipment, Training and Enabling Skills

Equipment Required	Calculator, ruler, pencil, colour pencils/pens will be useful all the time. Students should have the current weekly lecture notes/tutorial sheet with them for the lecture/tutorial classes. Students must bring the lab notes to the lab classes. Students are advised to wear closed shoes to the Lab.
Enabling Skills Training Required to Complete this Course	<p>The UNSW Current Student site (https://student.unsw.edu.au/support) has helpful resources on a variety of topics including time management, examination preparation, and oral presentations.</p> <p>The Learning Centre also offers academic skills support to all students enrolled at UNSW (http://www.lc.unsw.edu.au).</p> <p>All commencing UNSW undergraduate students are expected to have completed the ELISE quiz accessible via Moodle. More information on ELISE is available on http://subjectguides.library.unsw.edu.au/elise/home</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>This course replaces the course VISN2131 of the old program structure with some changes in 2014.</p> <p>This course redesigned in 2015 to suit the academic requirement of the School. Some significant changes in the course structure have been made by introducing online notes, interactive lectures in the classroom, group discussions and presentations based on Journal articles appraisal in tutorial sessions combined with problem-solving related to the concept, introducing new guest lecturers and theory and Moodle online quizzes for immediate feedback.</p>
myExperience¹¹		<p>This course was conducted in its current form for the first time in 2015 and received a positive evaluation from students through my Experience.</p> <p>Majority of the students enjoyed this course as they were able to relate VISN1111 (Semester 1) course to more applied VISN 1221 course. The best aspects of the course that were highlighted by the most of the students were: good organisation of the course with the emphasis of the clear course outline, great integration of lecture, lab experiments and problem-solving tutorials; assessment schedule and timely feedback.</p> <p>Some students commented that some parts of the course were too heavy to manage and for tutorials more problem-solving questions and less emphasis on critical appraisal tutorials were requested. This feedback has now been incorporated into this course by adding more problems solving tutorial questions and reducing the journal article appraisal tutorial sessions. The contents of the course have been modified especially astigmatism, accommodation and introduction to spectacle lenses, magnification, the field of view aberrations and subsidiary effects of spectacle lenses have been simplified. 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><u>Attendance</u> It is expected that students will attend all components of this course, including lectures, tutorials and practical classes.</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> <p>Tutorials run in Weeks 1 to 10. These tutorials provide a particularly effective and critical learning experience to help you to contextualise important subject matter presented elsewhere in the course.</p> <p>All practical classes in this course must be attended because they act to reinforce the theoretical components of the course while teaching critical practical clinical skills prior to use in the clinic in the final year of the program.</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 Zytnek. 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/</p> <p>Telephone: 02 9385 1333 Email: itservicecentre@unsw.edu.au</p>
<p>Assignment Submissions</p>	<p>Assignments should be submitted via Moodle (electronic submission). This includes completed laboratory reports and logs which should be scanned/photographed and submitted via Moodle.</p> <p>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.</p> <p>Marked assignments can be collected from the:</p> <ul style="list-style-type: none"> • School Enquiry office during counter opening hours. You must show a valid student card to do this. <p>The School Policy on Submission of Assignments (including penalties for late assignments) and the Assignment Attachment Sheet are available from the School office (RMB3.003) and the School website at: https://www.optometry.unsw.edu.au/current/policies-and-procedures</p>

<p>Work Health and Safety¹²</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>Assessment Procedures</p> <p>UNSW Assessment Policy¹³</p>	<p style="text-align: center;">SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW SUPPLEMENTARY EXAMINATION INFORMATION, 2019</p> <p>SPECIAL CONSIDERATION On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. 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>SUPPLEMENTARY EXAMINATIONS FOR 2019 WILL BE HELD AS FOLLOWS:</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: (Update on Stage 1-4 Courses)</p> <ul style="list-style-type: none"> • STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 9 DECEMBER 2019 – FRIDAY, 13 DECEMBER 2019. • STAGE 1-4* COURSES: THURSDAY, 19 DECEMBER 2019, FRIDAY, 20 DECEMBER AND SATURDAY, 21 DECEMBER 2019. <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>

¹² [UNSW OHS Home page](#)

¹³ [UNSW Assessment Policy](#)

¹⁴ [Student Complaint Procedure](#)

	<p>If an 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 style="text-align: right;">School of Optometry and Vision Science, UNSW, 21 August</p>		
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. Early notification is essential to enable any necessary adjustments to be made.</p>		
Student Complaint Procedure¹⁴	<p>School Contact</p> <p>Prof. Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373</p>	<p>Faculty Contact</p> <p>Prof Simon Killcross Acting Deputy Dean (Education) s.killcross@unsw.edu.au Tel: 9385 3034</p> <p>Or</p> <p>Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652</p>	<p>University Contact</p> <p>Student Integrity Unit (SIU)</p> <p>Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au</p>
University Counselling and Psychological Services¹⁵	<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](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