



UNSW
SYDNEY

COURSE OUTLINE

VISN2111

OCULAR ANATOMY & PHYSIOLOGY

TERM 2, 2019

FACULTY OF SCIENCE

SCHOOL OF OPTOMETRY AND VISION SCIENCE



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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	VISN2111			
Course Name	Ocular Anatomy and Physiology			
Academic Unit	School of Optometry and Vision Science			
Level of Course	2 nd			
Units of Credit	6 UOC			
Session(s) Offered	Term 2			
Assumed Knowledge, Prerequisites or Co-requisites	Pre-requisite VISN1101 or VISN1211 Co-requisite OPTM2133			
Hours per Week	6 HPW			
Number of Weeks	10 weeks			
Commencement Date	Term 2, Week 1 2019			
Summary of Course Structure (for details see 'Course Schedule')				
Component	HPW	Time	Day	Location
Lecture 1	2	9 to 11am	Thursday (Weeks 1 to 9)	Webster Theatre A
Lecture 2	2	10 to 12pm	Friday (Weeks 2 to 10)	Webster Theatre A
Group Practical	2	See below	Weeks 3, 5, 7, 9	See below
Tutorials	2	See below	Weeks 4, 6, 8, 10	See below
TOTAL				
Special Details	<p>*ALL TUTORIALS / GROUP PRACTICAL CLASSES ARE COMPULSORY</p> <p>Group A Monday 9 to 11am Law G17 (in Law Library)</p> <p>Group B Monday 11 to 1pm Law G17 (in Law Library)</p> <p>Group C Monday 4 to 6pm Law G17 (in Law Library)</p> <p>Group D Wednesday 4 to 6pm Quad G040</p> <p>Group E Wednesday 2 to 4pm Quad G040</p> <p>* Punctuality is expected. Lateness for tutorial / group practical classes may be recorded as an absence, particularly when the introduction has been missed.</p> <p>*Moodle announcements for VISN2111 should be checked every day or two. This includes any scheduling changes, last minutes updates, etc.</p>			

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Michele Madigan	m.madigan@unsw.edu.au Ph. 9385 9879 or 9382 7283	By appointment. Email/phone for available times
Additional Teaching Staff	Lecturers & Facilitators	Dr Lisa Nivison-Smith	l.nivison-smith@unsw.edu.au	By appointment. Email/phone for available times

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

3. Course Details

Course Description² (Handbook Entry)	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.	
Course Aims³	<p>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 <i>in vivo</i> imaging, and gross and cellular anatomy perspectives.</p> <p>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.</p>	
Student Learning Outcomes⁴	<p>At the completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 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 may differ between normal and disease states. 5 Understand basic clinical <i>in vivo</i> 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. 	
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	Students are expected to use the resources available to analyse and understand main concepts from the lectures and small group classes, with encouragement to ask questions on content. In the group practicals and tutorials students will explore specific aspects of anatomy and physiology of the eye and visual system. Pre-lecture readings, videos and a 'build your own' glossary are provided to enhance independent learning. Assessments: in-class quizzes, slide tests and final exam.
Capability and motivation for intellectual development	3	The course provides an overview of the anatomical and physiological basis of vision. The practicals and tutorials will encourage interaction and give opportunities to develop your deeper knowledge of eye anatomy and physiology. These activities also encourage asking questions and problem solving.
Ethical, social and professional understanding	2	Anatomy and physiology knowledge provides the basis for understanding ocular disease and therapeutics, visual processing and clinical imaging. An awareness of the importance of anatomy and physiology is required for competent clinical practice within the scope of the optometry profession.
Communication	3	Verbal and written communication is required as part of the tutorial and practical classes. Group activities and questions/answer sessions encourage better communication between students and teachers.
Teamwork, collaborative and management skills	3	Teamwork is an essential skill required in clinical optometry, research, and as a university student. The group learning activities and tutorial discussions

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>

		will facilitate collegiality, good teamwork, time management skills and student collaboration.
Information literacy	2	An important component of this course is to further develop your information literacy skills. You will be encouraged to develop skills in discovering information for self-directed learning, quizzes and group work. A comprehensive guide to Information Literacy has been designed for you by the UNSW library and is available on the eLearning site [see "Internet Resources"].

Major Topics (Syllabus Outline)	<p>The main topics covered in this course are:</p> <ol style="list-style-type: none"> 1. INTRODUCTION <ul style="list-style-type: none"> Course Introduction Gross anatomy of the eye & eye development Review of cells and tissues Introduction to immunology and inflammation Basic concepts for in vivo clinical imaging of the eye and surrounds 2. GROSS ANATOMY OF THE ORBITAL BONES & ORBITAL SOFT TISSUE 3. GROSS ANATOMY OF THE GLOBE, EXTRAOCULAR MUSCLES & SCLERA 4. OCULAR ADNEXA, LACRIMAL SYSTEM AND CONJUNCTIVA 5. OCULAR SURFACE DYNAMICS AND TEAR FILM 6. LIMBUS AND CORNEA 7. IRIS AND CILIARY BODY (ANTERIOR UVEA); PUPIL RESPONSES 8. ANTERIOR CHAMBER DYNAMICS, AQUEOUS FORMATION & INTRAOCULAR PRESSURE CONTROL 9. CHOROID (POSTERIOR UVEA) 10 VITREOUS ANATOMY AND VITREORETINAL INTERACTIONS 11. RETINAL ANATOMY AND BIOCHEMISTRY 12. LENS ANATOMY, AGEING AND ACCOMODATION 13. OPTIC NERVE AND INTRODUCTION TO VISUAL PATHWAYS
Relationship to Other Courses within the Program	<p>VISN2111 is a pre-requisite for VISN2211 a Term 3 course that extends to cover the anatomy and physiology of visual system networks (visual processing) and how all aspects of visual system function impact on the way we perceive our world. This course is a co-requisite for OPTM2133 and pre-requisite for OPTM3105, both of which require knowledge of normal eye anatomy and physiology.</p>

4. Rationale and Strategies Underpinning the Course

Teaching Strategies	<p>To maximise learning effectiveness, several strategies are used to encourage critical thinking and deeper learning of the topics.</p> <p>This course consists of a combination of didactic, small group and on-line, self-directed study approaches. We will use the following approaches:</p> <ul style="list-style-type: none"> • the course content to develop fundamental anatomical and physiology knowledge ('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. • discussions to develop your ability to critically understand interactions between structure and function • quizzes and slide tests in-class to evaluate understanding of foundation concepts during the course. <p>The Moodle component of the course provides access to course notes, compulsory and optional readings, useful on-line resources, group practical and tutorial-based modules and an avenue for optional student on-line questions and answers (Q&A Forum).</p> <p>Lectures provide an important overview of knowledge of the structures that comprise the human eye form and function. These can only cover the main points given time, but this knowledge is essential as it forms the basis for Ocular Disease Processes and Therapeutics, and for later clinical courses in optometry and/or study of more advanced aspects of visual pathway function.</p>
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	<p>Group Practicals and Tutorials support and extend the basic concepts gained from the lectures and on-line readings, allowing you to explore and discuss specific eye anatomy & physiology topics in small groups, using on-line databases, virtual microscopy and eye anatomy and pathology atlases.</p>
<p>Rationale for learning and teaching in this course^{6,7}</p>	<p>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.</p> <p>Teaching and learning strategies will encourage students to use their knowledge to construct abstract concepts when identifying anatomical structures and describing function. These will also be related to newer <i>in vivo</i> imaging techniques where relevant. 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 Processes.</p> <p>The tutorial and group practical quizzes aim to stimulate an active learning process and encourage a deeper level of understanding of the relevance of anatomy & physiology to ocular function and visual system performance. Discussions that are part of the practical and lecture sessions also help the students to develop an ability to use anatomical knowledge to look at real-life clinical cases. This will include using available literature and current thinking on relevant subject areas and assessing feedback after each of these sessions. Students are required to review compulsory readings and cases before the tutorial and group practical sessions and address key questions relevant to the discussion on the day.</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	LECTURE 1 Thursday 9-11am (2 hours)	LECTURE 2 Friday 10-12pm (2 hours)	GROUP PRACTICAL OR TUTORIAL* Monday 9-11, 11-1pm, 4-6pm Wednesday 2-4pm, 4-6pm	OTHER INFORMATION/ACTIVITIES
1 June 2nd	LECTURE 1 COURSE INTRODUCTION; GROSS ANATOMY ORBITAL BONES & ORBITAL SOFT TISSUE	NO LECTURE	NO CLASS	1. ON-LINE LECTURE A: REVIEW CELLS AND TISSUES (1 hr) 2. ON-LINE LECTURE B: INTRODUCTION TO IN VIVO CLINICAL IMAGING (1.5 hrs)
2 June 11th	LECTURE 2 GROSS ANATOMY OF THE GLOBE, EXTRAOCULAR MUSCLES & SCLERA	LECTURE 3 OCULAR ADNEXA, LACRIMAL SYSTEM & CONJUNCTIVA	NO CLASS	3. PRE-LECTURE REVIEW http://aclanganatomy.com/VOLUME 4 HEAD AND NECK ON-LINE OVERVIEW
3 June 17th	LECTURE 4 OCULAR SURFACE DYNAMICS AND TEAR FILM	LECTURE 5 LIMBUS AND CORNEA I	GROUP PRACTICAL 1 GROSS ANATOMY OF THE EYE & ORBIT; DEVELOPMENT	4. PRE-PRACTICAL 1: http://aclanganatomy.com/VOLUME 4 HEAD AND NECK ON-LINE OVERVIEW
4 June 24th	LECTURE 6 LIMBUS AND CORNEA II	LECTURE 7 IRIS AND CILIARY BODY (ANTERIOR UVEA)	TUTORIAL 1 EYELIDS & OCULAR SURFACE DYNAMICS (including TEAR FILM)	5. ON-LINE LECTURES C: BASIC IMMUNOLOGY AND INFLAMMATION (4 hrs) 6. ON-LINE TUTORIAL 1 RESOURCES
5 July 1st	LECTURE 8 ANTERIOR CHAMBER DYNAMICS, AQUEOUS FORMATION & IOP I	SLIDE TEST Part 1	GROUP PRACTICAL 2 CORNEA, ANTERIOR SEGMENT OF THE EYE and PUPILS	7. PRE-PRACTICAL 2: VIRTUAL MICROSCOPY SITE http://path.bnbdev.com/index1a.htm 8. ON-LINE LECTURE D: NORMAL PUPIL RESPONSES AND INNERVATION (1.5hrs)

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

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

WEEK	LECTURE 1 Thursday 9-11am (2 hours)	LECTURE 2 Friday 10-12pm (2 hours)	GROUP PRACTICAL OR TUTORIAL (2 hours)* Monday 9 -11, 11-1pm, 4-6 Wednesday 2-4pm, 4-6pm	OTHER INFORMATION/ACTIVITIES
6 July 8th	LECTURE 9 ANTERIOR CHAMBER DYNAMICS, AQUEOUS FORMATION & IOP II	LECTURE 10 LENS & ACCOMODATION I	TUTORIAL 2 IRIS, CILIARY BODY & AQUEOUS DYNAMICS	9. ON-LINE TUTORIAL 2 RESOURCES
7 July 15th	LECTURE 11 LENS & ACCOMODATION II	LECTURE 12 VITREOUS AND VITREO-RETINAL INTERACTIONS	GROUP PRACTICAL 3 LENS & VITREOUS: ANATOMY, FUNCTION & AGEING	10. PRE-PRACTICAL 2: VIRTUAL MICROSCOPY SITE http://path.bnbdev.com/index1a.htm
8 July 22nd	LECTURE 13 CHOROID ANATOMY AND RETINA-CHOROID INTERACTIONS	LECTURE 14 RETINA I, II & II ON-LINE/ IN-CLASS REVIEW (Dr Nivison-Smith)	TUTORIAL 3 RETINAL ANATOMY AND BIOCHEMISTRY (Dr Lisa Nivison-Smith)	11. ON-LINE RETINA TUTORIAL 3 RESOURCES (Dr Lisa Nivison-Smith)
9 July 29th	LECTURE 15 OPTIC NERVE & INTRODUCTION TO VISUAL PATHWAYS	SLIDE TEST Part 2 (1 hour)	GROUP PRACTICAL 4 CHOROID, RETINA AND BLOOD-RETINAL BARRIERS	12. PRE-PRACTICAL 4: VIRTUAL MICROSCOPY SITE http://path.bnbdev.com/index1a.htm
10 August 5th	NO LECTURE	LECTURE 16 REVIEW INCLUDING EYE BLOOD SUPPLY, CRANIAL NERVES; STUDENT Q&A FORUM; FINAL EXAM OVERVIEW	TUTORIAL 4 REVIEW CASES (e.g. CRANIAL NERVES, OCULAR SURFACE, LENS, OPTIC NERVE etc)	13. ON-LINE ANATOMY REVIEW LECTURES 1 to 4: Available on Moodle from Week 10 until start of exam period.

*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 5 of a 10-week term'

6. Assessment Tasks and Feedback¹⁰

Task	Knowledge & abilities assessed	Assessment Criteria	% total mark	Date of		Feedback		
				Release	Submission	WHO	WHEN	HOW
SLIDE TEST	ANALYTICAL THINKING, CRITICAL ANALYSIS	ACCURATE RESPONSE	32%	WEEK 5 and WEEK 9	IMMEDIATE	MICHELE MADIGAN	WEEK 6 and WEEK 10	VERBAL FEEDBACK, MOODLE
IN-CLASS QUIZ (EACH TUTORIAL AND GROUP PRACTICAL)	ANALYTICAL THINKING, CRITICAL ANALYSIS	ACCURATE RESPONSE	18%*	WEEKS 3 to 10	IMMEDIATE	MICHELE MADIGAN	FOLLOWING WEEK	MOODLE
FINAL EXAM	ANALYTICAL THINKING, CRITICAL ANALYSIS	ACCURATE RESPONSE	50%	EXAM PERIOD	IMMEDIATE	N/A	SEPTEMBER	EXAMS SECTION

ASSESSMENT TASKS

1. SLIDE TEST (32%)

Two in-class slide test (approx. 50 mins) (Week 5 and 9) (2 x 16%). These will consist of slides showing gross and cellular anatomy of the human eye, with diagrams and short questions, labelling and identifying of structures used to assess your understanding of the material. Feedback will be provided within class and on Moodle (Q&A) in Week 6 and Week 10.

2. TUTORIAL AND GROUP PRACTICAL ASSESSMENT (18%)

There will be an in-class quiz in the last 15 minutes of each group practical (n=4) and tutorial (n=4). This will be based on the material discussed in the class and is to be done individually. **Each quiz is worth 3% and the best of 3/4 quizzes for tutorials and group practicals will be taken for each student (n = 6 x 3%).** A total of 9% for Tutorials and 9% for Computer Labs is thus possible (total mark = 18%). Feedback will be provided to the whole class on the following Tuesday via Moodle, and also during in classes.

3. FINAL EXAM (50%):

The final exam will be 2 hours and is worth 50%. The can include a combination of multiple choice questions that include diagrams and images. You MUST PASS the final examination to pass this course (i.e. get a mark of more than 50% for this final test).

The UNSW guidelines and policy for special consideration are reviewed in Section 10 below, and are also included on Moodle.

IMPORTANT: Assessments may cover ANY part of the course unless otherwise clearly specified.

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

7. Additional Resources and Support

<p>Text Books</p>	<p>Textbook:</p> <p>Remington, LA (2012) Clinical Anatomy & Physiology of the Visual System, 3rd edition. Elsevier</p> <p><u>This will be a useful resource for vision science and clinical optometry studies and beyond. Available from UNSW Bookshop and via UNSW Library</u></p> <p>Other Recommended books:</p> <ol style="list-style-type: none"> 1. Kaufman PL, Alm A. Adler's Physiology of the Eye: Clinical Application (11th edition). Mosby Year Book, St Louis,: 2011** (several key chapters) 2. Forrester JV, Dick AD, McMenamin PG, Lee, WR. The Eye: Basic Sciences in Practice, W.B. Saunders, 4th edition, 2016. Available through UNSW bookshop, also at UNSW library. 3. Sherwood, L. Human physiology: from cells to systems. 8th Edition 2013 4. Stanfield, C.L. Principles of Human Physiology 5th edition, Benjamin Cummings 2013. Note- this is the textbook in 2nd year for PHSL2101 PHSL2121 PHSL2501 (Session 2), so you may wish to purchase this book. Available from UNSW Bookshop. <p>Books are available at the UNSW Bookshop or via the UNSW Library.</p>
<p>Course Manual</p>	<p>There is currently no manual for this course. The pre-lecture reading, lecture notes and other information will be available via Moodle throughout the course.</p>
<p>Required Readings</p>	<p>A link to all readings and material is provided <i>via</i> Leganto (Moodle) and UNSW Library</p>
<p>Additional Readings</p>	<p>A link to all readings and material is provided <i>via</i> Leganto (Moodle) and UNSW Library</p>
<p>Recommended Internet Sites</p>	<p>http://aclandanatomy.com/Volume 4 Head and Neck.</p> <p>http://webvision.med.utah.edu/</p> <ul style="list-style-type: none"> •
<p>Societies</p>	<p>Optometry Student Society</p>
<p>Computer Laboratories or Study Spaces</p>	<p>The School of Optometry and Vision Science has 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

<p>Equipment Required</p>	<p>None required.</p>
<p>Enabling Skills Training Required to Complete this Course</p>	<p>Skills beyond ELISE level online information literacy are expected. Go to UNSW Library/Online Training/LOIS and complete the entire series of tutorials.</p> <p>Those with poor English skills (related to writing, oral delivery, grammar, expression) should visit the Learning Centre for help early in the semester.</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		VISN211 Ocular Anatomy & Physiology underwent Digital Uplift in 2016. A major course review has not been done since 2014.

myExperience ¹¹		<p>The course outline, assessments and content have been further revised for 2019. This follows from the myExperience student comments, especially with regard course content. The following areas have been specifically addressed:</p> <ul style="list-style-type: none"> a) Learning outcomes are 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 are all provided prior to the classes d) Additional on-line videos and web material provided to assist in visual learning of anatomical features.
Other		<p>In 2018 students also commented in myExperience on the course as follows:</p> <p>“The weekly quizzes motivated continual revision and strengthened understanding over time. The assessments were appropriate and highly effective. The course has been well refined and is extremely relevant to its aim.”</p> <p>“The tutorial and lab classes were some of the most helpful and informative tutorials I've ever had at uni.”</p> <p>“Less content, felt overwhelmed with all the information.”</p> <p>“The actual content was perfect. Keep it up and try to maintain it going into trimesters.”</p>

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

10. Administration Matters

<p>Expectations of Students</p>	<p>Attendance Some components of this course are compulsory, and you are expected to attend. Attendance at group practicals and tutorials is compulsory and attendance is recorded by taking a roll of attendees at each of these activities. You may lose marks from your final course mark for non-attendance, unless you submit an application for special consideration and provide appropriate documentation.</p> <p>Exemption from classes/exams can only be granted by the Registrar (see below).</p> <p>Exams: a. advise the School immediately by ringing 9385-4639. b. advise the Registrar within 3 days of completion (see university rules and Section 9 below).</p> <p>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.</p> <p>The compulsory course components, and the justification for their compulsory nature, are as follows:</p> <ul style="list-style-type: none"> • All tutorials in Weeks , 5, 9, 10. These tutorials provide an effective and critical learning experience to help you to contextualise important subject matter presented elsewhere in the course and provide group learning opportunities. • All computer laboratory Weeks 2,3, 7,8 in this course must be attended because they act to reinforce theoretical components of the course, encourage you to understand key concepts from the lecture, videos and reading material. <p><u>Attendance registers:</u> In courses where signature on an attendance register is used to monitor attendance, all enrolled students must provide a specimen signature on a central School register by the end of the first week of semester. The central register will be overseen by Dr Dale Larden/Paul Zytnik. Please bring your student card with you when providing your specimen signature. Only one variant of your signature may be used on the central register and on all attendance registers.</p> <p>If your signature does not appear on an attendance register for a compulsory course component, or if the signature on the attendance register does not match the signature on the central register, it will be assumed that you were absent from the compulsory course component.</p> <p>Attempts to falsify the central register or attendance registers will be managed under UNSW Student Misconduct Procedures: https://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf</p> <p>The University uses email as an official form of communication for students. All UNSW students have their own email account. The School of Optometry and Vision Science will also make use of this form of communication.</p> <p>It is extremely important that you know how to use your Zmail and ensure that you check it regularly. You are advised to link your official UNSW email address to your habitual email address (e.g. hotmail). You will miss out on vital information from the School and University if you do not check your Zmail.</p> <p>For more information or if you are having connection or access problems, see: IT Service Centre www.it.unsw.edu.au/ Telephone: 02 9385 1333 Email: itservicecentre@unsw.edu.au</p>
<p>Assignment Submissions</p>	<p>Assignments should be submitted via Moodle (electronic submission). This includes completed group project fact-sheets which should be 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.</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.

	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: http://www.optometry.unsw.edu.au/current/policies-and-procedures
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Work Health and Safety¹²	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: http://www.optometry.unsw.edu.au/whs/work-health-and-safety
Assessment Procedures UNSW Assessment Policy¹³	<p><u>SPECIAL CONSIDERATION</u></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.</p> <p>UNSW operates under a Fit to Sit / Submit rule for all assessments. If a student wishes to submit a special consideration application for an exam or assessment, the application must be submitted <u>prior</u> to the start of the exam or <u>before</u> an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so (Fit to Sit/Submit).</p> <p>The application must be made via Online Services in myUNSW. Log into myUNSW and go to MyStudent Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.</p> <p>The UNSW Policy is also included on Moodle.</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>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.</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

¹² [UNSW OHS Home page](#)

¹³ [UNSW Assessment Policy](#)

¹⁴ [Student Complaint Procedure](#)

	<p>FOR TERM 3:</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: FRIDAY, 20 DECEMBER 2019, SATURDAY, 21 DECEMBER AND MONDAY, 23 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> <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>School of Optometry and Vision Science, UNSW, 14 March 2019 1</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 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>		
<p>Student Complaint Procedure¹⁴</p>	<p>School Contact</p> <p>Professor Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373</p>	<p>Faculty Contact</p> <p>A/Prof Janelle Wheat Deputy Dean (Education) Contact details: TBA</p> <p>Or</p> <p>Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652</p>	<p>University Contact</p> <p>Student Integrity Unit (SIU)</p> <p>Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au</p>
<p>University Counselling and Psychological Services¹⁵</p>	<p>Information on Counselling and Psychological Services [CAPS] is available at: https://www.counselling.unsw.edu.au/ Tel: 9385 5418</p>		

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 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