



**UNSW**  
SYDNEY

**FACULTY OF SCIENCE**

**School of Optometry and Vision Science**

**OPTM7218**

**Research Project**

**Term 1 2019**

## Table of Contents

1. Information about the Course	3
2. Staff Involved in the Course	4
3. Course Details	5
4. Rationale and Strategies Underpinning the Course	6
5. Suggested Course Schedules	7
6. Assessment Tasks and Feedback	10
7. Additional Resources and Support	11
8. Required Equipment	11
9. Course Evaluation and Development	11
10. Administration Matters	12
11. UNSW Academic Honesty and Plagiarism	14
12. OPTM7218 Written Report Guidelines	15
13. OPTM7218 Presentation Guidelines	16

## 1. Information about the Course

NB: Some of this information is available on the [UNSW Virtual Handbook](#)<sup>1</sup>

Welcome to OPTM7218. This course consists of a research project, involving little or no didactic teaching, and requires mostly hands-on learning. You will be required to work on a research project with supervision, and this will include literature review, protocol development, ethical considerations, data collection, data analysis and a written report of your work. The research will be in your chosen area of interest.

The aim of the course is to develop skills in research, including an ability to search and critically read the literature, to consider ethical aspects of research, to analyse and interpret data, to effectively communicate your research findings, to identify limitations in your research, and to consider ways in which your findings may impact on current thinking in your research area.

### **If you are taking this course as part of the MOptom or GradDipOptom:**

The course extends over three terms (12UOC), and you are expected to spend approximately 6 hours per week on your research project during each session. You will be supervised by academic or research staff based at the School of Optometry and Vision Sciences, UNSW, and the research will be in an area of staff expertise and in which you have an interest. Due to time limitations, you need to draft a timeline for your project soon after your early discussions with your supervisor. Make sure you both agree that the timeline is realistic. Writing should take place throughout the course, and will form a significant part of your research report, to be submitted at the end of the second semester.

### **If you are taking this course as part of the Master of Community Eye Health:**

The course extends over three terms and you must spend a minimum of 6 hours per week on your research during each session. However, you are strongly encouraged to spend significantly more time on this project, due to time limitations. You will be supervised by personnel based at the LV Prasad Eye Institute (LVPEI) and if appropriate you may have a joint supervisor based at UNSW. The research will be in one of a wide range of areas related to community eye health, such as needs assessment, epidemiology, quality of life, eye health economics or eye health management. It is important that you start to consider areas of research interest from the beginning of your program, and identify your research project supervisor at an early stage in the program (during session one) so that you are ready to begin your research at the start of session two. If you and your supervisor wish, you may in fact begin your research at the end of session one, allowing a little more time for completion. This may be particularly important for those undertaking projects which involve periods of field work. A suggested timeline for your project is provided here, but it is important that, together with your supervisor, you re-work this to fit your own project, so that you have your own timeline for your project, and as the project progresses you are able to see at a glance whether you are meeting those timelines. Writing should take place throughout the course, and will form a significant part of your research report, to be submitted at the end of the semester.

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

<b>Year of Delivery</b>	<b>2019</b>			
<b>Course Code</b>	<b>OPTM7218</b>			
<b>Course Name</b>	<b>Research Project</b>			
<b>Academic Unit</b>	<b>School of Optometry and Vision Science</b>			
<b>Level of Course</b>	<b>Postgraduate</b>			
<b>Units of Credit</b>	<b>12UOC (4UOC Term 1, Term 2 and Term3)</b>			
<b>Session(s) Offered</b>	<b>Term 1</b>			
<b>Assumed Knowledge, Prerequisites or Co-requisites</b>	<b>None</b>			
<b>Hours per Week</b>	<b>In MOptom and GradDipOptom: 6 per week in each session In Master of Community Eye Health: 12 per week in Term 2 only</b>			
<b>Number of Weeks</b>	<b>MOptom and GradDipOptom: 30 weeks Master of Community Eye Health: 20 weeks</b>			
<b>Commencement Date</b>	The project commences officially in Week 1, Term 1 (MOptom or GradDipOptom; T3 only for the Master of Community Eye Health).			
<b>Summary of Course Structure (for details see 'Course Schedule')</b>				
<b>Component</b>	<b>HPW</b>	<b>Time and Place</b>	<b>Day</b>	<b>Location</b>
Laboratory / clinical work	Up to 4HPW	Time, day and location coordinated with your supervisor		
Independent work	Up to 4HPW			
<b>TOTAL</b>	<b>4HPW</b>			

## 2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
<b>Course Convener</b>		A/Prof. Michele Madigan, Rohit Khanna* and Srinivas Marmamula*	9385 9233 m.madigan@unsw.edu.au	No fixed times. Please contact by email in the first instance.
<b>Additional Teaching Staff</b>	Research supervisors	Any member of School academic staff or visiting researcher.	See School of Optometry & Vision Science website	No fixed times. Please contact supervisor.

\*Based at the LV Prasad Eye Institute. If you are taking this course as part of the Master of Community Eye Health, Drs Khanna and Marmamula will coordinate projects.

### 3. Course Details

<b>Course Description</b> <sup>2</sup> (Handbook Entry)	A directed research investigation into a topic in Optometry or Visual Science with a duration of one year. May be carried out either on campus or within the student's professional practice with primary supervision from the University.	
<b>Course Aims</b> <sup>3</sup>	The aim of the course is to develop skills in the process of research, including an ability to search and critically read the literature, to consider ethical aspects of research, to analyse and interpret data, to communicate effectively your research findings and to identify ways in which your findings may change current thinking in your research area.	
<b>Student Learning Outcomes</b> <sup>4</sup>	<ol style="list-style-type: none"> <li>1. Understand and apply skills in reviewing, analysing and understanding published literature.</li> <li>2. Demonstrate an understanding of the ethical considerations required in human research studies.</li> <li>3. Describe research methods and protocol development.</li> <li>4. Undertake basic data analysis, including a reasonable interpretation of the analysis outcomes.</li> <li>5. Communicate high-level disciplinary knowledge and research findings in both written and oral form.</li> </ol>	
<b>Graduate Attributes Developed in this Course</b>		
<b>Science Graduate Attributes</b> <sup>5</sup>	<b>Select the level of FOCUS</b> <i>0 = NO FOCUS</i> <i>1 = MINIMAL</i> <i>2 = MINOR</i> <i>3 = MAJOR</i>	<b>Activities / Assessment</b>
1. <b>Research, inquiry and analytical thinking abilities</b>	3	You will be involved in a research project, from beginning to completion. In the process, you will need to conduct literature searches and to critically consider your findings and to question the previous findings of others.
2. <b>Capability and motivation for intellectual development</b>	3	While interpreting your research findings and taking into consideration previous findings, you will develop the ability and confidence to question received wisdom, and to form ideas based on your findings and prior work.
3. <b>Ethical, social and professional understanding</b>	3	Ethics are of primary importance in the conduct of a research project. The outcomes of the research often have an impact on the profession and on parts of society. This research project will develop an awareness of the role of ethics in research, and of the role of research in the practice of optometry or community eye health. An ethics application is usually required for these projects.
4. <b>Communication</b>	3	You will be required to write a report of your project. This requirement will develop your ability to communicate your ideas and findings to others. You will also present your findings at the end of the course to other

<sup>2</sup> UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au/2007/index.html>

<sup>3</sup> Learning and Teaching Unit: <http://www.ltu.unsw.edu.au>

<sup>4</sup> Learning and Teaching Unit – Learning Outcomes: [http://www.ltu.unsw.edu.au/content/course\\_prog\\_support/outcomes.cfm?ss=0](http://www.ltu.unsw.edu.au/content/course_prog_support/outcomes.cfm?ss=0)

<sup>5</sup> Faculty of Science – Science Graduate Attributes: <http://www.science.unsw.edu.au/guide/slatig/sciga.html>

		students and academics.
5. <b>Teamwork, collaborative and management skills</b>	3	The research will require collaborative work with others in the laboratory and/or in the field, and will require a large element of independent learning, including time management and other management skills.
6. <b>Information literacy</b>	3	The research will involve on-line literature searching, use of a bibliography management program (e.g. EndNote) and will develop information literacy skills.
<b>Other attributes</b>	<b>None</b>	
<b>Professional accreditation attributes</b>	<b>None</b>	

<b>Major Topics (Syllabus Outline)</b>	Specific topics will depend on the project undertaken with the supervisor. Generally, the course will involve the areas of literature search, statistics, interpreting data, writing and communication skills.
<b>Relationship to Other Courses within the Program</b>	Within the MOptom, Grad Dip Optom and Grad Cert Optom programs, only one research course can be taken; taking OPTM7218 excludes you from also enrolling in OPTM7208. This course is NOT offered in the Grad Dip Res (Optom) program.

#### 4. Rationale and Strategies Underpinning the Course

<b>Rationale for learning and teaching in this course<sup>6</sup>, i.e., How this course is taught?</b>	Teaching in this course is primarily independent learning with ongoing research supervision. This encourages you to develop the skills required for independent research inquiry.
<b>Teaching Strategies</b>	This course involves no didactic teaching, apart from any teaching that takes place during your meetings with your supervisor(s). Teaching styles will vary between supervisors. If applicable for the research that will be undertaken, students will work with their supervisor to write and submit an ethics application to the relevant ethics committee at UNSW. Supervisors will provide feedback to students in terms of draft applications.
<b>How the assessment supports and assists the learning</b>	You will be assessed on your understanding and consistent involvement in the research project, your ability to analyse and interpret your data, and ability to communicate your findings and answer questions. This will include a final written report, and a final research presentation at the end of the course. The final presentation will be held at the School of Optometry and Vision Science and involve academics and other postgraduate students.

<sup>6</sup> LTU – Teaching Philosophy: [http://www.ltu.unsw.edu.au/content/teaching\\_support/teaching\\_portfolio.cfm?ss=0](http://www.ltu.unsw.edu.au/content/teaching_support/teaching_portfolio.cfm?ss=0)

## 5. Suggested Course Schedules (within the MOptom or GradDipOptom)

**Note: please email, discuss and agree with your supervisor on a schedule for your project by no later than Week 2, Term 1.**

Week	Term 1 Notes*
Week 1-2	Discuss projects with course convenor. Email and meet potential supervisors, agree on the research project topic with supervisor†..
Week 3-10	Literature search and review; refine research questions, aims and hypothesis. Project planning.
Week 7-10	Ethics application process including aims and hypotheses, and research plan. Finalise and submit ethics application for consideration by ethics committee or panel. Pilot data collection as appropriate.

Week	Term 2 Notes
Week 1-5	If required, submit ethics application Week 1, Term 2. Ethics application review and response (as required by ethics committee) during Term2. Approval of ethics application and recruitment of subjects (where appropriate).
Week 9-10	Once ethics approved, commence data collection and analysis, synthesis of research findings. Begin to collate research results, discuss results with supervisor. Consider appropriate statistics, graphical presentations and overview with supervisor, and incorporate supervisor feedback.

Week	Terms 3 Notes
Week 1-5	Complete data collection as required, and final data analysis and synthesis of findings. Continue with writing research report incorporating literature review from Term 1.
Week 5-10	Submit draft research report to supervisor and review feedback. <b>Finalise written research report and submit at end of Week 10, Term 3#. Prepare and review material for presentation in the two weeks following end of Term 3#.</b>  <b>Note that report writing should take place throughout the course but is the sole focus of the final weeks</b>

†Communications and meetings between you and your supervisor are ongoing and should occur weekly; other academic staff with appropriate expertise may also be involved. The aim of these discussions is to identify main research questions and ideas and raise any concerns at a sufficiently early stage in the course, and for you to obtain feedback on your progress during the project.

# Report submission should be the end of Week 10, Term 3, or as discussed and arranged with your supervisor and the course convenor, prior to Week 10, Term 3. **Penalties may be imposed for late submission without a good reason and approval. Oral presentations usually take place in the two weeks following the end of Term 3, or as per discussion with supervisors and the course convenor.**

### Within the Master of Community Eye Health:

Note that the following is an example of a timetable for your project for each Term, and that your timetable may need to vary from this. For example, you may have completed your literature search and ethics application is approved prior to Week 1, Term 2 and be ready to begin data collection in Week 1 or 2. In this case, you are able to modify the weekly activities in accordance with your project, but always in consultation with your supervisor.

Week	Notes
Week 1	Literature search
Week 2	Literature search
Week 3	Refinement of research questions
Week 4	Develop project plan, aims and hypotheses.
Week 5	Finalise project plan, consider ethical implications, and write application for ethical approval.
Week 6	Familiarisation with methods. Arrangement of any field work*
Week 7	Data collection
Week 8	Data collection
Week 9	Data collection and analysis
Week 10	Data analysis and interpretation. Report writing and presentation preparation.

\* Ongoing discussion between you, your supervisor(s) or other academic staff with appropriate expertise is also involved. The aim of this ongoing discussion is to identify and raise any concerns at a sufficiently early stage in the course, and for you to obtain feedback on your progress during the course.



## 6. Assessment Tasks and Feedback

Task	% of total mark	Assessment Criteria	Date of		Feedback		
			Release	Submission	WHO	WHEN	HOW
Supervisor's assessment	25	<p>Overall participation mark including regular meetings with supervisor, independent research of literature and effort during the course. The supervisor will provide feedback of participation during and at the end of the course</p> <p>Each student will be assessed by the supervisor on the following:</p> <ul style="list-style-type: none"> <li>a. Quality of involvement and level of engagement in the research project</li> <li>b. Communication and clarity of ideas – both oral and written, and during meetings across the terms.</li> <li>c. Demonstrated comprehension of the research topic and questions</li> <li>d. Evidence of preparation for each meeting with the supervisor and</li> <li>e. Willingness to take initiative in meetings and in written communication; frequency of contributions to the project</li> <li>f. Willingness to raise relevant questions and ideas, discuss areas of lack of understanding, consider alternative viewpoints</li> </ul>	At beginning of course	N/A	Supervisor(s)	Regular and at course completion.	Verbal discussion with supervisor
Written report	50	<p>This major assessment will be comprised of a written report submitted at end of the course encompassing a literature review and the student's research including results, discussion and conclusions. The report should be no longer than 10,000 words and can be prepared as a journal submission in this field of research (the format will be discussed with supervisor). Variations are allowed based on how the type of research is usually reported. The report should generally be presented with an abstract, introduction, methods, results and discussion and references.</p> <p>This report will be marked by two independent assessors in the school or elsewhere (when expertise is needed). This assessment is based on the following components.</p>	At beginning of course	End of Term3*	Two external assessors with appropriate research experience. ^	At course completion	Average mark, verbal feedback and written comments.

		<p>a. Literature review showing knowledge of the topic area, rationale for the research aims and question</p> <p>b. Comprehensive details of the methods and techniques applied for the research (this will reflect level of understanding of the research methodology)</p> <p>c. Content and organisation of the report, coverage of key issues</p> <p>d. Overall discussion and conclusions, including key issues in the context of existing literature and any limitations of the research conducted</p> <p>e. Correctness and appropriate use of references</p> <p>f. Appropriate use of figures and tables, including complete legends and details; overall organisation, logic and clarity of the report</p>					
Oral presentation	25	<p>Oral presentations will be assessed by academics attending the presentations. Feedback to the student and supervisor will be provided by the convenor. Academic staff will assess the quality of the scientific work and presentation using the following scheme:</p> <p><b><i>Excellent (3) Good (2) Acceptable Not attended (0)</i></b></p> <p><u>Presentation Style</u></p> <p>Super organised effort, interesting, logical presentation, very easy to follow; Well-organised, interesting, easy to follow; Mostly clear and organized; No presentation</p> <p><u>Communication</u></p> <p>Clear, engaging, easy to follow, interesting, excellent engagement with audience; Clear and understandable, good audience engagement; Clear and understandable; Limited audience engagement; No communication</p> <p><u>Q&amp;A</u></p> <p>All questions understood and well answered with no difficulties at all; Most questions understood, attempted to answers all questions; Limited understanding of questions; Not present for questions</p> <p><u>Content</u></p> <p>Detailed, critically reviewed, accurate; Detailed information, relevant, accurate; Most areas covered, some details missing or inaccurate, No content</p>	At beginning of course.	During the 2 weeks after Term 3 ends#	Academic or visiting staff in attendance.	At course completion	Verbal discussion with supervisor; see course convenor for average mark.

		<u>References</u> Excellent and extensive evidence of resources and references in all areas, Good evidence of resources used in research, Limited evidence of resources used for research; No resources used					
Final Mark	100%	Combination of assessments above	N/A	N/A	N/A	At course completion	Exams Section

\*Extensions for written reports may be requested **PRIOR** to end of semester, with discussion and agreement from supervisor and course convenor.

^ The final report will be reviewed and marked by external examiners with relevant research experience in the area of study. The final mark will be the average of these assessments.

# Oral presentations will usually be held following the end of Term 3; this is usually in the 2 weeks after the Term 3 ends. The final mark will be the average of the marks recorded during this assessment.

## 7. Additional Resources and Support

<b>Text Books</b>	N/A
<b>Course Manual</b>	See 3 additional pages at the end of this outline. These include guidelines for the written report, presentation and plagiarism.
<b>Required Readings</b>	See supervisor
<b>Additional Readings</b>	See supervisor
<b>Recommended Internet Sites</b>	See supervisor
<b>Societies</b>	N/A
<b>Computer Laboratories or Study Spaces</b>	The School of Optometry computer laboratory is available in the Old Main Building, for quiet study. At times, this space is unavailable due to undergraduate teaching. Please check with the School office or timetable on the door in OMB for available times. The School library is available for quiet study during certain times; there is also wireless internet access for your computer. There are also postgraduate facilities with the University of NSW Library.

## 8. Required Equipment, Training and Enabling Skills

<b>Equipment Required</b>	None
<b>Enabling Skills - training which may be required to complete this course</b>	Those with limited English skills (relating to writing, oral delivery, grammar, expression) are encouraged to visit the Learning Centre for help as often and as soon as possible. Assistance via UNSW Library and Outreach Librarians is also available.

## 9. Course Evaluation and Development

<b>Mechanisms of Review</b>	<b>Last Review Date</b>	<b>Comments or Changes Resulting from Reviews</b>
<b>Major Course Review</b>	N/A	New course 2019.
<b>myExperience</b>	N/A	New course 2019
<b>Student Focus Group</b>		
<b>Other</b>		

## 10. Administration Matters

<p><b>Expectations of Students</b></p>	<p><b><u>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.</u></b></p> <p><b><u>It is extremely important that you know how to use your Unimail 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 or gmail). You will miss out on vital information from the School and University if you do not check your Zmail.</u></b></p> <p>For more information or if you are having connection or access problems, see:  <b>IT Service Centre</b>  <a href="http://www.it.unsw.edu.au/">www.it.unsw.edu.au/</a>          Telephone: 02 9385 1333          Email: <a href="mailto:itservicecentre@unsw.edu.au">itservicecentre@unsw.edu.au</a></p>
<p><b>Assignment Submissions</b></p>	<p><b>Your final written research report should be <u>submitted by email directly to your supervisor who will organise nominated external assessors (TBA) by the final week of the course (Week 10, Term 30, or at a time agreed upon following earlier discussion with your supervisor.</u></b></p> <p>The School Policy on Submission of Assignments (including penalties for late assignments) can be found on the School website at:  <a href="http://www.optom.unsw.edu.au/current/undergraduate/policies.html">http://www.optom.unsw.edu.au/current/undergraduate/policies.html</a>. These policies are applicable equally to undergraduate and postgraduate courses. Please note that the School now also has an electronic submission policy via Moodle (electronic submission). This includes completed laboratory reports and logs which should be scanned/photographed and submitted via Moodle.</p>
<p><b><u>Work Health and Safety</u></b><sup>7</sup></p>	<p>Information on relevant policies and expectations is provided during General Safety Induction training. A copy of the Induction booklet distributed at the training is available from the School of Optometry and Vision Science office (RMB3.003) and the School website at:  <a href="http://www.optometry.unsw.edu.au/whs/work-health-and-safety">http://www.optometry.unsw.edu.au/whs/work-health-and-safety</a></p> <p>These policies and procedures apply equally to undergraduate and postgraduate courses.</p>
<p><b>Assessment Procedures</b></p>	<p style="text-align: center;"><b>SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW          SUPPLEMENTARY EXAMINATION INFORMATION, 2019</b></p> <p>There are two circumstances whereby a supplementary examination may be granted:</p> <p><b>COMPETENCY IN DOUBT</b>          Students whose competency level is in doubt after the final examination(s) may be eligible to sit a supplementary examination in the course(s) concerned.          Please check the School website for this information.</p> <p><b>SPECIAL CONSIDERATION</b>          On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. To do this you must make formal application for Special Consideration for the course/s affected as soon as practicable after the problem occurs and <b>within three working days of the assessment to which it refers</b>. The application must be made via Online Services in myUNSW.</p> <p><a href="https://student.unsw.edu.au/special-consideration">https://student.unsw.edu.au/special-consideration</a></p>

<sup>7</sup> UNSW Occupational Health and Safety: [www.riskman.unsw.edu.au/ohs/ohs.shtml](http://www.riskman.unsw.edu.au/ohs/ohs.shtml)

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.

**Special Consideration - Pre-Existing Conditions**

Many conditions that are the subject of special consideration applications are pre-existing and could be used repeatedly to gain examinations at a later date. These include conditions aggravated or triggered by the stress of the assessment. With the help of your doctor and/or other health care practitioners, steps can be taken ahead of the assessment time to minimise or avoid the consequences of these conditions. When applying for special consideration on the basis of a condition that was already known to be a problem for you and which you have already used as the basis for a special consideration application, the School will require you to provide a certificate that details the preventative measures taken and why they were not successful. This will then be taken into account when considering the application.

Absence from an assessment or 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](mailto:optometry@unsw.edu.au)). You must also submit a Request for Special Consideration application as detailed above.

You are reminded that supplementary assessments are not granted lightly or automatically. Eligibility for supplementary examinations, for the above situations, is determined by the School Examination Committee, which meets soon after the formal examination period has ended. You cannot “apply” for a supplementary examination, so please do not contact the School or Course Controllers to request a supplementary examination.

**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 2019 WILL BE HELD AS FOLLOWS:**

**FOR TERM 1:**

- STAGE 1-4\* COURSES: Friday May 24<sup>th</sup> to 31<sup>st</sup>
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2019

**FOR TERM 2:**

- STAGE 1-4\* COURSES: Friday September 6<sup>th</sup> to 13<sup>th</sup>
- THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2019

**FOR TERM 3:**

- STAGE 1-4\* COURSES: end of December or early January (TBA)
- STAGE 5 COURSES: end of December or early January (TBA)

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration for illness still applies.**

	<p>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>		
<b>Equity and Diversity</b>	<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 <a href="http://www.studentequity.unsw.edu.au/">http://www.studentequity.unsw.edu.au/</a>).</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>		
<b>Grievance Policy<sup>8</sup></b>	<b>School/LVPEI Contact</b>	<b>Faculty Contact</b>	<b>University Contact</b>
	<p><b>SOVS</b> Professor Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373</p> <p><b>LVPEI</b> Dr Rohit Khanna rohit@lvpei.org</p>	<p>A/Prof Janelle Wheat Deputy Dean (Education) <a href="mailto:j.wheat@unsw.edu.au">j.wheat@unsw.edu.au</a> Or Dr Gavin Edwards Associate Dean (Academic Programs) <a href="mailto:g.edwards@unsw.edu.au">g.edwards@unsw.edu.au</a></p>	<p>Student Integrity Unit (SIU)  Telephone 02 9385 8515, email <a href="mailto:studentcomplaints@unsw.edu.au">studentcomplaints@unsw.edu.au</a></p>
<b>University Counselling and Psychological Services<sup>15</sup></b>	<p>Information on UNSW Counselling and Psychological Services [CAPS] is available at: <a href="https://www.counselling.unsw.edu.au/">https://www.counselling.unsw.edu.au/</a> Level 2, East Wing, Quadrangle Building, University of New South Wales, Tel: 9385 5418</p>		

<sup>8</sup> UNSW Grievance Policy: [http://www.infonet.unsw.edu.au/poldoc/student\\_grievance\\_resolution.pdf](http://www.infonet.unsw.edu.au/poldoc/student_grievance_resolution.pdf)

<sup>15</sup> [University Counselling and Psychological Services](#)

## 11. UNSW Academic Honesty and Plagiarism

Please note carefully that it is very important for you to understand what is meant by 'plagiarism'. Plagiarism, as explained in more detail below, is the presentation of someone else's work as if it were your own. For example, if you are writing your report, you may have come across an excellent discussion in the literature that relates to your project. The discussion may be so well worded that you think you could not possibly write it better yourself, and perhaps even that it would be a credit to the original author if you were to use those words in your own assignment. It is not acceptable, however, to take a part of that discussion (even a single sentence) and copy it into your own work, even if you provide a reference to the original article. What you must do is to read the discussion, and others in the literature, consider them, perhaps discuss them with your colleagues, and form your own opinions on them. After you have read these materials, thought them through and perhaps discussed them with others, you are ready to start putting your own discussion together, in your own words. More detailed information on plagiarism is provided below:

### 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 as 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:

[www.lc.unsw.edu.au/plagiarism](http://www.lc.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.

## 12. OPTM7218 Written Report Guidelines

You are required to write-up your research project, in the form of a manuscript for submission. Your supervisor will guide you on the appropriate format, but in general a manuscript of this kind would be no more than 10,000 words in length, and would include the following sections: Abstract, Introduction, Methods, Results, Discussion, and Reference list. The journal articles you read as part of your project are usually in this format, so you have plenty of examples to choose from.

Depending on the type of project undertaken, you may have concentrated on a literature review, or you may have collected data in addition to the literature search. In the former case, a Methods section would describe your methods used to review the literature, and the manuscript would take the form of a review, examples of which are also abundant in the literature.

*Marking criteria for the written report are as follows:*

- Clarity of your explanation of the background to your chosen research area. This would be mainly in your Introduction section.
- Your apparent understanding of any methods you have used, and your ability to explain those methods clearly to the reader.
- Ability to explain your results (the outcome of your literature review, or your data).
- Evidence of critical reading of the literature (questioning published findings and finding fault with published studies).
- Ability to discuss the findings of your study, and to suggest further research in this area.
- References properly cited and listed. For example, see: <http://www.lc.unsw.edu.au/onlib/ref.html>
- **No evidence of plagiarism using Turnitin or similar plagiarism detecting software. See: <http://www.lc.unsw.edu.au/plagiarism/index.html>**

### 13. OPTM7218 Presentation Guidelines

As stated in the course outline, this presentation counts for 25% of your final mark for this course. During the presentation, your ability in the following areas will be assessed by your supervisor and academic staff of the School:

- Ability to verbally communicate the background, hypothesis, aims and other aspects (methods, etc) of your project. This ability will be assessed on the basis of the quality of your talk, including how you address the audience, and whether you are able to explain the concepts you discuss.
- Understanding of the research area based on your summary of the background in this area, limitations of methods, interpretation of results, and your responses to questions raised by the audience.
- Ability to critically read the literature, and to question the literature in your research area. This will be assessed from a basis of any criticisms you raise during the presentation, on previously published work in this area.

Your presentation may be made using Powerpoint, and a computer is available for this purpose. You should bring your presentation on a USB key. If you would like this type of equipment or require other support for any parts of your presentation (e.g., Internet access), please let the Convenor know at least one day before your presentation.

Your presentation should be 15 minutes duration, and 5 minutes will be allocated after this for questions and discussion. Keep to the time allocated as overly long presentations may be stopped and/or penalized.

#### *Tips for Presenting*

Your supervisor will be able to give specific advice on your presentation, and you should make time for a practice with your supervisor prior to the actual presentation. More general guidelines are offered here:

- Address the audience directly. Avoid looking at notes or at the computer screen while you are talking.
- Talk in your own words in a spontaneous fashion, rather than repeating word-for-word from the slide.
- When you show figures, please explain to the audience what the figures are showing (e.g., the axes of a graph, and the symbols) so that they can follow your explanation.
- When responding to questions after your presentation, remember that there may not always be an absolute answer, and an educated guess may be required.