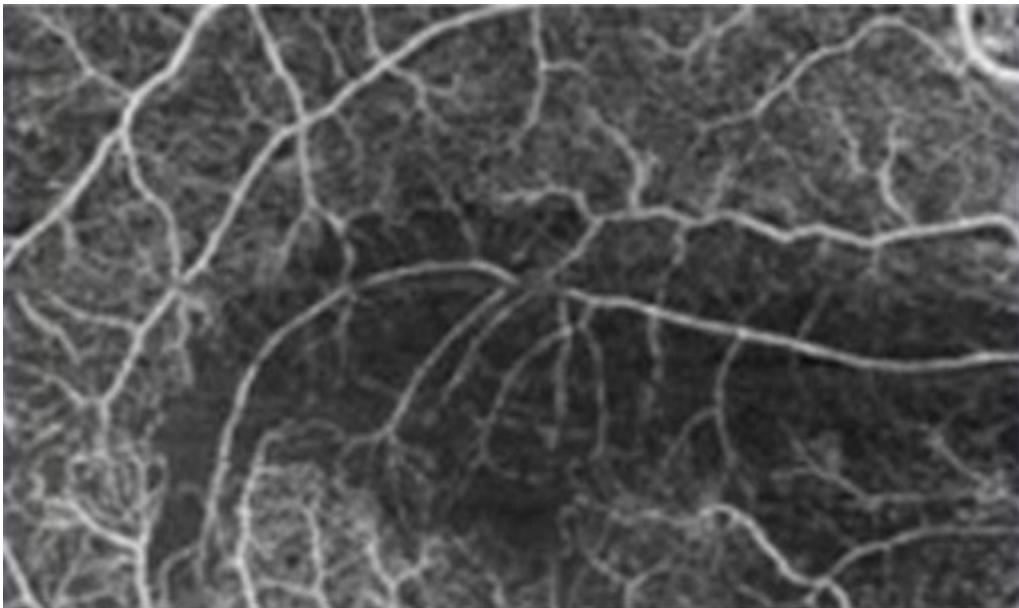




**UNSW**  
SYDNEY

Faculty of Science

School of Optometry and Vision Science



OPTM7521

**Advanced Diagnosis of Ocular Disease**

Semester 2 2018

# Table of Contents

|   |                                     |
|---|-------------------------------------|
| 1. Information about the Course.....                      | 2                                   |
| 2. Staff Involved in the Course.....                      | 2                                   |
| 3. Course Details.....                                    | 3                                   |
| 4. Rationale and Strategies Underpinning the Course ..... | 5                                   |
| 5. Course Schedule.....                                   | <b>Error! Bookmark not defined.</b> |
| 6. Assessment Tasks and Feedback .....                    | 6                                   |
| 7. Additional Resources and Support .....                 | 9                                   |
| 8. Required Equipment, Training and Enabling Skills.....  | 9                                   |
| 9. Course Evaluation and Development .....                | 10                                  |
| 10. Administration Matters .....                          | 10                                  |
| 11. UNSW Academic Honesty and Plagiarism .....            | 13                                  |

# Faculty of Science - Course Outline

## 1. Information about the Course

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

|  |   |             |            |                 |
|--|---|-------------|------------|-----------------|
| Year of Delivery   | 2018  |             |            |                 |
| Course Code  | OPTM7521  |             |            |                 |
| Course Name  | Advanced Diagnosis of Ocular Disease 2  |             |            |                 |
| Academic Unit  | School of Optometry and Vision Science  |             |            |                 |
| Level of Course  | Post-graduate   |             |            |                 |
| Units of Credit  | 6UOC  |             |            |                 |
| Semester(s) Offered  | Semester 2  |             |            |                 |
| Assumed Knowledge, Prerequisites or Co-requisites                      | Advanced Diagnosis of Ocular Disease  |             |            |                 |
| Hours per Week   | 8-10 hours per week – distance learning with one compulsory clinical attendance and one compulsory workshop on campus   |             |            |                 |
| Number of Weeks  | 12 weeks  |             |            |                 |
| Commencement Date  | Week 2: 30 <sup>th</sup> July 2018  |             |            |                 |
| <b>Summary of Course Structure (for details see 'Course Schedule')</b> |   |             |            |                 |
| <b>Component</b>   | <b>HPW</b>  | <b>Time</b> | <b>Day</b> | <b>Location</b> |
| On-Line Lectures / cases   | 1 – 4 hrs   |             |            |                 |
| Background Reading & Review  | 1 – 2 hrs   |             |            |                 |
| Case analysis / clinic placement                                       | 3 – 5 hours   |             |            |                 |
|  |   |             |            |                 |
|  |   |             |            |                 |
|  |   |             |            |                 |
|  |   |             |            |                 |
|  |   |             |            |                 |
| <b>TOTAL</b>   | <b>8-10 hr</b>  |             |            |                 |
| <b>Special Details</b>   | The majority of this course is presented on-line, however there are 2 attendances required at the Centre for Eye Health (located on campus at UNSW Sydney), and the final exam will be held on campus. Module 2 requires a half day attendance at the Glaucoma Management Clinic on a Wednesday during or around week 4 of session. Attendance will be scheduled for each candidate in week 1 to facilitate planning. There will also be a compulsory workshop held at CFEH at a date to be advised through Moodle. |             |            |                 |

## 2. Staff Involved in the Course

| Staff                     | Role                     | Name  | Contact Details  | Consultation Times |
|---------------------------|--------------------------|---|--|--------------------|
| Course Convenor           |                          | Michael Kalloniatis<br>Michele Clewett  | <a href="mailto:mkalloniatis@cfeh.com.au">mkalloniatis@cfeh.com.au</a><br><a href="mailto:mclewett@cfeh.com.au">mclewett@cfeh.com.au</a>   | Via email          |
| Additional Teaching Staff | Lecturers & Facilitators | Prof. Michael Kalloniatis<br>Michael Yapp<br>Paula Katalinic<br>Jack Phu<br>Angelica Ly | <a href="mailto:mkalloniatis@cfeh.com.au">mkalloniatis@cfeh.com.au</a><br><a href="mailto:myapp@cfeh.com.au">myapp@cfeh.com.au</a><br><a href="mailto:pkatalinic@cfeh.com.au">pkatalinic@cfeh.com.au</a><br><a href="mailto:jphu@cfeh.com.au">jphu@cfeh.com.au</a><br><a href="mailto:aly@cfeh.com.au">aly@cfeh.com.au</a> | Via email          |
|                           | Other Support Staff      |   |  |                    |

<sup>1</sup> UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au/2012/index.html>

### 3. Course Details

|  |  |   |
|--|--|---|
| <b>Course Description<sup>2</sup></b><br>(Handbook Entry)  | Furthers the investigation of ocular disease, building upon the knowledge base gained in OPTM7511. The key objectives of this course are to refine candidate's skills relating to the diagnostic process, and to further knowledge of ocular disease, Covers the new topics of ocular tumours and neoplasms, disorders of the uvea and corneal degenerations, and explores glaucoma, macular disease and neuro-ophthalmology in greater depth adding a fresh perspective on these topics that are integral to the practice of optometry.   |   |
| <b>Course Aims<sup>3</sup></b>   | To advance and update the candidate's existing knowledge of the diagnosis, understanding and optometric management of ocular disease.  |   |
| <b>Student Learning Outcomes<sup>4</sup></b>   | By the end of this course, students will be able to: <ol style="list-style-type: none"> <li>1. Analyse a case presentation effectively in order to generate a differential and final diagnosis.</li> <li>2. Know how to best manage a patient based on the diagnosis determined and, where appropriate, to treat ocular disease as part of a multi-disciplinary team of treating practitioners.</li> <li>3. Further develop the ability to interpret ocular imaging, particularly with regards to macular and glaucoma assessment.</li> <li>4. Become familiar with more advanced ocular imaging such as OCTA, ultrasonography and electrophysiology.</li> <li>5. Locate and critically evaluate current information on ocular disease.</li> </ol> |   |
| <b>Graduate Attributes Developed in this Course<sup>5</sup></b>  |  |   |
| <b>Science Graduate Attributes<sup>5</sup></b> (maybe replaced by UNSW, School or professional attributes) | Select the level of FOCUS<br><i>0 = NO FOCUS</i><br><i>1 = MINIMAL</i><br><i>2 = MINOR</i><br><i>3 = MAJOR</i>   | <b>Activities / Assessment</b>  |
| <b>Research, inquiry and analytical thinking abilities</b>   | 3  | Through assigned case analysis assessments and individual research, you will develop an in-depth knowledge of ocular disease, critical analysis of signs, symptoms and ocular imaging results, and problem solving abilities enabling you to diagnose and manage those ocular conditions.   |
| <b>Capability and motivation for intellectual development</b>  | 3  | You are expected to integrate your existing knowledge and clinical experience with your readings and lectures from this course. You will then need to apply this knowledge to clinical cases through case analyses. You must also continue to appreciate the relevance of ocular diseases to systemic disease and to broader issues of public health. |
| <b>Ethical, social and professional understanding</b>  | 2  | You will develop an awareness of the role of optometry in the co-management of disease through lectures and management recommendations in the case analyses.  |
| <b>Communication</b>   | 1  | As this course has a clinical placement within the CFEH glaucoma management clinic, communication with patients is required. It is expected that the necessary communication skills have already been developed through clinical practice as this is a post-graduate program.   |
| <b>Teamwork, collaborative and management skills</b>   | 1  | This course encourages a collaborative approach to patient management. Optometrists are encouraged to work in collaboration with other medical professionals to manage ocular conditions that have associated systemic disease.   |

<sup>2</sup> UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au/2012/index.html>

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

<sup>4</sup> Learning and Teaching Unit – Learning Outcomes: <http://learningandteaching.unsw.edu.au/>

<sup>5</sup> Faculty of Science Graduate Attributes

: <http://www.scienceeducation.unsw.edu.au/teaching/graduateattributes.html>


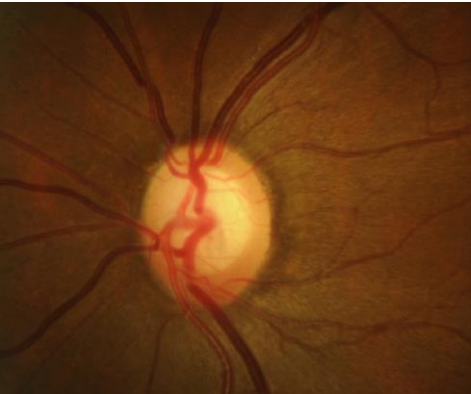
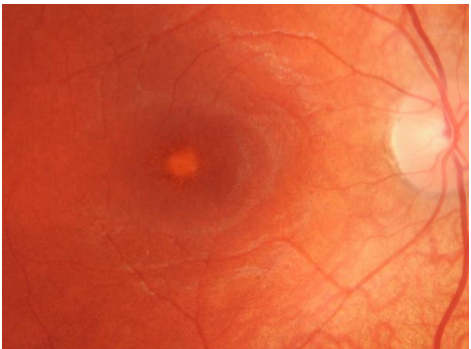
|   |  |  |
|---|--|--|
| <b>Information literacy</b>                             | 3  | This course requires sourcing the best evidence available in disease diagnosis and management. Relevant research is a central part of extending knowledge within the case analyses. All references should be cited within these reports. |
| <b>Major Topics (Syllabus Outline)</b>                  | <ol style="list-style-type: none"> <li>1. Advanced neuro-ophthlamology</li> <li>2. Advanced glaucoma diagnosis and management</li> <li>3. Detection and diagnosis of macular disease</li> <li>4. Disorders of the uvea</li> <li>5. Ocular Tumours and Neoplasms</li> <li>6. Advanced investigations of anterior eye disease</li> </ol> |  |
| <b>Relationship to Other Courses within the Program</b> | This course advances, updates and consolidates a student's existing knowledge of Ocular Disease obtained through undergraduate studies, clinical experience and study of OPTM7511. .   |  |

## 4. Rationale and Strategies Underpinning the Course

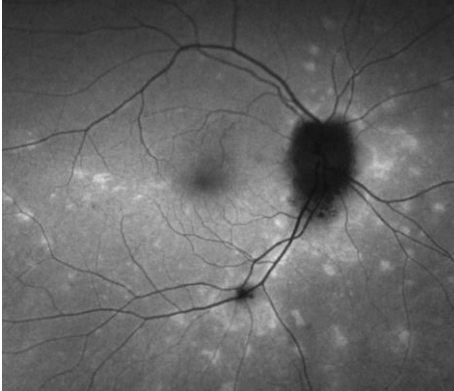
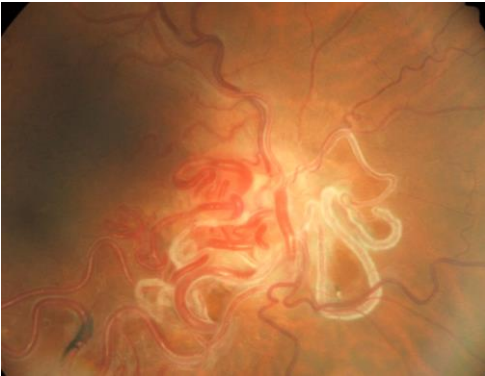
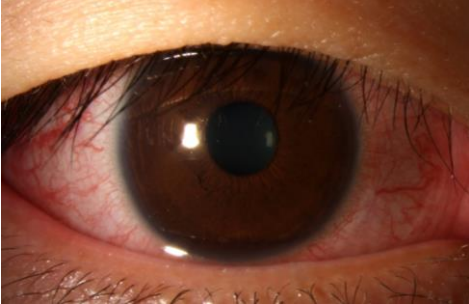
|  |   |
|--|---|
| <b>Teaching Strategies</b>   | <p>The course consists of a 12 week program, presented in 6 modules that are each allocated 2 weeks to complete. The course is delivered primarily through distance learning however there are 2 compulsory attendances at the Centre for Eye Health required (one observation of the glaucoma management clinic during module 2 and one clinical diagnosis workshop – exact details to be advised through Moodle).</p> <p>Each module consists of a combination of the following components:</p> <ul style="list-style-type: none"><li>• Video Lectures and associated multiple choice review questions</li><li>• Required Reading and associated research questions</li><li>• Case studies</li></ul> <p>These teaching strategies have been chosen to best meet the Learning Outcomes. The assessment emphasis is on the case analyses which develop the candidate's ability to critically analyse patient histories, examination results and ocular imaging in order to produce a differential diagnosis, final diagnosis and management plan.</p> <p>The course content, presented in the form of video lectures and required readings, will develop a deep understanding of the relevant topic areas by bringing together information from a variety of lecturers and sources who are expert in their fields.</p> <p>The research questions are designed to consolidate and extend learning from the core material and case studies while developing the ability to source and select high quality, up to date and relevant information about ocular disease.</p> <p>The case analyses develop that understanding and apply this knowledge to an actual clinical situation, helping practitioners develop the ability to:</p> <ul style="list-style-type: none"><li>• Generate a differential diagnosis</li><li>• Develop clinical diagnostic strategies</li><li>• Know how to manage the patient (therapeutically or through timely referrals to relevant Medical Practitioners and Ophthalmologists).</li></ul> <p>This course will have a final examination consisting of 40 multiple choice questions and 6 short answer questions that will be run on campus during the final exam period. Supplementary examinations, if offered, will also be held on campus.</p> |
| <b>Rationale for learning and teaching in this course<sup>6</sup>,</b> | <p>This course is intended to develop skills in problem solving ability, clinical management, examination and diagnosis. Teaching and learning strategies will encourage students to use clinical data and research to test alternate hypotheses in differential diagnosis of eye disease. Students will be encouraged to have a holistic approach and to consider the patient rather than just the ocular disease. The case analyses aim to stimulate a more active learning process and encourage a deeper level of critical analysis and understanding.</p>  |

<sup>6</sup> LTU – : [http://learningandteaching.unsw.edu.au/content/LT/teaching\\_support/teaching\\_career.cfm?ss=2](http://learningandteaching.unsw.edu.au/content/LT/teaching_support/teaching_career.cfm?ss=2)

## 5. Course Schedule

| Week                                       | Module  | Synopsis  |
|--|---|---|
| <p><b>Module 1</b><br/>Weeks 2 &amp; 3</p> |  <p>Advanced Neuro-ophthalmology</p>                 | <p>This first module introduces the course with a re-cap of the diagnostic process that was introduced in OPTM7511. IT then goes on to expand the knowledge gained in OPTM7511, looking specifically at the areas of neurodegenerative disease, muscle innervation disorders, optic nerve head swelling and retrograde degeneration.</p>  |
| <p><b>Module 2</b><br/>Weeks 4 &amp; 5</p> |  <p>Advanced Glaucoma Diagnosis and Management</p>  | <p>Module 2 takes the knowledge of glaucoma diagnosis obtained from OPTM7511 and develops this further with a more in-depth exploration of gonioscopy, advanced imaging and a look at glaucoma in pregnancy and systemic disease. Learning in this module is consolidated by a half-day clinical placement in the CFEH glaucoma management clinic where candidates sit in with the Ophthalmologist as they review and manage up to 20 cases of diagnosed glaucoma over the course of the 4 hour clinic. A patient report will be produced based on one of the cases seen during this placement.</p> |
| <p><b>Module 3</b><br/>Weeks 6 &amp; 7</p> |  <p>Detection and Diagnosis of Macular Disease</p> | <p>In this module we investigate the more subtle signs of macular disease, the interaction between the vitreous and macula in ocular disease, and take a look at new technologies developed to investigate vascular changes at the macula including OCTA and electrophysiology. Learning in this module is consolidated by a half-day clinical placement at CFEH reviewing patients booked for macular suites and producing a patient report based on one of the cases seen during this placement.</p>  |

Some of this information is available on the [Online Handbook](#)<sup>7</sup> and the [UNSW Timetable](#)<sup>8</sup>. Further details will be available through Moodle.

|  |  |  |
|--|--|--|
| <p><b>Module 4</b><br/>Weeks 8 &amp; 9</p> |  <p>Disorders of the Uvea</p>                             | <p>In module 4 we explore conditions primarily affecting the uvea, including posterior uveitis and the white dot syndromes. We also look at the role of the choroid in ocular diseases such as pachychoroid spectrum disorder and pathologic myopia. Finally we also take a look at iris lesions which will lead us into the next module, ocular neoplasia.</p>  |
| <p><b>Module 5</b><br/>Weeks 10&amp;11</p> |  <p>Ocular Tumours and Neoplasms</p>                     | <p>Module 5 specifically focusses on ocular tumours and neoplasms, building on the knowledge of common retinal and choroidal tumours that was developed in OPTM7511. During this module we investigate the specific clinical and imaging characteristics of tumours of the choroid, iris and the ocular surface. Relevant systemic conditions and the management of ocular tumours is also covered.</p>  |
| <p><b>Module 6</b><br/>Weeks 12&amp;13</p> |  <p>Advanced investigations of anterior eye disease</p> | <p>This final module builds upon the basic knowledge of anterior eye disease that was developed in OPTM7511. We look at some of the causes of corneal degeneration and their clinical features as well as eyelid lesions and malpositions, the impact of metabolic disease on the anterior eye and anterior eye viral disease. The clinical signs, imaging characteristics, epidemiology, progression and management of a wide variety of anterior eye conditions are explored within this module.</p> |

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

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



## 6. Assessment Tasks and Feedback

| Task              | Knowledge & abilities assessed  | Assessment Criteria  | % of total mark | Date of                                   |  | Feedback |      |                 |
|-------------------|---|--|-----------------|---|--|----------|------|-----------------|
|                   |   |  |                 | Release                                   | Submission                                 | WHO      | WHEN | HOW             |
| Case Analysis 1   | Evaluation and interpretation of clinical data and imaging to generate a differential diagnosis, final diagnosis and management plan. | 2 page case report plus references (Calibri font, 11 pt, 2cm page margins) | 20%             | 9am Monday 6 <sup>th</sup> August 2018    | 5pm Monday 20 <sup>th</sup> August 2018    | N/A      | TBA  | Moodle Feedback |
| Case Analysis 2   | Evaluation and interpretation of clinical data and imaging to generate a differential diagnosis, final diagnosis and management plan  | 2 page case report plus references (Calibri font, 11 pt, 2cm page margins) | 20%             | 9am Monday 3 <sup>rd</sup> September 2018 | 5pm Monday 17 <sup>th</sup> September 2018 | N/A      | TBA  | Moodle Feedback |
| Case Analysis 3   | Evaluation and interpretation of clinical data and imaging to generate a differential diagnosis, final diagnosis and management plan  | 2 page case report plus references (Calibri font, 11 pt, 2cm page margins) | 20%             | 9am Monday 8 <sup>th</sup> October 2018   | 5pm Monday 22 <sup>nd</sup> October 2018   | N/A      | TBA  | Moodle Feedback |
| Final examination | Accurate response   | 40 multiple choice questions, 6 short answer questions                     | 40%             | Exam week                                 | Exam week                                  | N/A      | N/A  | N/A             |

**IMPORTANT: Assessments may cover ANY part of the course unless otherwise clearly specified. In addition, assessment may cover any aspect of assumed knowledge and any information that should be covered by researching the review questions which form part of this course.**

**Case Analysis Reports:** This course requires the submission of three case analysis reports, each of which are worth 20%. The reports will be based on case information provided. Data may include patient history and entrance tests as well as the results of a clinical examination and advanced ocular imaging. Candidates will be expected to analyse the data given, generate a differential diagnosis, explain the rationale for their final diagnosis, and identify three pertinent learning points that may be derived from the case. If the Case Analysis Report is submitted late without the prior approval of the course co-ordinator, penalties below will apply (in accordance with the SOVS assessment policy):

- 10% if submitted on the due date but later than the due time.
- 20% per day if submitted after the due date

Reports are to be a maximum of 2 pages, typed in 11 pt Calibri font with normal page margins (2.54cm margins top, bottom, right and left). Any information exceeding 2 pages will not be marked. This assessment will help you continue to further develop in-depth course knowledge and a capacity for analytical and critical thinking.

**Final examination: The final examination will consist of 40 multiple choice questions and 6 short answer questions. The examination will be worth 40% of the final grade.** Knowledge-specific questions and clinical cases (including images) may be included in this assessment. Information regarding cases may also be presented including patient history, signs and symptoms; clinical and histopathologic appearance can also be included as appropriate. The multiple choice component will have several options for each question and you will be required to select the most ACCURATE response; there will NOT be negative marking. The final examination will be held on campus during the final examination period.

**You MAY BE awarded a supplementary exam if your competency is in doubt AND / OR your personal circumstances during session and/or the exam period satisfy the usual UNSW criteria for special consideration (see Section 10 below). Supplementary examinations will be accessible through Moodle.**

## 7. Additional Resources and Support

|  |   |
|--|---|
| <p><b>Text Books</b></p>                 | <p><b>Set Text:</b><br/>Bowling, B. "Kanski's Clinical Ophthalmology: A Systematic Approach" 8<sup>th</sup> edition (2016) Pub by Elsevier.</p> <p>This textbook is a comprehensive Ocular Disease Atlas that later becomes an excellent everyday resource in your clinical practice. You can purchase this book through the UNSW bookshop. This will include on-line access to 'Kanskionline'</p> <p>It is advised that each candidate have their own copy of this text book. Please be aware that all references to page numbers and chapters relate to the eighth edition of this book (the 8<sup>th</sup>) published in 2016.</p> <p>There is a copy on-line through the UNSW library which can be accessed remotely if it is not possible to obtain this textbook.</p> |
| <p><b>Course Manual</b></p>              | <p>The course manual can be found on Moodle. All aspects of this course and all resources outside of the above text books can be accessed through Moodle.</p>   |
| <p><b>Required Readings</b></p>          | <p>Additional readings will be listed on Moodle and provided in pdf format when not accessible on-line through the UNSW library.</p> <p>Whole class announcements for OPTM7521 will be made through Moodle messages and these should be checked regularly. Your university email (z-mail) will only be used for personal messages to individual students.</p>   |
| <p><b>Recommended Internet Sites</b></p> | <p>Moodle will be used for:</p> <ul style="list-style-type: none"> <li>• Lectures – recordings of lectures and pdf handouts</li> <li>• Compulsory and optional readings for learning not covered in lectures when not available through the UNSW library</li> <li>• Announcements of anything relating to this course.</li> <li>• Course info/latest timetable: any course administration handouts are loaded in .pdf format.</li> <li>• Interesting links: URL links for sites connected with course topics</li> <li>• Grade Centre: where assignment grades will be conveyed.</li> </ul>  |

## 8. Required Equipment, Training and Enabling Skills

|   |   |
|---|---|
| <p><b>Equipment Required</b></p>  | <p>A PC or laptop computer with internet connection</p>   |
| <p><b>Enabling Skills Training Required to Complete this Course</b></p> | <p>Reasonable English skills are required to complete this course successfully Go to UNSW Library/Online Training/LOIS and complete the full series of tutorials.</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  |                  | This course ran for the first time in session 2 2017 and has been reviewed for session 2 2018. |

## 10. Administration Matters

*Information about each of the following matters is best presented in a generic School handout or webpage. Reference should be made in every course handout to where the information can be found, and the importance of being familiar with the information.*

|  |   |
|--|---|
| <p><b>Expectations of Students</b></p> | <p><b>In the event of serious illness or un-foreseen circumstances preventing a student from completing the assessment in the time frame given:</b></p> <p>a. advise the School immediately by calling (02) 9385-4639.<br/>b. advise the Registrar within 3 days of completion (see university rules and Section 9 below).</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 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, gmail). You will miss out on vital information from the School and University if you do not check your Unimail.</p> <p>For more information or if you are having connection or access problems, see:<br/>IT Service Centre: <a href="http://www.it.unsw.edu.au/">www.it.unsw.edu.au/</a><br/>Telephone: 02 9385 1333<br/>Email: <a href="mailto:itservicecentre@unsw.edu.au">itservicecentre@unsw.edu.au</a></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><b>Assignment Submissions</b></p>   | <p>Assignments may be submitted</p> <ul style="list-style-type: none"> <li>• directly to your lecturer or</li> <li>• via the Assignment submission box at the Student Enquiry office (Rupert Myers Building, Room 3.003)</li> </ul> <p>A completed copy of the Assignment Attachment Sheet must be attached to each assignment before submission.</p> <p>Marked assignments can be collected from the:</p> <ul style="list-style-type: none"> <li>• School Enquiry office <b>during counter opening hours</b>. You must show a valid student card to do this.</li> </ul> <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: <a href="http://www.optom.unsw.edu.au/current/undergraduate/policies.html">http://www.optom.unsw.edu.au/current/undergraduate/policies.html</a><br/><i>Procedures for submission of assignments.</i></p>   |

|  |  |
|--|--|
| <p><b><u>Occupational Health and Safety</u></b><sup>9</sup></p>                              | <p>Information on relevant Occupational Health and Safety policies and expectations at UNSW can be found at: <a href="http://www.hr.unsw.edu.au/ohswc/ohswc_home.html">http://www.hr.unsw.edu.au/ohswc/ohswc_home.html</a></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: <a href="http://www.optom.unsw.edu.au/about/ohs.html">http://www.optom.unsw.edu.au/about/ohs.html</a></p>   |
| <p><b>Assessment Procedures</b></p> <p><b><u>UNSW Assessment Policy</u></b><sup>10</sup></p> | <p style="text-align: center;"><b>SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW<br/>SUPPLEMENTARY EXAMINATION INFORMATION, 2015</b></p> <p>There are two circumstances whereby a supplementary examination may be granted:</p> <p><b>COMPETENCY IN DOUBT</b><br/>Students whose competency level is in doubt after the final examination(s) may be eligible to sit a supplementary examination in the course(s) concerned.</p> <p><b>SPECIAL CONSIDERATION</b><br/>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. Log into myUNSW and go to My Student Profile tab &gt; My Student Services channel &gt; Online Services &gt; Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.</p> <p><b>Special Consideration - Pre-Existing Conditions</b><br/>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.</p> <p>Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. <b>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</b> (telephone 02 9385 4639, email: <a href="mailto:optometry@unsw.edu.au">optometry@unsw.edu.au</a>). You must also submit a Request for Consideration application as detailed above.</p> <p><b>You are reminded that supplementary examinations are not granted lightly or automatically. Eligibility for supplementary examinations, for both of the above situations, is determined by the School Examination Committee, which meets soon after the formal examination period has ended. You cannot “apply” for a supplementary examination, so please do not contact the School or Course Controllers to request a supplementary examination.</b></p> <p><b><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></b></p> <p>This information will be available on the School web site at <a href="http://www.optom.unsw.edu.au">http://www.optom.unsw.edu.au</a> (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><b><u>SUPPLEMENTARY EXAMINATIONS FOR 2018 WILL BE HELD AS FOLLOWS:</u></b></p> <p style="text-align: center;"><b>FOR SESSION 2:</b></p> |

<sup>9</sup> UNSW Occupational Health and Safety: <http://www.ohs.unsw.edu.au/>

<sup>10</sup> UNSW Assessment Policy: [http://www.policy.unsw.edu.au/policy/Assessment\\_Policy.htm](http://www.policy.unsw.edu.au/policy/Assessment_Policy.htm)

|   |   |   |  |
|---|---|---|--|
|   | <p style="text-align: center;"><b>DURING THE WEEK OF 26-30 NOVEMBER 2018</b></p> <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. <b>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.</b></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 style="text-align: center;"><b>School of Optometry and Vision Science, UNSW, 10 September 2015</b></p> |   |  |
| <p><b>Equity and Diversity</b></p>                            | <p>Those students who have a disability 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> <p><i>Information on designing courses and course outlines that take into account the needs of students with disabilities can be found at:</i><br/> <a href="http://www.secretariat.unsw.edu.au/acboardcom/minutes/coe/disabilityguidelines.pdf">www.secretariat.unsw.edu.au/acboardcom/minutes/coe/disabilityguidelines.pdf</a></p>   |   |  |
| <p><b><u>Student Complaint Procedure</u></b><sup>11</sup></p> | <p style="text-align: center;"><b>School Contact</b></p> <p>A/Prof David Pye<br/>Senior Lecturer<br/><a href="mailto:d.pye@unsw.edu.au">d.pye@unsw.edu.au</a><br/>Tel: 9385 7874</p>  | <p style="text-align: center;"><b>Faculty Contact</b></p> <p>Dr Chris Tisdell<br/>Associate Dean (Education)<br/><a href="mailto:cct@unsw.edu.au">cct@unsw.edu.au</a><br/>Tel: 9385 6792<br/>or<br/>Dr Gavin Edwards<br/>Associate Dean (Academic Programs)<br/><a href="mailto:g.edwards@unsw.edu.au">g.edwards@unsw.edu.au</a><br/>Tel: 9385 8063</p> | <p style="text-align: center;"><b>University Contact</b></p> <p>Student Conduct and Appeals Officer (SCAO) within the Office of the Pro-Vice-Chancellor (Students) and Registrar.</p> <p>Telephone 02 9385 8515,<br/>email<br/><a href="mailto:studentcomplaints@unsw.edu.au">studentcomplaints@unsw.edu.au</a></p> <p>University Counselling and Psychological Services<sup>12</sup><br/>Tel: 9385 5418</p> |

<sup>11</sup> UNSW Student Complaint Procedure: [http://www.policy.unsw.edu.au/procedure/Student\\_Complaint\\_Procedure.pdf](http://www.policy.unsw.edu.au/procedure/Student_Complaint_Procedure.pdf)

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

## 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:

[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