UNSW SYDNEY

COURSE OUTLINE

BABS3121

Molecular Biology of Nucleic Acids

FACULTY OF SCIENCE

SCHOOL OF BIOTECHNOLOGY AND BIOMOLECULAR SCIENCES

Term 1, 2022

1. Course Information

NB: some of this information is available on the UNSW handbook[1].

Year of Delivery	2022
Course Code	BABS3121
Course Name	Molecular Biology of Nucleic Acids
Academic Unit	School of Biotechnology and Biomolecular Sciences
Level of Course	3rd year undergraduate
Units of Credit	6
Delivery Mode	Blended (fully online for offshore students)
Term(s) Offered	T1
Assumed Knowledge, Prerequisites or Co-requisites	Prerequisites: BIOC2201, BIOC2101 or BABS2204 or BABS2264 or BABS2202 or MICR2011
Hours per Week	7
Number of Weeks	10
Commencement Date	Monday 14th February 2022 (Week 1)

Summary of Course Structure (for details, see 'Course Schedule and Structure')

Component	Hours/week	Time	Day	Location
Online Lectures	**3 hours total**	All lectures will be delivered live online and recordings will be posted for access afterwards for access at any time.		
Weekday lecture 1	1 hour	11am – 12pm	Monday	Online via Zoom
Weekday lecture 2	1 hour	5pm – 6pm	Tuesday	Online via Zoom
Weekday lecture 3	1 hour	1pm – 2pm	Thursday	Online via Zoom
Laboratory Classes	**4 hours**	Laboratory classes are conducted face-to-face (except for Week 1 which will be online). Attendance at all laboratory classes is compulsory, with a **minimum required attendance of 4 out of the 6 face-to-face practicals**.		
Laboratory – Option 1	4 hours	9am – 1pm	Wednesday	D26 Teaching Lab 10
Laboratory – Option 2	4 hours	2pm – 6pm	Wednesday	D26 Teaching Lab 10
Special details	Any students with special requirements resulting from a disability should consult the course convenor by Week 2 of Term 1 so that the appropriate resources can be provided.			

[1] https://www.handbook.unsw.edu.au/undergraduate/courses/2022/BABS3121/

2. Course Details

Course Description[2]	The syllabus comprises a detailed analysis of gene structure and function which includes: structure and properties of polynucleotides such as DNA and RNA; structure of chromatin; mechanisms and regulation of gene replication, transcription and translation, DNA replication and repair; recombinant DNA technology; nucleic acid sequencing, recombinant DNA technology, application of genomics and proteomics, RNA-seq analyses. Practical work provides extensive experience with contemporary molecular techniques as well as basic bioinformatics skills; literature surveys and web-based research are also used to enhance the theoretical and practical aspects of the syllabus.
Course Aims[3]	The overall aim of the course is to provide a solid foundation in molecular techniques as well as an introduction to informatics-based methods from which students can pursue future work in industry or academia (including Honours projects). This course complements and supports other BABS courses. Weekly practical sessions provide exposure to procedures used in the routine manipulation and analysis of DNA and associated products (including RNA and proteins). **Aims**: • Create an environment for student engagement and motivation. • Student application of their learning to real-life problems. • Provide a solid foundation for further nucleic acid work. • Promote UNSW graduate attributes including teamwork.
Student Learning Outcomes (CLO)[4]	At the successful completion of this course you (the student) should be able to: 1. Perform experimental analysis of gene expression at the mRNA and protein level. This includes planning of laboratory work, recording observations and data, analysis and interpretation of results and the proper and safe use of laboratory equipment. 2. Carry out basic bioinformatic analyses of transcriptomic data. 3. Apply theory and practical methods to the understanding of molecular biology and regulation of expression of genes as well as designing approaches for analysis of gene expression. 4. Critically evaluate scientific literature relevant to molecular biology. 5. Identify the features of quality writing and apply to their own scientific report and essay style writing, and scientific presentations.

[2] http://timetable.unsw.edu.au/2022/BABS3121.html

[3] https://student.unsw.edu.au/course-outlines

[4] https://teaching.unsw.edu.au/learning-outcomes

Relationship between Course and Program Learning Outcomes and Assessments

For Program Learning Outcomes (PLOs), please refer to:
https://www.handbook.unsw.edu.au/undergraduate/programs/2019/3970

Course Learning Outcome (CLO)	LO Statement	Program Learning Outcomes (PLO)	Related Tasks & Assessment
1	Perform experimental analysis of gene expression at the mRNA and protein level	1. Ethical, social and professional understanding 2. Teamwork, collaborative and management skills. 5. Research, enquiry and analytical thinking abilities	**Assessment 2:** Laboratory work
2	Apply theory and practical methods to the understanding of molecular biology and regulation of expression of genes as well as designing approaches for analysis of gene expression	2. Teamwork, collaborative and management skills 5. Research, enquiry and analytical thinking abilities 6. Capability and motivation for intellectual development	**Assessment 1:** Mid-term **Assessment 2:** Laboratory work **Assessment 3:** Final Exam
3	Critically evaluate scientific literature relevant to molecular biology	3. Information literacy including the ability to make appropriate and effective use of information 6. Capability and motivation for intellectual development	**Assessment 3:** Final Exam
4	Identify the features of quality writing and apply to their own scientific report and essay style writing	4. Effective and appropriate communication in both professional and social context 6. Capability and motivation for intellectual development	**Assessment 1:** Mid-term **Assessment 2:** Laboratory work **Assessment 3:** Final Exam

3. Staff

See below for course contact details for course convenors and lecturers. Consultation times and locations are by appointment.

Staff	Role	Name	Contact Details
Course Convenors		A/Prof. Irina Voineagu Dr Lana Ly	i.voineagu@unsw.edu.au lana.ly@unsw.edu.au
Additional Teaching Staff	**Lecturers**	Dr Michael Janitz Prof. Merlin Crossley Prof. John Mattick Prof. Marcel Dinger Dr Richard Edwards Dr Nikolay Shirokikh Dr Jeremy Keane	m.janitz@unsw.edu.au m.crossley@unsw.edu.au j.mattick@unsw.edu.au m.dinger@unsw.edu.au richard.edwards@unsw.edu.au nikolay.shirokikh@anu.edu.au jeremy.keane@unsw.edu.au
	Technical & Laboratory Staff	Ms Zakia Begum	z.begum@unsw.edu.au

4. Strategies and Approaches to Learning

Learning and Teaching Activities	Throughout the course, students are encouraged to develop problem-solving skills and to critically evaluate concepts, ideas, and research results by participating in all face-to-face activities such as practical classes, attending the online live lectures, and posting course content queries in the Moodle Discussion Forums. Also, online learning materials will be made available to further assist students' learning. Lectures serve to emphasize certain principles covered in the text, provide an overview, and connect the individual components of the course. They may also cover current ideas and research. The lectures provide a guide to the material need to cover for the course. Most lectures will closely follow the textbook or there will be resource material identified. However, students are encouraged to extend their knowledge by reading from a variety of sources. Lecture notes and recordings are also available online. Laboratory-based experimentation is an essential part of modern science. The practicals in this course are designed for students to learn and enhance their lab techniques and are designed to complement the lecture series.

5. Course Schedule and Structure

Relationship to Other Courses within the Program	This course syllabus builds on students' prior knowledge and skills gained in coursework offered by the School of BABS, in particular 'Principles of Molecular Biology (Advanced)' (BIOC2201). The course is also highly recommended for students wishing to pursue an Honours project within the School of BABS in genetics, molecular and cell biology, or microbiology.

6. Course Timetable

	Lecture 1: Mon 11am-12pm Online Synchronous via Zoom **Link**: unsw.zoom.us/j/87640540040		**Lecture 2: Tue 5pm-6pm** Online Synchronous via Zoom **Link**: unsw.zoom.us/j/81892204491		**Labs: Wed 9am-1pm, 2pm-6pm** D26 Teaching Lab 10		**Lecture 3: Thu 1pm-2pm** Online Synchronous via Zoom **Link**: unsw.zoom.us/j/89954256239		**Assessments**
Week	**Date**	**Topic (Lecturer)**	**Date**	**Topic (Lecturer)**	**Date**	**Topic** **Demonstrators**	**Date**	**Topic (Lecturer)**	
1	14 Feb	**Lecture 1**: Course Introduction (IV)	15 Feb	**Lecture 2**: Basic Techniques 1 (MJ)	16 Feb	**Lab 1: Gene Expression 1 – Online (self-paced)**	17 Feb	**Lecture 3:** Basic Techniques 2 (MJ)	**Practical Quiz #1 on Gene Expression 1 released at 9am Wednesday Week 1**
2	21 Feb	**Lecture 4:** Basic Techniques 3 (MJ)	22 Feb	**Lecture 5:** Transcription/ Control of Gene Expression 1 (MC)	23 Feb	**Lab 2: Gene Expression 2** * **AM**: Emily, Annalise, Sonia, Ryan **PM**: Ashton, Nicole, Juli, Henry	24 Feb	**Lecture 6:** Transcription/ Control of Gene Expression 2 (MC)	**Practical Quiz #1 DUE at 9am Wednesday Week 2**
3	28 Feb	**Lecture 7:** Transcription/ Control of Gene Expression 3 (MC)	1 Mar	**Lecture 8:** Transcription/ Control of Gene Expression 4 (MC)	2 Mar	**Lab 3: Gene Expression 3** * **AM**: Emily, Annalise, Sonia, Ryan **PM**: Ashton, Nicole, Juli, Henry	3 Mar	**Lecture 9:** Non-coding RNAs 1 (JM)	**Practical Quiz #2 on Gene Expression 2 & 3 released at 9am Wednesday Week 3**
4	7 Mar	**Lecture 10:** Non-coding RNAs 2 (JM)	8 Mar	**Lecture 11:** Transcriptomics (IV)	9 Mar	**Lab 4:** **Part 1: Gene Expression 4 (2h)** * **Part 2: Introduction to R (2h) – self-paced** **AM**: Emily, Annalise, Sonia, Ryan **PM**: Ashton, Nicole, Juli, Henry	10 Mar	**Lecture 12:** RNA Therapeutics (IV)	**Practical Quiz #2 DUE at 9am Wednesday Week 4** **Practical Quiz #3 on Introduction to R released at 9am Wednesday Week 4**
5	14 Mar	**Lecture 13:** Clinical Genomics 1 (MD)	15 Mar	**Lecture 14:** Clinical Genomics 2 (MD)	16 Mar	**Lab 5: RNA-seq 1** * **AM**: Ashton, Nicole, Juli **PM**: Ashton, Nicole, Juli	17 Mar	**Mid-Term Exam**	**Practical Quiz #3 DUE at 9am Wednesday Week 5** **Mid-Term Exam (online) held on Thursday 1-2pm Week 5**
6	21 Mar	**Flexibility Week (no classes)**							
7	28 Mar	**Lecture 15:** Viral Vectors & Gene Therapy (LL)	29 Mar	**Lecture 16:** Viral Vectors/ Critiquing Research Articles/ Good writing (LL)	30 Mar	**Lab 6: RNA-seq 2** * **AM**: Ashton, Nicole, Juli **PM**: Ashton, Nicole, Juli	31 Mar	**Lecture 17:** Epigenetic Regulation 1 (IV)	
8	4 Apr	**Lecture 18:** RNA Splicing (IV)	5 Apr	**Lecture 19:** RNA Translation (NS)	6 Apr	**Lab 7: CRISPR** * **AM**: Emily, Annalise, Sonia, Ryan **PM**: Ashton, Nicole, Juli, Henry	7 Apr	**Lecture 20:** DNA Replication (IV)	
9	11 Apr	**Lecture 21:** DNA Repair (JK)	12 Apr	**Lecture 22:** Sequencing Technologies 1 (RE)	13 Apr	**Presentations (Mini-symposium)** *	14 Apr	**Lecture 23:** Sequencing Technologies 2 (RE)	**All presentation slides are due at 9am Wednesday Week 9**
10	18 Apr	**No Lecture (Public Holiday)**	19 Apr	**Lecture 24:** Sequencing Technologies 3 (RE)	20 Apr	**Presentations (Mini symposium)** *	21 Apr	**No Lecture**	**Laboratory notebooks due 11:55pm Friday Week 10**

Lecturers: IV = A/Prof. Irina Voineagu, **MJ** = Dr Michael Janitz, **MC** = Prof. Merlin Crossley, **JM** = Prof. John Mattick, **MD** = Prof. Marcel Dinger, **LL** = Dr Lana Ly, **NS** = Dr Nikolay Shirokikh, **JK** = Dr Jeremy Keane, **RE** = Dr Richard Edwards

Delivery: All lectures are delivered live via Zoom. All live lectures will be recorded and can be accessed asynchronously online in Moodle.

Practicals: All practicals from Weeks 2-5 & Weeks 7-8 will be delivered face-to-face. Attendance at all face-to-face practical sessions is compulsory. **Green** = face-to-face; **Blue** = online.

Presentations: All presentations are to be presented in-person (face-to-face) during your normal practical time. Look out for additional announcements in Moodle for the schedule and location of presentations.

* **IMPORTANT**: Students MUST bring & wear their own **safety glasses** & **disposable face masks** to all laboratory classes. Practicals in Weeks 5 & 7, and the Presentations in Weeks 9-10 will not require safety glasses. Do not come to campus if you have any symptoms or are unwell or you are considered a close contact of a COVID-19 positive case.

7. Assessment Tasks and Feedback

Task	Knowledge & abilities assessed	Assessment format and/or criteria	%	Due date	Feedback		
					WHO	WHEN	HOW
BABS Health & Safety Quiz	Assess knowledge of safe working practices and procedures in BABS teaching laboratories.	Online formats accessed via Moodle. Students only need to complete this quiz once for all BABS courses. Must be completed with 100% correct answers BEFORE your week 2 laboratory class.	-	**Wednesday Week 2 practical (23rd February)**	-	Immediately	Moodle
Practical Quiz #1	Covers all content from Practical 1 (Gene Expression 1).	1-hour duration. Format will be multiple choice questions. Conducted via Moodle Quiz. Quiz is made available 9am Wednesday Week 1 (one week to complete).	**5**	**9am Wednesday Week 2 (23rd February)**	Convenor	Week 2 Practical	During Week 2 practical
Practical Quiz #2	Covers all content from Practicals 2-3 (Gene Expression 2 & 3).	1-hour duration. Format will be multiple choice questions. Conducted via Moodle Quiz. Quiz is made available 9am Wednesday Week 3 (one week to complete).	**5**	**9am Wednesday Week 4 (9th March)**	Convenor	Week 4 Practical	During Week 4 practical
Practical Quiz #3	Covers all content from Practical 4 (Introduction to R).	1-hour duration. Format will be multiple choice questions. Conducted via Moodle Quiz. Quiz is made available 9am Wednesday Week 4 (one week to complete).	**5**	**9am Wednesday Week 5 (16th March)**	Convenor	Week 5 Practical	During Week 5 practical
Mid-Term Exam	Covers all lecture content from Weeks 1-4, inclusive.	1-hour written exam administered online. Format will be multiple choice questions. Conducted via Moodle Quiz.	**30**	**1-2pm Thursday Week 5 (17th March)**	Convenor	Within 10 working days	Moodle
RNA-seq Analysis Presentation	Covers content from Practical 5 (RNA-seq 1).	Individual 10-minute PowerPoint presentation based on literature search and RNA-seq data analysis (performed in the RNA-seq 1 practical). Presentations are conducted face-to-face. All presentation slides must be submitted via the submission link in Moodle by 9am Wednesday Week 9, regardless of when you are presenting.	**18**	**Presentation slides are due 9am Wednesday Week 9 (13th April)** **Presentations are held during Week 9 and 10 lab times (13th & 20th April)**	Convenor	Within 10 working days from completion of presentations	Moodle
Laboratory Notebook	Covers all content from Practicals 1-7.	Submit a PDF of your online laboratory notebook via the submission link in Moodle.	**7**	**11:55pm Friday Week 10 (22nd April)**	Demonstrator	Within 10 working days	Moodle
Final Theory Exam	Covers all lecture content from Weeks 7-10, inclusive.	1-hour duration. Format will be multiple choice questions. Conducted via Moodle Quiz.	**30**	See final examination timetable			
TOTAL 100							

8. Additional Resources and Support

Textbooks	Alberts *et al*., *Molecular Biology of the Cell,* 6th ed. (Garland, 2014) – Molecular Cell focus **OR** Watson *et al., Molecular Biology of the Gene*, 7th ed. (Benjamin Cummings, 2013) – Molecular genetics focus
Course Manual	A soft copy of the Course Outline will be posted on Moodle. The practical manual can be accessed via a website, and soft copy PDF versions of each practical will be made available in Moodle.
Viral Vectors in Gene Therapy Readings	**Overview**: Emerging Platform Bioprocesses for Viral Vectors and Gene Therapies (http://www.bioprocessintl.com/2016/emerging-platform-bioprocesses-for-viral-vectors-and-gene-therapies/) Gene therapies development: slow progress and promising prospect (https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5328344/)
Viral Vector Gene Therapy Case Studies	1. **Degenerative eye disease (choroideremia) gene therapy** • See report in New Scientist (http://www.newscientist.com/article/dn24879-gene-therapy-restores-sight-in-people-with-eye-disease.html#.UzpP1v6KC70) • Original Lancet journal article available on Moodle 2. **Monkey colour vision** (dichromatic → trichromatic, male polymorphism) • See report in Nature News (http://www.nature.com/news/2009/090916/full/news.2009.921.html) • Original Nature Article (*Katherine Mancuso, et al.* Nature, *Vol. 461, No. 7261, September 16, 2009.)* available on Moodle
Resources	**The Learning Centre** - http://www.lc.unsw.edu.au **Essay and Assignment Writing** - https://student.unsw.edu.au/essay-and-assignment-writing **Exam Preparation Tips** - https://student.unsw.edu.au/exam-preparation

9. Required Equipment, Training and Enabling Skills

Equipment Required	Personal protection equipment (PPE) such as safety glasses and a lab coat will be required for all face-to-face practical work. Enclosed shoes will also be required for all face-to-face practicals. Students *must* bring and wear their own safety glasses and disposable face masks to all face-to-face teaching laboratory classes. Reusable cloth masks are not acceptable. If you do not have a disposable face mask, you will be required to purchase one from a campus retailer.
Enabling Skills, Training Required to Complete this Course	It is expected that all students will have had basic Health & Safety training and completed the BABS Health and Safety Quiz prior to the Week 2 practical.

10. Administration Matters

Expectations of Students	Students are expected to attend all lectures and practical classes. Attendance records will be kept in practical classes. Attendance at less than **66%** of practical classes (4 out of the 6 face-to-face practicals) may result in the grade of UF. Students are expected to maintain an accurate record of their laboratory work in a Laboratory Notebook. This is generally in an electronic or online form like Benchling or OneNote. Laboratory demonstrators will check and provide feedback on the students records in the Laboratory Notebook. Students are expected to consult the course Moodle site on at least a weekly basis. **Protocols governing email, social networks and discussion forums** Social networks (i.e. Facebook, Twitter etc) will not be used to share class materials or as a way to contact academics including demonstrators/tutors involved in this course. If students have course-related questions, they are encouraged to use discussion forums on the course's Moodle website. These are monitored regularly. If more help is needed, students may send enquiries or requests for appointments from their UNSW email. When sending an email to the course coordinator, a student must state their name, student number and the course in which they are enrolled.
Assignment Submissions	If assessment tasks are not completed, then they will receive a mark of zero. In the case that they are submitted late, without acceptable special consideration application, then they will be accepted but penalised 5% per day they are late (capped at 5 days (120 hours)), after which a student cannot submit an assessment. If medical grounds preclude submission of a report by the due date, contact should be made with the course authority as soon as possible. Electronic submissions will be through Turnitin or a submission link via Moodle. In the case of electronic submission, no paper versions will need to be submitted.

Occupational Health and Safety[5]	Biochemical laboratories contain apparatus and chemicals that are potentially dangers when misused or handled carelessly. Consequently, safe experimental procedures and responsible conduct in the laboratory are essential at all times. The regulations governing conduct in the laboratory have been set down by the NSW Occupational Health & Safety (Hazardous Substances) Regulation 1996, NSW Draft OHS Regulation 2000, and the NSW Workcover Publications and Safe Work National Codes of Practice and Guidance Notes. These policies apply to all university staff and students. Students are responsible for: • Complying with the requirements for this policy, legislation and Australian Standards • Following directions given to them by the person supervising their work • Co-operating in the performance of risk assessments • Participating in induction and training programs **ALL ACCIDENTS WITH CHEMICAL OR INJURIES MUST BE REPORTED IMMEDIATELY TO YOUR DEMONSTRATOR OR TO A MEMBER OF THE PREPARATION/TECHNICAL STAFF.**
UNSW's response to COVID-19	If you are coming to campus, please ensure that you: • Do not come to campus if you have any symptoms or are unwell or you are considered a close contact of a COVID-19 positive case. • Wear a mask in all indoor settings as required by the NSW Government. • Check-in to buildings/spaces using both your swipe card and QR codes where available. • Maintain physical distancing and density at not more than 1 person per 2sqm indoors. • Wash or sanitise your hands regularly. • Open windows to maximise air flow where possible. • Limit unnecessary movements around campus. For more information, please view the UNSW COVID-19 Advice and FAQ page.

<table>
<tr><td>Assessment Procedures

UNSW Assessment Policy[6]</td><td colspan="4">Please refer to the specific assessment outline in section 7 of the Course Outline.</td></tr>
<tr><td>Equity and Diversity</td><td colspan="4">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 http://www.studentequity.unsw.edu.au/)

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.</td></tr>
<tr><td rowspan="2">Administrative and Support Matters
Student Complaint Procedure[7]</td><td>School Contact</td><td>Faculty Contact</td><td>Academic Disability</td><td>Bioscience Student Office</td></tr>
<tr><td>Dr Anne Galea
Director of Teaching & Deputy Head of School

a.galea@unsw.edu.au
Tel: +61 2 9385 8156</td><td>Dr Gavin Edwards
Associate Dean (Academic Programs)

g.edwards@unsw.edu.au
Tel: +61 2 9385 4652</td><td>Dr Megan Lenardon
Science Academic Disability Adviser & School “At risk student” Support

m.lenardon@unsw.edu.au
Tel: +61 2 9385 1780</td><td>Ms Julna Zhao
Student Advisor (BABS)

j.zhao@unsw.edu.au
unsw.to/webforms
Tel: +61 2 9385 8047</td></tr>
<tr><td>Additional Support for Students</td><td colspan="4">• The Current Students Gateway: https://student.unsw.edu.au/
• Academic Skills and Support: https://student.unsw.edu.au/academic-skills
• Student Wellbeing, Health and Safety: https://student.unsw.edu.au/wellbeing
• Disability Support Services: https://student.unsw.edu.au/disability-services
• UNSW IT Service Centre: https://www.myit.unsw.edu.au/</td></tr>
</table>

[5] https://safety.unsw.edu.au/staff-student-resources/students
[6] https://www.gs.unsw.edu.au/policy/assessmentpolicy.html
[7] https://student.unsw.edu.au/complaint

11. UNSW Academic Integrity, Referencing and Plagiarism

What is plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.

*Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via: https://student.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle
† Adapted with kind permission from the University of Melbourne

12. Special Consideration and Supplementary Exams

Students who believe that their performance, either during the session or in the end of term exams, may have been affected by illness or other circumstances may apply for special consideration. Applications can be made for compulsory class absences such as (laboratories and tutorials), in-session assessments tasks, and final examinations.

You must submit the application prior to the start of the relevant exam, or before a piece of assessment is due, except where illness or misadventure prevent you from doing so. If you become unwell on the day of the exam or fall sick during an exam, you must provide evidence dated within 24 hours of the exam, with your application. You must obtain and attach Third Party documentation before submitting the application. Failure to do so may result in the application being rejected.

UNSW has a fit to sit/submit rule which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so.

You must obtain and attach Third Party documentation before submitting the application. Failure to do so may result in the application being rejected.

Further information on special consideration can be found at

https://www.student.unsw.edu.au/special-consideration

[8] International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

a. How to Apply for Special Consideration

The application must be made through Online Services in myUNSW (My Student Profile tab > My Student Services > Online Services > Special Consideration).

Students will be contacted via *their official university email* as to the outcome of their application. It is the responsibility of all students to regularly consult their official student email accounts and myUNSW in order to ascertain whether or not they have been granted further assessment.

b. Supplementary Examinations

Supplementary examinations may be given to those students who were absent from mid-term or final exams due to illness or misadventure. Only students who submit a compliant Special Consideration application (as per the above instructions) may be eligible for a supplementary examination. Students will be notified via the online special consideration system and their official UNSW email account as to the outcome of their application. Supplementary **mid-term examinations** will be managed internally by your course convenor and held during term. Supplementary **final examinations** will be managed externally by UNSW Exams Branch and held during the official BABS Supplementary Final Examination period.

The BABS Supplementary Final Exam period for Term 1, 2022 is:

23 May – 27 May 2022

It is the responsibility of all students to regularly consult their official student email accounts and myUNSW in order to ascertain whether or not they have been granted further assessment. Supplementary Final Exams will be offered during this period ONLY. Failure to sit for the appropriate exam that you have been offered may result in an overall failure for the course. Further assessment will NOT be offered on any alternative dates.

See here for more details on special consideration (https://student.unsw.edu.au/special-consideration).