



Course Outline

BIOS1101

Evolutionary and Functional Biology

School of BEES

Faculty of Science

T2, 2022

1. Staff

Position	Name	Email & contact details	Consultation times and locations
Course Convenor	Stephen Bonser	Level 4 Biological Sciences building s.bonser@unsw.edu.au (though please use the course email) BIOS1101@unsw.edu.au	By appointment
Course Convenor	Hayley Bates	Level 1 Samuels Building h.bates@unsw.edu.au BIOS1101@unsw.edu.au	Tues, Wednesday Friday 1-2pm Teaching Lab 1 (D26) From week onwards
Lecturers	S. Bonser M. Archer R. Bonduriansky H. Bates	BIOS1101@unsw.edu.au	
Lab Demonstrators & Supervisors	Timetable available on Moodle	In person during lab	
Technical & Laboratory	Heather Try Leroy Ballanto	Teaching Lab 1, Biological Sciences building (D26)	

2. Course information

Units of credit: 6UOC

Pre-requisite(s): None

Teaching times and locations:

<http://www.timetable.unsw.edu.au/BIOS1101>

Summary of course structure (for further details see 'Course Schedule')				
Component	HPW	Time	Day	Location
Lectures	3			
Lecture 1	1	Asynchronous		Online
Lecture 2	1	Asynchronous		Online
Lecture 3	1	Asynchronous		Online
Laboratory	3			
Option 1	3	2-5 pm	Monday	Teaching lab 1

Option 2	3	10 am- 1 pm	Tuesday	Teaching lab 1
Option 3	3	2-5 pm	Tuesday	Teaching lab 1
Option 4	3	10 am- 1 pm	Wednesday	Teaching lab 1
Option 5	3	2-5 pm	Wednesday	Teaching lab 1
Option 6	3	10 am-1 pm	Thursday	Teaching lab 1
Option 7	3	2-5 pm	Thursday	Teaching lab 1
Option 8	3	10 am-1 pm	Friday	Teaching lab 1

2.1 Course summary

This course examines the evolutionary history of life on earth from origins to humans and the relationship between environment, adaptation and function. Animal and plant physiology are covered with an emphasis placed on adaptation, identification, form and function in the Australian context.

2.2 Course aims

This course provides the basic information (assumed evolutionary and functional biology knowledge) for higher level courses in the Biological Sciences.

The aims of the course are:

- To engender an appreciation of the processes and causes of evolution.
- To stimulate an appreciation of the spectacular diversity of living organisms on the planet; a diversity underpinned by a surprising degree of unity.
- To provide students with a strong understanding of foundation level animal and plant physiology (form and function)
- To identify patterns of structure, organisation, development and reproduction in higher level organisms.
- To provide students with a strong repertoire of (foundation level) applied practical biological skills (for example; classification, identification of form and function, dissection, microscope use, slide preparation, stem sectioning and experimental design) required for future studies in higher level biological science subjects.

2.3 Course learning outcomes (CLO)

At the successful completion of this course you (the student) should be able to:

1. Explain the concept of evolution and the evolutionary processes responsible for the past and present diversity of life on Earth using evidence from the fossil record and living world.
2. Identify and classify living organisms into higher order evolutionary groupings.
3. Relate plant and animal anatomy, physiology and reproduction to function, adaptation and environment.
4. Demonstrate proficiency in fundamental biological laboratory skills (microscopy, biological drawing, dissection and inferring scientific observations) through first-hand scientific investigations.
5. Gather, analyse and interpret data from first-hand scientific investigations to draw valid conclusions.

2.4 Relationship between course and program learning outcomes and assessments

Course Learning Outcome (CLO)	Program Learning Outcome (PLO)	Related Tasks & Assessment
CLO 1	<ul style="list-style-type: none"> Apply a working knowledge of fundamental scientific principles, methods of investigation, and an appreciation for objectivity and precision. Develop the habit of seeking and recognising relationships between phenomena, principles, theories, conceptual frameworks and problems. Demonstrate an understanding of the significance of science and technology in modern society. 	<ul style="list-style-type: none"> Evolution lectures Laboratory practicals Evolution and Natural selection Quiz Practical exam Final exam
CLO 2	<ul style="list-style-type: none"> Demonstrate confidence and skill in approaching problems and in treating qualitative data. Develop the habit of seeking and recognising relationships between phenomena, principles, theories, conceptual frameworks and problems. 	<ul style="list-style-type: none"> Laboratory practicals Practical exam Final Exam
CLO 3	<ul style="list-style-type: none"> Develop the habit of seeking and recognising relationships between phenomena, principles, theories, conceptual frameworks and problems. 	<ul style="list-style-type: none"> Physiology lectures Laboratory practicals Dissection assessment Plant report Practical exam Final exam
CLO 4	<ul style="list-style-type: none"> Apply a working knowledge of fundamental scientific principles, methods of investigation, and an appreciation for objectivity and precision. Demonstrate confidence and skill in approaching problems and in treating both qualitative and quantitative data. Apply curiosity, imagination, and speculation to solving problems, constructing hypotheses, and designing experiments. 	<ul style="list-style-type: none"> Physiology lectures Laboratory practicals Dissection assessment Plant report Practical exam Final exam
CLO 5	<ul style="list-style-type: none"> Apply a working knowledge of fundamental scientific principles, methods of investigation, and an appreciation for objectivity and precision. Demonstrate confidence and skill in approaching problems and in treating both qualitative and quantitative data. Develop the habit of seeking and recognising relationships between phenomena, principles, theories, conceptual frameworks and problems. Develop the ability and disposition to think logically and communicate clearly by written and oral means. Apply curiosity, imagination, and speculation to solving problems, constructing hypotheses, and designing experiments. 	<ul style="list-style-type: none"> Laboratory practicals Practical assessments Practical exam

3. Strategies and approaches to learning

3.1 Learning and teaching activities

BIOS1101 has two major course streams: lectures and practicals

Lectures and practicals run independently of each other. While these streams reinforce concepts, they are not designed to duplicate each other. Throughout the course, the streams will share overarching themes – each associated with a module of the syllabus. The syllabus covers three major themes (modules):

1. evolution and diversity,
2. animal form and function and;
3. plant form and function.

Lectures:

Lectures cover the theoretical content, which is assessed in the final exam. There are three lectures per week (except for weeks with public holidays and no lectures during the university flexibility week-week 6). For 2021, lectures are online and asynchronous. This means they are recorded with the aim to release them to you early in the week. Please note sometimes technical errors occur with the lecture recordings- if this happens, the recordings may be released late. Lectures serve to cover the basic concepts of evolutionary and functional biology. Lecturers are usually active in research and have well-established reputations in the fields in which they teach. At UNSW the people who teach you biology have made significant contributions to this area of study.

Practicals:

Practicals are designed to provide students with foundation-level applied practical skills. These skills are required for higher level biological science courses. It is important to be aware that some practicals relate to specific lectures, while others stand alone. The practical component is assessed through skill-based exercises and a final practical exam.

The practical component of this course is designed **to provide an introduction to evolutionary and functional biology**. The aim of each practical is to teach you **basic hands-on skills required for second and third year biological courses**.

The practical sequence relates broadly to that of the lectures. In such a short time frame it is not possible for all of the material discussed in the lectures to be covered in the practicals. Select material is covered in the practicals to optimise your practical skills.

In this course you will learn the practical skills of: classification, identification form and function, dissection, microscope use, slide preparation, stem sectioning, biological drawing and experimental design.

Online content and tutorials

These aspects of the course are designed to supplement the practicals. Online modules often focus on key concepts that are reinforced through practical demonstrations during the labs. Tutorials expand on material covered in the labs, and often involve discussions of more open-ended questions related to practical material. Tutorials also provide an opportunity to ask your demonstrators for clarification of anything you have covered during the practical classes.

3.2 Expectations of students

Attendance at practicals

The practical aspect of biology is so important that participation in practical classes is a fundamental requirement for the award of a pass. There is one practical (lab) per week. Practical classes are associated with assessment tasks. **If you miss a practical class, you will miss out on content that will be assessed.** You can only attend the practical class in which you are enrolled. Should you be unable to attend your practical class for any reason, you should contact Hayley Bates BIOS1101@unsw.edu.au to arrange to sit an alternate class (which must take place in the same week). All make-up labs MUST be approved. For unavoidable absences from practical classes that cannot be made up at an alternate time, you must apply for Special Consideration. **Please refer to Moodle for information on how to apply for Special Consideration.**

If, due to sickness or some equally compelling reason, you must miss a practical the first thing you should do is contact Hayley Bates as soon as possible. One day of sickness does not grant an automatic one-week extension. If your absence is on the day of a test or examination, a zero mark will be recorded unless a medical certificate covering that day is submitted to special consideration. If your certified absence is from a test or examination you must be prepared to do an equivalent assessment in subsequent weeks. Like all rules, these may not fit every situation. If you have a problem that is not covered, please ask Hayley Bates or e-mail Bios1101@unsw.edu.au. Most problems are easily solved with timely notice.

You will need to bring equipment to all practicals and ensure that you wear the appropriate footwear.

Before each practical

1. Read the instructions in advance for each practical set out in the Practicals section of the course Moodle page and also refer to the weekly course announcement.
2. Complete any prelab activities on Moodle, prior to the commencement of the laboratory. Note, not all practicals have prelab content. Refer to the weekly Moodle announcement (Important Course Announcements).

For practical work you must have:

- A copy of each practical (available on Moodle and as a hardcopy handout in class)
- A lab coat
- Material for recording your observations and findings as appropriate for each class. These items include: a pen, a pencil, eraser, ruler, lined paper for written observations and plain paper for drawings.
- Optional: A dissection kit for practical's 3 and 4 (obtainable at newsagent shops on campus)
- Enclosed (lab appropriate) footwear

**YOU MUST WEAR APPROPRIATE ENCLOSED TOE SHOES (NOT OPEN SANDALS) &
A LABORATORY COAT WHILST IN THE LABORATORIES**

Where to go for help

You should always check for course information provided on Moodle. Please check this first and constantly check for updates on changes to times for laboratories, upcoming assessment tasks and when they are due.

Academic matters

The first contact for help with course work is a demonstrator (i.e. the person who is present at one of the practical sessions). Consult the demonstrator if you have any difficulty with the subject material. There is a demonstrator for each bench in the laboratory. In some cases your demonstrator will also be the laboratory supervisor, or alternatively a demonstrator may refer you to the supervisor or the course administrator. Outside of class time all BIOS110 enquires should be directed to bios1101@unsw.edu.au.

4. Course schedule and structure

Evolutionary and Functional **Biology encompasses three major themes** as modules and will be presented in an integrated fashion.

The modules provide the framework of the course. Please refer to your course timetable on Moodle for the lecture and practical schedule.

Module 1- Evolution and diversity

Lectures:

What is Evolution and Functional Biology (S. Bonser)
Origins and Early Evolution of Life (M. Archer)
Specialised Cells-1 (M. Archer)
Specialised Cells-2 (M. Archer)
Feeding and Digestion (M. Archer)
Evolution and the Evidence for it (M. Archer)
Human Evolution (M. Archer)
Humans Conserving Evolution (M. Archer)
Adaptation and behaviour (R. Bonduriansky)

Practicals/tutorials:

Evolution and natural Selection
Animal Diversity, Unity and Classification

Module 2- Animal form and function

(relate animal anatomy, physiology and reproduction to function, adaptation and the environment)

Lectures:

Digestion and Nutrition (H. Bates)
Circulation and Gas Exchange (H. Bates)
Animal Reproduction (R. Bonduriansky)
Animal Nervous Systems (H. Bates)
Animal Hormones (R. Bonduriansky)

Practicals/tutorials:

Gross Morphology 1: Toad Dissection
Gross Morphology 2: Rat Dissection

Module 3- Plant form and function

(relate plant anatomy, physiology and reproduction to function, adaptation and the environment)

Lectures:

Plants- Life on land (S. Bonser)
Reproduction 1 (S. Bonser)
Reproduction 2 (S. Bonser)
Internal Architecture of Plants (S. Bonser)
Plasticity (S. Bonser)
Plant Communication (S. Bonser)
Transport 1 (S. Bonser)
Transport 2 (S. Bonser)

Practicals/tutorials:

Diversity in Botany,
Reproduction in Flowering Plants
Plant Plasticity

Course Schedule

WEEK	LECTURE 1	LECTURE 2	LECTURE 3	PRACTICAL	TUTORIAL	ASSESSMENTS
1 30 May	What is evolutionary and functional biology <i>S. Bonser</i>	Origins and early evolution of life M. Archer	Specialised cells 1 (independent cells) M. Archer	P1 Evolution and Natural Selection		
2 6 June	Specialised cells 2 (tissue) <i>M. Archer</i>	Feeding and digestion in animals M. Archer	Evolution and evidence for it M. Archer	P2 Animal Diversity, Unity and classification		
3 13 June	NO LECTURE Public holiday	The evolution of humans M. Archer	Humans conserving evolution M. Archer	NO PRACTICAL Online Tutorial What is a theory? Scientific method		Evolution and natural selection quiz 5%
4 20 June	Adaptation and behaviour R. Bonduriansky	Digestion and nutrition H. Bates	Circulation and gas exchange H. Bates	P3 Gross Morphology 1: Toad dissection and histology		
5 27 June	Animal Reproduction R. Bonduriansky	Animal Nervous systems H. Bates	Animal Hormones R. Bonduriansky	P4 Gross Morphology 2: Rat dissection and histology		Dissection assessment 5% PART 1 (in class)
6 4 July	NO LECTURE	NO LECTURE	NO LECTURE	NO Practical		Dissection assessment 10% PART 2 (submit online)
7 11 July	Plants life on land S. Bonser	Reproduction 1 S. Bonser	Reproduction 2 S. Bonser	P5 Plant Diversity		
8 18 July	Plant internal architecture S. Bonser	Plasticity S. Bonser	Plant communication S. Bonser	P6 Plant Reproduction		
9 25 July	Transport 1 S. Bonser	Transport 2 S. Bonser	Final exam overview S. Bonser	P7 Plant Plasticity		Plant Report (Design a Demon) 15%
10 1 Aug	Practical Exam	Practical Exam	Practical Exam	PRACTICAL EXAM		Practical Exam 15%

5. Assessment 5.1 Assessment tasks

Assessment	Task	Knowledge & abilities assessed	Assessment criteria	% of total mark	Date of		Feedback		
					Release	Submission	WHO	WHEN	HOW
Practical assessments (35%)	1. Evolution and natural selection quiz	Knowledge of evolutionary processes, evidence for evolution, how evolutionary relationships are inferred	Moodle quiz. Students must select the correct answers	5	Week 2	Week 3 On Moodle	Moodle	Week 3	Marks
	2. Dissection assessment	PART 1: Vertebrate anatomy (form and function). Dissection and Biological drawing. Part 1 of this assessment takes place during your practical class.	Ability to follow strict scientific guidelines and produce a high standard biological drawing. Identification, placement and function of organs must be correctly provided to be awarded marks.	5	Week 4	Week 5 In class	Lab demonstrator	Week 7 in class	Marks and comments
		PART 2: Take home component. Vertebrate anatomy (form and function). Knowledge of evolutionary processes. Part 2 of this assessment is submitted online via Moodle.	Ability to apply a high level of evolutionary understanding to the concepts of biological form and function.	10	Week 4	Week 6 On Moodle	Lab demonstrator	Week 7 in class	Marks and comments
	4. Plant Report-Design a Demon.	Research skills, writing skills. Biological drawing. Creativity. Knowledge of evolution, adaptation, and natural selection.	Ability to apply a high level of evolutionary understanding to the concepts of biological form and function. Ability to be creative and link adaptation to design (or to creatively design an adaptation).	10	Week 6	Week 9 On Moodle	Lab demonstrator	Week 10	Marks, comments
Practical exam (15%)	Practical Exam (30 stations- moving exam) Set in week 13 in labs.	Identification and understanding of practical material.	Exam testing the students abilities to identify, perform skills and or explain form and function of practical material observed in class	15	Week 10	In lab exam in class week 10	Administrator	Study week	Marks, Moodle
Final exam (50%)	Theory Exam (100 multiple choice question). Set in final exam period.	Knowledge and understanding of content and concepts from lectures	Exam testing students understanding of content and concepts covered in lectures.	50		Exam period			Final Grade

Further information

UNSW grading system: student.unsw.edu.au/grades

UNSW assessment policy: student.unsw.edu.au/assessment

Practical assessments

Practical assessments account for 35% of your final BIOS1101 grade. These lab assessments take on different forms: class worksheets, drawing assessments, scientific reports, in class tests and take home assignments. For a further breakdown of assessments and details see the table on page 10 of this outline. In addition to these direct assessments, ALL material and information provided in the labs can be assessed in the practical exam. To prepare for the practical exam it is important that all students make accurate and understandable notes to study from during each practical.

Practical exam

The practical exam takes place in the final practical session of the semester (Week 10) and is worth 15% of your final BIOS1101 grade. This exam covers material from ALL practicals and can come from any aspect of any practical class. You must attend this practical exam during the time specified to you during your lab classes in the weeks prior to the exam. There will be no supplementary exams available if you are absent. The test runs for one hour and consists of 30 stations set up around the room, at each of which there is a question relating to material covered in the practical classes. You have two minutes to answer each question before you will be prompted to move to the next station.

Final exam

The final exam is timetabled by the UNSW central and will be held during the examination period (August). You are expected to be available throughout this period. Only in exceptional circumstances will alternatives be offered – booking your holiday to start before the end of the exam period is not an exceptional circumstance. The final exam will be of multiple-choice format and will be of 2 hours duration. It will cover all of the material covered in the lectures (and associated readings). Final exam papers are not released, which includes past papers. Example questions are available on Moodle as lecture quizzes. These quizzes are designed to help test your understanding of the lecture content and to help you study for the final exam. We are not yet sure if exams for T2 will be held in person, or online.

If necessary, a supplementary exam may be allowed on medical or compassionate grounds. A claim for special consideration must be lodged on myUNSW and medical certificates and/or any other official documentation must be given to UNSW Student Central (on the lower ground floor of the Chancellery, opposite library lawn) as soon as possible. UNSW Student Central will subsequently inform the Biosciences student office of any special consideration notifications received.

Abuse of microscopes

Marks will be deducted for actions which might result in damage to microscopes, such as:

- taking slides off the stage with the 100X or 40X objectives in place
- transferring oil to low power lenses
- putting microscopes away with slides on stage

Marks are to be deducted at the rate of 1% of total course mark, per offence. If you did not take BABS1201 in Term 1 please advise your demonstrator in the first practical and study Appendix 1 provided under the practical section of Moodle.

5.3 Submission of assessment tasks

Please see Moodle for detailed instructions for assessment submissions. Generally, practical assessments are submitted during your allocated lab time or via Moodle.

Assignments submitted after the due date will be penalised at the rate of 5% per day (capped at 5 days, after which as student cannot submit), unless accompanied by a medical certificate and special consideration application (**lodged via myUNSW**). All outstanding assignments must be handed in by the end of Week 10. Work will only be accepted after this date if accompanied by a special consideration application. (**This is the UNSW Assessment 'policy'.**)

Please apply for special consideration if you have missed an assessment task. Refer to the resources support tab on Moodle for more details> special consideration, or click on the following link:

<https://student.unsw.edu.au/special-consideration>

6. Academic integrity, referencing and plagiarism

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at student.unsw.edu.au/referencing

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage.¹ At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and **plagiarism** can be located at:

- The *Current Students* site student.unsw.edu.au/plagiarism, and
- The *ELISE* training site subjectguides.library.unsw.edu.au/elise

The *Conduct and Integrity Unit* provides further resources to assist you to understand your conduct obligations as a student: student.unsw.edu.au/conduct.

¹ International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

7. Readings and resources

Course practicals

Available in hardcopy in class or as a pdf on Moodle course page.

Text books

Required Text: Campbell, N.A. & Reece, J.B., et al. (2022). Biology, 12th Edition (Australian and New Zealand Edition).

The textbook is an essential part of this subject, and you may be examined on those portions set as readings for lectures and practical purposes. For assessment, material from lectures, practicals and directed readings (from Campbell & Reece et al. 2018) may be the subject of examination questions. The textbook (indeed any textbook) will cover far more material than can be included in a single course. We direct your attention to particular parts of the textbook - but encourage you to develop your interest by exploring the textbook more widely. This textbook is available as an eBook through the university library.

A biological dictionary can be very useful. The campus book shop usually has several different dictionaries. Highly recommended is Henderson's Dictionary of Biology 14th Edition (2008) Pearson: Benjamin Cummings.

Other materials

Other useful materials, including additional readings, recommended internet sites, and societies, will be provided via the Moodle page

8. Administrative matters

School information	<p>BIOS1101 is run through the School of Biological, Earth and Environmental Sciences (BEES). You will hear our school referred to as the school of BEES. For more information on our school and courses, please refer to the course website http://www.bees.unsw.edu.au/.</p> <p>Information of interest to students enrolled in courses within BEES is posted from time to time on the notice boards of the Biological Sciences building. This information will include notice of various meetings and seminars. As a university student you are encouraged to attend any of the various research seminars held in the Faculty of Science and you should not hesitate to take advantage of such opportunities. Please check the notice board every week.</p> <p>There is also a wealth of information for students on the School's web site http://www.bees.unsw.edu.au/. Depending on your interest, you can find out about courses, future postgraduate opportunities and even the research areas of your lecturers.</p>
Occupational Health and Safety	<p>YOU MUST WEAR APPROPRIATE ENCLOSED TOE SHOES (NOT OPEN SANDALS) & A LABORATORY COAT WHILST IN THE LABORATORIES</p> <p>Information on relevant Occupational Health and Safety policies and can be found on the following website: http://www.bees.unsw.edu.au/health-and-safety</p> <p>UNSW OHS Home page: http://safety.unsw.edu.au/</p>

	<p>General conduct</p> <p>A laboratory is for serious work not horseplay. Eating, drinking or smoking in laboratories is not allowed. Further- no food should be brought into a laboratory. Students must read the instructions to their laboratories carefully beforehand and be aware of all possible hazards.</p> <p>No undergraduate students will be allowed to work in the laboratories outside class hours without permission and some supervision.</p> <p>All accidents and injuries must be reported to the lecturer or demonstrator in charge of the practical class for treatment if necessary. A 'Hazard/Incident' report should be filled in if an accident or incident occurs without causing an injury. With injury, an additional 'Injury/Loss of Time' report is also required.</p> <p>Never dispose of broken glass or other dangerous rubbish in waste paper baskets. Put broken glass into bins marked 'broken glass' and other sharp objects labelled 'sharps' or 'contaminated sharps'.</p> <p>Laboratory and protective clothing</p> <p>Clothes should protect your body and not be highly inflammable. Laboratory coats are essential in all laboratories. You will be asked to leave if a supervisor feels your attire puts you at risk. Where necessary, safety equipment will be provided and should be used as directed.</p> <p>Closed-in shoes are compulsory so they can give adequate protection against corrosive liquids and cuts. Persons wearing thongs or arriving in bare feet will not be allowed into practical classes.</p>
<p>Equity and Diversity</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 http://www.studentequity.unsw.edu.au/).</p> <p>Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.</p> <p>Language Difficulties</p> <p>Biology deals with many concepts which have to be explained in words. This requires careful and accurate use of English. In addition biology, as with any discipline, has its own specialist language which you will need to learn. In some cases particular words have a specialised use in biology which is different from their everyday meaning.</p> <p>The textbook contains an extensive glossary, and most terms are explained when first introduced. In addition lecturers and demonstrating staff will explain new terms. We don't expect you to pick up this new vocabulary instantly, but eventually it will become second nature.</p> <p>If you do not have a good command of English you may find the course difficult. UNSW provides a range of opportunities for you to improve your language skills – if you are having difficulty please contact the Learning Centre</p>
<p>Special consideration</p>	<p>Students who believe that their performance, either during the session or in the end of session exams, may have been affected by illness or other circumstances may apply for special consideration. Applications can be made for compulsory</p>

class absences such as (laboratories and tutorials), in-session assessments tasks, and final examinations. **Students must make a formal application for Special Consideration** for the course/s affected as soon as practicable after the problem occurs and **within three working days of the assessment to which it refers**.

Students should consult the “Special Consideration” section of the UNSW current students’ website for further information
<https://student.unsw.edu.au/special-consideration> .

HOW TO APPLY FOR SPECIAL CONSIDERATION

Applications must be made via Online Services in myUNSW. **You must obtain and attach Third Party documentation before submitting the application. Failure to do so will result in the application being rejected.** Log into **myUNSW** and go to **My Student Profile tab > My Student Services channel > Online Services > Special Consideration**. After applying online, students must also verify supporting their documentation by submitting to UNSW Student Central:

- Originals or certified copies of your supporting documentation (Student Central can certify your original documents), and
- A completed Professional Authority form (pdf - download here).

The supporting documentation must be submitted to Student Central for verification **within three working days** of the assessment or the period covered by the supporting documentation. Applications which are not verified will be rejected. **Students will be contacted via the online special consideration system as to the outcome of their application. Students will be notified via their official university email once an outcome has been recorded.**

SUPPLEMENTARY EXAMINATIONS:

The University does not give deferred examinations. However, further assessment exams may be given to those students who were absent from the final exams through illness or misadventure. Special Consideration applications for final examinations and in-session tests will only be considered after the final examination period when lists of students sitting supplementary exams/tests for each course are determined at School Assessment Review Group Meetings. Students will be notified via the online special consideration system 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.**

For Term 2 2022, BEES Supplementary Exams will be scheduled in August/ September 2022.

Further assessment exams will be offered on this day ONLY and failure to sit for the appropriate exam may result in an overall failure for the course. Further assessment will NOT be offered on any alternative dates.

Student complaint procedure	<p>In all cases you should first try to resolve any issues with the course convenor.</p> <p>If this is unsatisfactory, you should contact the School Student Ethics Officer (A/Prof Stephen Bonser, s.bonser@unsw.edu.au) or the Deputy Head of School (A/Prof Scott Mooney s.mooney@unsw.edu.au) who is the School's Grievance Officer and Designated Officer under the UNSW Plagiarism Procedure.</p> <p>UNSW has formal policies about the resolution of complaints that are available online for review (see https://student.unsw.edu.au/complaints).</p>		
	School contact	Faculty Contact	University contact
	<p>Dr S Mooney Deputy Head of School (Undergraduate Programs) s.mooney@unsw.edu.au Tel: 9385 8063</p>	<p>Dr Chris Tisdell Associate Dean (Education) cct@unsw.edu.au Tel: 9385 6792</p> <p>or</p> <p>Dr S Mooney Associate Dean (Undergraduate Programs) s.mooney@unsw.edu.au Tel: 9385 8063</p>	<p>Student Administration in the Office of the Pro- ViceChancellor (Students). clare.jones@unsw.edu.au Tel: 9385 3087</p> <p>University Counselling and Psychological Services3 Tel: 9385 5418 counselling@unsw.edu.au</p>

9. Additional support for students

- The *Current Students* Gateway: student.unsw.edu.au
- Academic Skills and Support: student.unsw.edu.au/skills
- Student Wellbeing, Health and Safety: student.unsw.edu.au/wellbeing
- Disability Support Services: student.unsw.edu.au/disability
- UNSW IT Service Centre: www.it.unsw.edu.au/students