



THE UNIVERSITY OF NEW SOUTH WALES

FACULTY OF MEDICINE SCHOOL OF MEDICAL SCIENCES

POSTGRADUATE COURSEWORK in PHARMACEUTICAL MEDICINE and DRUG DEVELOPMENT

Graduate Certificate in Drug Development
Graduate Diploma in Drug Development
Master of Medical Science in Drug Development
Graduate Diploma in Pharmaceutical Medicine

PROGRAM HANDBOOK

2013

Information provided about UNSW programs, courses and any arrangements for programs and fees, including staff allocated, as stated in this publication, are an expression of intent only and are not to be taken as a formal offer or undertaking. The University reserves the right to discontinue or vary such programs, units, courses, arrangements or staffing at any time without notice and to impose limitations on enrolment in any course. While every effort has been made to ensure that all information contained in this Handbook is correct at the time of printing, we strongly advise people to check the School website for updated information. All costs and fees are provided in Australian dollars (AUD\$). Any agreement with the University does not remove the right to take action under Australia's consumer protection laws.

CONTENTS

Contents

| | |
|---|-----------|
| Mission Statement | 5 |
| Graduate Attributes | 5 |
| Course and Program Administration | 5 |
| Key Dates 2013 | 7 |
| Teaching Methods | 8 |
| General Course Structure | 8 |
| Assessment Procedures | 9 |
| Course Evaluation and Development | 9 |
| Official Communication by Email | 10 |
| Attendance Requirements | 10 |
| Weekend School (WES) | 11 |
| On-line Teaching and Learning Resources | 11 |
| Blackboard Learning Management System | 12 |
| What you will need to get started | 12 |
| On-line Tutorials | 14 |
| Tutorials for the courses | 14 |
| Requirements | 14 |
| Familiarising yourself with Collaborate | 15 |
| Accessing the Collaborate Sessions for your Course | 16 |
| Assignments | 19 |
| Format and Submission of Assignments | 20 |
| Penalties for Late Submissions | 21 |
| Academic Misconduct and Student Misconduct | 22 |
| Plagiarism and Collusion | 23 |
| Library Resources | 24 |
| Examinations | 25 |
| Grading and Marking | 25 |
| Missed Examinations | 26 |
| Missed Tests/Quizzes | 27 |
| Special Consideration | 27 |
| Medical Certificates | 27 |

| | |
|---|-----------|
| Student Support Services | 27 |
| Results | 27 |
| Leave of Absence | 28 |
| Withdrawal from Courses | 28 |
| Students Rights and Responsibilities | 28 |
| Appeal Procedures | 28 |
| Grievance Resolution Officer | 28 |
| Key Contacts within UNSW | 29 |

Mission Statement

Our aim is to produce graduates with the skills and knowledge to make a meaningful contribution to the pharmaceutical industry.

Graduate Attributes

The Pharmaceutical Medicine and Drug Development Programs foster the following graduate attributes in students:

Personal :

1. Apply analytical and critical thinking for creative problem solving
2. Commit to ethical practice and social responsibility
3. Engage in lifelong learning and reflective practice

Applied knowledge and skills:

1. Utilise information for decision making in the development of pharmaceutical products
2. Strategically plan and manage resources for projects associated with the development of new pharmaceutical products
3. Manage quality in the development and maintenance of new pharmaceutical products
4. Manage risks associated with the development and maintenance of new pharmaceutical products
5. Lead and manage within the organisation

Interactional skills:

1. Communicate across a range of disciplines
2. Work within and contribute to local and international processes in the development of new pharmaceutical products
3. Enhanced collaborative and multidisciplinary teamwork

Course and Program Administration

The Program Authority is Dr. Orin Chisholm (o.chisholm@unsw.edu.au). Dr. Chisholm holds the position of Senior Lecturer within the Department of Pharmacology in the School of Medical Sciences; Faculty of Medicine, UNSW. Professor Richard Day (r.day@unsw.edu.au) is an Academic Advisor to the Program.

The Office is managed by the Program Administrator, Jan Cooper (jan.cooper@unsw.edu.au; drugdev@unsw.edu.au). The Office should be contacted for questions regarding enrolment, fees, or other matters that involve general administration of the University.

The Office details are below:

Address: Pharmaceutical Medicine & Drug Development Unit
5th Floor
Wallace Wurth Medical Building
Department of Pharmacology
School of Medical Sciences
University of New South Wales
Sydney NSW 2052

Telephone: (61 2) 9385 2557

Fax: (61 2) 9313 8629

Email: jan.cooper@unsw.edu.au

drugdev@unsw.edu.au

If your inquiry is **URGENT** and the Program Office is unattended contact the Program Authority Dr. Orin Chisholm (Email: o.chisholm@unsw.edu.au or phone: 02 9385 2552).

Key Dates 2013

Semester 1 2013 (T1): 4 March to 1 July 2013

| | |
|---|--------------------|
| Semester 1 (T1) begins | 4 March |
| Semester 1 fee payment deadline | 10 March |
| Weekend School #1 in Sydney – 13/14 April | 14 April |
| Semester 1 census date (discontinuation without penalty) | 31 March |
| Mid-semester break | 29 March - 7 April |
| Last date to discontinue Semester 1 courses (liable for fees) | 28 April |
| Weekend School #2 in Sydney – 18/19 May | 19 May |
| Last day of Semester 1 teaching period | 7 June |
| Final Examinations – 9 or 22 June | 9 or 22 June |

Semester 2 2013 (T2): 29 July to 29 November 2013

| | |
|--|--------------------------|
| Semester 2 (T2) begins | 29 July |
| Semester 2 fee payment deadline | 4 August |
| Weekend School #1 in Sydney – 24/25 August | 24/25 August |
| Semester 2 census date (discontinuation without financial penalty) | 31 August |
| Mid-semester break | 28 September - 7 October |
| Last date to discontinue Semester 2 courses without academic penalty (liable for fees) | 15 September |

| | |
|---|---------------------|
| Weekend School #2 in Sydney – 12/13 October | 12/13 October |
| Last day of Semester 2 teaching period | 1 November |
| Final Examinations – 9 or 16 November | 9 or 16 November |

Teaching Methods

A basic assumption is that students who enrol in the course are self-motivated. It is expected that students will take full advantage of the resources provided especially the availability of tutors with specialist knowledge and experience in pharmaceutical medicine and drug development, and the extensive resource material provided. Students are expected to work through material posted on Blackboard at their own pace. However, you are issued with key milestones to help you plan your study schedule and work. One or more tutors will be responsible for each topic. If students find difficulties with the material or assignment work they should contact the course convenor and/or tutor. If students do not take advantage of this resource, it is their loss.

The 'supply-side' of information delivery has been made very efficient. Instead of attending lectures, taking notes and trying to make sense of these notes, students are able to download lecture notes from the UNSW eLearning system (Blackboard). Students are also provided with a list of tutors that students can contact via email as they work through the notes at their own pace. The lecture notes are provided in the form of a number of chapters that include appropriate reference material.

Additional study resource material is made available through the UNSW eLearning system. Student self-assessments are also made available through the eLearning system to aid in preparation for tutorials and for revision purposes.

The streamlining of the provision of information means that more time can be spent on mastering concepts and learning to apply these concepts (the 'heuristic approach' to education).

Tutorials and examinations are held out of normal business hours. Tutorials will be delivered via Blackboard Collaborate and these are held between 8 and 9:30 p.m. on weekdays - *see Tutorials*.

A workshop is held on two weekends towards the beginning and end of the semester - *see Weekend School*.

General Course Structure

The University rates programs and courses in terms of Units of Credit (UOC), where one UOC = 25-30 hours of work. Each course consists of 6 Units of Credit requiring about 150 to 180 hours of study for the average student.

The courses have been planned so that the student should study for an average of 12-14 hours per week throughout the course. These hours cover all aspects of the workload including reading set material, doing assignment work, preparing for tutorials and studying for examinations. Students differ in background; consequently the amount of work will vary greatly between individuals and, for particular students, it will vary between courses.

The course notes will provide you with the concepts and theory essential for understanding the processes involved in pharmaceutical medicine and drug development. To assist in the development of these skills, break-out sessions will be held during weekend schools, where students can engage in a more interactive manner to solve problems. The skills you will learn in the interactive sessions are relevant to your development as professionals working in the industry.

Assessment Procedures

Each course is assessed by completion of a mixture of assignments, on-line examinations, participation in real-time on-line tutorials and on-line discussion threads and a final examination.

Students must pass the final examination to gain an overall passing grade for the course. If you do not pass the final examination, but have passed the course overall, you may be offered a supplementary examination. In such an event, the supplementary examination will be assessed as satisfactory or unsatisfactory. No additional marks will be awarded to the final course mark.

If the overall course mark is less than 50% and greater than 45% an additional assessment may be offered. The additional assessment will be assessed as satisfactory or unsatisfactory. The maximum mark for the course that may be achieved through the additional assessment is 50% (P). See also Grading and Marking regarding Pass Conceded (PC) grade.

If you don't pass the final examination or don't submit all assignment work, you will have not have completed all the required elements of the course, and will receive a grade "UF" – see Grading and Marking.

Students must attend a minimum of two of the tutorials to be eligible to sit the final course examination.

Course Evaluation and Development

Each year feedback is sought from students about the courses offered in Pharmaceutical Medicine and Drug Development and continual improvements are made based on this feedback. The Course and Teaching Evaluation and Improvement (CATEI) process of UNSW is used to evaluate student feedback and significant changes to the course will be communicated to subsequent cohorts of students. Students are strongly encouraged to complete CATEI and any other evaluations that are conducted during the semester regarding each course.

Official Communication by Email

All students in this course are advised that email is now the official means by which the Pharmaceutical Medicine and Drug Development Unit, as part of the School of Medical Sciences, will communicate with you. All email messages will be sent to your official UNSW email address (e.g. z1234567@student.unsw.edu.au) only, and, if you do not wish to use the University email system, you must arrange for your official mail to be forwarded to your chosen address. We recommend that you check your email at least every other day.

When contacting a lecturer with a query, it is essential that the following information is provided as a minimum:

- student name,
- student number,
- course name,
- course number.

Also ensure that you identify the subject and query, bearing in mind the tutor may receive dozens of other emails each day, and can only respond when the problem is described clearly.

Attendance Requirements

Tutorials:

Students are expected to join all web-based tutorials. The blackboard Collaborate system automatically records the name of all participants who have logged onto the tutorial. Students are expected to attend all tutorials for their full duration. From time to time students may not be able to attend a tutorial on the scheduled evening due to work commitments. In such instances, students can move to another day if there is space or if there is another day offered. The tutor must be notified in advance.

Students must attend at least two of the tutorials to be eligible to sit the final examination. It is essential that you ensure your attendance is recorded.

Weekend School (WES):

Attendance at weekend schools is a required activity. Please note this policy will be rigorously enforced.

Under exceptional circumstances, students may be given approval in advance to be absent from a weekend school. Those students shall lose 10% from their final aggregate score per course for each day absent. The 10% shall be restored, however, if the student completes an additional assignment(s) that is assessed as being satisfactory. The restoration of deducted marks shall be all or none. If the assignment is judged satisfactory, all marks will be restored; if not satisfactory, the penalty shall stand.

Students who miss a WES without notification will have 10% from their total assessment automatically deducted for each day absent – **no exceptions**.

At every Weekend School you will be asked to sign an attendance sheet. Please make sure you do this to confirm your attendance.

Weekend School (WES)

The interchange of ideas is an essential part of any effective educational program. Tutors and students regard these workshops as extremely valuable since they provide an opportunity to exchange ideas, clarify concepts and applications, and bring all the components of the course together. The weekend school is also an opportunity to establish friendships and network with people in the industry.

It is expected that each student will study two courses concurrently per semester. Weekend Schools are arranged so that one day of each weekend is devoted to each course, however, this may vary when necessary for some courses and students will be informed of any changes.

Accommodation

Information to assist in organising transport and overnight accommodation for weekend school can be found on the drug development website (<http://drugdev.med.unsw.edu.au>). Students are expected to arrange their own transportation and accommodation.

Location

The Weekend School will be held in the Australian Graduate School of Management (AGSM) Building (G27) at the Kensington Campus of UNSW.

If you are driving your car, enter the Kensington campus of UNSW via the Botany Street gate (Gate 11 – see map). You can leave your car in the parking station or any convenient non wheel-clamp area.

Campus maps are available at: <http://www.facilities.unsw.edu.au/getting-uni/campus-maps>.

The Pharmaceutical Medicine and Drug Development Unit will provide lunches and other refreshments during the session breaks. Self-serve coffee/tea will generally be available twice daily.

Help! If you need to contact Security (e.g. if rooms are not open) dial 9385 6000 on your mobile or call on the security phone (no charge) located as shown on the campus map.

On-line Teaching and Learning Resources

The Pharmaceutical Medicine and Drug Development programs are delivered by blended mode; that is, by both on-line delivery and face-to-face delivery of learning and teaching. On-line learning requires a high degree of independence and motivation on behalf of the student. It also requires a high level of understanding

and familiarity with electronic resources such as computers, mobile technology and tablet devices and competence in internet use.

There are a number of resources that are available to students to help with e-learning and on-line study. A guide on e-learning is available at the UNSW Teaching gateway: <http://teaching.unsw.edu.au/students>. A student guide to on-line study is also available at: <http://teaching.unsw.edu.au/student-guide-online-study>.

Blackboard Learning Management System

The Pharmaceutical Medicine and Drug Development Unit has chosen to use the University's central Blackboard learning management system to provide teaching material and communications for all its courses. The service includes a repository for lecture notes and course information, discussion boards and chat rooms, and is the system used to deliver on-line tutorials.

To assist you orientating yourself to the system download the [UNSW Blackboard Student Getting Started Guide](#). This is an 18 page document that includes:

- how to log in to UNSW Blackboard
- troubleshooting login problems
- where to go for additional technical support
- an exploration of information and tools available on the Blackboard home page
- how to resolve the issue of missing courses in your enrolled courses list, and
- an exploration of the course home page, course menu and content.

What you will need to get started

Hardware Specifications

- **PC or Mac with:**
 - Windows XP, Vista or 7; or MacOS X or later
 - 1 G of free disk space recommended
 -
- **Internet Connection:**
 - 56 K modem or higher
 - Broadband
- The browser on your mobile device may not be fully compatible with Blackboard Learn. Talk to your school's computing help desk about whether they have enabled Blackboard Mobile™ Learn at your school.

Browser Requirements

UNSW IT services recommend using **Mozilla Firefox** as your internet browser when accessing Blackboard. If you have trouble accessing Blackboard with another Browser, switch to Firefox as this usually resolves any instability issues.

- You should continually monitor your software for upgrades and ensure that you have the latest versions of Firefox. In addition, for on-line tutorials you should ensure your Java script software is up to date.
- Turn off pop-up blockers when using Blackboard, or provide an exception for the UNSW Blackboard Web site (URL). Often, you will have two pop-up blockers: one within your browser and one within a search toolbar like Google or Yahoo; check both.
- JavaScript and Cookies must be enabled on any browser.
- Review any recommended plug-ins and download as appropriate.

Obtain a UNSW zPass

You use a UNSW 'zPass' (*not* the same as your UniPass) along with your UNSW User ID to log in to UNSW Blackboard. You must be a UNSW student to obtain and activate a zPass login. Your user ID is your student number, so your login ID will be in the form of z1234567

- For information about zPass and instructions on activating your zPass, go to <http://www.it.unsw.edu.au/students/zpass/index.html>
- If you have any difficulties obtaining a student ID or zPass, contact the university's IT Service Centre (<http://www.it.unsw.edu.au/index.html>).
- To check your zPass and change your password, go to the UNSW Identity Manager web page: <http://idm.unsw.edu.au>
- Change your zPass every 6 months to enable your continued access to UNSW Blackboard.

Access UNSW Blackboard

You must have [obtained a UNSW zPass](#) to access UNSW Blackboard

- Go to <http://telt.unsw.edu.au> (Save this link to your Favorites list.)
- On the TELT Gateway page, under Learning Management Systems > UNSW Blackboard, click the Log in to UNSW Blackboard link.
- On the Blackboard login page, under WSSO Login,
- Follow the link to the Web Single Sign On page.
- Type your UNSW zID (e.g. z1234567) in the User ID field.
- Type your zPass in the Password field.
- Click Sign On.
- Your personalised Blackboard Learn home page displays.

Courses you have enrolled in will be listed on the right hand side of the screen under "My Courses". Click the course you have enrolled in to access the Course Home page.

When you have accessed the Course Home Page, the course menu on the left hand side will help you navigate the content.

On-line Tutorials

Students may be divided into groups for tutorials. Each tutorial is given 1-2 times, depending on the number of students enrolled in the course. You will be asked to sign-up to one of the groups if more than one tutorial is offered. Students should stay within these groups unless permission to move to another time is granted by the Convenor. This is to maintain a balance of tutorial sizes for optimal interaction and opportunities for discussion and questions, and because the groups are linked to the grade centre on Blackboard.

Students are expected to join all tutorials (*see Attendance Requirements*).

The roll will be called at each tutorial and absences noted. Marks will not be deducted for failing to attend tutorials. However, attendance of at least two of the three tutorials is required for students to be eligible to sit the final examination.

If you are unable to attend a tutorial or need to change to another night, please inform the tutor as early as possible. A change may not always be possible.

Tutorials for the courses

Tutorials will normally be held using the Collaborate web conferencing system, accessible through Blackboard. The Collaborate system allows the tutor to share presentations as well as having verbal discussions. Each tutorial is recorded and is archived in your course area of the Blackboard system for future reference.

Requirements

1. You will need a microphone and headset. Using the built in speakers and microphone on your computer causes a lot of background noise and feedback when students speak. We recommend Apple earbuds with microphone, such as you would use for your mobile phone.
2. You will find a handheld mouse easier to work with than a touchpad mouse.
3. As with Blackboard itself, you should use **Firefox** as your browser to ensure stability of the system. Ensure Firefox is up to date before each tutorial session.
4. Ensure Javascript is up to date before each tutorial session.

Familiarising yourself with Collaborate

The link below will take you to an online orientation for the Collaborate web conferencing system. The orientation takes less than seven minutes. It is highly recommended you go through it before the first tutorial.

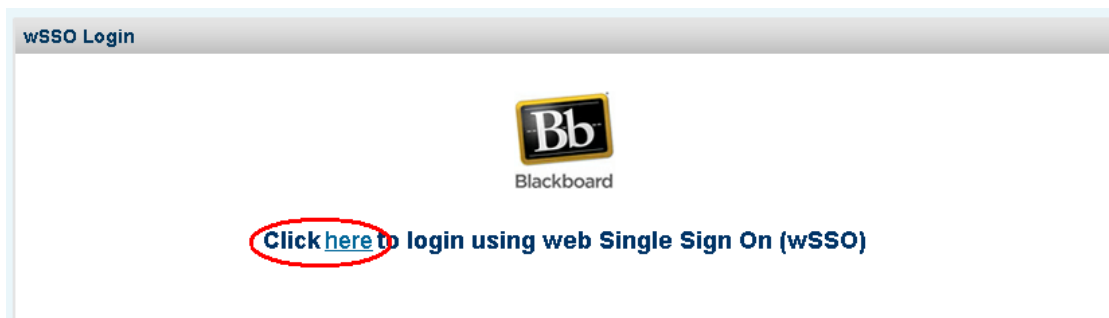
<http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0>

Further resources, including a quick reference guide, are available at the following website:

<http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx>

Accessing the Collaborate Sessions for your Course

1. The entrance to Blackboard is at <https://lms-blackboard.telt.unsw.edu.au/>. It's a good idea to bookmark this page as you will need to come back to it frequently. Click on the link to proceed.



2. Enter your student ID and zPass, then click **Agree & Sign On**.



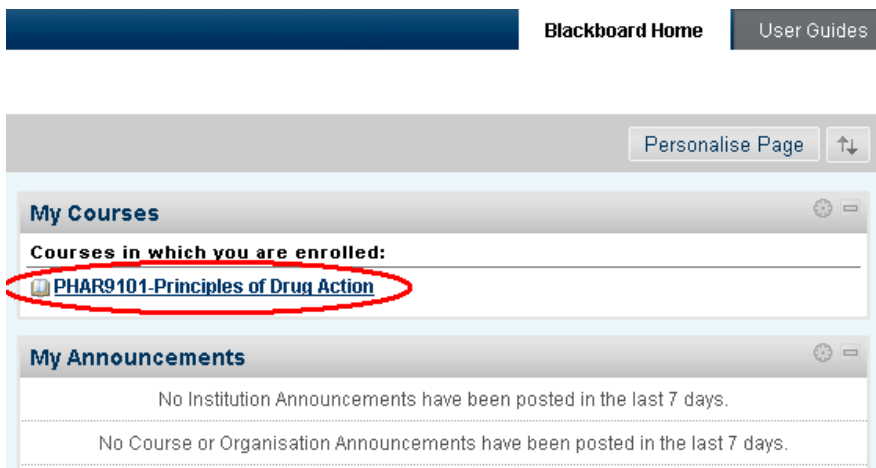
The Web Single Sign On service allows you to log in once and then connect to multiple UNSW web applications without having to supply your credentials again even if you are already logged in to wSSO.

USER ID 

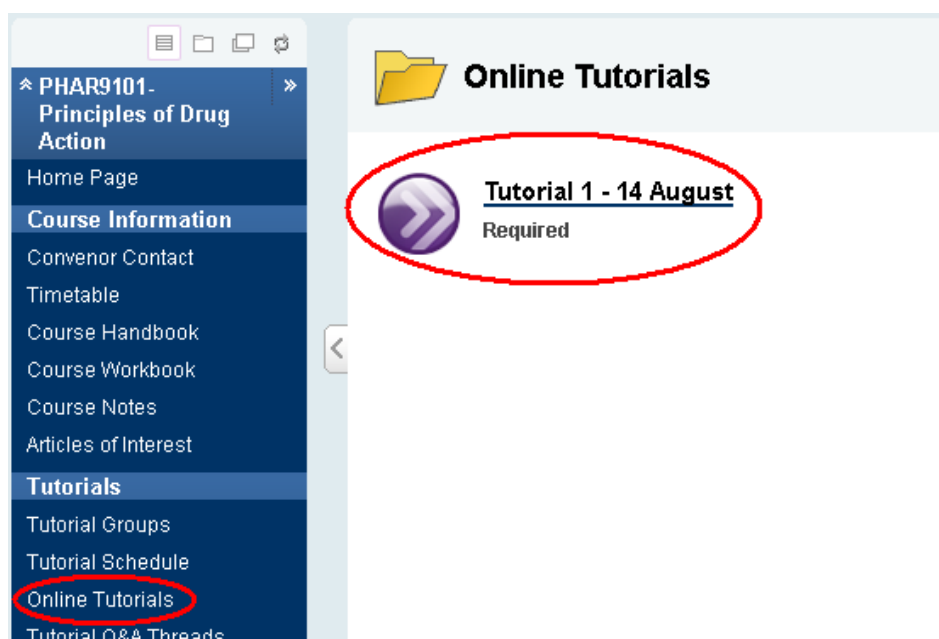
PASSWORD

By logging in, you are acknowledging that: Any material submitted complies with copyright legislation and relevant licence restrictions.
Further information: [Copyright website](#), [Library website](#) or by contacting the [Copyright Office](#) (x58923) or [Digital Library Services Department](#) (x53798)

3. This will take you into the Blackboard learning management system. Look for your course in the **My Courses** menu on the right of screen and click on it, e.g. PHAR9101.



4. When the course homepage appears, you will see a course menu running down the left-hand side of the screen. In this menu, look for the heading **Tutorials** and, under that heading, click on the link **Online Tutorials**. The screen that appears is where you will find the links that allow you to join each Collaborate session at the appointed time.

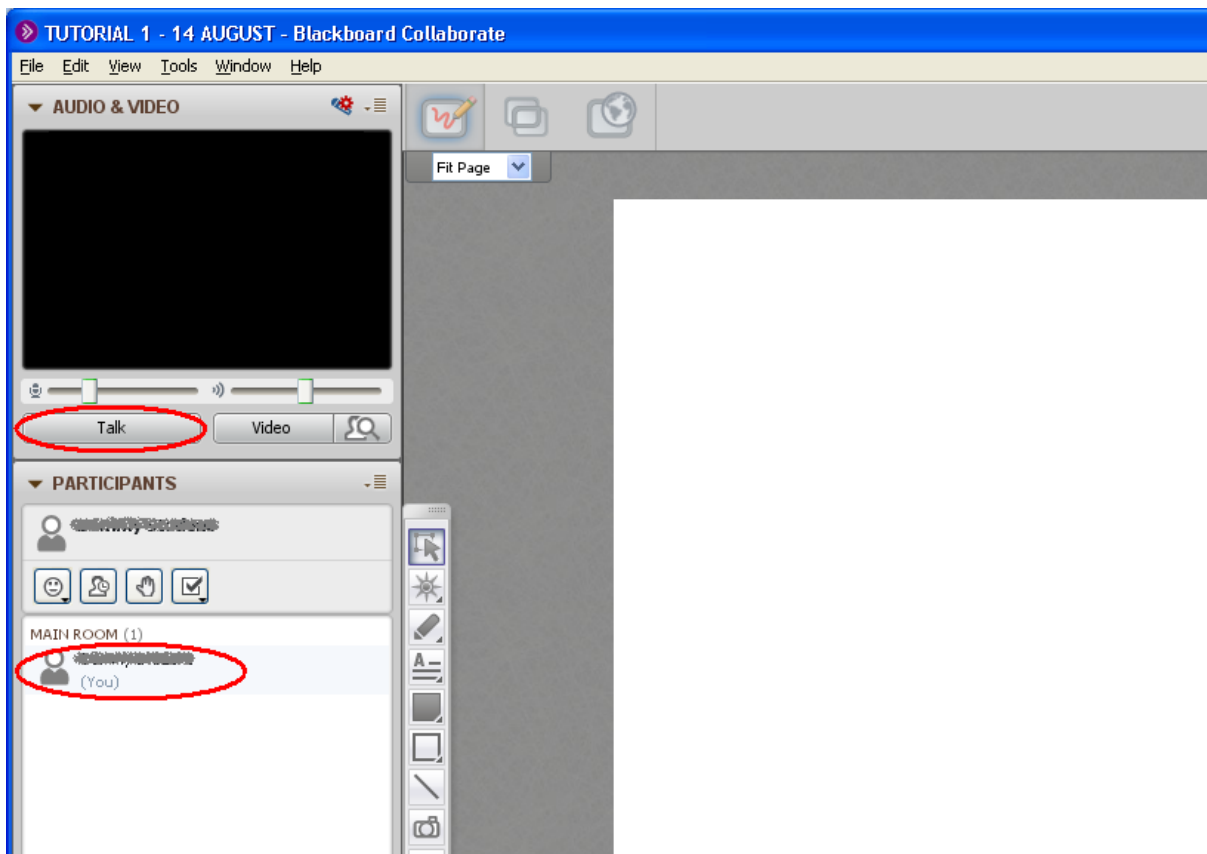


5. When the time comes for a tutorial to begin, click on the appropriate link (in the example above: **Tutorial 1 - 14 August**) to launch the Collaborate web conferencing system. You will normally be permitted to do this at least 15 minutes prior to the tutorial's scheduled start time.
6. The first time you use Collaborate, you may be prompted to install Java software or something similar. Click ok as needed to allow this software to be installed.

7. The first time you use Collaborate, you will be asked to select a connection speed. Select the option appropriate to your internet connection then click **OK**.



8. When you enter the web conference, you will be listed as a participant.



9. Refer to the section above, "Familiarising yourself with Collaborate", for guidance on the layout and functions of the web conferencing system.

10. To talk: Click the **Talk** button, or press Ctrl + F2. Click or press again to turn off your microphone when you are not speaking.
11. To check your audio system: From the **Edit** menu, select **Preferences ...** and review the settings under **Audio / Video**. Check you have selected the correct speakers and microphone on your system. There may be more than one option.
12. To exit the session, simply close the Collaborate window.

Assignments

Assignments form a major part of the assessment procedure and require students to retrieve, evaluate, and apply information in the primary literature, with emphasis on using electronic search methods to obtain the most current information.

There are TWO compulsory components for EVERY Assignment:

1. **Students must include a synopsis of the search plan they used for retrieving information provided in their assignment.**
2. **Students must include a one-paragraph reflection on how completing the assignment has contributed to (1) their understanding of the course topic and (2) their overall understanding of the biopharmaceutical industry.**

Failure to include a search plan OR a reflection will result in loss of marks. Each section is worth 5% of your total assignment mark.

These requirements are not included in the word limits set for any assignments.

A bit about reflective practice and why I am asking you to engage in it:

Even though a lot of your coursework is worked through alone and your assignments are largely completed on your own, it is rare for you to be working on your own in your work environment. Mostly, you will be engaged in multidisciplinary teams with colleagues both in Australia and in your head office country. As such, you will need to work co-operatively with many different types of people. One of the graduate attributes that we have identified as being critical to your professional development is the ability to engage in lifelong learning and reflective practice. Reflective learners are able to assimilate new information, think on it and incorporate it into their workplace actions making them more effective in their profession. Learning to incorporate this type of thinking into your courses will help you transfer such thinking strategies into your professional practice in the biopharmaceutical industry. If you are having difficulty with the concept, there are many places you can find information – search “reflective practice and professional development”, as a start.

Although we have identified assessments as an essential part of ensuring that recipients of the course awards have achieved a high standard, it would be a great pity if the programs became assessment-driven. The true object of the programs is to provide students with a learning environment that enables them to obtain the skills they need for their career development and to delve into areas that excite their

interest. Therefore, students should concentrate on the topics that interest them and go beyond the scope of the 'set' material. To assist with this, we have assembled a group of people with the specialist skills in the areas relevant to the broad scope of the pharmaceutical medicine and drug development sciences. These people are available to answer your questions — not just the questions raised by the set material in the courses but any that relate to the broad theme of the particular course. This, as we have already said, is postgraduate education and it is up to you to pursue the issues that interest you. We are providing the resources; you must decide whether to take advantage of these resources. It is essential that students learn how to plan their work so that assignments, tutorial exercises, examination preparation etc, are all accommodated within the scheduled period.

Assignment submission dates are strictly enforced in fairness to all students.

While we encourage students to form study groups, assignments must be submitted as individual work (see Academic Misconduct and Student Misconduct).

Format and Submission of Assignments

The following guideline should be followed when preparing assignments:

1. The assignment must be typed.
2. A signed assignment coversheet must be included in the copy submitted by **email**.
3. The student name and ID should be included on all pages of the assignment in the header of each page.
4. The Search Strategy and Reflection should be on a new page(s) at the end of the assignment.
5. The cover message with your assignment should indicate pertinent information regarding the assignment, e.g. assignment number, total number of pages etc.
6. All assignments must be submitted electronically by the due date. Penalties are strictly enforced for late submissions.
7. Retain a copy of the assignment for your records.
8. When saving your assignment include assignment number, your name and your ID in the file name (e.g. Assign 1-smith-1234567.xxx). This will assist in filing and retrieving your document.
9. The number of pages should be included in the footer of each page, and should be in the form of "X of Y pages".
10. The margins should be set as follows to assist in marking:

| | |
|--------|---------|
| Top | 2.54 cm |
| Bottom | 2.54 cm |
| Right | 2.54cm |
| Left | 2.54 cm |
11. Spacing should be 1.5 or 2 line spacing (minimum 1.5 lines)

12. Font size should be no less than Arial 11 pt.
13. Check the requirement for length of each assignment with each tutor. A guide to length is 200 words per page when using 1.5 line spacing as above. Include the word count at the end of the assignment. Marks will be deducted where this guide has not been followed.
14. Proof read the assignment before submission. Ensure clarity.
15. Suitable references should be included in the text, and referenced at the end of the assignment. Referencing should be in the style of the British Journal of Pharmacology or Harvard Method of referencing.

[http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1476-5381/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1476-5381/homepage/ForAuthors.html)

http://www.lc.unsw.edu.au/onlib/pdf/elect_ref.pdf

Assignments should be submitted through Blackboard and Turnitin (*see on-line teaching resources*) **without an assignment cover page**. The assignment should be identified clearly in the header with the student name and ID number. An electronic submission box has been provided for each assignment submission. Assignments submitted on Blackboard are automatically scanned using Turnitin to check for plagiarism against known articles submitted by other students, literature, and articles from the internet. Please review the guidelines on plagiarism in the following sections of the Handbook.

A copy of the assignment with a signed assignment cover page must be submitted to drugdev@unsw.edu.au.

Students should always retain a copy of each assignment for their records.

All assignments **MUST** be received by the due date to the Program Office (drugdev@unsw.edu.au) and Blackboard. **Failure to do so will incur a late penalty which will be strictly enforced.**

Penalties for Late Submissions

Meeting deadlines is part of the culture of the pharmaceutical industry. If extenuating circumstances make it impossible to meet a deadline, the authority concerned, e.g. the Therapeutic Goods Administration, requires a letter seeking valid reasons for an extension of time.

We expect you to apply a similar culture to the submission of assignments. If extenuating circumstances do apply, you should contact the Course Convenor and Program Authority seeking an extension and setting out valid reasons **at least two weeks before the due date**. It is not sufficient to leave assignment preparation to the last minute and then request an extension because of some minor illness or other last-minute mishap.

Late submissions require **prior written approval** from the Course Convenor.

If the reasons submitted for the extension are not considered valid, or notification is given less than two weeks before the due date, **5%** will be deducted from

assignments **for each day after the due date**. The percentage is based on the total maximum mark allocated for the assignment, not the mark obtained for that particular assignment.

In the event that the assignment is so late that no marks will be awarded, the assignment **STILL MUST BE SUBMITTED. All assignments must be submitted before the final examination, even if this means there will be no marks going to the total result, for students to complete the course.**

The penalty may be waived under exceptional circumstances such as significant illness or misadventure, with valid documentation to support it. Work-related travel demands will not be accepted as a reason.

Academic Misconduct and Student Misconduct

Student misconduct has been defined by the University Council. It includes academic misconduct and encompasses conduct which impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the University. The following are important examples of the actions which have resulted in students being found guilty of academic misconduct in recent years:

Misconduct concerning examinations

- Taking unauthorised materials into an examination
- Impersonation in examinations
- Permitting another student to copy answers in an examination
- Exchanging notes between students in an examination
- Improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination
- Removing an examination paper from an examination room when it is specified that the paper is not to be retained by the student

Misconduct through misrepresentation

- Submitting a falsified medical certificate
- Submitting a falsified academic transcript

Misconduct is taken seriously, and will be dealt with by the Head of School and/or the Student Ethics Officer.

For further information on plagiarism and academic misconduct see the following:
<http://www.policy.unsw.edu.au/procedure/studentmisconduct.pdf>

<https://my.unsw.edu.au/student/academiclife/assessment/AcademicMisconduct.html>

<http://www.lc.unsw.edu.au/plagiarism/index.html>

Plagiarism and Collusion

Plagiarism is using the words or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgment.

Whenever you use the words or ideas of another person in your work, you must acknowledge where they came from. You can avoid plagiarism by following the suggestions outlined in this guide.

One of the contradictions of academic writing is that while you are expected to read, research and refer to experts and authorities, you are also expected to produce 'original' work. However, it is important to recognise that all scholarship involves understanding, researching, and expanding on the work of others to some degree. Most of the academic work students do at university will be based on the words, information and ideas of other writers. In this case, an original contribution might consist mainly of selecting, ordering, summarising and interpreting what others have said. So, it is important to learn how to reference properly - that is, how to specify clearly and exactly what your debts are and how to acknowledge them. Then your own contribution can be clearly identified and appreciated.

Common Forms of Plagiarism

- Downloading an assignment from an online source and submitting it as your own work.
- Buying, stealing or borrowing an assignment and submitting it as your own work.
- Copying a section of a book or an article and submitting it as your own work.
- Quoting from a source 'word for word', without using quotation marks is plagiarism.
- Copying, cutting and pasting text from an electronic source and submitting it as your own work.
- Using the words of someone else and presenting them as your own.
- Using significant ideas from someone else and presenting them as your own.
- Putting someone else's ideas into your own words and not acknowledging the source of the ideas is plagiarism.
- Copying the written expressions of someone else without proper acknowledgment.
- Lifting sentences or paragraphs from someone else, even with proper acknowledgment, gives the impression that the idea or information comes from the source cited, but that the phrasing, the choice of words to express it, is your own contribution.
- The Pharmaceutical Medicine and Drug Development Unit recognises and encourages the need of external students to have contact with each other and where possible collaborate in their studies. However, there have been instances where students have copied each other's material and submitted it as their own. Lecturers, despite their heavy workload, are alert to this practice. It is

emphasised that where collusion can be shown, the students involved may be required rewrite and re-submit their assignments or may be awarded a fail for the assignment or may be failed in the whole course and even be excluded from the University for misconduct. While we encourage students to form study groups, assignments must be submitted as individual work.

- It is also not acceptable to submit an assignment which has been submitted by a student (including yourself) in a previous course or year.

'Misconduct' as defined above may lead to mandatory failure of the student.

For further information please refer to the current information available on the University website: <http://www.lc.unsw.edu.au/plagiarism/link.html>

The School of Medical Sciences will not tolerate plagiarism in submitted written work. The University regards this as an academic misconduct. Evidence of plagiarism in submitted assignments will be thoroughly investigated and may be penalised by the award of a score of zero for the assessable work. Evidence of plagiarism may result in a record being made in the Central Plagiarism Register and the Faculty Student Ethics Officer being notified.

Library Resources

Students are expected to make extensive use of library facilities for their assignment work and for extending their interests associated with each course.

It is extremely important that you learn to use a library for assignment and other problem-solving work. We have heard that some students in the past have asked their company librarian to conduct searches for the student's assignment work. We regard this as deplorable and, for this reason, have asked students to identify the search methods used in preparing assignment reports.

- There is an **Online Information Skills Tutorial** available at:
<http://web.med.unsw.edu.au/infoskills/readlist.htm>
- There are also a number of **Subject Guides** to help students choose appropriate resources for their university studies. The Drug Development Subject Guide is available at:
<http://subjectguides.library.unsw.edu.au/content.php?pid=8701&sid=56150>
- Students who require extra help in supporting their research, can apply for a Research Consultation. Information about this and the application form can be found at:
<http://libraryinfounsw.altarama.com/ref100.aspx?key=ResCon>
- A **Medline Tutorial** is available at:
<http://web.med.unsw.edu.au/infoskills/jour.htm>

Examinations

The final examinations are all closed book examinations of two hours duration.

Unless previously advised, students will not be permitted to bring into the examination room the following: pencil cases, lecture or student notes, any examination material or books, mobile phones, calculators or other electronic devices including computers or linguistic dictionaries. All calculators to be used in examinations must be approved and bare a UNSW **APPROVED** sticker. Further information is available on the UNSW website:

<https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html>

Students whose handwriting is difficult to understand will disadvantage themselves in their final examination. Make every effort to write clearly and legibly. Do not use your own abbreviations.

NB: if you are unable to sit your examination on the scheduled date and, if approved by the Program Authority, alternative arrangements have to be made, then you will incur a **fee of \$150**.

Grading and Marking

Grades to be used for assignments and examinations are represented by the following symbols (and corresponding range of marks): **HD** (85%-100%), **DN** (75%-84%), **CR** (65%-74%), **PS** (50%-64%), **FL** (<50%), **PC** (<50%>45%)* and **UF**.

HD This grade represents a High Distinction. This level of performance involves all of the characteristics of a DN performance but also a level of excellence that makes it outstanding. The level of originality, creativity, or depth of thought and understanding shown would be higher than normally expected for postgraduate students. It demonstrates a higher order of critical thinking and reflection than that demonstrated at the level of DN.

DN This grade represents a Distinction. This level of performance involves all of the characteristics of a CR performance but also a level of originality, creativity, or depth of thought and understanding. The work might involve a high level of abstract thinking, or the ability to take an idea or an application into a new context, understand the demands of that context and make modifications. Specific assessment criteria relevant to this assignment are adequately addressed and ALL aspects well done. (This distinguishes it from a CR in which one or two aspects may be incomplete or otherwise not well done.)

CR This grade represents a Credit. The assignment or project comes together to make a broadly coherent whole. The response answers the question, makes a good argument, draws on appropriate evidence, and shows some selectivity and judgment in deciding what is important and what is not. Communication is clear and effective. Specific assessment criteria relevant to this assignment are adequately addressed. (One or two aspects may not be well done but the overall result is still MORE THAN satisfactory).

PS This grade represents a Pass. The student has demonstrated understanding of the basic aspects of the topic, but they may be minimally integrated and fail to make

a convincing coherent statement or argument. Written work may be descriptive rather than analytical. It may rely too much on retelling other sources such as texts and lecture notes, with little evidence that the student is capable of transforming these into a personal understanding. Significant elements of the assignment are treated superficially. Assessment criteria relevant to the assignment are sufficiently addressed to warrant a PS however the overall standard is no more than satisfactory.

FL This grade represents a clear Fail. This grade is used when the student has misunderstood the point of the assignment, or failed to address the most important aspects of the topic in an examination. In other words a substantial failure, which would need major work before it could be passed.

PC* This grade is a Pass Conceded and may be awarded if the student's final mark is just below 50% (i.e. 46-49%). It represents a grade below that normally required for a Pass. It may be granted if overall performance in other areas of the course is considered to warrant such a concession, and allows progression to another course for which the former course is a prerequisite. Alternatively, if overall performance hasn't been satisfactory, the student may be asked to re-sit the examination, and if the score is acceptable a Pass Conceded may be granted. A student may be granted such a grade on no more than one occasion during the Graduate Certificate Program, and no more than two occasions during either the Graduate Diploma or Master's Programs.

UF This grade is Unsatisfactory Fail and is awarded if there is unsatisfactory performance in an essential component of the course. For example, students must complete an assignment even if penalties are awarded such that they gain no marks; students must pass the final examination for the course. If students fail to meet these requirements, they will be awarded a grade UF, even though the overall course mark is greater than 50% (PS).

NOTE: Students are expected to meet UNSW standards of academic writing and in particular must meet standards of referencing described by the Learning Centre. Failure to reference correctly may limit marks to **PS** or below. Plagiarism or collusion will result in an automatic **FL**.

Missed Examinations

If in any circumstances you unavoidably miss an examination, you must inform the Registrar and also contact the Program Office immediately. Normally, if you miss an examination (without medical reasons) you will be given an absent fail. If you arrive late for an examination, no additional time extension will be granted. It is your responsibility to check timetables and ensure that you arrive with sufficient time.

Note: If you miss any examinations for medical reasons you must lodge a medical certificate with the Program Office within **3 days**. Certificates received later than this will not be considered valid and will not be accepted.

Your request for consideration will be assessed and a deferred examination may be granted. You cannot assume you will be granted a supplementary assessment. The deferred examination may include an oral element.

Missed Tests/Quizzes

If you unavoidably miss one of the tests in a course, you must inform the Course Convenor immediately. You must supply adequate documentation (such as a medical certificate) to be considered for any supplementary tests.

Special Consideration

Students applying for Special Consideration (SC) for an illness or misadventure that may have affected their ability to prepare or complete an assessment are required to follow the procedures outlined by the University in myUNSW and available at the following site:

<https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>

Students should particularly note the additional requirements beyond a standard medical certificate to include an assessment of the severity of your illness or misadventure and opinion of the likely effect on your capacity to undertake the assessment task/s concerned. The timeline for submission, i.e. within 3 days of the assessment, is also critical.

A summary of each request for SC should also be forwarded to the Program Authority.

Medical Certificates

Students who miss scheduled activities due to illness or other reasons must submit a copy of a medical certificate or other acceptable documentation to the Course Convenor and Program Authority in the Program Administration Office. Certificates should be lodged no more than 3 days after the activity. Certificates received later than this will not be considered valid and will not be accepted.

The following details must be included: Name, student number, date and name of activity missed.

All medical certificates must be fully legible.

Student Support Services

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 Program Authority or Course Convenor, prior to or at commencement of the course, or with the Equity Officer in the EADU (9385 4734). Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

Results

Final results for courses are emailed to student email addresses in mid-July for

Semester 1 and late November for semester 2. Results can also be viewed online by logging into MyUNSW and selecting “View Results” under “My Student Profile”.

Leave of Absence

If you intend to take leave for one or two semesters, you must complete the Program Enrolment Variation Form before the census date for each semester. The form should be returned to the Program Administrator for School approval. Your Program Administrator will check that you have been withdrawn from all enrolment. The form will then be forwarded to Student services for processing.

NB: If you do not enrol and do not officially request leave from your studies then your enrolment will lapse at the census date and you will not be able to enrol in the following semester.

Withdrawal from Courses

The last date to discontinue a course without academic or financial penalty is the census date in each semester.

You may still discontinue courses after the census date and until the *Withdrawal without Failure* date without academic penalty. However, you are still liable for fees for the course. If your request for withdrawal from one or more courses is the result of exceptional circumstances you may be eligible to apply for reimbursement of charges for the course. In addition, if exceptional circumstances prevent you from completing a course, and the *Withdrawal without Failure* date has passed then you may choose to apply for late withdrawal from a course. In both cases you must demonstrate that you were prevented from completing a course by circumstances beyond your control, which extended over a significant period of time.

Students Rights and Responsibilities

The University has a Student Code Policy that outlines the behaviour expected from students. Students should read this when they enrol.

A copy of the Student Code Policy can be obtained at:

<https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf>

Appeal Procedures

Refer to UNSW Student Complaint Handling at

<https://my.unsw.edu.au/student/atoz/Complaints.html>

Grievance Resolution Officer

If you have any problem or grievance about the course, you should try to resolve it with the Program Authority (Dr. Orin Chisholm - Tel: 02 9385 2552; o.chisholm@unsw.edu.au) or the Head of Pharmacology (Professor Margaret Morris - Tel: 02 9385 1560; m.morris@unsw.edu.au). If the grievance cannot be resolved in

this way, you should contact the School of Medical Sciences Grievance Officer, Dr. P. Pandey (02 9385 2483; p.pandey@unsw.edu.au).

Key Contacts within UNSW

| Department | Contact Details | Overview |
|--|---|--|
| UNSW website | http://www.unsw.edu.au | Gateway to university departments, schools, activities and news. A good place to start a university-wide search |
| Pharmaceutical Medicine and Drug Development Website | http://drugdev.med.unsw.edu.au | Pharmaceutical Medicine and Drug Development website with links to Program Handbook, program and course timetables, and general information related to the program. |
| UNSW Student Central | Lower Ground Floor Chancellery Building Tel: 02 9385 8500 http://my.unsw.edu.au Email: studentcentral@unsw.edu.au | Student enquiries—provides referral and advice on administrative procedures and policies for students enrolled in coursework degrees. |
| MyUNSW | http://my.unsw.edu.au | Access enrolment information, check results, change personal contact details, pay fees, obtain copy of academic record and view information about UNSW procedures and deadlines. |
| FMAssist | Level 2, Mathews Building Tel: 9385 5111 or 9385 5800 http://facilities.unsw.edu.au/fm-assist | Obtaining student ID cards |

| | | |
|-------------------------------|--|--|
| Fees/Payment | Chancellery Building, LG Floor Te: 02 9385 3119 Email: csandfees@unsw.edu.au http://my.unsw.edu.au/student/fees/feesmainpage.html | Queries regarding fee payment |
| Commonwealth Supported Places | Chancellery Building, LG Floor Email: csandfees@unsw.edu.au http://my.unsw.edu.au/student/fees/Hechs.html | Queries regarding Commonwealth Supported Places |
| IT Service Centre | Tel: 02 9385 1333 UNSW Library Email: itservicecentre@unsw.edu.au http://www.it.unsw.edu.au | Information about accessing student email, updating changes and forwarding email, UniPass and zPass queries, UniWeb, Software and technical assistance with Blackboard |
| Blackboard | http://lms-blackboard.telt.unsw.edu.au | Information about web-based teaching and log-in to web-based courses |
| The Learning Centre | http://www.lc.unsw.edu.au | Offers support services & workshops in regards to developing academic skills e.g. writing, presentations, computer skills, plagiarism, referencing. |