



Induction Session SPHCM Postgraduate Programs

Welcome from the Program Directors

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 - Dr Nick Osborne (Acting) (n.osborne@unsw.edu.au)
- Master of Health Management
 - Associate Professor David Heslop (d.heslop@unsw.edu.au)
 - Dr Reema Harrison (reema.harrison@unsw.edu.au)
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Session overview

- Emergency procedures when on-site
- Moodle/Turnitin
- Expectations of internal and external students
- Assessment procedures
- Referencing
- Plagiarism
- Support services
- Professional bodies
- Q&A

Emergency procedures

The University has in place a number of procedures to respond to emergency situations should they arise.

Fire/ Ambulance/
Police
56666

Security Services Rapid Response

Rapid response is generally initiated when Security Services is contacted by staff, students or visitors via:

- a call to the emergency line 9385 6666
- one of the Help Points located about campus
- any lift phone
- activation of a duress button (where fitted)
- alarm notification, e.g fire alarm.



Evacuations

Upon hearing a continuous alarm (fire alarm bell) or a request to evacuate the building, all occupants of the building must leave in an orderly manner by the nearest exit. The Fire Wardens in each Building will coordinate evacuation.



Persons with disabilities

During emergencies, designated Floor Wardens will direct able-bodied persons to assist persons with disabilities to leave the building or area in question. It is not expected that people with mobility problems should evacuate a building by staircase during an evacuation drill. However, you are expected to participate in the drill if possible, for example, by using ramps where available or moving to a fire isolated staircase and waiting there until the alarm has ceased.



UNSWalert - SMS Emergency Notification System

Staff and students are automatically registered to receive an SMS alert when emergency situations arise. To opt out, please log in to [myUNSW](#) and go to your staff profile. In the 'Phone' section, select 'Add a new telephone number type' then check the box to opt out.



Emergency procedures

Familiarising yourself with UNSW's emergency procedures is important. You can view the University's current procedures here: <http://www.facilities.unsw.edu.au/security-safety/emergencies>



Moodle

Moodle <https://student.unsw.edu.au/moodle-support>

This is the online learning management system used by UNSW. All your courses will have a Moodle page where all the course information will be located. This includes:

- Course Outline – overall outline for the course

- Course Notes – online readings for your course

- Discussion Forums – where you can participate in discussion forums

- Other course materials which your course convenor might upload

- All Assessment is submitted online via Moodle

- Grades for individual pieces of assessment

Its essentially the place where you will access any information related to your course.

Course Moodle pages are released approximately 1 week before the first class.

Our philosophy

What we value:

Communication

Collaboration (EXCEPT in assignments)

Confidentiality

Engagement

Questions

Expectations for internal students

Attend weekly lectures.

- You are expected to stay for the whole session, unless approval has been granted to leave early. 80% min attendance required.

Prior to weekly lectures, read your course notes, readings and prepare for discussions.

- Please note that course packs where available can be purchased at the UNSW Bookshop

Contribute to in-class discussion.

Submit assignments by the due date and time through Moodle.

Expectations for external students

- Log into Moodle in the first week and introduce yourself.
- Access lectures and course resources online.
- Prior to weekly lectures, read your course notes, readings and prepare for the online discussions.
- Participate in online activities across the semester where applicable.
- Submit assignments by the due date and time through Moodle.

Assessments

Consider the criteria :

Description/expression (of issue/problem).

Relevance (i.e. to answering the question).

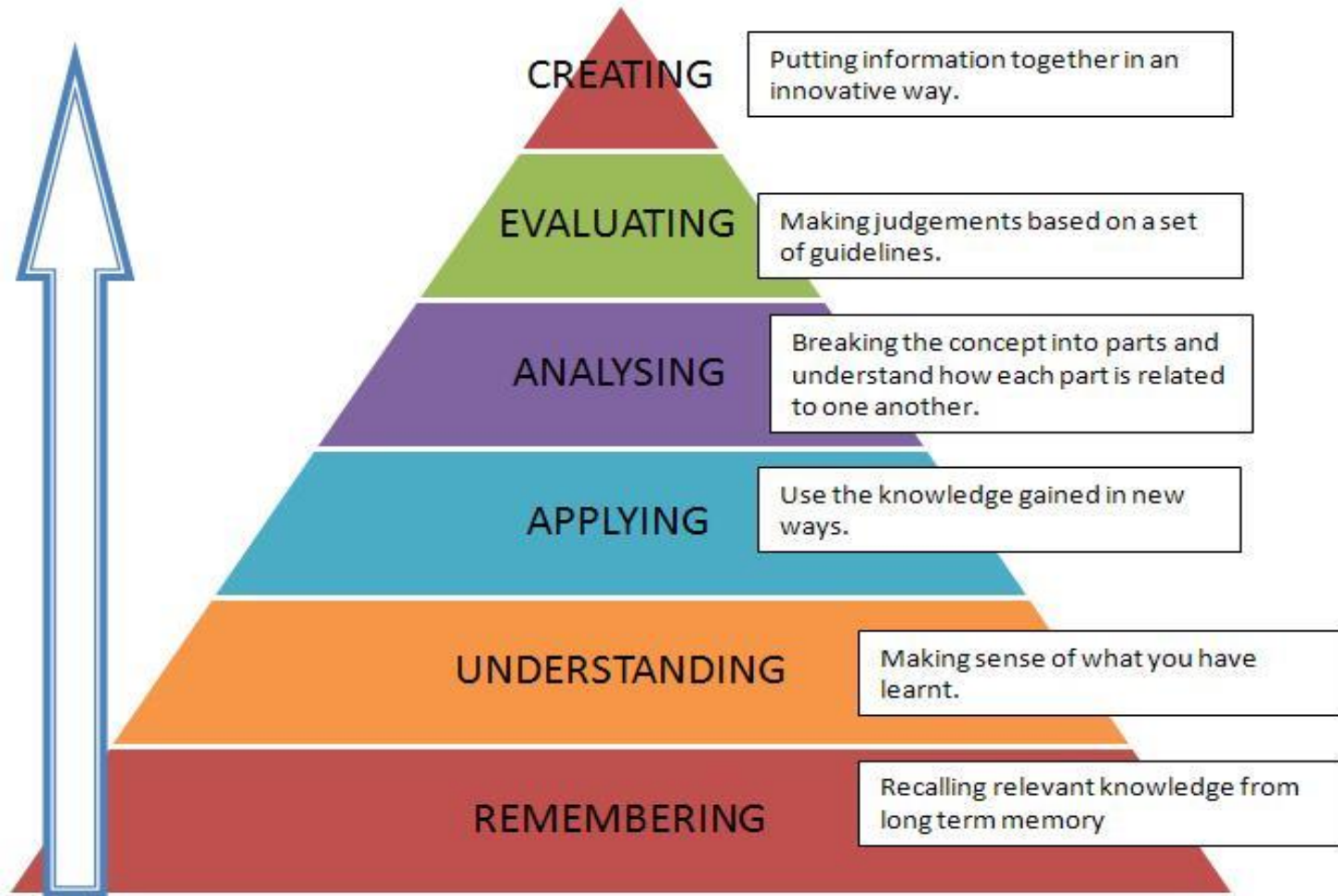
Research (i.e. synthesis of literature, including referencing).

Argument (validity, logic).

Analysis (critique and drawing conclusions).



How to demonstrate your knowledge



Assignment submission

All assignments must be uploaded via Turnitin unless instructed otherwise by your convenor.

To check your assignment for plagiarism via Turnitin you must upload your test version more than 24 hours prior to the submission date.

Assignments uploaded on the submission date are the final submission.

<https://student.unsw.edu.au/how-use-turnitin-within-moodle>



Assignment feedback

We aim to return feedback within 2-3 weeks of due date.

Depending on the assessment, feedback will consist of:

- A mark
- Written feedback
- Comments on work
- Overall group feedback

Late assignments may not receive detailed comments.

Late submissions

All late assignments (unless extension or exemption previously agreed) will be reduced by 2% of the total potential mark, per day.

Extensions only granted if requested before due date, and with a medical certificate (unless another appropriate reason is given).

Assignments will not be marked if submitted after other students' assignments have been returned.

Only FL assignments can be resubmitted. The maximum grade that can be achieved after re-marking is a PS (50%).

Special consideration

- You can apply for special consideration when illness or other **substantial** circumstances beyond your control interfere with your assessment performance or ability to submit by the due date.

<https://sphcm.med.unsw.edu.au/current-students/student-resources/special-consideration>

- Raise potential issues EARLY.
- Apply BEFORE the due date for the assessment.
- When you submit NOTIFY the convener to ensure the assignment is marked.

Referencing

You must reference anything that is not your own work, including when:

1. You use a quote (ie directly copy from any form of publication, including page number)
2. Paraphrase or summarise someone else's ideas/ words, theories or data
3. Using any pictures/ images/ tables or graphs (include the page number here as well)

Elements of correct referencing

1. Using the same style of reference all the way through your assignment
 - Including the author(s)' surnames (not initials), year of publication and if quoting directly, quotation marks and page numbers, every time you use information that is not your own
2. Having a full and accurate reference list at the end of your assignment
3. Where you are using a web page, include the URL for the webpage
 - Please note Wikipedia and other similar sites are not suitable academic references

Preferred referencing style

- APA (6th) is preferred
- Use of other referencing styles should be discussed with your convener.
- Details of how to use APA 6th are available here:

<https://student.unsw.edu.au/apa>

Plagiarism

Plagiarism is passing someone else's work off as your own. All of the following are forms of plagiarism:

1. Copying from another source or sources
2. Inappropriate paraphrasing
3. Collusion
4. Inappropriate citations
5. Self plagiarism



<https://student.unsw.edu.au/plagiarism>

Reasons why students plagiarise

- Lack of awareness or experience regarding referencing conventions.
- Lack of understanding about an assignment.
- Lack of confidence in their own use of language.
- Belief that plagiarism is acceptable or condoned in academic settings.
- Belief that there are no measures in place to detect plagiarism.
- Belief that they are 'helping a friend'.
- Poor time management.

Plagiarism is like driving: the student is the person responsible for knowing and applying the rules

1. Copying

- Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks.
- This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

2. Inappropriate paraphrasing

- Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement.
- This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

3. Collusion

- Presenting work as independent work when it has been produced in whole or part in collusion with other people.
- Collusion includes:
 - students providing their work to another student before the due date or for the purpose of them plagiarising at any time
 - paying another person to perform an academic task and passing it off as your own
 - stealing or acquiring another person's academic work and copying it
 - offering to complete another person's work
 - seeking payment for completing another person's academic work
- This should not be confused with academic collaboration.

4. Inappropriate citation

- Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.



#Mistake

5. Self-plagiarism

- ‘Self-plagiarism’ occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially.
- Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure.
- In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

Preventing plagiarism

1. Make sure you know how to reference correctly before you commence your assignments.
2. Check the course outline for specific requirements for this course.
3. Don't assume that the referencing styles you have (or have not) used in the past will be ok at this level of study.
4. Leave yourself time to review your work before you submit.
5. Put your assignment into Turnitin at least 24 hours before the due date so you can check and address any inadvertent plagiarism.
6. Speak to your course convenors or tutors – but remember, it is not up to them to check your work.

The UNSW Learning Centre can help

The Learning Centre has information on plagiarism

www.lc.unsw.edu.au/plagiarism

But even more importantly, it provides information, workshops, and tutorials to help you prevent plagiarism in the first place.

The SPHCM's Academic Practice course (PHCM9100) will also help you to learn the skills required to prevent plagiarism (open to international and local students for no cost).



What happens if you plagiarise?

- You will be interviewed by the Program Director.
- If plagiarism is proven, you will go on the UNSW plagiarism register.
- If you are identified as having plagiarised a second time, you will need to be interviewed by the SPHCM Head of School.
- Repeat or serious offenders can be excluded from UNSW.
- If you are found to have colluded (i.e. given another student your work to copy) both you and they will be held accountable.

Support services

Primary Support Services:

UNSW Learning Centre

Student Development International

Postgraduate Office at SPHCM, Level
2 of Samuels Building

Other Support Services:

- UNSW Counselling Service

- UNSW Health

- Colleagues and Friends

<https://student.unsw.edu.au/wellbeing>

Professional bodies: MHM

- **Royal Australasian College of Medical Administrators**
 - Doctors
 - MHM program accredited as part of Fellowship training program
 - Fellowship candidates must meet RACMA requirements within MHM program
 - Ongoing accreditation and quality review
- **Australasian College of Health Service Management**
 - Health Administration and Management professionals
 - Also doctors
 - MHM program accredited as part of Fellowship training program
 - Ongoing accreditation and quality review



RACMA

The Royal Australasian College
of Medical Administrators

ACHSM

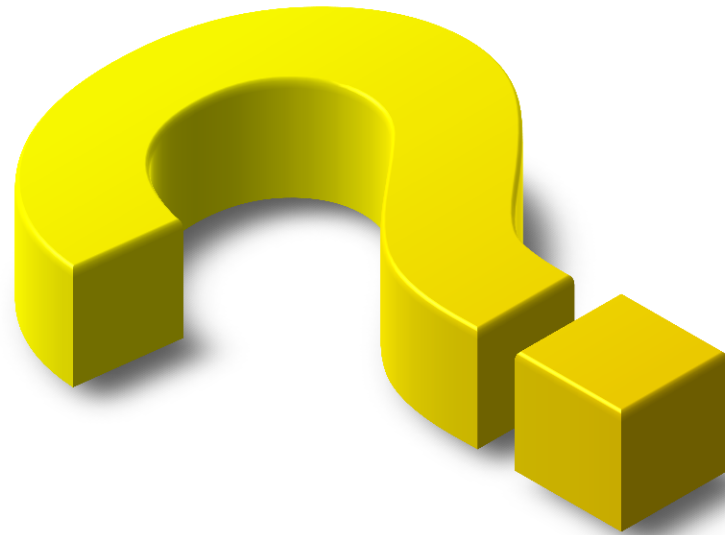
Australasian College of
Health Service Management

Better leadership. Healthier communities.

Professional bodies

- **Master of Public Health / International Public Health**
 - CAPHIA
 - Australasian Epidemiologists Association
 - International Epidemiologists Association
 - International Society for Environmental Epidemiology
 - Public Health Association Australia

- **Master of Infectious Disease Intelligence**
 - Australian Society for Infectious Disease



Questions and discussion