Course Outline

BABS3071

Commercial Biotechnology

School of Biotechnology and Biomolecular Sciences

Faculty of Science

Term 1, 2021

1. **Staff**

Position	Name	Email	Locations	Consultation Times
Course Convenor	A/Prof Christopher Marquis	c.marquis@unsw.edu.au	Room 320A, Biological Sciences Building North (D26). West wing	By appointment
Financial statement lecturer	Mr Maurice Chiarella	m.chiarella@unsw.edu.au		

2. Course information

Units of credit: 6

Pre-requisite(s): Level 1 Science

Timetable details: http://timetable.unsw.edu.au/2021/BABS3071.html

2.1 Course summary (Handbook entry)

This course is an introduction the biotechnology business cycle. Topics include the local and international biotechnology industry landscape, intellectual property processes; commercialisation strategy; government and private funding; internal and external drivers that affect performance; regulatory approval processes; manufacturing systems; research and business ethics; and the role of politics and associated controversy in the development of modern biotechnology products. Expert speakers who work in the biotechnology sector present most of the lectures. Supporting assignments will reinforce students' insight into how biotechnology commercialisation efforts are endeavouring to translate advances in science into benefits for society.

2.2 Course aims

To give students an understanding of:

- The scope and significance of the Australian and global biotechnology industry and the internal and external drivers that affect its performance
- All key steps in the innovation process of turning ideas into products and applications, including scientific discovery, intellectual property, business strategy, funding, regulatory approval, manufacturing, sales and distribution
- Basic accounting principles to allow an understanding company financial statements

2.3 Course learning outcomes (CLO)

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

1. Analyse the technical and financial performance of Australian biotechnology companies
2. Recognise opportunities for intellectual property protection in scientific discovery
3. Evaluate commercialisation pathways for biotechnology-based opportunities

2.4 Relationship between course and program learning outcomes and assessments

Course Learning Outcome (CLO)	LO Statement	Related Tasks & Assessment
CLO 1	Analyse the technical and financial performance of listed biotechnology companies	Tutorials Assessments 1-4
CLO 2	Recognise opportunities for intellectual property protection in scientific discovery	Lectures and tutorials Assessments 2-4
CLO 3	Evaluate commercialisation pathways for biotechnology-based opportunities	Lectures and tutorials Assessments 2-4

3. Strategies and approaches to learning

3.1 Learning and teaching activities

Throughout the course, students are encouraged to develop problem-solving skills and to critically evaluate concepts, ideas and research results by participating in all face-to-face activities including the lectures and tutorials. Also, online learning materials will be made available via Moodle to further assist students' learning.

Lectures serve to emphasize principles, provide an overview and connect the individual components of the course. The lectures provide a guide to the material that needs to be covered by the course. Students are encouraged to extend their knowledge by reading from a variety of sources. Lectures will be delivered on-line using Collaborate Ultra (via the course Moodle site); instructions on how to interact with this program will be provided on the Moodle site. The lecture recordings long with course chat will also available on the course's Moodle website for revision.

Tutorials are designed to help students revise the lecture materials and complete assignments.

More details on learning activities and how they are going to assist students to achieve the intended learning outcomes will be provided during the course (the course manual and Moodle).

3.2 Expectations of students

Students are expected to be regular and punctual in attendance at all classes. Many of the lecturers in this course are esteemed professionals and are taking time from their work to give lectures, so it is common courtesy to show appreciation by being present in the lectures even if these are delivered on-line.

Lectures, as well as providing facts, will provide an understanding of processes by which scientific enquiries and discoveries are made and commercialised. They also provide the opportunity to interact with experts in their respective fields.

Tutorials are designed to help students to revise the lecture materials and complete assignment tasks.

An 80% attendance of all classes (Lectures and Tutorials) is required and if this requirement is not met, a grade of Absent Fail (AF) will be given (unless there's a reasoning for the absence).

All classes are recorded and uploaded on Moodle. Students who have approved clashes with other courses will be marked present for missed classes providing they email the course coordinator (Christopher Marquis) a one-page summary of the content of any missed classes within 6 days. Students who miss an occasional class due to illness or other approved absence can also be recorded as present for the class by submitting the one-page summary.

Social networks (i.e. Facebook, Twitter etc) will not be used to share class materials and a way to contact academics including demonstrators/tutors involved in this course. If students have course-related questions, they are encouraged to use discussion forums on the course's Moodle website. These are monitored regularly. If more help is needed, students may send enquiries or requests for appointments from their UNSW email. When sending an email to the course coordinator, a student must state their name, student number and the course they are enrolled in.

Students are encouraged to consult with Christopher Marquis if in doubt as to their progress.

Students who cannot attend any classes on-campus in 2021, must contact the course convenor so appropriate arrangements can be made to provide assistance. Please email c.marquis@unsw.edu.au before the end of Week 1.

4. Course schedule (to be confirmed) BABS3071

Wk **Date**	**Class 1 (2hr)** **Weeks 1-8, 11** **Mondays 10:00 – 12:00 pm** **On-line via Collaborate Ultra which will be accessible via the Course Moodle site**	**Wk** **Date**	**Class 2 (3hr)** **Weeks 2 – 10 Fridays 2-5 pm ; CLB7** **(Classes will be recorded to accommodate students who cannot attend)** **2-3 pm** **3-5 pm**	
1 15 Feb	Course Overview Translational Science. An overview of biotechnology commercialisation from an academic/government funded research agency (GFRA) perspective A/Prof Christopher Marquis, BABS	**1** 19 Feb	No class	
2 22 Feb	Patenting Process. Types of IP review. Why patent and what are the requirements. The difference between discovery and invention. Patent procedures Dr Daniel Sieveking, Principal, Spruson & Ferguson	**2** 26 Feb	Stock Markets: ASX and Nasdaq Christopher Marquis	Balance Sheets Mr Maurice Chiarella Profit and Loss
3 1 Mar	Intellectual Property (IP): Commercialisation Types of IP – conceptual and legal. Valuing IP and its use as business instruments. Ms Sylvie Tso, Principal, Spruson and Ferguson	**3** 5 Mar	Startup Story 1 Philip St Clair, DropBio	Assignment Progress. Biotechnology in the News Christopher Marquis
4 8 Mar	Venture Capital. Finance and funding technology-based businesses. Mr Simon Uzcilas, Director, Four Hats Capital	**4** 12 Mar	Assignment 3 Discussion of ASX Listed companies Christopher Marquis	Profit and Loss Maurice Chiarella,
5 15 Mar	Manufacturing therapeutic biologicals. An introduction to Good Manufacturing Practice (GMP) in the context of clinical trials and regulation processes. Drug Approval process. A/Prof Christopher Marquis, BABS	**5** 19 Mar	Startup Story 2 James Brown, BondiBio	Cash Flow Maurice Chiarella

	Christopher Marquis			
6 **22 Mar**	**No Class** **Flexibility Week**	**6** **26 Mar**	**No Class** **Flexibility Week**	**No Class** **Flexibility Week**
7 29 Mar	Commercialising Australian life science. Industry drivers and trends, Regeneus and other case studies, Role of IP and keys to success in the biotechnology sector. Mr John Martin, former CEO, Regeneus Ltd	**7** 2 Apr	**No class** **Easter Friday**	**No class** **Easter Friday**
8 5 Apr	**No class** **Easter Monday**	**8** 9 Apr	Pitching to the Pharmaceutical Industry Phil Kearney, Merck	Interpreting Financial statements Maurice Chiarella
9 12 Apr	Entrepreneurship and Incubators David Burt Director of Entrepreneurship in the UNSW Founders Program	**9** 16 Apr	Licensing Christian Touli, Bio-Link	Assignment Progress. Biotechnology in the News Christopher Marquis
10 19 Apr	Bayer Crop Science. GMO's in agriculture, current product pipeline and market drivers. Regulatory framework and status of GM crops. Career opportunities in Bayer Crop Sciences Mr Daniel Neilson ANZ Corporate Affairs & Dr Kristen Knight, Entomologist	**10** 23 Apr	Assignment Presentations Christopher Marquis	Assignment Presentations Exam structure Course reflection Christopher Marquis

5. Assessment

Students must attend at least 80% of all classes to pass the course. All sessions are recorded. To be not marked absent, students who miss a class for any reason (including those with approved clashes) must email a minimum one-page summary of the missed content prior to the next week's class. This deadline may be extended in special consideration circumstances. Note. There will be a roll circulated for each class.

The summaries should be emailed as attachments to Christopher Marquis using the following subject line:

Week x Mon Morning/afternoon Session summary e.g. Week 5 Mon Morning Session summary

5.1 Assessment tasks

Assessment task and methods		Weighting (%)	Submission methods	Mark and feedback style	Week Due
Assessment 1: Individual Tutorials discuss financial reporting issues relevant to the analysis of a Biotech's position and performance. Assessment involves the submission of answers to set financial statement interpretation problems.	A. Balance Sheet	3	Please email Maurice a soft copy of your homework by Tuesday 5 pm of the due week. The answers will be discussed at the beginning of the next week's accounting session	Marks progressively uploaded on Moodle The marked homework will be returned to students at the beginning of the accounting session. Students who did not get full marks will have the opportunity to resubmit the homework at the next accounting tutorial. The recorded grade for the homework will be the average for the two submissions.	Week 3
	B. Profit and Loss	3			Week 5
	C. Cash Flow	3			Week 7
Assessment 2: Individual. Stock Market Game. Involves students investing in NASDAQ listed Biotechs. Students become familiar with the US Biotechnology sector's structure, performance, the role of internal and external drivers, and how Biotechs are financed. Assessment involves the submission of a reflective report that critiques the sector and its drivers.		25	Via Moodle/Turnitin	Marks uploaded on Moodle by Friday Week 10. Feedback by Friday Week 10.	Week 9 Monday 4 pm

Assessment 3: Team ASX Biotech Company Review. Involves a comprehensive technical and business analysis of an allocated company's performance.	A: Report	20	Via Moodle/Turnitin	Marks uploaded on Moodle by Friday Week 11. Feedback on Moodle by Friday Week 11.	Week 9 Friday 4 pm
	B Presentation	11	Oral Presentation in class (week 10)	Peer Review grading. Marks uploaded on Moodle by Friday Week 12 Feedback during class discussion	Slides due Week 10 class
Assessment 4: Exam covering all lecture and tutorial content		35	Centrally administered and timetabled	Multiple Choice and True/False Marks posted on Moodle once course grades released	Exam Week

Further information

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

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

5.2 Assessment criteria and standards

The major components of this course are the content which is delivered through lectures and tutorials. This will be assessed by written or oral assignments and exams. More details on the assessment tasks and how they will be graded will be provided during the course (in the course manual or online via Moodle).

5.3 Submission of assessment tasks

Assignment submission

All assignments will be submitted on line via Turnitin links on the class Moodle site. More detail can be found on this and information on extension of deadlines (including penalties for late submission) are explained later on page 11 of this manual.

Special consideration

Applications must be made via Online Services in myUNSW. Students must obtain and attach Third Party documentation before submitting the application. Failure to do so will result in the application being rejected.

5.4. Feedback on assessment

Students will receive constructive feedback on their assignments in a timely manner (within 2 weeks after submissions as instructed in the UNSW assessment Policy). The delivery method of feedback

may vary depending on the assessment type. Brief outline of assessment feedback is presented in the table provided in section 5.1. Full details are provided in Section 10.

6. Academic integrity, referencing and plagiarism

There's no recommended referencing style for this course thus, students can choose a style they desire from an accepted journal in the field. However, the chosen style needs to be used throughout an assignment, keeping the consistency is valued the most.

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 https://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 https://student.unsw.edu.au/plagiarism**,** and
- The *ELISE* training site http://subjectguides.library.unsw.edu.au/elise/presenting

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

7. Readings and resources

Course Manual

The course manual containing materials for tutorials and assignments is available through download via Moodle. Any additional resources will be provided online via Moodle.

Course Website (Moodle)

All students enrolled in courses offered at BABS automatically have access to the course Moodle site https://moodle.telt.unsw.edu.au. This site will be used to distribute course notes and information and should be checked at regular intervals. This includes:

- Lecture handouts
- Tutorial notes
- Assessments - detailed information
  - marks
  - further information resulting from special consideration
- Information about examination arrangements
- Self-management resources

Resources
Literature Searching: http://www.ncbi.nlm.nih.gov/pubmed

UNSW Library: http://www.library.unsw.edu.au

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

8. Administrative matters

Biosciences Student Office
Student Advisor (BABS)
Email: BABStudent@unsw.edu.au
Tel: +61 (2) 9385 8047

School Contact (*set up in progress*)
Director of Teaching
Email: *BABSteaching@unsw.edu.au*

School Student Grievance Officer
Dr Megan Lenardon
Email: m.lenardon@unsw.edu.au

Faculty Contact
Associate Dean (Academic Programs)
Not yet decided

Additional Websites

- School of Biotechnology and Biomolecular Sciences website for current students: https://www.babs.unsw.edu.au/current-students/undergraduate-programs
- MyUNSW: https://my.unsw.edu.au/

9. Additional support for students

- The Current Students Gateway: https://student.unsw.edu.au/
- Academic Skills and Support: https://student.unsw.edu.au/academic-skills
- Student Wellbeing, Health and Safety: https://student.unsw.edu.au/wellbeing
- UNSW IT Service Centre: https://www.it.unsw.edu.au/students/index.html
- UNSW Academic Calendar Key Dates: https://student.unsw.edu.au/dates
- UNSW Handbook: https://www.handbook.unsw.edu.au/
- UNSW Learning Centre: http://www.lc.unsw.edu.au/
- UNSW Equitable Learning Services: https://student.unsw.edu.au/disability
- Counselling and Support: https://www.counselling.unsw.edu.au/
- University Health Service: http://www.healthservices.unsw.edu.au/
- The Nucleus: https://nucleus.unsw.edu.au
- UNSW Careers and Employment Service: http://www.careers.unsw.edu.au/
- ARC- Student Life: https://www.arc.unsw.edu.au/
- UNSW Student Life: https://www.unsw.edu.au/life

Course Manual

10. Assessment Tasks

Assessment 1: Financial Statements. Individual. 9% Total Grade

Scientists and engineers working in industry require an understanding of commercial processes (imperatives and realities) in order to structure their R&D programs to meet the intellectual property and business needs of their employers. The language of business is accounting with the performance and status of businesses being reported in financial statements. Understanding how to read and interpret these statements will be of benefit to students' professional careers, whether they be in academic research or industry.

Maurice Chiarella (industry financial accountant and UNSW lecturer) will deliver three two-hour workshops addressing the structure of each of the three financial statements, the Balance Sheet, the Profit and Loss Statement, and the Cash Flow. A fourth session will discuss how these financial statements can be interpreted to provide information and insight into a company's progress and potential future performance, with a focus on key issues the biotechnology businesses.

To help ensure that students develop this knowledge, there will homework problems set for each of the three financial statement workshops. Each of these will be worth 3% of the final grade for the course (i.e. 9% in total). For each submission, half the marks will come from the grade awarded when the homework is first marked. Students will have the opportunity to submit a corrected copy the following week, which will contribute the other half of the marks for the submission. Should the student choose not to submit a corrected copy, the initial mark will reflect their total mark for that particular homework submission. Each set of homework has equal weighting.

Example. 1.

Grade for initially submitted homework 7/10

Grade for corrected homework submitted following week 10/10.

Grade awarded for that particular homework set 8.5/10

Example 2.

Grade for initially submitted homework 7/10

Corrected homework not submitted following week

Grade awarded for that particular homework set 7/10

Example 3.

Homework not submitted on time 0/10

Corrected homework submitted following week 10/10

Grade awarded for that particular homework set 5/10

Recommended accounting/financial statement reference

Financial Accounting – An Integrated Approach (4th – 7th **Edition**)

By Ken Trotman & Michael Gibbins

Assessment 2: Stock Market Game. Individual. 25% total grade

Involves students investing in NASDAQ listed Biotechnology companies. Through this process become familiar with the US Biotechnology sector's structure, performance, the role of internal and external drivers, and how Biotechs are financed. Students capacity to make educated investment decisions will be enhanced through the courses workshops on financial statements and lectures that cover the key issues that affect the biotechnology sector. These include clinical trials and regulation, intellectual property, financing, politics and economics.

Assessment involves the submission of a reflective report that critiques the sector and its drivers.

Students will gain insight into:

1. The overall range of listed biotechnology companies (products, size, history, etc.).
2. How the stock market works (by direct involvement in buying and selling on the Virtual Stock Exchange).
3. The thrill of profit and the despair of loss when investing
4. Annual reports (including financial statements) and their interpretation.
5. Business journals and Web databases (unbiased reports on expectations and announcements).
6. Professional investment services, analysts and stockbrokers.
7. Key success factors (drivers) in biotechnology

Hopefully you should find this assignment challenging but enjoyable. The game will run through Week 2-7 with the report due 4 pm Monday April 12 (week 9) with students expected to trade on a weekly basis (note: weekly trading is not necessarily a recommended strategy for real life but for the short time frame of the game it is essential to assist students engage with the assignment and achieve the targeted learning outcomes. You will be expected to make at least 2 trades per week in the game (weeks 2-7), which will be monitored by the teaching staff. For any given week you must make your trades prior to midnight of the Friday. Should you do this you will be considered to be active in the competition and will not be penalised. **Any gaps in meeting the required trading activity will result in a pro rata penalty of up to 30% (5% per week) of the marks for the assignment.**

The submitted report will be **3 pages in length**. It will contain a 2-page reflective essay to briefly describe your portfolio development and performance, and most importantly, **what you have learned**. You will also select one of your purchased stocks and give a 1-page discussion of the changes in that stock price over the last 6 months.

Marks will **NOT** be based on the performance of your portfolio but will be awarded according to what you have learned, the amount and type of trading you have done and the reasoning behind the decisions to purchase or sell a particular stock.

Template for Assignment 1 report (marks distributed according to page allocation)

Overview of investment/portfolio strategy and performance - ½ page

Critique of resources used to make investment decisions – ½ page

What you have learnt – ½ page

What you would do differently next time or in real life – ½ page

Featured stock – 1 page

Brief description of company (history, size, products, business model) – ¼ page

Why you bought it? – ¼ page

Key influences that affected the price in the last 6 months – ½ page

The first tutorials will involve becoming familiar with NASDAQ listed biotechnology stocks and the free Internet services that are available for investment advice and information. We do not expect students to be financial whizzes from the start but will encourage you to dive in, using the information that you find. This is as much an exercise in using Web resources as it is in making (or losing) virtual money.

You will first need to register your personal details at the Virtual Stock Exchange (VSE) website (http://vse.marketwatch.com/Game/Homepage.aspx). Once you have done so, you can then join the Commercial Biotechnology private competition.

Game Name: BABS3071 Stock market game 2021

URL: www.marketwatch.com/game/unsw-cb-2021

Password: ComBio2021

Competition dates: 22 February 2021 to 9 April 2021

Starting value: $100,000

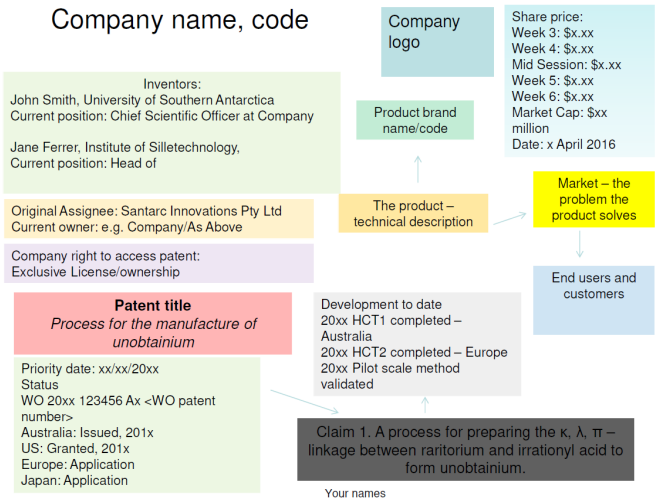
Note: You will receive limited formal instruction in this course on the stock markets. This is a self-learning exercise and you will be expected to answer your own questions by exploring resources available on the Web, including those on the Virtual Stock Exchange.

Assignment 3: ASX Biotech Company Review; a comprehensive technical and business analysis of an allocated company's performance. Group of Four. 31% Final Grade (15%+5%+11%)

Teams of four students will study and report on various technology and business aspects of an allocated ASX listed Biotech Company (https://www.listcorp.com/asx/sectors/health-care/pharmaceuticals-biotechnology-life-sciences). The 4-page report (15% of the final Grade) will discuss your chosen company in terms of history, products, IP position, and performance. You must reference your assignment extensively. The references should go at the end of the document (not included in the 4-page limit) and be cited appropriately in the text. You can also include an additional title page and a 2-page maximum appendix.

You must form your group of 4 by the end of Week 2 and appoint a group leader. This group leader must communicate the team members to the course convenor by email by the end of Week 2.

To assist students to remain engaged with the assignment throughout the course, teams will be required to submit as homework a PowerPoint file providing specified information regarding their allocated company (5% of the Final Grade). For example, a key issue for all biotechnology companies is the intellectual property (in particular patents) that protects their business from competitors. The following template asks students to select a key patent from their company's IP portfolio and to find information relating to the inventors, the status of the patent, the patent's major claim (#1, the invention), and an overview of how the IP is being converted into a product. Teams also need to include a current snapshot of the company's stock market performance on each of the slides they are required to prepare.



The sections to be addressed in the main submitted report (15%) will be:

1.1 Executive Summary. Highlights of the report (Note: it is not a table of contents in text). ½ page

1.2 Establishment and founders. How and why was the company established? ¼ page

1.3 IP position of the company's main products. 1 page

- Patent family. Description of portfolio and the inventions being protected? Have the patents been granted? ¼ page
- Market. What problem does the invention solve? i.e. What is the market opportunity and how large is it. ¼ page
- Competitive advantage. How does it solve the problem better than current available solutions? i.e. what advances are being made with the IP? ¼ page
- Product development. How are the patents being developed into products? What stages have been completed? ¼ page

1.4 Share and dividend performance (chart with comments on key events affecting price). 1 page

1.5 Business model. How does the company generate or intend to generate revenue? Who are the customers and why do (or will they) buy and how do you get your product to them (distribution)? ½ page

1.6 Regulatory approval (or other validation approvals) required. ¼ page

1.7 Recommendations. Your overall assessment of the strengths/weaknesses of the company's activities. ¼ page

Final Presentation: 11% Final Grade

During Week 10 and 11, each team will give a 5-minute oral presentation to the class on their companies. Note. All team members must partake in the presentation delivery. After each presentation there will be a 3-minute Q&A session.

As the time allocated is short the presentation will need to focus on the:

a. Technology of the company

b. Market niches (description and $ value if available)

c. Size of the company (staff and value)

d. Key technology advantages or innovation

e. Expected future in the marketplace and any threats (from competing technologies/ companies)

f. Expected investment potential (based on share price)

Presentations will be peer review graded by all teams and Wallace

At the end of each presentation, each team will negotiate, and agree on marks for presenting teams against the following criteria.

- the clarity of the presentation (was it understandable)
- analysis (was the analysis sufficient and credible)
- ability to respond to questions

Assessment 4. Exam. 35% Final Grade

The exam will be a combination of Multiple Choice, True/False and short answer questions. The exam will be run online through Moodle. The details of the exam including exact structure, mark weighting and course content coverage will be discussed in the Week 10 tutorial. Examples of questions will also be presented and discussed. Please consult the Special Consideration website and in particular the sections describing on-line Exams and what to do if you fall ill or something happens during the exam (Fit to Sit and Technical Issues).

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

11. Special consideration/further assessment - Term 1 2021

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 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 A-Z section of the student guide, www.student.unsw.edu.au, particularly the section on “Special Consideration”, for further information about general rules covering examinations, assessment, special consideration and other related matters. This is information is published free in your UNSW Student Diary and is also available on the web at:

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 Student Central at https://nucleus.unsw.edu.au/

- Originals or certified copies of your supporting documentation. Visit https://nucleus.unsw.edu.au/Studentadmin/special-consideration. Student Central can certify your original documents), and/or

- A completed Professional Authority form which can be downloaded at https://student.unsw.edu.au/sites/all/files/uploads/group47/forms/ProfessionalAuthority.pdf

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 1 2021, BABS Supplementary Exams will be scheduled on:

► **24-28 May**

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.

12. UNSW Academic Honesty and Plagiarism

The University regards plagiarism as a form of academic misconduct and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: https://student.unsw.edu.au/plagiarism

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own. *Examples include:

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

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

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

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

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

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via:

http://www.lc.unsw.edu.au/academic-integrity-plagiarism

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

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

Individual assistance is available on request from The Learning Centre.

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

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

† Adapted with kind permission from the University of Melbourne.