



CBMS202

Microbiology and Molecular Biology

S2 Day 2018

Dept of Chemistry & Biomolecular Sciences

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Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Unit convenor

Anwar Sunna

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6WW207 (E8C207)

Practical coordinator

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14ER301 (E8A301)

Credit points

3

Prerequisites

CBMS107 or CBMS103

Corequisites

Co-badged status

Unit description

Microbiology is the study of microorganisms and underpins many other areas of contemporary sciences such as medicine and biotechnology. This unit introduces the role of microorganisms in natural environments and disease and the ways they have been employed for practical benefits across the life sciences and industry. This unit will also provide students with insights into the molecular processes of the living cell, and help students understand the central concepts of molecular biology. Lectures will introduce students to the world of microbes, covering their cell structure and function, genetics and biodiversity, growth, and relevance to medicine, environmental and industrial processes. The hands-on laboratory sessions provide the students with essential skills and techniques used in general and molecular microbiology and demonstrate principles taught in the lectures. This unit will be excellent for students majoring in chemical and biomolecular sciences, biology, environmental sciences and medical sciences.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Describe the microbial world and its diversity, requirements for life, reproduction, adaptations, interactions and applications.

Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.

Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.

Design and conduct independent scientific research in the area of molecular and general microbiology.

Search for and use recognised sources of scientific information to extend knowledge within the discipline.

Record molecular biology and microbiological experimental data, interpret and communicate this appropriately.

Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Pre and lab quizzes</u>	10%	No	Ongoing
<u>Practical Skills</u>	5%	No	Ongoing
<u>Continuing assessment</u>	5%	No	Ongoing
<u>Mid-Semester Examination</u>	15%	No	12/9/18
<u>Scientific Report</u>	20%	No	11/11/18
<u>Final Examination</u>	45%	No	University Examination Period

Pre and lab quizzes

Due: **Ongoing**

Weighting: **10%**

Unannounced pre-lab quizzes will be conducted throughout the semester at the start of a practical session. The questions in the quiz will cover the practical materials and pre-lab questions of the week. The quizzes will take 5 to 10 min to finish and will be collected at 15 min past the practical start time. Late arrivals will not be able to sit for the quizzes. This will contribute

to 10% of your overall course mark

On successful completion you will be able to:

- Describe the microbial world and its diversity, requirements for life, reproduction, adaptations, interactions and applications.
- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Search for and use recognised sources of scientific information to extend knowledge within the discipline.
- Record molecular biology and microbiological experimental data, interpret and communicate this appropriately.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Practical Skills

Due: **Ongoing**

Weighting: **5%**

You will be tested for two practical skills essential for Microbiology. You will have enough time to learn and practice these techniques during the laboratory sessions before being tested. This will contribute to 5% of your overall course mark.

On successful completion you will be able to:

- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Continuing assessment

Due: **Ongoing**

Weighting: **5%**

This is a continuing assessment and you will need to attend the lectures to participate in this assessment. You will be given a number of multiple choice questions relevant to the current lecture that will need to be completed during the lecture session. This assessment utilises the Kahoot! platform (<https://kahoot.it/>) and requires mobile device and internet access to participate. A paper form of the assessment will be available upon request. See instructions on the iLearn unit for additional details on the installation and participation in this assessment. You will be given an opportunity to practice during the unit introductory lecture. The quizzes will be conducted and assessed randomly, it is advised that the students endeavour to participate in all lecture sessions for the best possible outcome.

On successful completion you will be able to:

- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Mid-Semester Examination

Due: **12/9/18**

Weighting: **15%**

A multiple choice mid-semester test will be held during class time on 12/9/18(12-1pm). The test will cover material (lectures and practicals) from Week 1 to 6 only (lecture 1-12). You will need to take a calculator into the examination. Only non programmable calculators may be taken into the examination. This will contribute to 15% of your overall course mark.

On successful completion you will be able to:

- Describe the microbial world and its diversity, requirements for life, reproduction, adaptations, interactions and applications.
- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Scientific Report

Due: **11/11/18**

Weighting: **20%**

This exercise is an introduction to conducting and managing an independent research project.

Students will work in pairs. This assignment is designed to allow you to develop and achieve the learning outcomes, graduate attributes and capabilities outlined in this unit guide. Thus groups/pairs are empowered to own their research work and therefore are responsible and accountable for the design, performance and achievements resulting from the research.

This research task will be an ongoing exercise to be performed between week 3 and 13, over which the group is to work together on the investigation, discussion and reflection of results. In week 12, each lab group will make a prediction of the identity of the bacteria (all three organisms) and the rationales behind their decision, and present their prediction in front of the class. Each presentation (Power Point) should take no longer than 3 minutes. After each presentation, the audience will be given an opportunity to ask questions or make suggestions to the presenters.

An **independently** written 4-page scientific report, based on your research findings, is to be submitted by each student between on 11 Nov 11:59 pm.

A rubric outlining what is expected regarding final report structure and a style guide will be provided in the Laboratory manual, which will be available on iLearn. The assignment should be uploaded onto iLearn as a pdf file – this is to avoid formatting discrepancies that may occur from using different word processors. This assignment will contribute to 20% of your overall course mark. *Penalties will apply for work over the page limit and late submission.*

On successful completion you will be able to:

- Describe the microbial world and its diversity, requirements for life, reproduction, adaptations, interactions and applications.
- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Search for and use recognised sources of scientific information to extend knowledge within the discipline.
- Record molecular biology and microbiological experimental data, interpret and communicate this appropriately.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Final Examination

Due: **University Examination Period**

Weighting: **45%**

The final exam will require students to apply terminology and concepts learnt in the lecture and

practical components to answer a variety of questions of a critical thinking nature. The exam will consist of multiple-choice questions, short and long answer questions. You will need to take a calculator into the examination. Only non programmable calculators may be taken into the examination (3 hours plus 10 minutes reading time).

On successful completion you will be able to:

- Describe the microbial world and its diversity, requirements for life, reproduction, adaptations, interactions and applications.
- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Delivery and Resources

Classes

Lectures will be held on:

Tuesday	9-10 am in 17 Wallys Walk - T1 Theatre
Wednesday	12-1pm in 17 Wallys Walk - T1 Theatre

Lectures begin on the 31 July 2018. Lectures graphics will be available in iLearn on the day before each lecture.

CBMS202 Microbiology and Molecular Biology Web Site: <http://ilearn.mq.edu.au/>

Laboratory classes

Wednesday	1-5 pm	14 Eastern Rd - 130 Science Lab
Wednesday	1-5 pm	14 Eastern Rd - 150 Science Lab
Thursday	9-1pm	14 Eastern Rd - 130 Science Lab
Thursday	9-1 pm	14 Eastern Rd - 150 Science Lab
Thursday	2-6 pm	14 Eastern Rd - 130 Science Lab
Thursday	2-6 pm	14 Eastern Rd - 150 Science Lab

Students will need to register for one of the classes only.

Practicals start the first week of the semester (first lab on session on 1st and 2nd August

2018). **Bring a lab coat and A4 notebook (60+ pages) to your first lab session.**

Please note that practical classes are a compulsory component for this course with medical certificates being required should a student be absent due to illness. These should be submitted online as Special Consideration application using the application form in [As KMQ](#). More information and how to apply for Special Consideration can be found at: <https://students.mq.edu.au/study/my-study-program/special-consideration>.

Required and Recommended Texts and/or Materials

Prescribed text:

Brock Biology of Microorganisms, Global Edition 15th edition. Madigan, Bender, Buckley, Sattley and Stahl. Publisher: Pearson Australia. ISBN: 9781292235103

CBMS202 Microbiology and Molecular Biology Practical Manual - The full laboratory manual will be available on iLearn for download, you must bring a copy with you to your laboratory class and are expected to have read through all of the planned activities. Please note you must also bring a lab coat, closed shoes and A4 lab notebook (60+ pages) to each practical, beginning in Week 1. **Important, you won't be allowed in the laboratory without a lab coat!**

Technology Used and Required

You are expected to access the unit web site on a frequent basis and download PDF files provided. Please note information may also be sent by email to your student email account so please look at your email account on a frequent basis.

Unit Web Page

The URL of the CBMS202 Microbiology and Molecular Biology iLearn site is: <http://ilearn.mq.edu.au/>

You will be asked for a username and password. Your username is your student MQ Id. Your MQ Id and password have been mailed to you by the University. If you have lost them go to the student portal: <http://my.mq.edu.au>.

You are expected to access the unit web site very frequently. This site contains important information including notes on ALL the topics to be covered.

Continuing assessment

The in class *continuing assessment* utilises the Kahoot! platform (<https://kahoot.it/>) and requires mobile device and internet access to participate.

Teaching and Learning Strategy

CBMS202 is a 3-credit point, half year unit and will require an average of 9 hours of work per

week (contact hours plus self study time).

The unit expectation is that you will:

- Read the recommended material and prepare for the laboratory classes.
- Actively engage in the practical component of the course.
- Complete the assignment, report, practical and theory quizzes, mid-term exam and final exam.

If you prepare and attend all components of the unit and work consistently and continuously throughout the semester, you should be able to develop a strong understanding of the subject, develop key microbiology and molecular biology practical skills and perform satisfactorily in this unit.

Laboratory classes are designed to develop basic laboratory skills, general safety practices and critical and analytical thought- this will be very useful if you continue with molecular biology and microbiology, but are also fundamental to many other areas of science. In-lab and post-lab work are designed to allow you to appropriately record your experimental observations in a detailed and accurate manner and assess your understanding of the theory behind the experiments conducted and to use this understanding to solve related problems.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](#).

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Search for and use recognised sources of scientific information to extend knowledge within the discipline.
- Record molecular biology and microbiological experimental data, interpret and communicate this appropriately.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Assessment tasks

- Pre and lab quizzes
- Practical Skills
- Continuing assessment
- Mid-Semester Examination
- Scientific Report
- Final Examination

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general

microbiology.

- Search for and use recognised sources of scientific information to extend knowledge within the discipline.
- Record molecular biology and microbiological experimental data, interpret and communicate this appropriately.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Assessment tasks

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- Scientific Report
- Final Examination

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcome

- Describe the microbial world and its diversity, requirements for life, reproduction, adaptations, interactions and applications.

Assessment tasks

- Pre and lab quizzes
- Practical Skills
- Continuing assessment
- Scientific Report
- Final Examination

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where

relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Describe the microbial world and its diversity, requirements for life, reproduction, adaptations, interactions and applications.
- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Assessment tasks

- Pre and lab quizzes
- Practical Skills
- Continuing assessment
- Mid-Semester Examination
- Scientific Report
- Final Examination

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.

- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Search for and use recognised sources of scientific information to extend knowledge within the discipline.
- Record molecular biology and microbiological experimental data, interpret and communicate this appropriately.
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Assessment tasks

- Pre and lab quizzes
- Continuing assessment
- Mid-Semester Examination
- Scientific Report
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Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
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Assessment tasks

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Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Describe the microbial world and its diversity, requirements for life, reproduction, adaptations, interactions and applications.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Search for and use recognised sources of scientific information to extend knowledge within the discipline.
- Record molecular biology and microbiological experimental data, interpret and communicate this appropriately.

Assessment tasks

- Pre and lab quizzes
- Continuing assessment
- Mid-Semester Examination
- Scientific Report
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Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with

knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.

Assessment tasks

- Pre and lab quizzes
- Mid-Semester Examination
- Scientific Report
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Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Apply molecular concepts and processes to describe the behaviour of organisms within the microbial world.
- Demonstrate appropriate laboratory skills and techniques to be able to work confidently and safely in a molecular or general microbiology laboratory setting.
- Design and conduct independent scientific research in the area of molecular and general microbiology.
- Apply central concepts to discuss aspects of medical, industrial and environmental microbiology from the level of molecules through to ecosystems.

Assessment tasks

- Pre and lab quizzes
- Practical Skills
- Mid-Semester Examination

- Scientific Report
- Final Examination

Special consideration requests including non-attendance and extensions

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. The University has a policy on special consideration requests that may be found at <http://students.mq.edu.au/study/my-study-program/special-consideration>.

If you experience serious and unavoidable difficulties at exam time or when assessment tasks are due, you can consider applying for Special Consideration.

Five essential factors of Special Consideration

You need to show that your circumstances meet all of the following criteria:

1. were serious, unexpected and unavoidable
2. were beyond your control
3. caused substantial disruption to your academic work
4. substantially interfered with your otherwise satisfactory fulfilment of the unit requirements
5. lasted at least three consecutive days or a total of 5 days within the teaching period and prevented completion of an assessment task scheduled for a specific date.

Your supporting evidence must include all of the following:

1. identify the circumstances
2. include dates and/or the length of the circumstances
3. explain the severity and impact of the circumstances
4. clearly describe how the circumstances have adversely affected your capacity for effective study to which an assessment relates
5. include the date(s) on which you were seen by the professional providing the evidence

This policy is instituted to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. If this does occur please submit a Special Consideration application using the application form in AskMQ.

Non-Attendance: Submit online the relevant documentation together with a Special Consideration application using the application form in AskMQ as described above.

Students MUST contact Dr. Angela Sun (angela.sun@mq.edu.au) immediately to make alternative arrangements if a laboratory session or an assessment task has been missed. Contact can be by email or phone. The intensive nature of laboratory sessions and assessments over a period of weeks means that non-attendance can significantly impact on your

progress, can impact on your ability to complete the assignments and also impacts on your laboratory partner/group.

Final Exam

If you receive special consideration for the final exam, a supplementary exam will be scheduled in the week of December 17-21 2018. By making a special consideration application for the final exam you are declaring yourself available for a resit during the supplementary examination period and will not be eligible for a second special consideration approval based on pre-existing commitments. Please ensure you are familiar with the policy prior to submitting an application. Approved applicants will receive an individual notification one week prior to the exam with the exact date and time of their supplementary examination.

Extensions and penalties

10% of the mark allocated for the assignment will be deducted per day for any work submitted late.

Only medical certificates and/or other appropriate supporting documents outlining other serious, extenuating circumstances will be considered when submitting an assignment after the due date. All applications for special consideration or extension must be sought *before the due date* unless this is absolutely impossible.

All applications for extensions of deadlines must be submitted to the Dr. Angela Sun (angela.sun@mq.edu.au).

Changes since First Published

Date	Description
23/07/2018	Final Exam If you receive special consideration for the final exam, a supplementary exam will be scheduled in the week of December 17-21 2018. By making a special consideration application for the final exam you are declaring yourself available for a resit during the supplementary examination period and will not be eligible for a second special consideration approval based on pre-existing commitments. Please ensure you are familiar with the policy prior to submitting an application. Approved applicants will receive an individual notification one week prior to the exam with the exact date and time of their supplementary examination.