



The College of Nursing
creating nursing's future

D.1.3 Student management policy

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- Intent:**
- To assist students by establishing guidelines relating to all aspects of their course.
 - To ensure equity of administrative practice across all courses conducted by the College.
 - To provide students with the correct procedures for overall student progression, grievances and appeal.

Policy Statement

This policy replaces all previous general course regulations and applies to all students commencing courses at The College of Nursing on or after 1st January 2010.

Approved by Academic Council on 26th November 2009.

Educators and students are required to read and understand the policy and agree to abide by it. If there are any queries in relation to this policy clarification should be sought.

A *Student Management Subcommittee (SMSC)* is referred to throughout the policy. It is a subcommittee of the Education Management Committee and its functions is to manage student progression issues.

Please note in this policy the term ‘course’ is used to represent whole courses such as a graduate certificate, diploma, advanced diploma, all units of study including subjects, programs, units of competence and workshops, unless otherwise stated.

Unless otherwise specified ‘compulsory course requirements’ are inclusive of graded and non-graded assessment items, on-campus components, clinical placements and any component/s that are a requirement within a course.

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1 – Student admission

- 1.1 Students applying for admission to a College of Nursing (The College) course of study must meet eligibility criteria as advertised in current College publications.
- 1.2 Where the number of applicants exceeds the number of places available additional criteria will apply as determined by the *Student Management Subcommittee (SMSC)*.
- 1.3 The *SMSC* may make a decision about admission to a course outside the published admission criteria.
- 1.4 Late applications may be made up to the final enrolment date.
- 1.5 Where students are applying for funded positions additional criteria may apply.
- 1.6 Students will be notified in writing of the outcome of their application.
- 1.7 Students seeking special consideration or reasonable adjustment are to write to the Director, Education Services.

2 – Payment of fees

- 2.1 Fees must be paid in full before the commencement of all courses. Payment by instalment is available in some circumstances.
- 2.3 Fee charges, payment procedures and options will be advertised in the *Student handbook*, course brochures and on the website.
- 2.4 Where students are suffering genuine financial hardship, they may apply in writing to the Director, Education Services to arrange a payment schedule. This will incur additional fees.
- 2.5 Where recognition of prior learning/credit is granted on application, the cost of the course may be reduced accordingly.
- 2.6 Where a student defaults, the Colleges' Accounts Department will be notified for appropriate follow up.
- 2.7 Refunds
 - 2.7.1 In some instances courses are subject to non-refundable fees.
 - 2.7.2 The College reserves the right to cancel or postpone a course or program for any reason determined by The College. In these circumstances a full refund (including administration fee) will be made.
 - 2.7.3 Fees of any type and at any particular time are in accordance with the College of Nursing's current schedule of fees and can be viewed on the College website.
 - 2.7.4 Intention of withdrawal from all courses and programs must be made to The College in writing within the indicated time frame for a refund to be made. Time frames are published in relevant course/program information and also are available from the College's Customer Service Centre.
 - 2.7.5 Details of fees where applicable, for each course and the applicable time frames are published in the relevant course information and are also available from the College's Customer Service Centre.

- 2.7.6 Refunds will be processed within fourteen (14) days after receipt of a validated request by the Accounts Department and will be made only by cheque, posted to the recipient.
- 2.7.7 Refund applications will only be considered in the year of original enrolment.
- 2.7.8 For full details refer to the College of Nursing's *Refund Policy B.1.4*.

3 - Recognition of prior learning and credit transfer

The granting of recognition of prior learning (RPL) or credit transfer (CT) involves an assessment process. This process assesses an individual's formal and informal learning to determine the extent to which that individual has achieved the learning outcomes, competency outcomes, or standards for the course in which they are seeking advanced standing.

Where an applicant is applying for RPL or CT they must provide sufficient, valid, authentic and current evidence to satisfy the *SMSC* that through their education and life experience they meet the required knowledge and skills of the specific subject/unit of competence for which they are seeking advanced standing.

Applicants will be provided with information on the requirements and procedures for applying for RPL and CT.

RPL involves the assessment of previously unrecognised skills and knowledge that the individual has achieved outside the formal education and training system. RPL assesses authentic and sufficient evidence against the requirements of a course/qualification to determine the extent to which the individual has achieved the required learning outcomes, competency standards or standards for the course in which they are seeking advanced standing.

CT assesses the formal subjects or unit of competence that the individual has undertaken and determines the extent to which these subjects or unit of competence are equivalent to the required learning outcomes of the subject/unit of competence that the student is claiming credit for. CT will generally only be granted for units of study undertaken within the last five years.

- 3.1 Applications for RPL or CT applications must be made in writing on enrolment.
 - 3.1.1 Applicants are required to provide documentation as requested by The College.
 - 3.1.2 Where documents are copies they must be certified by a Justice of the Peace.
 - 3.1.3 The assessment of an application for RPL and CT may incur a fee. Please refer to the Colleges Schedule of Fees.
 - 3.1.4 Applicants will be advised in writing of the outcome of their application.
 - 3.1.5 Applications will not be considered once the course has commenced
- 3.2 Where an applicant is applying for RPL or CT for a specific subject/unit the following criteria apply:
 - 3.2.1 The subject/unit of competence was from an appropriately accredited organisation.

- 3.2.2 There is similarity in learning outcomes.
 - 3.2.3 The subject/unit of competence studied was at the appropriate/equivalent level. For example: Australian Qualification Framework (AQF) and Australian Quality Training Framework (AQTF).
 - 3.2.4 The content of the subject/unit of competence is congruent.
 - 3.2.5 The workload of the subject/unit of competence must be equivalent.
 - 3.2.6 The applicant must demonstrate they have successfully passed the subject/unit of competence.
- 3.3 As a general rule, CT will only be granted for study completed within the last five years.
- 3.3.1 CT may be granted for study completed in excess of five years before the course, if it can be demonstrated that the subject content remains current, and is equivalent in nature to the course in which credit is being sought.
 - 3.3.2 Where an applicant has completed a course in excess of five years ago and can demonstrate continued knowledge and skill in the area they may apply through recognition of prior learning
- 3.4 As a general rule applicants may apply for up to 50% credit into a course.
- 3.4.1 Where an applicant wishes to apply for more than 50% credit into a course, they must apply in writing to the *SMSC*.
- 3.5 Applicants will be notified in writing of the outcome of their application
- 3.6 Privately-funded applicants who have been granted RPL or CT may be eligible for a reduction in course fees. Specific details will be provided to the student when they are advised in writing if their application has been successful.

4 – Final enrolment and census dates

- 4.1 The final enrolment date (where applicable) is the Monday before the course commences.
- 4.2 Students withdrawing from a course within the first two weeks after course commencement date are eligible for a refund (where applicable) according to the schedule in the refund policy.
- 4.3 Students withdrawing from a course two weeks after course commencement are not eligible for a refund. In extenuating circumstances¹ students may apply for a refund to the Director, Education Services.
- 4.4 Census dates (where applicable) indicate the final date students can withdraw from subjects in which they are currently enrolled without academic penalty. Withdrawal after this date will result in a withdrawn fail grade (WF) unless there are extenuating circumstances as determined by the *SMSC*.

¹ Extenuating circumstances are unforeseen circumstances which in the view of the student may have an adverse effect on performance or precludes the ability to meet any compulsory course requirements.

- 4.4.1 Where a student is applying for extenuating circumstances and waiving of academic penalty they must apply in writing (as soon as is practicable) and provide appropriate supporting documentation to their tutor/nurse educator.

5 – Compulsory course requirements

- 5.1 Students are required to meet all compulsory course requirements as outlined in course documentation.
- 5.2 All compulsory course requirements must be completed within the time frame of the course.
- 5.2.1 In the event the student does not complete the course within the time frame the student will be withdrawn with a fail grade (WF) in the subjects in which they are enrolled.
- 5.2.2 In the event a student believes their performance in an assessment item might or will be compromised for any reason the student must notify in writing to the nurse educator/tutor/clinical facilitator prior to or as soon as is practicable providing credible written evidence.
- 5.2.3 Graduate certificate courses must be completed within three years of original course commencement.
- 5.2.4 For all other courses students must complete the course within two years unless otherwise stipulated by course documentation or as determined by the *SMSC*.
- 5.2.5 Students enrolled in a single distance education subject must complete the subject within the designated time frame unless there are extenuating circumstances. In cases of extenuating circumstances students must apply in writing to the relevant service manager who will determine the outcome.
- 5.2.6 Nurses referred by a registering authority for enrolment into an assessment of competence program must complete the course within one year or as determined by the relevant registering authority.
- 5.3 Where a due date is specified in course documentation the due date is deemed to be the:
- last date the item can be delivered to The College (by close of business), or
 - date the item is postmarked if submitted by mail, or
 - scheduled date and time of the examination/assessment.
- 5.4 Generally assessments are either posted to The College or delivered in person. Faxes or emailed submissions are not accepted from students residing in Australia, unless there are extenuating circumstances and prior arrangements have been made between the student and the appropriate nurse educator/tutor.
- 5.4.1 In the case of online courses students may be asked to upload their assessment through The College learning management system. The assessment must be uploaded by midnight on the due date.

- 5.5 Students must maintain registration or enrolment with the appropriate registering authority for the duration of the course² where applicable.
- 5.6 Where the admission criteria require employment in a specified area of practice, the student must maintain employment in this area for the duration of the course.
- 5.6.1 Where a student is no longer employed in the area they must notify The College in writing and a meeting of the *SMSC* will be held to determine the student's eligibility to continue in the course.
- 5.7 Students must attend at least 90% of the compulsory on-campus/classroom and/or clinical hours for the course.
- 5.7.1 Where a student legitimately cannot attend a compulsory on-campus component, alternative arrangements may be negotiated with the nurse educator responsible for the course.
- 5.8 Where a student does not meet compulsory course requirements, they may be provided with the opportunity for a second attempt, or in some instances, to submit an alternative piece of work. The form of this alternate piece of work will be determined by the *SMSC*. This alternative piece of work will be deemed a resubmission.
- 5.8.1 Where the number of attempts to successfully complete an assessment item is not articulated in course documentation only one resubmission will be permitted per assessment item.
- 5.9 To successfully complete assessment items, students are required to meet all the relevant criteria that may include:
- 5.9.1 Submitting the assessment item by the due date or presenting it to the examination or assessment on the scheduled date.
- 5.9.2 Meeting the specified assessment and grading criteria as outlined in course materials.
- 5.9.3 Meeting the College's presentation and submission guidelines, where applicable.
- 5.9.4 Submitting assessment items that are either over or under the specified word limit³ (excluding the title page, in-text references, reference list and appendices) may incur a mark penalty.
- 5.9.5 Students must ensure patient confidentiality in all aspects of the course including written assessment items, the online environment, during clinical placements, as outlined in health facility policy and current legislation.

² Exceptions to this are for the internationally educated and reentry nurses and midwives who are enrolled in Contemporary nursing in Australia: Orientation and assessment of competence as a registered Nurse, Contemporary nursing in Australia: Orientation and assessment of competence as an enrolled nurse, Contemporary nursing in Australia: Orientation and assessment of competence as a midwife.

³ When a word count is nominated in a question, it must be adhered to, plus or minus 10%. Computers can do an automatic word count, but because all the small words like 'a', 'an', 'the', and 'is' are counted, the word count will be an over-estimation. Therefore we suggest you check your answer is from 10% to 20% longer than the suggested word length. Alternatively, you can manually count the number of words on a sample page (omitting the small words) and multiply it by the number of pages. When doing the word count, omit in-text referencing, the reference list, the title page and the appendices.

6 – Confidentiality and privacy

Privacy legislation exists in both state/territory and federal laws. The College of Nursing requires that students are aware of these laws and the health facility's policy relating to patient confidentiality.

- 6.1 When accessing patient's clinical records either on clinical placement or for the purpose of an assessment item students must:
 - 6.1.1 gain informed consent or in the case of minors, gain informed consent from a parent or guardian.
 - 6.1.2 maintain patient confidentiality and confidentiality of health information.
- 6.2 In the event that a student does not maintain confidentiality, they may receive a fail grade.
- 6.3 When students are discussing case studies in the classroom or online they must ensure that confidentiality is not breached.

7 – Student academic support

There are two main types of student support: academic and personal.

Academic support: *provides students with support in the skills required to successfully progress and complete a program of study within the nominated time frame and to the expected academic standard.*

This may include assistance with interpreting expectations for assessments or tasks, writing skills, information literacy and accessing appropriate resources, using information technology, mathematical problem-solving or referencing.

Personal support: *is non-learning support that assists students who are undertaking study. Sources of personal support include counseling, advice regarding employment or disability, career planning, finance or housing. In this regard, course/subject coordinators at the College are able to assist with personal support in the form of:*

- *Offering time extensions on assessments*
- *Advising on deferral from program of study*
- *Withdrawal from course*
- *Recommending access to Employee Assistance Programs (EAP) for personal counselling. Students can assess EAP at their place of employment, or if not employed, a referral can be made to the Education Service Managers who can discuss possible alternative strategies.*

The following section relates to academic support. It does not relate to personal support.

- 7.1 In assisting students to meet the academic expectations of their course or subject, this policy identifies opportunities for providing academic support across a continuum. In most cases (other than Continuing Professional Development courses that have no formal assessment) support is offered at points occurring *before* the final assessment.

7.2 For all programs of study, academic support is offered at the entry to the program and, within any discrete subject or theme areas, at any point along the continuum of those subject areas or themes.

7.3 The College recognises that support offered at the commencement of a course will contribute to a positive experience of the program (regardless of its length), greater student retention and the establishment of life-long learning habits.

7.4 Academic support provided by the College

7.4.1 Materials

- All students required to submit course assessments receive a copy of the Student Guide. These are also available online through the College website. The Student Guide contains detailed information about available sources of academic support and expectations regarding assessments and academic writing.
- Students studying at the College will receive course appropriate information books, for example, *Course information book (CIB)* and *Subject information and assessment book (SIAB)*.
- Students required to participate in clinical placements will receive specific information related to their placement, such as clinical log books.

7.4.2 Contacts

- Students can expect to be able to contact their course/subject coordinator (or nominee) during normal office hours, or at the times communicated directly to each student by the course/subject coordinators or their nominees, using a range of communication methods through the learning management system, email, and telephone or voice mail.
- Course/subject coordinators (or nominee) will monitor student progress with regard to the *Student management policy* and will communicate any concerns to the student as they arise.
- Where available, students may access peer support via web discussions.
- Students can attend complementary writing skills and referencing workshops held throughout the year.
- Students attending courses at the College receive an introduction to support services provided by the Library. Distance students receive written information about Library services.
- Support is provided to students on the use of web-based resources.
- Courses requiring mathematical skills (e.g. drug calculations) have dedicated tutorial time allocated to skill development and problem-solving. Additional support may be made available, if required.
- In courses where students are identified as needing improvement in written and/or oral communication skills dedicated time is allocated with a consultant/staff member. Additional support may be made available, if required.

- All significant contact between the student and course/subject coordinator, tutor and/or relevant industry based support person will be documented (database entry, email, diary note on student progress record).
- The College will maintain accurate student records and collect analyse and communicate student evaluation and feedback to staff, students and stakeholders.

7.5 Expectation of students

The College acknowledges and values the previous educational and clinical experience of its students. Educators remain aware and responsive to individual differences, however there is an expectation that as adult learners, students of the College will understand and agree to the specific conditions required for progression in their course/subject.

- Students will submit written assessments on time and in the specified format. Alternatively, they will make arrangements with the course/subject coordinator or tutor for an extension, within the parameters detailed in this policy.
- Students will submit written material as specified and using a consistent academic style as recommended in the *Student guide* and this policy.
- Students will ask for help if required and access the academic supports offered by the College.

7.6 Specific requirements

On entry to the course students can expect to receive:

- An introduction to their course materials and a copy of the *Student guide* and *this policy*, both of which contain academic support information;
- Notice of the College's expectations of reasonable progress for successful completion of the course. Specific course expectations are outlined in individual course outcome and assessment criteria;
- Access and passwords for the e-learning environment, which aims to facilitate peer support and contact with other students and course/subject coordinators and tutors; and
- A telephone and email contact address for the course/subject coordinator, tutor and/or relevant industry-based support person.

Throughout the course, students can expect to receive:

- Feedback from the course/subject coordinator or tutor about their participation and progress in the program of study and on any written work;
- Contact from the course/subject coordinator during any clinical component of the course;
- Contact with lecturers, tutors, educators and others in the health workforce who will assist the student in establishing pathways for life-long learning; and
- Where there are assessments in a course, students can expect to receive feedback following each assessment item.

On re-entry to the course following absence or deferral, students can expect to receive:

- A letter (where applicable) to reconfirm entry into the course.
- Contact from the course/subject coordinator before the commencement of the next scheduled course and course materials; and
- A copy of the *Student guide* and *this policy*.

7.7 Identification of students 'at risk'

The course coordinator monitors the progress and outcomes for all students in their course.

Course coordinators would be alerted to a student-at-risk if a student has:

- repeatedly requested extensions
- failed an assessment item
- failed to submit compulsory course requirements by the due date.

In these cases, and where a student self-identifies that they are having difficulties in a course, the course coordinator would:

- offer additional tutorial support
- review the timelines for submission of assessments
- refer the students to staff who have the relevant specialised expertise e.g. academic writing.

Where a student fails to progress a *SMSC* will be convened to assess the students' ability to complete the course.

8 – Student code of conduct

8.1 Students have a responsibility to:

- be familiar with this *Student management policy*
- be familiar with the requirements of their course/s
- initiate contact with staff when they require clarification or assistance
- meet deadlines for compulsory course requirements as set out in course and subject information books
- attend all on-campus and clinical components of a course as required
- conduct themselves in an appropriate manner when attending on campus sessions in the library, during clinical components of a course and during any other component of the course that is conducive to the establishment and/or maintenance of an effective and collegial learning environment
- respect other students and staff at the College
- submit original work without any plagiarism or cheating

- abide by Library lending rules and conditions including timely return or renewal of borrowed items.
- 8.2 A student of the College owns any intellectual property they create in pursuit of their studies unless they sign an agreement relinquishing such ownership.
- 8.3 A student is required to comply with copyright regulations relevant to College materials and any other published works.
- 8.4 Passwords issued to students are for student access only. A student is responsible for protecting any passwords issued. This password provides access to College intellectual property but does not permit the unlawful copying, sharing or distribution of material owned by The College of Nursing.
- 8.5 Misuse of access privileges will result in access rights being revoked and bring into question a student's ability to continue in the course as a bona fide student and the student may be liable to prosecution.
- 8.6 College *CNnect*
- 8.6.1 The College of Nursing's electronic learning management system called *CNnect* is provided to students to support their educational experience. Use of College *CNnect* is under the following conditions. Students must:
- be enrolled in a College of Nursing course
 - be responsible for all activity in *CNnect* that occurs with their log on
 - comply with all copyright requirements
 - keep their password confidential and not share this password with others
 - never allow others to use their account
 - respect the privacy of others and keep all discussions confidential
 - respect other users and not abuse, harass, threaten or intimidate other users
 - not use offensive language or behave in a way that may cause offence to other students
 - log on to *CNnect* at least twice a week to check for updates and participate in course activities
 - not use *CNnect* for any purpose other than education in a College of Nursing course
 - not knowingly create or submit any unwanted emails or transmit any worms, viruses or other code that may be detrimental to the College's computer system
 - have an appropriate antivirus, antispyware software loaded on any computer used to access *CNnect*
 - maintain confidentiality when discussing patients, families, carers, colleagues or workplaces
 - agree to abide by the conditions of use for Library databases, e-journals and other resources (i.e. personal access only, single copy of articles/items for personal, non-commercial use).

8.6.2 The College of Nursing reserves the right to modify or terminate the service at any time.

The College also reserves the right to alter these terms and conditions at any time but will communicate any alterations to all students.

8.6.3 Students must comply with copyright limitations and legislation when using the online environment.

8.6.4 If a student violates the student code of conduct their continuation in a College of Nursing course will be reviewed.

9 – Notification of results

9.1 Results will be available to students after the course outcome ratification.

9.2 For courses leading to registration or enrolment as a nurse with the relevant registering authority a recommendation will be made by the appropriate panel to the Chief Executive of the College and then a report /letter will be forwarded to the appropriate registering authority.

9.2.1 Participants will receive a copy of the report/letter that was forwarded to the registering authority.

10 – Successful completion of a course

10.1 To successfully complete any course of study the student must meet all compulsory course requirements outlined in the course documentation. Students are also required to:

10.1.1 Return all library books, multimedia resources and other College resources, or pay for the replacement of same

10.1.2 Have paid all course fees as required.

10.2 Unless or until all aspects of this policy are complied with the College reserves the right not to issue the final course outcomes, testamurs or transcripts.

11 – Assessment items – late submissions

In principle, late submissions are not acceptable.

11.1 Extension of time for submission of assessments and compulsory course requirements must be negotiated with the appropriate nurse educator/tutor. Requests may be made in writing, via email or by telephone.

11.1.1 All requests made up to 48 hours before the due date will be considered. Requests received after this time will not be considered without evidence of extenuating circumstances. All requests must be documented on the assessment cover sheet in the appropriate section and this must be attached to the submission (if applicable).

11.1.2 Extension of time for submissions cannot be assumed; each request will be considered by the nurse educator/tutor on its merit. Requests for extension of time may be refused. Extensions should not be considered granted until notification from the nurse educator/tutor is received by the student.

- 11.1.3 Only one extension of time per submission is permitted. Any requests beyond one extension must be supported by appropriate documentation and made to the nurse educator.
 - 11.1.4 Where a student requests repeated extensions they will be identified as a student-at-risk.
 - 11.1.5 Where an extension is negotiated, the new due date becomes the 'due date' and will be communicated to the student in writing. If this date is beyond the course outcome ratification the student will be given an interim result outstanding (RO) grade.
 - 11.1.6 Once the assessment item has been submitted and assessed the RO will be changed on the student's record to reflect the appropriate grade
- 11.2 In the event a student is unable to attend a scheduled assessment/examination date it is the student's responsibility to notify the nurse educator and provide written evidence of extenuating circumstances.
- 11.2.1 If the extenuating circumstances are accepted by the nurse educator, an alternate date for the assessment will be determined by the service manager or delegate.
- 11.3 Late submission of compulsory course requirements without prior negotiation may not be accepted.
- 11.3.1 In the case of gradable assessments items, late submission without prior negotiation may not be accepted. If accepted by the nurse educator/tutor the highest grade awarded is a minimum pass (50%) or satisfactory grade.
- 11.4 It is the student's responsibility to prove the compulsory course requirements/assessments were submitted by the due date to the College.

12 – Assessment item(s) – Unsuccessful

- 12.1 A fail/unsatisfactory grade will be determined using any one or more of the following criteria:
- 12.1.1 has not met the assessment criteria
 - 12.1.2 has not complied with policy regarding assessment(s)
 - 12.1.3 has not met assessment presentation and submission guidelines
 - 12.1.4 has submitted an assessment item after the due date without prior negotiation
 - 12.1.5 has not attended an assessment/examination without prior negotiation or evidence of extenuating circumstances.
- 12.2 In some instances the student will be granted the opportunity to resubmit the unsuccessful submission or to submit an alternative equivalent assessment item(s) or piece of work. In such a situation the completion of this will constitute a resubmission.
- 12.3 In the case where evidence of plagiarism/cheating is found, a *SMSC* meeting will be held. The students may receive a fail/unsatisfactory grade for that assessment item and their continuation in the course will be reviewed.

13 – Assessment item(s) – Resubmission/reattempt

- 13.1 Resubmissions/reattempts will be granted in line with the course documentation.
- 13.2 Only one resubmission/reattempt of a failed/unsuccessful assessment item will be permitted unless otherwise specified in course documentation.
- 13.3 The time frame for resubmission/reattempt of the failed/unsuccessful assessment item(s) will be negotiated between the student and the nurse educator/tutor.
- 13.4 In the case of assessments requiring mastery, The College will determine the date(s) for the reassessment.
- 13.5 The highest grade attainable for resubmitted assessment items will be a minimum pass (50%) or satisfactory grade.
 - 13.5.1 Where course documentation allows reattempts at assessment items students receive the actual mark or grade.
- 13.6 Where the student has failed or has been unsuccessful in a resubmitted/reattempted assessment item the student may be ineligible to continue in the course.
- 13.7 Students who are not successful in a resubmitted/reattempted assessment(s) may appeal the outcome. Refer section 20.

14 – Research

- 14.1 The College and its staff promote standards of research and ethics as outlined in the *Australian code for the responsible conduct of research* (NHMRC, 2007); the *National statement on ethical conduct in human research* (NHMRC, 2007) and; *Values and ethics: Guidelines for ethical conduct in Aboriginal and Torres Strait Islander health research* (NHMRC, 2003). Students enrolled in a course that includes the development of a research proposal and/or the conduct of research must comply with the standards that are summarised in the College’s Nursing *Research Policy A.4.1*.
- 14.2 Formal ethical approval by a registered Human Research Ethics Committee (HREC) is not usually required for student projects unless there is possibility of harm (physical, psychological, financial, political or social) to the human participants or vulnerable groups. Under normal circumstances, formal HREC review would not be required if the research:
 - is anonymous or confidential, for example, surveys using anonymous questionnaires;
 - constitutes subject matter being investigated that is a matter of public record or;
 - is for normal assessment, evaluation or quality purposes AND is unlikely to be published or used (‘secondary purpose’) outside the institution or organisation.

Where ethics approval is required, the student must provide evidence that their proposal has been approved by a HREC registered with the NHMRC before commencing the project. A copy of the applicant’s National Ethics Application Form (NEAF) together with the HREC Approval granted by the relevant organisation should be forwarded to the Chief Executive of the College on obtaining approval to conduct the research.

- 14.3 Students from other institutions who wish to conduct research with staff or students of the College must provide a copy of their proposal and evidence that the project has been approved by a registered HREC at their own institution (if applicable). Approval to conduct the research must be sought from the Chief Executive of the College using the appropriate form.
- 14.4 Written permission to use the name of the College (or any of its officers) in a research proposal must be obtained from the Chief Executive of the College before the proposal is submitted to another institution.
- 14.5 Unless specific permission is granted by the Chief Executive of the College, any research proposal developed as partial or total fulfilment of a College course or program cannot be used or linked to the College or any of its officers once the student ceases to be enrolled in the course for which the proposal was developed.

15 – Clinical assessments

This refers to both simulated and workplace clinical experiences and assessments.

- 15.1 Students undertaking a clinical component are required to meet relevant State/Territory legislation, policies and health facility requirements, current at the commencement of the clinical component.
 - 15.1.1 Student clinical placements in the NSW public health sector (where applicable) are organised by the College through the Clinical Placement Capacity Information System (CPCIS).
- 15.2 To achieve a successful outcome in a clinical assessment/component, the student must fulfil the criteria as specified by the course documentation.
- 15.3 Where a student breaches the student code of conduct or professional conduct or clinical competence is deemed to be unsatisfactory/unsafe by the nurse educator/clinical facilitator and/or the clinical manager or liaison person from the clinical facility, the College will determine the student's eligibility to continue with the clinical component. In the event a student is withdrawn from a clinical placement, their eligibility to continue in the course will be determined by the *SMSC*.
- 15.4 Attendance

Any student who is unable to attend on-campus components and/or clinical visits is required to:

 - 15.4.1 contact the College by 8.30 a.m. on the attendance day and inform the nurse educator/tutor of the anticipated absence(s)
 - 15.4.2 contact the employing hospital or relevant organisation (where appropriate) and have time sheets and/or sick leave records adjusted; and
 - 15.4.3 inform the ward or facility liaison person if the absence relates to a clinical visit.

16 – Plagiarism

Plagiarism is unacceptable.

- 16.1 All suspected cases will be reported to the *SMSC* for a decision regarding the student's ability to progress.
- 16.2 When submitting items of work all students are required to fully reference all sources of information/resources, using The College referencing style, as published in the *Student guide*.
- 16.3 A charge of plagiarism can be established where a student deliberately:
 - 16.3.1 copies or attempts to copy the work of other persons and submits it as their own.
 - 16.3.2 presents the ideas/thoughts of another author(s) as their own by paraphrasing or summarising without acknowledging the source.
 - 16.3.3 copies segments of a book, article, or any other media resource including the internet and/or non-written material and presents it as their own as evidenced by:
 - the use of direct quotes, paragraphs and sentences, or parts thereof, without the use of quotation marks or other appropriate forms of acknowledgement plus appropriate acknowledgement in the reference list in accordance with The College referencing style; and/or
 - the changing of another writer's words and/or sentences to a different sequence without appropriate acknowledgement within the body of the assessment item in accordance with The College referencing style.
 - 16.3.4 colludes when he or she works with another person or persons to produce work which is then presented as work completed independently by the student.
 - 16.3.5 presents work previously submitted in the same course or as a requirement of another program of study.
 - 16.3.6 fabricates data.
- 16.4 Students must provide photo proof of identification when presenting to examinations and clinical assessments to eliminate the possibility of substitution by another person.
- 16.5 Where it is suspected that a student is cheating in an examination they will be requested to leave the examination and their examination will be terminated.
- 16.6 In the case where a charge of plagiarism/cheating is determined, the student will receive a fail grade. The student's continuation in the course will be determined by the *SMSC*.

17 – Student progression

- 17.1 Where normal student progression does not occur the *SMSC* will convene to determine the student's eligibility to continue the course in the following instances:
 - 17.1.1 where a charge of plagiarism/cheating has been brought
 - 17.1.2 where a student has been identified as a student-at-risk
 - 17.1.3 where a student breaches the student code of conduct

- 17.1.4 where a student during a clinical component are deemed by the clinical facilitator or the clinical facility to be unsatisfactory and/or unsafe.
- 17.2 In extenuating circumstances students may request a leave of absence for one semester. Requests are to be made in writing to the relevant service manager. The leave of absence must allow completion within the time frame of the course.
- 17.3 In instances related to 17.1 the *SMSC* reserves the right to withdraw a student from the course. In such an event:
- 17.3.1 the College will inform the student in writing of the *SMSC*'s decision
 - 17.3.2 students may receive a fail grade for the subjects in which they are enrolled
 - 17.3.3 in the case of internationally educated nurses and midwives and others undertaking assessment of competence programs⁴ withdraw the student from the program and inform the relevant registering authority about their progression
 - 17.3.4 the College will notify NSW Health and the Area Director of Nursing and Midwifery or their delegate in the case of NSW Health sponsored students
 - 17.3.5 where students are sponsored by another organisation the College may notify their employer or sponsoring organisation.
- 17.4 Students who are withdrawn from a course for any reason and this action has been instigated by the College, the student may be excluded from enrolment in a College course for 12 months.
- 17.5 In the event a student does not meet the requirements for successful completion of a subject/unit of competence, the following applies:
- 17.5.1 where a student fails a subject or unit of competence they may be offered the opportunity to repeat the subject/unit of competence at their own cost
 - 17.5.2 students may be permitted to continue with the remaining subjects/units of competence and repeat the failed subject/unit of competence at their own cost, in the next available time period
 - 17.5.3 where a student is repeating a failed subject/unit of competence they are responsible for the full payment of fees before commencement
 - 17.5.4 in the case of a failed core subject/unit of competence the student must repeat this subject
 - 17.5.5 in the case of a failed elective subject/unit of competence, the student may either repeat the subject/unit of competence or select a different elective
 - 17.5.6 where a student fails a second time, they will be withdrawn from the course
 - 17.5.7 in extenuating circumstances where a student cannot defer into the next available course but wishes to continue with their study, they may negotiate with their nurse educator/tutor their enrolment into a later course within the time frame of the course.

⁴ These programs include: Contemporary nursing in Australia: Orientation and assessment of competence as a registered nurse, Contemporary nursing in Australia: Orientation and assessment of competence as an enrolled nurse, Contemporary nursing in Australia: Orientation and assessment of competence as a midwife.

In this case they will be given credit for subjects/units of competence successfully completed.

Please note: 17.5 does not apply to the following programs:

Contemporary nursing in Australia: Orientation and assessment of competence as a registered nurse;

Contemporary nursing in Australia: Orientation and assessment of competence as an enrolled nurse; and

Contemporary nursing in Australia: Orientation and assessment of competence as a midwife.

18 – Withdrawal from courses

- 18.1 Students requesting withdrawal are counselled about their options by the nurse educator/tutor.
- 18.2 The intent of a student to withdraw from any course must be advised in writing to their nurse educator/tutor at the College accompanied by appropriate supporting evidence.
- 18.3 Where a student has failed to comply with course requirements or failed to advise of their intent to withdraw, the student will receive a withdrawn fail (WF) grade from the subject(s) in which they are enrolled and will be withdrawn from the course.
 - 18.3.1 Students will be notified of this outcome in writing.
- 18.4 If a census date applies refer to section 4.4.

19 – Deferral from courses

- 19.1 The request from a student to defer from any course must be advised in writing to the course coordinator at the College. Students requesting deferral should be counselled about their options. Applications for deferral must include supporting documents where appropriate.
 - 19.1.1 If the request is made before census date (if applicable) the decision is made by the course/subject coordinator.
 - 19.1.2 If the request is made after the census date (if applicable) the decision is made by the service manager.
 - 19.1.3 Where a census date does not apply, requests for deferral are made to the relevant service manager.
 - 19.1.4 If the request to defer is not granted, students electing to discontinue in the course will receive a fail grade for the subjects in which they are enrolled.
- 19.2 Deferrals will not be considered until any outstanding fees have been paid in full.
- 19.3 Students will be notified in writing of the outcome of their application to defer.
- 19.4 Up to twelve months deferral may be granted when an equivalent course is to be offered within that time frame.
- 19.5 Recommencement will be subject to availability of the course or, in the event that the course is no longer available, an alternative may be negotiated.
 - 19.5.1 A recommencement fee may apply.

- 19.6 Graduate Certificate courses and other programs of study that are funded by NSW Health:
- 19.6.1 Students are not able to defer after census date except under extenuating circumstances.
 - 19.6.2 If deferral is granted, the College will inform NSW Health of their deferral.
 - 19.6.3 The student must inform their employer of their request/intention to defer.
 - 19.6.4 Where a student is privately funded by another organisation the funding body may be notified of the student's deferral by the College.
 - 19.6.5 Students will be contacted by the College before the commencement of the course into which they have been deferred.
- 19.7 In the case of internationally educated registered nurses, midwives and enrolled nurses and others enrolled in the *Contemporary nursing in Australia: Orientation and assessment of competence programs*, they must notify the College in writing of their request/intention to re-enter the program. This will be subject to the approval of the relevant registering authority and evidence of a current eligible visa.

20 – Appeal/grievance/complaints procedure

- 20.1 In the case of all appeals/grievances/complaints the student is encouraged in the first instance to contact their subject/course coordinator who will attempt to resolve the matter or escalate the appeal/grievance/complaint to the next level if necessary. If the grievance or complaint concerns a coordinator, it should be outlined in writing to the relevant Education Service Manager.
- 20.2 Students may direct their appeal/grievance/complaint, to the relevant Education Service Manager.
- 20.2.1 To ensure an appeal is fully assessed it is necessary to state clearly the grounds on which the appeal/grievance/complaint is being made, and to lodge it within ten working days after notification of results or identification of the grounds on which the appeal/grievance/complaint is based. The Education Service Manager will call an *SMSC* to rule on the appeal/grievance/complaint except in the case of an appeal of an individual assessment grade.
 - 20.2.2 Where a student is appealing the grade of an individual assessment, the decision of the relevant Education Service Manager is final. See *Policy D.1.4.Assessment and grading*.
- 20.3 Where no satisfaction is obtained in relation to 20.1 or 20.2 (except in the case of 20.2.2) a student may direct the appeal/grievance/complaint, in writing, to the Director, Education Services who will call an *EMC*. The student may present their appeal or grievance in person to this committee.
- 20.4 Where no satisfaction is obtained through 20.3, or where the student disagrees with the decision of the *EMC*, the student may direct their appeal/grievance/complaint, in writing, to the Chief Executive, who may delegate the decision to the *Academic Council*. The student is advised to clearly state why, in their opinion, the appeal/grievance/complaint has not been satisfactorily resolved by the *EMC*.

20.4.1 The decision of the Chief Executive is final.

20.5 *Contemporary nursing in Australia: Orientation and assessment of competence programs*

20.5.1 Where a participant believes they have been unfairly graded or educationally disadvantaged through administrative error, discrimination or failure of due process; or has some grievance or complaint relating to the assessment during the on-campus program, they should lodge an appeal as identified in steps 20.1 to 20.4.

20.5.2 Where a participant believes they have grounds for appeal against the recommendation made to the registering authority following completion of the clinical assessment they may appeal in writing to the *Education Management Committee* through the Chief Executive clearly identifying their grounds for appeal. Students may appeal on the following grounds:

- administrative error
- discrimination
- failure of due process.

20.6 While an appeal is in progress the individual will continue as a bona fide student in their respective course except in the case where an appeal is in progress under sections 15.3 or 17. In these circumstances a student will remain withdrawn from the course/clinical component/assessment pending the result of the appeal.

21 – Testamurs and transcripts

Issuing

21.1 Transcripts and Testamur will be issued in accordance with the Academic Calendar. Official Transcripts for all award courses will have the College Seal affixed.

Replacement

21.2 Replacements can only be issued upon receipt of a written request, and a statutory declaration stating that the student has lost or is not in possession of the document. A fee applies for the issue of the replacement document. The replacement is not issued until the fee has been paid. Applications and enquiries should be made to Manager, Administrative Services.

22 – Reissue of lost identification cards and student clearance cards

Students who lose their identification card or student clearance card can have a replacement card issued. A fee is charged for the replacement card and is payable to 'The College of Nursing' before the card is replaced. Students are to contact The College's Customer Service Centre.

References

National Health and Medical Research Council 2003 *Values and ethics: Guidelines for ethical conduct in Aboriginal and Torres Strait Islander health research*. Commonwealth of Australia, Canberra.

National Health and Medical Research Council, Australian Research Council and Universities Australia 2007 *Australian code for the responsible conduct of research*. Commonwealth of Australia, Canberra.

National Health and Medical Research Council, Australian Research Council and Australian Vice-Chancellors' Committee 2007 *National statement on ethical conduct in human research*. Commonwealth of Australia, Canberra.

Related Policies:

A.6.1 Code of Conduct

A.6.10 Copyright

B.1.4 Refund Policy

D.1.1 Teaching and Learning

D.1.2 Course Development, Accreditation and Evaluation

D.1.4 Assessment and Grading

D.1.5 Student Clinical Placement

